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# Broward College Locations

**A. HUGH ADAMS CENTRAL CAMPUS**  
3501 Southwest Davie Road  
Davie, Florida 33314  
954 201 6865

**NORTH CAMPUS**  
1000 Coconut Creek Boulevard  
Coconut Creek, Florida 33066  
954 201 2240

**JUDSON A. SAMUELS SOUTH CAMPUS**  
7200 Hollywood Pines Boulevard  
Pembroke Pines, Florida 33024  
954 201 8835

**WILLIS HOLCOMBE DOWNTOWN CENTER**  
College Administration Offices  
111 East Las Olas Boulevard  
Fort Lauderdale, Florida 33301  
954 201 7491

**PINES CENTER**  
16957 Sheridan Street  
Pembroke Pines, Florida 33331  
954 201 3601

**WESTON CENTER**  
4205 Bonaventure Boulevard  
Weston, Florida 33332  
954 201 8501

**MAROONE AUTOMOTIVE TRAINING CENTER AT MIRAMAR**  
7451 Riviera Boulevard  
Miramar, FL 33023  
954 201 8601

**MIRAMAR TOWN CENTER**  
2050 Civic Center Place  
Miramar, FL 33025  
954 201 8660

**TIGERTAIL LAKE RECREATIONAL CENTER**  
580 Gulfstream Way  
Dania Beach, FL 33004  
954 201 4500

**CORAL SPRINGS ACADEMIC CENTER**  
2900 University Drive  
Coral Springs, 33065

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## ACCREDITATION

Broward College is accredited by  
The Commission on Colleges of the Southern Association of Colleges and Schools  
(1866 Southern Lane, Decatur, GA 30033-4097: Telephone Number 404 679 4500: [www.sacs.org](http://www.sacs.org))  
To award Associate and Baccalaureate Degrees

## MEMBER OF:

- American Association of Community Colleges  
- American Association for Higher Education  
- American Council on Education  
- American Technical Education Association, Inc.  
- Association of Community College Trustees  
- Association of Governing Boards  
- College Consortium for International Studies  
- College Entrance Examination Board  
- Florida Association of Colleges and Universities  
- Florida Association of Community Colleges  
- National Association of Foreign Student Affairs  
- Southern Association of Colleges and Schools  
- Southern Association of Community and Junior Colleges

Broward College is an equal access/equal opportunity institution. Students with documented disabilities are assured participation in all college activities and services. Registrants seeking accommodations should contact the Campus Office of Disability Services at least two weeks prior to the first class session. This information is available in alternative format upon request.

This document is prepared and presented as an informational guide only. Course offerings, fee schedules and other representations provided are not controlling and are subject to change, amendment, or deletion by the College as deemed appropriate. The information is taken from Board Policies and Procedures. These sources can be accessed online at [www.broward.edu](http://www.broward.edu).

**NOTE:** *BC APPLICATION IS ONLINE AT [WWW.BROWARD.EDU](http://www.broward.edu)*

*Disclaimer:* The most current catalog is available on the College’s website. The information in the printed catalog is current up to the print date.
Welcome to Broward College!

For more than half a century, we have served as Broward County’s primary source for educational opportunities. For more than 66,000 students each year who reflect all ages, points of origin and educational goals, our dedicated faculty and staff make your success our top goal.

I invite you to explore this catalog as well as our website and learn about the many opportunities available to you at Broward. As a member of the Florida College System, Broward College offers bachelor’s degree programs, enabling you to earn a four-year degree close to where you live and work. Further, we offer associate in arts degree programs to prepare students for university transfer and the associate in science degree programs and certification programs for careers in the nation’s fastest-growing professions. Whatever option you choose, our faculty and staff stand ready to make your educational dreams come true.

We take pride in working to impact and improve lives by turning possibilities into realities for each student we serve. Our dedicated faculty, administration and staff are dedicated and experienced in helping you reach your career and professional goals.

I wish you a great year, and I look forward to seeing you at graduation when you complete your educational goals.

Sincerely,

J. David Armstrong, Jr.,
President
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<table>
<thead>
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<th>TERM I (20131)</th>
<th>Session I</th>
<th>Session II</th>
<th>Session III</th>
<th>Session IV</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Aug 24 - Dec 17</td>
<td>Aug 24 - Oct 18</td>
<td>Sept 5 - Dec 3</td>
<td>Oct 22 - Dec 17</td>
</tr>
</tbody>
</table>

**GRADUATION CANDIDATES*, HONORS, HEALTH SCIENCE, BACHELORS, COLLEGE ACADEMY, VETERANS**

- April 25-Aug 23
- April 25-Aug 23
- April 25-Sept 4
- April 25- Oct 18

**CONTINUING**

- April 26-Aug 23
- April 26-Aug 23
- April 26-Sept 4
- April 26-Oct 18

**NEW AND RE-ENTRY, TRANSIENT AND NON DEGREE**

- June 1-Aug 23
- June 1-Aug 23
- June 1-Sept 4
- June 1-Oct 18

**DUAL ENROLLED**

- July 24-Aug 23
- July 24-Aug 23
- July 24-Sept 4
- July 24-Oct 18

**STATE EMPLOYEE WAIVER**

- Aug 23
- Aug 23
- Sept 4
- Oct 18

---

<table>
<thead>
<tr>
<th>TERM 2 (20132)</th>
<th>Session I</th>
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<tbody>
<tr>
<td></td>
<td>Jan 7-May 5</td>
<td>Jan 7-March 1</td>
<td>Jan 23-Apr 23</td>
<td>Mar 13-May 5</td>
</tr>
</tbody>
</table>

**GRADUATION CANDIDATES*, HONORS, HEALTH SCIENCE, BACHELORS, COLLEGE ACADEMY, VETERANS**

- Oct 4-Jan 6
- Oct 4-Jan 6
- Oct 4-Jan 22
- Oct 4-Mar 12

**CONTINUING**

- Oct 5-Jan 6
- Oct 5-Jan 6
- Oct 5-Jan 22
- Oct 5-Mar 12

**NEW AND RE-ENTRY TRANSIENT AND NON DEGREE**

- Oct 12-Jan 6
- Oct 12-Jan 6
- Oct 12-Jan 22
- Oct 12-Mar 12

**DUAL ENROLLMENT**

- Dec 3-Jan 6
- Dec 3-Jan 6
- Dec 3-Jan 22
- Dec 3-Mar 12

**STATE EMPLOYEE WAIVER**

- Jan 4
- Jan 4
- Jan 22
- Mar 12

---

<table>
<thead>
<tr>
<th>TERM 3 (20133)</th>
<th>Session I</th>
<th>Session II</th>
<th>Session III</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>May 13-Aug 8</td>
<td>May 13-Jun 19</td>
<td>Jun 27-Aug 8</td>
</tr>
</tbody>
</table>

**GRADUATION CANDIDATES*, HONORS, HEALTH SCIENCE, BACHELORS, COLLEGE ACADEMY, VETERANS**

- Mar 15-May 12
- Mar 15-May 12
- Mar 15-June 26

**CONTINUING, NEW AND RE-ENTRY STUDENTS**

- Mar 18-May 12
- Mar 18-May 12
- Mar 18-June 26

**NEW AND RE-ENTRY TRANSIENT AND NON DEGREE**

- Mar 28-May 12
- Mar 28-May 12
- Mar 28-June 26

**DUAL ENROLLMENT**

- Apr 12-May 12
- Apr 12-May 12
- Apr 12-June 26

**STATE EMPLOYEE WAIVER**

- May 10
- May 10
- June 26

* Special registration for students within 15 hours (or less) of degree completion.
# ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>Term I (20131)</th>
<th>Session I</th>
<th>Session II</th>
<th>Session III</th>
<th>Session IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASSES BEGIN</td>
<td>Aug 24</td>
<td>Aug 24</td>
<td>Sept 5</td>
<td>Oct 22</td>
</tr>
<tr>
<td>WEEKEND COLLEGE CLASSES BEGIN*</td>
<td>Aug 24</td>
<td>Aug 24</td>
<td>Sept 7</td>
<td>Oct 26</td>
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<tr>
<td>LAST DAY TO DROP FOR 100% REFUND**</td>
<td>Aug 30</td>
<td>Aug 30</td>
<td>Sept 12</td>
<td>Oct 29</td>
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<td>ENROLLMENT VERIFICATION BEGINS</td>
<td>Aug 31</td>
<td>Aug 31</td>
<td>Sept 13</td>
<td>Oct 30</td>
</tr>
<tr>
<td>LAST DAY TO DROP FOR 100% REFUND WEEKEND COLLEGE*</td>
<td>Aug 30</td>
<td>Aug 30</td>
<td>Sept 12</td>
<td>Oct 29</td>
</tr>
<tr>
<td>HOLIDAY (Labor Day)</td>
<td>No day or evening classes</td>
<td>Sept 3</td>
<td>Sept 3</td>
<td></td>
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<tr>
<td>MIDTERM</td>
<td>Oct 18</td>
<td>Sept 20</td>
<td>Oct 16</td>
<td>Nov 16</td>
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<tr>
<td>LAST DAY TO WITHDRAW FROM ANY CLASS (60% POINT)</td>
<td>Oct 31</td>
<td>Sept 27</td>
<td>Oct 25</td>
<td>Nov 27</td>
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<tr>
<td>LAST DAY TO CHANGE FROM CREDIT TO AUDIT (60% POINT)***</td>
<td>Oct 31</td>
<td>Sept 27</td>
<td>Oct 25</td>
<td>Nov 27</td>
</tr>
<tr>
<td>HOLIDAY (Veterans Day)</td>
<td>No day or evening classes</td>
<td>Nov 12</td>
<td>Nov 12</td>
<td>Nov 12</td>
</tr>
<tr>
<td>HOLIDAY (Thanksgiving)</td>
<td>No evening classes</td>
<td>Nov 21</td>
<td>Nov 21</td>
<td>Nov 21</td>
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<td>No day or evening classes</td>
<td>Nov 22-25</td>
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<tr>
<td>LAST DAY OF CLASSES</td>
<td>Dec 17</td>
<td>Oct 17</td>
<td>Dec 3</td>
<td>Dec 17</td>
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<tr>
<td>FINAL EXAMINATIONS</td>
<td>Dec 11-17</td>
<td>Last Class Meeting</td>
<td>Last Class Meeting</td>
<td>Last Class Meeting</td>
</tr>
<tr>
<td>GRADES DUE BY 3:00 PM</td>
<td>Dec 18</td>
<td>Oct 18</td>
<td>Dec 18</td>
<td>Dec 18</td>
</tr>
<tr>
<td>GRADUATION CEREMONY</td>
<td>Dec 19</td>
<td>Dec 19</td>
<td>Dec 19</td>
<td>Dec 19</td>
</tr>
</tbody>
</table>

* Weekend College has a separate Calendar on.
** Last day to withdraw from College Prep Classes and not have enrollment in class counted as an attempt.
*** Students wishing to change from credit to audit, after the drop period has ended, must receive instructor permission. This will also count as an attempt in that subject area.

International Students should refer to Page 13 for additional information regarding Admission Deadlines.

College Offices will be closed from December 21, 2012 through January 3, 2013. Limited on-campus services may be provided. Registration on the Web will be available except December 25, 2012 and January 1, 2013.

NOTE: Session 1 Friday evening, Saturday, and Sunday classes will have final examinations on December 14-16, 2012.

NOTE: Refunds permitted if withdrawals are done prior to the second class meeting for short courses that meet less than eight weeks.
# ACADEMIC CALENDAR

## TERM II (2013)

<table>
<thead>
<tr>
<th>Session I</th>
<th>Session II</th>
<th>Session III</th>
<th>Session IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 7-May 5</td>
<td>Jan 7-Mar 1</td>
<td>Jan 23-Apr 19</td>
<td>Mar 13-May 5</td>
</tr>
</tbody>
</table>

### CLASSES BEGIN
- Jan 7
- Jan 7
- Jan 23
- Mar 13

### WEEKEND COLLEGE CLASSES BEGIN*
- Jan 5
- Jan 5
- Jan 26
- Mar 15

### LAST DAY FOR DROP AND LAST DAY FOR 100% REFUND**
- Jan 14
- Jan 10
- Jan 29
- Mar 18

### ENROLLMENT VERIFICATION BEGINS
- Jan 15
- Jan 11
- Jan 30
- Mar 19

### LAST DAY TO DROP FOR 100% REFUND FOR WEEKEND COLLEGE*
- Jan 14
- Jan 10
- Jan 29
- Mar 18

### HOLIDAY (Martin L. King, Jr. Birthday)

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<tbody>
<tr>
<td></td>
<td>Jan 21</td>
<td>Jan 21</td>
<td></td>
</tr>
</tbody>
</table>

### PROFESSIONAL DEVELOPMENT DAY
- Feb 22
- Feb 22
- Feb 22

### HOLIDAY (Spring Break)
- Mar 4-10
- Mar 4-10

### MIDTERM
- Mar 11
- Feb 4
- Mar 12
- Apr 8

### LAST DAY TO WITHDRAW FROM ANY CLASS (60% POINT)
- Mar 22
- Feb 11
- Mar 21
- Apr 15

### LAST DAY TO CHANGE FROM CREDIT TO AUDIT (60% POINT)***
- Mar 22
- Feb 11
- Mar 21
- Apr 15

### LAST DAY OF CLASSES
- May 5
- Mar 1
- Apr 1
- May 5

### FINAL EXAMINATIONS
- Apr 29-May 5
- Last Class Meeting
- Last Class Meeting
- Last Class Meeting

### GRADES DUE BY 3:00 PM
- May 6
- Mar 11
- May 6
- May 6

### GRADUATION CEREMONY
- May 4
- May 4
- May 4
- May 4

* Weekend College has a separate Calendar.

** Last day to withdraw from College Prep Classes and not have enrollment in class counted as an attempt.

*** Students wishing to change from credit to audit after the drop period has ended, must receive instructor permission. This will also count as an attempt in that subject area.

International Students should refer to Page 13 for additional information regarding Admission Deadlines.

College Offices will be closed from December 21, 2012 through January 3, 2013. Limited on-campus services may be provided. Registration on the Web will be available except December 25, 2012 and January 1, 2013.

**NOTE:** SESSION 1 Friday evening, Saturday and Sunday classes will have final exams on May 3 – May 5, 2013.

**NOTE:** Refunds permitted if withdrawals are done prior to the second class meeting for short courses that meet less than eight weeks.
## ACADEMIC CALENDAR

### TERM III (20133)

<table>
<thead>
<tr>
<th>Event</th>
<th>Session I</th>
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<td>CLASSES BEGIN</td>
<td>May 13</td>
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<td>Jun 27</td>
</tr>
<tr>
<td>WEEKEND COLLEGE CLASSES BEGIN*</td>
<td>May 17</td>
<td>May 17</td>
<td>Jun 28</td>
</tr>
<tr>
<td>LAST DAY FOR DROP AND LAST DAY FOR 100% REFUND**</td>
<td>May 20</td>
<td>May 20</td>
<td>July 2</td>
</tr>
<tr>
<td>ENROLLMENT VERIFICATION BEGINS</td>
<td>May 21</td>
<td>May 21</td>
<td>July 3</td>
</tr>
<tr>
<td>LAST DAY TO DROP FOR 100% REFUND FOR WEEKEND COLLEGE*</td>
<td>May 20</td>
<td>May 20</td>
<td>July 2</td>
</tr>
<tr>
<td>HOLIDAY (Memorial Day)</td>
<td>May 27</td>
<td>May 27</td>
<td></td>
</tr>
<tr>
<td>MIDTERM</td>
<td>Jun 25</td>
<td>June 3</td>
<td>July 18</td>
</tr>
<tr>
<td>HOLIDAY (Independence Day)</td>
<td>July 4</td>
<td>July 4</td>
<td></td>
</tr>
<tr>
<td>LAST DAY TO WITHDRAW FROM ANY CLASS (60% POINT)</td>
<td>July 8</td>
<td>Jun 7</td>
<td>July 24</td>
</tr>
<tr>
<td>LAST DAY TO CHANGE FROM CREDIT TO AUDIT (60% POINT)***</td>
<td>July 8</td>
<td>Jun 7</td>
<td>July 24</td>
</tr>
<tr>
<td>LAST DAY OF CLASSES</td>
<td>Aug 8</td>
<td>Jun 24</td>
<td>Aug 8</td>
</tr>
<tr>
<td>FINAL EXAMINATIONS</td>
<td>Last Class</td>
<td>Last Class</td>
<td>Last Class</td>
</tr>
<tr>
<td>GRADES DUE BY NOON</td>
<td>Aug 9</td>
<td>Jun 25</td>
<td>Aug 9</td>
</tr>
</tbody>
</table>

Alternate Friday classes are divided as follows:

**Session 2**
Monday and Wednesday classes will meet on May 17, May 31, and June 14, 2013.
Tuesday and Thursday classes will meet on May 24, June 7, and June 21, 2013.

**Session 3**
Monday and Wednesday classes will meet on July 5, July 19, and August 2, 2013.
Tuesday and Thursday classes will meet on June 28, July 12, and July 26, 2013.

* Weekend College has a separate Calendar.
** Last day to withdraw from College Prep Classes and not have enrollment in class counted as an attempt.
*** Students wishing to change from credit to audit after the drop period has ended, must receive instructor permission. This will also count as an attempt in that subject area.

International Students should refer to Page 13 for additional information regarding Admission Deadlines.
# WEEKEND COLLEGE CALENDAR
## 2012-2013

### TERM I

<table>
<thead>
<tr>
<th>Session</th>
<th>Session I</th>
<th>Session II</th>
<th>Session III</th>
<th>Session IV</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Aug 24-Dec 17</td>
<td>Aug 24-Oct 17</td>
<td>Sept 5-Dec 3</td>
<td>Oct 22-Dec 17</td>
</tr>
</tbody>
</table>

**CLASSES START**
- Aug 24

**Last Day to Drop with 100% Refund**
- Aug 30

**Enrollment Verification Period Opens**
- Aug 31

**HOLIDAY (Labor Day)**
- Sept 3

**Last Day to Withdraw from any Class Without Refund**
- Oct 31

**Last Day to Change from Credit to Audit**
- Oct 31

**HOLIDAY (Veteran’s Day)**
- Nov 12

**HOLIDAY (Thanksgiving)**
- Nov 21 (No evening classes)

**Enrollment Verification Period Opens**
- Nov 22-25

**Last Day to Drop with 100% Refund**
- Nov 29

**Enrollment Verification Period Opens**
- Nov 30

**Last Day to Drop with 100% Refund**
- Dec 3

**Enrollment Verification Period Opens**
- Dec 18

**Last Day to Drop with 100% Refund**
- Dec 17

**CLASSES END**
- Dec 17

**HOLIDAY (Veteran’s Day)**
- Oct 22

**HOLIDAY (Thanksgiving)**
- Nov 22-25

**Enrollment Verification Period Opens**
- Nov 29

**Last Day to Drop with 100% Refund**
- Oct 29

**Enrollment Verification Period Opens**
- Oct 30

**Last Day to Drop with 100% Refund**
- Oct 30

**CLASSES END**
- Oct 17

**CLASSES START**
- Jan 7

**Last Day to Drop with 100% Refund**
- Jan 13

**Enrollment Verification Period Opens**
- Jan 14

**HOLIDAY (Martin L. King, Jr. birthday)**
- Jan 21

**Professional Development Day**
- Feb 22

**HOLIDAY (Spring Break)**
- Mar 4-10

**Last Day to Withdraw from any Class Without Refund**
- Mar 22

**Last Day to Change from Credit to Audit**
- Mar 22

**CLASSES END**
- May 5

**CLASSES END**
- May 5

**FINAL GRADES DUE BY 3:00 PM**
- May 6

### TERM II

<table>
<thead>
<tr>
<th>Session</th>
<th>Session I</th>
<th>Session II</th>
<th>Session III</th>
<th>Session IV</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jan 7-May 5</td>
<td>Jan 7-Mar 1</td>
<td>Jan 23-Apr 19</td>
<td>Mar 13-May 5</td>
</tr>
</tbody>
</table>

**CLASSES START**
- Jan 7

**Last Day to Drop with 100% Refund**
- Jan 13

**Enrollment Verification Period Opens**
- Jan 14

**HOLIDAY (Martin L. King, Jr. birthday)**
- Jan 21

**Professional Development Day**
- Feb 22

**HOLIDAY (Spring Break)**
- Mar 4-10

**Last Day to Withdraw from any Class Without Refund**
- Mar 22

**Last Day to Change from Credit to Audit**
- Mar 22

**CLASSES END**
- May 5

**CLASSES END**
- May 5

**FINAL GRADES DUE BY 3:00 PM**
- May 6

### TERM III

<table>
<thead>
<tr>
<th>Session</th>
<th>Session I</th>
<th>Session II</th>
<th>Session III</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>May 13-Aug 8</td>
<td>May 13-Jun 24</td>
<td>Jun 27-Aug 8</td>
</tr>
</tbody>
</table>

**CLASSES START**
- May 13

**Last Day to Drop with 100% Refund**
- May 19

**Enrollment Verification Period Opens**
- May 20

**HOLIDAY (Memorial Day)**
- May 27

**Last Day to Withdraw From Any Class Without Refund**
- July 8

**Last Day to Change from Credit to Audit**
- July 8

**HOLIDAY (Independence Day)**
- July 4

**CLASSES END**
- Aug 8

**CLASSES END**
- Aug 8

**FINAL GRADES DUE BY 3:00 PM**
- Aug 9

**FINAL GRADES DUE BY 3:00 PM**
- Aug 9

**NOTE:** Registration dates are on page 6.
# INTERNATIONAL STUDENT

## ADMISSION DEADLINES

### TERM I

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>Session I</td>
<td>Aug 24-Dec 17</td>
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<tr>
<td>Session II</td>
<td>Aug 24-Oct 17</td>
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<tr>
<td>Session III</td>
<td>Sept 5-Dec 3</td>
</tr>
<tr>
<td>Session IV</td>
<td>Oct 22-Dec 17</td>
</tr>
</tbody>
</table>

Last day for all admission documents to be received: June 1, 2012

First time admission for International Students will not be allowed for Session II, Session III, or Session IV.

### TERM II

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>Session I</td>
<td>Jan 7-May 5</td>
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<tr>
<td>Session II</td>
<td>Jan 7-Mar 1</td>
</tr>
<tr>
<td>Session III</td>
<td>Jan 23-Apr 19</td>
</tr>
<tr>
<td>Session IV</td>
<td>Mar 13-May 5</td>
</tr>
</tbody>
</table>

Last day for all admission documents to be received: October 1, 2012

First time admission for International Students will not be allowed for Session II, Session III, or Session IV.

### Term III

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session I</td>
<td>May 13-Aug 8</td>
</tr>
<tr>
<td>Session II</td>
<td>May 13-Jun 24</td>
</tr>
<tr>
<td>Session III</td>
<td>Jun 27-Aug 8</td>
</tr>
</tbody>
</table>

Last day for all admission documents to be received: March 1, 2013

First time International Students must register for either Session I or for both Session II and Session III.

**NOTE:** The Vice President for Student Affairs/College Registrar must approve any exceptions to the above schedule.
# FINAL EXAMINATION SCHEDULE
## TERM I

All examinations will be held in regular classrooms unless students are notified to the contrary by the professor. Examinations may have room conflicts. If your examination times conflict, or if your class start time is not listed, please consult with the professor.

Faculty teaching during Session 4 should coordinate scheduling of finals through their Associate Dean’s Office.

### TUESDAY, DECEMBER 11, 2012
- 8:30 am to 10:20 am for classes normally starting Tuesday and Thursday at 8:00 am or 8:30 am
- 10:30 am to 12:20 pm for classes normally starting Tuesday and Thursday at 10:30 am or 11:00 am
- 12:30 pm to 2:20 pm for classes normally starting Tuesday and Thursday at 12:30 pm
- 2:30 pm to 4:20 pm for classes normally starting Tuesday and Thursday at 2:00 pm or 2:30 pm
- 4:30 pm to 6:20 pm for classes normally starting Tuesday and Thursday at 4:30 pm or 5:00 pm
- 6:30 pm to 8:20 pm for classes normally starting Tuesday and Thursday at 6:30 pm
- 8:30 pm to 10:20 pm for classes normally starting Tuesday and Thursday at 8:30 pm

### WEDNESDAY, DECEMBER 12, 2012
- 8:30 am to 10:20 pm for classes normally starting Monday and Wednesday at 9:30 am
- 10:30 am to 12:20 pm for classes normally starting Monday and Wednesday at 11:30 am
- 12:30 pm to 2:20 pm for classes normally starting Monday and Wednesday at 1:30 pm
- 2:30 pm to 4:20 pm for classes normally starting Monday and Wednesday at 3:30 pm
- 4:30 pm to 6:20 pm for classes normally starting Monday and Wednesday at 5:30 pm
- 6:30 pm to 8:20 pm for classes normally starting Monday and Wednesday at 7:30 pm or 8:00 pm
- 8:30 pm to 10:20 pm for classes normally starting Monday and Wednesday at 8:30 pm

### THURSDAY, DECEMBER 13, 2012
- 8:30 am to 10:20 am for classes normally starting Tuesday and Thursday at 9:30 am
- 10:30 am to 12:20 pm for classes normally starting Tuesday and Thursday at 11:30 am
- 12:30 pm to 2:20 pm for classes normally starting Tuesday and Thursday at 1:30 pm
- 2:30 pm to 4:20 pm for classes normally starting Tuesday and Thursday at 3:30 pm
- 4:30 pm to 6:20 pm for classes normally starting Tuesday and Thursday at 5:30 pm
- 6:30 pm to 8:20 pm for classes normally starting Tuesday and Thursday at 7:30 pm or 8:00 pm
- 8:30 pm to 10:20 pm for classes normally starting Tuesday and Thursday at 8:30 pm

### FRIDAY/SATURDAY, DECEMBER 14/15, 2012
For classes normally meeting on Friday or Saturday, your Final Exam will be at your regular class time.

### MONDAY, DECEMBER 17, 2012
- 8:30 am to 10:20 am for classes normally starting Monday and Wednesday at 8:00 am or 8:30 am
- 10:30 am to 12:20 pm for classes normally starting Monday and Wednesday at 10:30 am or 11:00 am
- 12:30 pm to 2:20 pm for classes normally starting Monday and Wednesday at 12:30 pm
- 2:30 pm to 4:20 pm for classes normally starting Monday and Wednesday at 2:00 pm or 2:30 pm
- 4:30 pm – 6:20 pm for classes normally starting Monday and Wednesday at 4:30 pm or 5:00 pm
- 6:30 pm to 8:20 pm for classes normally starting Monday and Wednesday at 6:30 pm
- 8:30 pm to 10:20 pm for classes normally starting Monday and Wednesday at 8:30 pm

**NOTE:** For classes normally meeting one hour per week, please consult your instructor.
# FINAL EXAMINATION SCHEDULE

TERM II

All examinations will be held in regular classrooms unless the professor notifies students to the contrary. Please consult with your professors if: (1) your examination times conflict, (2) your class’s start time is not listed, or (3) your class normally meets one hour per week. **Final examinations for Session 4 classes will be held the last class meeting.** Faculty must coordinate the scheduling of their Session 4 finals through their Associate Dean’s Office.

### MONDAY, APRIL 29, 2013

<table>
<thead>
<tr>
<th>Time</th>
<th>Classes Normally Starting</th>
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<tbody>
<tr>
<td>8:30 am to 10:20 am</td>
<td>Monday and Wednesday at 07:00 am or 07:30 am or 08:00 am</td>
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<tr>
<td>10:30 am to 12:20 pm</td>
<td>Monday and Wednesday at 11:00 am or 11:30 am</td>
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<td>12:30 pm to 2:20 pm</td>
<td>Monday and Wednesday at 12:00 pm or 12:30 pm</td>
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<tr>
<td>2:30 pm to 4:20 pm</td>
<td>Monday and Wednesday at 03:00 pm or 03:30 pm</td>
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<tr>
<td>4:30 pm or 6:20 pm</td>
<td>Monday and Wednesday at 07:00 pm or 07:30 pm</td>
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<tr>
<td>6:30 pm to 8:20 pm</td>
<td>Monday and Wednesday at 08:00 pm or 08:30 pm</td>
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<tr>
<td>8:30 pm to 10:20 pm</td>
<td>Monday and Wednesday at 09:00 pm or 09:30 pm</td>
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### TUESDAY, APRIL 30, 2013

<table>
<thead>
<tr>
<th>Time</th>
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<tbody>
<tr>
<td>8:30 am to 10:20 am</td>
<td>Tuesday and Thursday at 07:00 am or 07:30 am or 08:00 am</td>
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<tr>
<td>10:30 am to 12:20 pm</td>
<td>Tuesday and Thursday at 11:00 am or 11:30 am</td>
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<tr>
<td>12:30 pm to 2:20 pm</td>
<td>Tuesday and Thursday at 12:00 pm or 12:30 pm</td>
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<tr>
<td>2:30 pm to 4:20 pm</td>
<td>Tuesday and Thursday at 03:00 pm or 03:30 pm</td>
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<td>4:30 pm to 6:20 pm</td>
<td>Tuesday and Thursday at 04:00 pm or 04:30 pm</td>
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<tr>
<td>6:30 pm to 8:20 pm</td>
<td>Tuesday and Thursday at 05:00 pm or 05:30 pm</td>
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<tr>
<td>8:30 pm to 10:20 pm</td>
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### WEDNESDAY, MAY 1, 2013

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<th>Time</th>
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<td>Monday and Wednesday at 08:00 am or 08:30 am</td>
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<tr>
<td>10:30 am to 12:20 pm</td>
<td>Monday and Wednesday at 10:00 am or 10:30 am</td>
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<td>12:30 pm to 2:20 pm</td>
<td>Monday and Wednesday at 11:00 am or 11:30 am</td>
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<td>2:30 pm to 4:20 pm</td>
<td>Monday and Wednesday at 02:00 pm or 02:30 pm</td>
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<td>4:30 pm to 6:20 pm</td>
<td>Monday and Wednesday at 03:00 pm or 03:30 pm</td>
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<tr>
<td>6:30 pm to 8:20 pm</td>
<td>Monday and Wednesday at 04:00 pm or 04:30 pm</td>
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<tr>
<td>8:30 pm to 10:20 pm</td>
<td>Monday and Wednesday at 05:00 pm or 05:30 pm</td>
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### THURSDAY, MAY 2, 2013

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<th>Time</th>
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<tr>
<td>10:30 am to 12:20 pm</td>
<td>Tuesday and Thursday at 10:00 am or 10:30 am</td>
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<td>12:30 pm to 2:20 pm</td>
<td>Tuesday and Thursday at 11:00 am or 11:30 am</td>
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<tr>
<td>2:30 pm to 4:20 pm</td>
<td>Tuesday and Thursday at 02:00 pm or 02:30 pm</td>
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<td>Tuesday and Thursday at 04:00 pm or 04:30 pm</td>
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<tr>
<td>8:30 pm to 10:20 pm</td>
<td>Tuesday and Thursday at 05:00 pm or 05:30 pm</td>
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</tbody>
</table>

### FRIDAY/SATURDAY/SUNDAY, MAY 3/4/5, 2013

For classes normally meeting on Friday, Saturday, or Sunday your Final Exam will be at your regularly scheduled class time.
BROWARD COLLEGE

Broward College .............................................. Page 14 - 25

- Vision, Mission, Core Values
  and Philosophy ........................................ Page 16 - 17

- Campuses, Centers and other facilities ............ Page 17 - 18

- History of the College ................................. Page 18 - 20

- Equal Opportunity Policy ............................. Page 20

- Policy Prohibiting Discrimination, Harassment
  and Retaliation ........................................ Page 20

- District Board of Trustees .......................... Page 21

- State Boards .............................................. Page 22

- District Administration ............................... Page 22 - 23

- Broward College Foundation ....................... Page 24 - 25
VISION, MISSION, CORE VALUES
AND PHILOSOPHY

Vision Statement
Broward College will be a destination for academic excellence, serving students from local communities and beyond. The college will embrace diversity – student, faculty, staff, and business partnerships – and foster a welcoming, affirming, and empowering culture of respect and inclusion. The college will stand at the leading edge of technological and environmentally sound innovation, providing attainable, high-quality educational programs. Broward College will be recognized for its recruitment and retention of diverse, outstanding faculty and staff whose primary focus will be to promote the success of each individual student while supporting lifelong learning for all students. As a model post-secondary institution, the college will connect its students to diverse local and global communities through technical, professional, and academic careers.

Mission Statement
The mission of Broward College is to achieve student success by developing informed and creative students capable of contributing to a knowledge- and service-based global society. As a public community college accredited to offer associate degrees, selected baccalaureate degrees, and certificate programs, the institution and its District Board of Trustees are committed to fostering a learning-centered community that celebrates diversity and inclusion by empowering and engaging students, faculty, and staff.

Core Values
- **Academic Excellence and Student Success:** Achieving student success through high-quality, learning-centered programs and services while continuously evaluating and improving student learning outcomes that reflect the highest academic standards. This is accomplished by providing flexible educational opportunities accessible to all students, regardless of time or place.
- **Diversity and Inclusion:** Creating a community that celebrates diversity and cultural awareness while promoting the inclusion of all its members.
- **Innovation:** Developing and implementing the most emergent technologies and teaching/learning methods and strategies to create learning environments that are flexible and responsive to local, national, and international needs.
- **Integrity:** Fostering an environment of respect, dignity, and compassion that affirms and empowers all its members while striving for the highest ethical standards and social responsibility.
- **Sustainability:** Ensuring effective, efficient use of college resources while implementing fiscally sound practices and environmentally sustainable initiatives that can be modeled in collaboration with our community.
- **Lifelong Learning:** Promoting the educational growth and development of all individuals through a variety of post-secondary professional, technical, and academic programs and services.

Philosophy
As an institution committed to the ideal of the value and dignity of the individual, Broward College recognizes the religious, ethnic, and cultural diversity of its students and staff and endeavors to provide equal educational opportunity for all students. Furthermore, the college fosters the value of lifelong learning as it strives through teaching excellence to enable students to appreciate knowledge and to acquire an education that will assist them in assuming positive roles in a changing society. Believing that educated people should be guided in their behavior by decency and civility, the college values honesty, integrity, and social responsibility among its staff and its students. Furthermore, it aspires to empower students with the critical thinking and problem-solving skills, global perspective, clarified values, and creativity that will enable them to make moral choices and ethical decisions in all aspects of their lives. In addition, the college embraces a commitment to American democratic values and culture, the principles of responsible citizenship, life enrichment, and self-awareness.

The College
As the first public higher education institution in the county, Broward College functions as the principal
provider of undergraduate higher education for the residents of Broward County. The college provides associate and baccalaureate degrees, and technical and occupational training for the citizens of Broward County, its district by law. As one of the 28 public community colleges in the Florida system, Broward College is designed to be a community-based institution that offers a comprehensive range of programs responsive to changes in the community and in technology. Where appropriate, these programs are articulated with the public school system, area vocational schools, and upper-level institutions to ensure that students can move smoothly from one system to another.

The college’s district board of trustees, its legal governing body, serves as a corporate body with all powers necessary for governance and operation. The college operates under statutory authority and rules of the Florida Department of Education. State appropriations and student fees provide operational funding for college programs. Construction and building maintenance funds are provided through statewide capital outlay bonds, not through local property taxes.

The campuses and centers

A. Hugh Adams Central Campus
The A. Hugh Adams Central Campus is located west of the Florida Turnpike and south of Interstate 595 on Southwest Davie Road in Davie. The Adams Campus is situated on 150 acres in a traditional college setting equipped with an aquatic complex and athletic facilities. The campus has more than 25 buildings housing the Buehler Planetarium and Observatory, the Ralph R. Bailey Concert Hall, the Fine Arts Theatre, the Institute of Public Safety, a student services center, state-of-the-art science laboratories, health science simulation equipment, and computer science laboratories, as well as facilities to support academic disciplines. The campus also operates three other sites: the Willis Holcombe Center and the Institute for Economic Development in downtown Fort Lauderdale, and the Tigertail Lake Center in Dania Beach. In addition, the Adams Central Campus houses the University/College Library, a research facility jointly funded by Broward College and Florida Atlantic University. The campus hosts two educational partners on site: Florida Atlantic University, Davie Campus, and the College Academy @ Broward College, a high school operated in partnership with the Broward County Public Schools.

- Willis Holcombe Center
The Willis Holcombe Center is located in the heart of Fort Lauderdale. In partnership with FAU, the center forms the Higher Education Complex on East Las Olas Boulevard. The center also houses the college’s district administration offices as well as more than 210,000 square feet of high-tech classroom space consisting of wired classrooms, science and technology labs, and a full array of student services. The center is surrounded by many cultural and municipal resources, including the Broward County Main Library, the Broward Center for the Performing Arts, the Museum of Discovery and Science, the Fort Lauderdale Museum of Art, and picturesque Riverwalk along New River.

- Institute for Economic Development
The Institute for Economic Development is located within the Willis Holcombe Center at 111 East Las Olas Boulevard, Room 408 and will move to 6400 N.W. 6th Way, Ft. Lauderdale, FL 33309. The institute offers a variety of continuing education courses, corporate training services, customized workforce development resources, support groups and training for women transitioning into the workforce.

- Tigertail Lake Recreational Center
The Tigertail Lake Recreational Center is located just west of I-95 and Griffin Road, at 580 Gulfstream Way, Dania Beach. The center offers conference and picnic areas and classes in aquatic activities and water sports. The Broward College Adventure Learning Course also is housed there, providing low and high ropes challenge programs and leadership and team-building activities.

North Campus
North Campus is adjacent to the Florida Turnpike at Exit 67 and south of Coconut Creek Parkway in Coconut Creek and covers approximately 113 acres. North Campus has more than a dozen buildings that include the multipurpose Omni Auditorium, the joint-use Broward County North Regional/Broward College Library and the 65,000 square-foot student services building. Also on campus is the JA World Huizenga Center, which houses two Junior Achievement programs: Finance Park and Enterprise Village. Programs at the facility serve approximately 24,000 fifth-graders and 24,000
eighth-graders from public and private schools in Broward and Palm Beach counties annually.

- **Coral Springs Center**
The Coral Springs Center is located in the heart of Coral Springs, at the intersection of West Sample Road and University Drive. The center is approximately 19,000 square feet, located in an historic building in the Village Square Shopping Center. The center will offer general and technical education and business administration classes for students in associate and baccalaureate programs. The center’s address is 9441 West Sample Road.

**Judson A. Samuels South Campus**
Located west of the Florida Turnpike on Hollywood/Pines Boulevard at 72nd Avenue in Pembroke Pines, the Samuels South Campus’ buildings are arrayed on a tract covering 103 acres. The campus also operates four centers: the Pines Center in the Academic Village at 16957 Sheridan Street, the Weston Center at 4205 Bonaventure Boulevard, the Broward College Automotive Training and Marine Center of Excellence, in Miramar at 7451 Riviera Boulevard and the Miramar Town Center at 2050 Civic Center Place. In addition, the campus is home to the Aviation Institute and the joint-use Broward County South Regional/Broward College Library.

The Aviation Institute, located adjacent to North Perry Airport, offers programs to prepare students for FAA and FCC certification and employment in the aviation industry.

- **Pines Center**
The Pines Center is located approximately two miles west of I-75 on Sheridan Street in the Academic Village in Pembroke Pines. The center is part of a 77-acre Jeffersonian-inspired educational complex that includes the Broward County Southwest Broward Regional Library and the Pembroke Pines Charter High School, as well as an athletic/aquatic complex and a wetlands nature reserve. The center offers credit and non-credit courses designed to prepare a diverse student population for educational and career opportunities.

- **Weston Center**
The Weston Center is located on the second floor of the Broward County Weston Branch Library and offers credit and non-credit courses. An 18-month fast-track Associate in Arts degree in business administration also is offered onsite to accommodate the busy lives of working adults.

- **Broward College Maroone Automotive Training Center and Marine Center of Excellence**
The Broward College Maroone Automotive Training Center and Marine Center of Excellence at Miramar share approximately 23 acres on Riviera Boulevard adjacent to the Florida Turnpike near the Broward/Miami-Dade county line. The center provides classrooms, administrative offices and work bays. The automotive technology program is a highly technical, interactive course of study designed to train students as automotive technicians ready for immediate employment upon graduation. The Marine Center of Excellence offers a specialized, comprehensive program in marine engineering management, and is accredited by the American Boat and Yacht Council and partners with the Marine Industries Association of Florida.

- **Miramar Town Center**
The Miramar Town Center is the home of the college's air traffic control program and also offers credit and non-credit courses to meet the needs of the community. Broward College’s facility is on the second floor of the Broward County Miramar Library and Education Center, within the Miramar City Hall complex. The Miramar Library and Education Center is a partnership facility, bringing together Broward College, the City of Miramar, Broward County Libraries Division and Nova Southeastern University.

**History of the college**

In 1959, the Florida Legislature authorized creation of the Junior College of Broward County and members of the community began work on making the college a reality. An influential group of Broward community leaders lobbied Washington D.C. officials to provide land at the former Forman Field in Davie, a training site for World War II Naval aviators. A local advisory board was assembled in October 1959 and guided by the State Board of Educational Regulations, began developing programs and hiring staff. The college’s first president, Dr. Joe B. Rushing, vice president for administration at Howard Payne College in Brownwood, Texas, was appointed March 17, 1960. He reported for work on April 7.
As construction began at the former Forman Field site, the Junior College of Broward County opened its doors to its first class of 701 students in fall of 1960. They attended classes in buildings that were formerly part of Naval Air Station Junior High on the Fort Lauderdale/Hollywood International Airport property. Dr. John Allen, president of the University of South Florida, addressed the college's first graduating class, 73 students, at War Memorial Auditorium on June 10, 1962. Among its members was Paris Nelson Glendening, who went on to serve two terms as Maryland's 59th governor. The Junior College of Broward County’s first permanent building was completed in August 1963 when the college officially moved to the Central Campus.

Broward College received its initial regional accreditation by the Southern Association of Colleges and Schools SACS Commission Colleges in 1965 as an institution offering level one associate degree.

Dr. Rushing resigned in 1965 and was succeeded by Dr. Myron Blee, director of the Office for Emergency Planning in Washington, D.C. Dr. Blee was in turn succeeded by Dr. A. Hugh Adams, who assumed his duties as president on April 15, 1968.

Florida’s junior colleges originally were governed by boards of public instruction, who also governed elementary and secondary instruction in each county. In 1968, the same year the JCBC changed its name to Broward Junior College, the Florida Legislature removed the junior colleges from the county school boards’ purview and turned the colleges’ advisory boards into district boards of trustees.

In September 1970, the district board of trustees changed the college’s name to Broward Community College, a change that better reflected the comprehensive nature of the college’s programs and its role in the community. Also in 1970, the Judson A. Samuels South Campus got its start in temporary headquarters adjacent to Memorial Hospital in Hollywood. North Campus, in Coconut Creek, was dedicated in 1972.

Dr. Adams served as president for 19 years. After he announced his intention to retire on December 31, 1986, the district board of trustees renamed the Central Campus the A. Hugh Adams Central Campus in his honor.

Named to succeed Dr. Adams was Dr. Willis Holcombe, executive vice-president at Brevard Community College, and a protégé of Dr. James Wattenbarger, architect of the state community college system. Before going to Brevard, Dr. Holcombe had served at Broward as a professor, executive assistant to President Adams, Central Campus academic dean, and then Central Campus provost. He served as president for 17 years, from 1987 to 2004. He initiated efforts that led to significant growth in enrollment, facility and program expansion. He also was instrumental in creating a variety of innovative partnerships to benefit the college, its students and the community at large.

Dr. Holcombe retired in January 2004. On his retirement, he was named President Emeritus. Succeeding him as the college’s fifth president was Dr. Larry Anthony Calderon, who served as president through December 2006. Dr. Holcombe returned from retirement to serve as president until the Broward College District Board of Trustees appointed J. David Armstrong, Jr., the former chancellor of the Division of Community Colleges, as its sixth president. President Armstrong began work at the college in July 2007. Dr. Holcombe was appointed chancellor when President Armstrong took over at Broward.

In summer of 2008, the college underwent one further name change, to Broward College, after the college received State Board of Education and legislative approval to begin offering baccalaureate degree programs in teacher education. The College submitted a substantive change to its regional accreditation association SACS and received approval to office level two bachelor degree programs. The College is also approved to offer students Title IV Student Financial Aid funds for all degree levels and eligible certificates. At the same time, the college began offering online associate degree programs in 13 areas.

In 2009, the college received approval by the State Board of Education to offer four additional baccalaureate degree programs. They were: nursing, information management, supervision and management, and technology management.

Supporting the viability, vitality and robust growth of the communities they serve is an important part of the mission of Florida’s publicly supported community colleges. With a half century of service
to its community, none of the “Great 28” fulfills its mission better than Broward College.

Equal Opportunity and Inclusive Excellence Policies

As an institution of higher learning, Broward College is dedicated to the inculcation of the highest ideals of citizenship in a free society. The college as an equal opportunity/affirmative action employer complies with all applicable federal and state laws regarding discrimination and affirmative action. Consistent with the American ideals of equality of citizens and the dignity and worth of each person, the college hereby states that equal employment opportunity and advancement, as well as participation in programs and activities, are provided consonant with appropriate laws without regard to race, color, sex, national origin, religion, age, disability, marital status, sexual orientation or other legally protected classification.

Consistent with Broward College’s vision, mission, and core values, Broward College is committed to fostering a welcoming, affirming, and empowering culture of respect and inclusion, empowering and engaging students, faculty, and staff. The College is committed to inclusive excellence, integrating diversity and quality initiatives by infusing diversity into its organizational processes, structures, and practices. The College affirms its commitment to recruit, support, and retain a diverse student, faculty, and staff community that reflects the diversity of Broward County and to the importance of cultural competency. All members of the faculty, staff, and student body are expected to assist in making this policy a practical reality. The president of the college is empowered to implement this policy through appropriate personnel and by use of effective procedures.

The role of the Associate Vice President for Human Resources and Equity is to monitor the college’s human resource policies and procedures and to ensure compliance with federal and state laws that prohibit discrimination on the basis of race, color, age, national origin, religion, age, disability, marital status, sexual orientation or other legally protected classifications. As the College’s equity coordinator, the Associate Vice President for Human Resources and equity coordinates compliance with civil rights protections and is the State’s designated Equity officer for the College.

Questions pertaining to educational equity, equal opportunity or equal access should be addressed to the Human Resources and Equity Officer, located at 225 E. Las Olas Blvd., Fort Lauderdale, FL 33301. In December 2011, Human Resources for the College moved to 6400 N.W. 6th Way, Ft. Lauderdale, FL 33309.

Employees, applicants and students are regularly notified of this information and this information is posted in conspicuous locations on all campuses, is provided annually to all employees and students through college publications including, but not limited to, the following: College Newsletter, Salary Schedule, College Catalog, Course Schedule, Student Handbook and the Annual Equity Report.

Any employee, applicant for employment, student, or candidate for admission that has concerns about equitable treatment may contact the college equity coordinator. Students and employees should use college Procedure A6Hx2.3.34 Reporting Violations and Conducting Investigations of Complaints Alleging Discrimination Harassment, and/or Retaliation.

Policy prohibiting discrimination, harassment and retaliation

Broward College recognizes its obligation to work towards a community in which diversity is valued and equal employment opportunities are provided free from discrimination, unlawful harassment and retaliation in accordance with federal, state and local laws. The equity office in human resources shall investigate complaints of discrimination, harassment, and retaliation according to the college policies and procedures. This authority is delegated from the college president to the vice president for human resources and equity, and carries the obligation to ensure that the college community adheres to the college’s policies prohibiting discrimination, harassment, and retaliation.

The college affirms its commitment to ensure that each member of the college community shall be permitted to work in an environment free from any form of discrimination or harassment based upon race, color, sex, national origin, religion, age, disability, marital status, sexual orientation or other legally protected classification. Please see Broward College Policy 6Hx2.3.34 and 6Hx2.3.44 for further details.
DISTRICT BOARD OF TRUSTEES

The Broward College District Board of Trustees brings together community leaders with diverse backgrounds who provide dedicated leadership to the college and its activities. Florida’s governor appoints this group of outstanding local citizens. As the governing board of the college, they are the stewards of BC’s commitment to excellence, while they guide the college and implement the goals enumerated in their mission statement. Their desire to provide students with the academic skills needed for transferring to universities, to enhance skills to be competitive in the rapidly changing job market, and to offer opportunities for continuing education, personal growth and enrichment is a challenge they approach with enthusiasm. As a team, these dynamic community leaders are fully engaged in providing a future that offers increased higher education opportunities for Broward County residents.
State Boards and District Administration

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Academic Affairs and Student Success
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Wei Yang-Krivak, M.S.
District Director, Center for Global Education & Commerce

Other District Staff
Iroff, Jayson, B.S.
Controller

Foundation Staff
Nancy Botero, B.A., M.A.
Executive Director, BC Foundation
BROWARD COLLEGE FOUNDATION

Since its inception in 1971, the Broward College Foundation has transformed lives through education by providing community awareness, advocacy and financial resources to Broward College.

The foundation is a 501(c)(3) not-for-profit organization led by a volunteer board of directors composed of business and civic leaders, donors and college representatives. Through their efforts, the foundation raises funds, conducts programs and practices stewardship that provides an affordable, quality education for many students who could not otherwise afford to attend college. The foundation also supports an endowed teaching chair program to reward outstanding professors and encourage innovation in the classroom.

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Gene A. Whiddon (deceased)

SCHOLARSHIPS
The Broward College Foundation serves as the conduit of private contributions to the college. Each year the foundation provides more than $2 million in scholarship funds to the college through the generosity of individuals, families, foundations, companies and organizations. Scholarships are available for financially needy students and merit awards are available for students with outstanding academic records.

ENDOWED TEACHING CHAIRS PROGRAM
The Broward College Foundation was the nation's first community college foundation to complete an endowed teaching chair capital campaign; to recognize, support and encourage the efforts of outstanding professors in their classrooms. The campaign was initiated to honor the college’s 30th anniversary with a goal of 30 chairs. Today, the program has 36 chairs, and more than 100 professors have been named recipients.

MERITORIOUS SERVICE AWARDS
Periodically, Broward College and the Broward College Foundation recognize individuals for their outstanding leadership, service and philanthropy to the college. The college recognizes their efforts with the following awards:

DISTINGUISHED SERVICE AWARD
Gene A. Whiddon, 1973*
James D. Camp, Jr., 1977
Elmer E. Rasmuson, 1977*
Judge James E. Minnet, 1977*

HONORARY DIRECTORS
Walter Banks
Dr. Michael Chizner
Arden Dickey
Jesse P. Gaddis
Kathryn Young Glenewinkel
Ramin Gozleveli
Kathy Koch
James S. Lansing
Chris Mobley
Stacy Modlin
Eugene K. Pettis
Lloyd F. Rhodes
Phil Rosenberg
Ellen Schulman
Teresa B. Sjogren
Richard O. Wessel
Scott Whiddon
Louis Wolff
Mary Wood
SEAHAWK AWARD
Stephen F. Snyder, 1988
Gene A. Whiddon, 1988*
Robert Elmore, 1989*
Daniel S. Goodrum, 1990*
Richard S. Kip, 1995
William F. Leonard, 1999*

DISTINGUISHED ALUMNI AWARD
Al Rantel, 1983
George Platt, 1983
Larry Ellis, 1984
Donald Harvey, 1984
Debbie Sanderson, 1984
Teresa Sjogren, 1984
Lt. Col. Thomas Taylor, 1985
Dr. Betty Adkins, 1987
Robert Alexander, 1987
Bonnie Flynn, 1987
Dr. William Greene, 1987
Richard Hanauer, 1987
Stephen McDonald, 1987
James Naugle, 1987
Aldanzo Pratt, 1987
Dr. Timothy Adkins, 1988
Gov. Parris Glendening, 1988
Sandra McCray, 1988
Carlton Moore, 1988
Dr. Irmgard Bocchino, 1989*
Dr. William Proctor, 1989
Jasmine Shirley, 1989
Robert Ferrigno, 1990
Evelyn Hardy, 1990
Dr. Betty Brady, 1991
Barbara Jane Ellis, 1991
Dominick Calabro, 1991
Gabriel Grasso, 1991*

Varen Black, 1992
Sheriff Ronald Cochran, 1992*
Donna Wallace, 1992
Deborah Hazleton, 1993
Cynthia Lodge, 1993
Ray Recchi, 1993*
Winifred Warnings, 1993
Dr. Deborah Sloan, 1994
William Milano, 1994
Cherokee Paul McDonald, 1995
Wil Trower, 1995
Dr. Rita Mae Brown, 1996
Terry Glatt, 1996
Dr. Seth Kalichman, 1996
Sharon Robb, 1996
Steven Berrard, 1997
Judge Gary Farmer, 1998
Michael Rudolph, 1999*
Dr. Michael David Bartberger, 2000
Arden Dickey, 2001
Miles McGrane, 2002
Denise M. Nieman, 2003
Louise Crocco, 2004
Charles N. Lyle, 2004*
Pat Barney, 2005
Edwin Moore, 2005
Judge Catalina M. Avalos, 2006
Teresa S. Justice, 2006
Dr. S. Kimara March, 2007
Dr. Theodore J. Wright, 2007
Paul D. Bain, 2008
Jodie Fry, 2008
Max B. Osceola, Jr., 2008
Dr. Susan B. Hassmiller, 2009
Lisa Scott-Founds 2010
Ignacio Reyes 2010

* Deceased
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Admissions Procedures

The Board of Trustees establishes Admission Policies at Broward College aligned to State Statute 1007.263 and accompanying Board Rules. Broward College gives all students the opportunity to pursue an education beyond high school.

High school graduates with a standard high school diploma, a General Equivalency Diploma (GED), accepted Certificate of Completion (see specific Florida high school acceptable withdrawal codes in this section), and applicants who completed the requirements for home education may apply for admission to the College. Students without a standard high school diploma or GED may be admitted to specific vocational certificate programs.

Broward College has developed guidelines to determine the validity of high school diplomas in compliance with Federal Title IV Regulations. Student Financial Aid has developed minimum standards outlined in College Policy 5.01 and the accompanying procedure. All students are required to complete the requirements and procedures outlined for admission.

How to Apply
To gain admission to BC all students must complete the following steps.

1. **Complete an online application for admission.**
   
   Log onto [www.broward.edu/Pages/Home.aspx#2](http://www.broward.edu/Pages/Home.aspx#2). If a student has a Social Security Number (SSN) or a Taxpayer Identification Number (TIN), federal law requires that it is furnished to Broward College (BC) so that it may be included on all documents filed by the institution with the Internal Revenue Service. Students who fail to furnish BC with the correct SSN or TIN may be subject to an IRS penalty of $50 unless the failure is due to reasonable cause and not to willful neglect.

2. **Residency for Tuition Purposes.** As a State institution, all students must submit and complete the Residency Affidavit for Florida Tuition Purposes. Students must also submit the required supporting documentation determined by the Florida State Legislators. All residency documentation must be reviewed and validated before residency for tuition purposes can be established. Students who are unable to provide sufficient and acceptable documentation to provide residency will be charged out-of-state tuition rates. At any time students’ residency status changes during enrollment, students can request that their residency is reclassified for the next upcoming term. Documentation to support residency classification must be submitted to any campus or center admissions offices. Students who fail to submit documentation and still want to register for classes, tuition will be charged at the out-of-state rate. See tuition rates in the fee section of the catalog.

   The Residency Affidavit may be obtained from the BC website at [www.broward.edu/admissions/Documents/residency.pdf](http://www.broward.edu/admissions/Documents/residency.pdf).

   BC’s tuition and fees are based upon status as a permanent legal Florida resident. In determining a Florida resident for tuition purposes, the burden of proof rests with the applicant. BC follows Florida Statutes F.S. 1009.21 and State Board of Education rules regarding residency for tuition purposes.

   For tuition purposes, a Florida resident, or if a dependent child, his/her parent(s), must have established and maintained a legal residence in the state for at least 12 consecutive months immediately prior to the first day of classes. The applicant must provide clear and convincing documentary evidence that his/her length of residence, or if a dependent child, his/her parent(s) length of residence, was for the purpose of maintaining a bona fide domicile and not for the purpose of maintaining a temporary residence for tuition purposes. Each student is required to provide a statement of residency through the submission of a Florida Resident for Tuition Purposes Affidavit.

   A dependent child whose parents are divorced or separated may qualify as a resident for tuition purposes if either parent is a legal resident of Florida regardless of which parent claims the child as a dependent for federal income tax purposes.

   A dependent child living with an adult relative other than his/her parent(s) may qualify as a Florida resident for tuition purposes if the adult relative has maintained a legal residence in the State of Florida for 12 consecutive months immediately prior to the student’s first day of classes. The dependent child must have lived with the relative for five consecutive years immediately preceding the term in which residency classification is being requested and claimed by that relative as a “dependent” under the Federal Income Tax Codes.
The following categories will be considered as Florida residents for tuition purposes.

- Active duty members of the armed forces stationed in Florida, or whose home of record is in Florida, and their dependents.
- Full-time instructional and administrative personnel employed by a public educational institution and their dependents.
- Qualified beneficiaries under the Florida Pre-Paid Post-secondary Expense Program.
- Others as permitted by Florida statute or rule.

The applicant may be asked to submit the following documentation for himself/herself, parent(s) or the qualifying person.

- A copy of a Florida driver’s license.
- Proof of continuous physical presence in Florida for 12 consecutive months immediately preceding the first day of classes.
- Proof of being self-supporting for the 12 consecutive months immediately prior to the first day of classes.
- Any other documentation required to support a claim of Florida residency for tuition purposes.

Any student who seeks reclassification as a Florida resident must complete and submit a Florida Residency Appeal form obtained online at [http://www.broward.edu/admissions/Documents/reg-002.pdf](http://www.broward.edu/admissions/Documents/reg-002.pdf). All Florida Residency Appeals will be reviewed by the Florida Residency Appeal Committee and a final decision provided to the student in writing. At least three supporting documents must be submitted with the Appeal for reclassification prior to the first day of classes for the term in which reclassification is sought.

Residency requirements are subject to change pending the decisions of the Florida Legislature.

Policy Statement: Pursuant to College admission policy 5.01, students who falsify their residency or citizenship status upon admission or re-admission may be denied admission or dismissed permanently at the point the misrepresentation is discovered by the College. Any monies owed to the College must be paid in full.

3. Official U.S. Transcripts: Request high school and other College transcripts for all colleges and universities attended, showing no coursework in progress. Submit electronic transcripts prior to the start of classes, or official paper copies to:

Broward College
Registrar’s Office
225 E. Las Olas Boulevard
Ft. Lauderdale, FL 33301

Unofficial transcripts can be used for advisement, but cannot be accepted for admission or in any decision relating to exceptions to College policy (Academic Standards Petitions).

Information Note: Students, who have earned 24 credit hours of transfer credits, may present their official college transcripts in lieu of high school record. Students who receive Federal student aid at other institutions should understand and very carefully consider that the College has access to information relative to prior institutions attended where aid was awarded. Students should not abstain from submitting prior records when seeking admission to Broward College.

Official Non-U.S. Transcripts

Students with transcripts from a university outside the United States must submit their transcripts with a course by course commercial evaluation, with upper and lower level course identification and translation to English. See the International Students section of this catalog for additional information.

Transcript Submission Timeline

First time in College students entering from high school must submit all official and complete high school records prior to the start of their first term of admission, but no later than prior to registration for the student’s second term of enrollment. Registration will be blocked for subsequent terms until the official transcript is received.

Transfer students must submit their official academic records, with no course work in progress, from all institutions attended. All transcripts must be received and evaluated by the College prior to the student’s first day of classes. Financial aid cannot be packaged and awarded without all records on file and evaluated.

Information Note: The College cannot guarantee that transcripts will be evaluated in time for the start of classes when transcripts are received less than 30 days prior to the start of classes.
**Policy Statement:** Pursuant to the College's Admissions policy 5.01, students who fail to submit all transcripts from previously attended institutions will be sanctioned and disciplined per the Student Code of Conduct when the falsification is discovered. Students could face permanent expulsion.

4. **Application Fee:** Pay the one-time, non-refundable application fee of $35.00 (for U.S. citizens and permanent resident aliens) or $75.00 (for International Students). This is a processing fee and will not be refunded if the student does not enroll. The application fee is payable through any of the following methods.

- Online with a credit card at www.broward.edu.
- By mail with a check or money order to 225 E. Las Olas Blvd., Ft. Lauderdale, Florida 33301. Checks or money orders for payment of the application fee must be made payable to Broward College in U.S. ($) dollars and drawn on a U.S. bank. Payments in non-U.S. funds or drawn on Non-U.S. banks will be returned unprocessed. Counter starter checks are not accepted.
- In-person with cash, check, money order, debit card or credit card at a campus Cashier’s Office. The authorized user must be present for credit card and debit card payments. Checks will be converted to automatic clearinghouse transactions.

5. **Federal and State Financial Aid.** Students who need assistance paying their tuition and fees must complete a Free Application for Federal Student Aid (FAFSA). To be considered for grants, institutional athletic and non-athletic scholarships, Federal direct subsidized and unsubsidized student loans, Florida Bright Futures programs, or work/study, a student must file a FAFSA annually for each academic year where aid is requested. Students do not need to be admitted to the College to apply for financial aid; however, before financial aid can be awarded, the student must be registered for classes and complete the verification process determined by the Federal government, if selected.

6. **Skills Assessment Tests.** Students applying for admission to the College as a degree seeking student must complete a skills assessment placement test. The placement tests is not a pass or fail test, but rather a test given to determine students’ placement level in Math, English and Reading. Students may also satisfy this requirement by providing test scores for other approved tests for placement purposes taken prior to attending the College. These test scores must not be more than two years old. Transfer students who have earned college-level credit in Math and English may also be exempt from taking the assessment test if C or better grades were earned in these courses.

7. **Advisement.** Complete the mandatory new student Advisement and Registration session that is required of ALL first-time in-college-students. Students may choose from a variety of schedules to select and attend one of the sessions at any of the Broward campuses or centers. Students will be prohibited from receiving Federal aid and Bright Futures awards, must complete the verification process prior to any Federal student aid awards are posted.

**Florida Bright Futures** students who complete the FASFA are not eligible to receive Federal aid and are exempt from the Federal verification process. However, students who want to receive Federal aid and Bright Futures awards, must complete the verification process prior to any Federal student aid awards are posted.

**Information Note:** The Federal student aid application is available online at www.fafsa.ed.gov. Broward College’s school code is 001500. When completing the FAFSA, Federal guidelines require that all eligible students use the IRS data match when completing their FAFSA and if selected for verification of their information an IRS tax transcript is required—paper copies of tax returns can no longer be accepted. For more information refer to the Student Financial aid section in the catalog or College Policy 5.11.
registering until they attend one of these sessions.

8. All new and continuing students are required to meet with an Academic Advisor to develop an educational plan prior to the end of their second term of enrollment. Education plans help guide students through their program of study and ensures on time completion of required coursework if courses are taken and passed in the recommended sequence. Students who have an educational plan tend to attain success at higher levels; therefore, all students should have a career objective aligned to their program of study with an education plan that indicates which courses should be taken for completing the student’s selected program of study.

Advisement TIP: AA and AS graduates who take hours that do not apply toward their program of study and/or change their majors multiple times can accumulate excess hours. The State universities in Florida charge and require students to pay a surcharge that is often higher than the tuition rate for credits in excess. Students are encouraged to have an advisement plan and take only hours required for their degree program. Federal student aid is also impacted by excess hours in the pace (attempted versus earned) and maximum time frame to complete (150% of the program requirements).

9. Register for Classes. Students should register for classes each term based on a defined career objective and education plan. Early registration is highly recommended. Registration dates are listed on the Academic Calendar published on the web and included in this catalog. More detailed information on how to register is included in the corresponding section of this catalog.

10. Tuition and Fees. Pay fees with cash, check, money order, or bank credit/debit card by scheduled due date. Tuition and fees can be paid through any of the following methods.

- Online with a credit card at www.broward.edu.
- In-person, with cash, check, money order, debit card, or credit card at a campus Cashier’s. The authorized user must be present for credit card and debit card payments. Checks will be converted to ACH transactions.

- Students who use Financial aid to cover their classes, must validate their enrollment during the first three weeks of classes before the tuition payment can be made. **Students who use financial aid must intentionally drop their schedule before the 100% refund date to avoid charges.**
- By mail with a check or money order. Checks and money orders must be made payable to Broward College and include the student's identification number. Checks and money orders must be in U.S. ($) dollars and drawn on a U.S. bank. Payments in non-U.S. funds or drawn on non-U.S. banks will be returned unprocessed. Counter (starter) checks are not accepted. Checks and money orders may be mailed to:
  
  Broward College
  
  Willis Holcombe Center
  
  225 East Las Olas Blvd.
  
  Fort Lauderdale, FL 33301

11. Obtain a BC identification card. All students who are pursuing a degree, certificate or diploma must obtain and carry a BC photo identification card. It is used for identification, for verification of BC status, for using College services such as libraries and Learning Resource Centers, accessing information for financial aid or other student services that require identification of student status, and for gaining access to other BC facilities. The BC I.D. card may be obtained in the Student Life Office on each campus/center.

12. **BC Student Email.** All students are required to access and set up a BC student email account. This free Microsoft Live Edu student e-mail service is more than just e-mail, Microsoft Live Edu is browser based and offers students the latest technology in e-mail with a long list of benefits and features such as Single e-mail sign-on, Sync to your other e-mails, 10 GB e-mail file storage, Social Networking, Access, view, edit documents from anywhere using Microsoft Office on the Web, Edit Word, Excel, PowerPoint, and OneNote online without additional software, Mobile access to e-mail, IM, text, calendar, blogging, and campus directory from virtually any computer or mobile device (phone) with an Internet connection, Instant messaging, Ability to
13. continue to use e-mail after leaving Broward College and more.

Communication with faculty, staff and administrators is done with electronic communications. Email is the college’s standard means of communication with students and students are expected to activate their free BC email account and read their email frequently so important information is not missed. Access the Broward College website at www.broward.edu where email accounts can be set up through the student’s myBC login and by clicking on the student email/account information icon.

Acceptance of Applicants
Upon completion of all admission forms and assuming eligibility, the applicant will receive an acceptance letter. Provisional admission status may be granted if all transcripts have not been received; however, all such documents must be received prior to registration for the student’s second term of enrollment. Registration will be blocked if transcripts are not received. Students are able to access transcript receipt history information through their myBC account.

NOTE: Students, who present falsified information may be suspended and credit for payments made, forfeited.

Admission Status
To meet the needs of a diverse community of learners, students can enroll as the following:

- Degree seeking -- degree, diplomas and certificates (financial aid eligible)
- Non-degree seeking up to 12 college credits (not Financial aid eligible)
- Transfer – students who have taken one or more credits at another College or university. (financial aid eligible depending on standards of academic progress for credits that apply to the degree program at Broward College.)
- Transient – students who are enrolled at another college or university and want to take courses at Broward College. (financial aid can only be processed by the home institution.) Students who take courses at Broward will need to pay for those courses at the transient institution, without financial aid, and will be reimbursed when aid is disbursed at their home institution.

Degree Seeking Students
Students who intend to complete an associate degree (A.A., A.S. or A.A.S.), must have a standard high school diploma with an eligible high school withdrawal code as noted in the table below; a GED; or must be home education graduates who completed requirements in accordance with Florida Statutes. To be admitted as degree seeking, all students must submit official complete transcripts from high school and all colleges attended beyond high school prior to enrollment.

The Florida Department of Education defines public high school withdrawal and diploma codes that are eligible for admission to degree programs and are noted in the table below. Florida statute 1003 F.S. guides the general requirements for graduation.
### Admissions Procedures

#### Standard High School Diploma

<table>
<thead>
<tr>
<th>Withdrawal Code</th>
<th>High School Graduation</th>
<th>Degree Seeking</th>
<th>Federal Student Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>W06</td>
<td>Standard Diploma (Passed FCAT)</td>
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<tr>
<td>W07**</td>
<td>Special Diploma (Option One)</td>
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<td>W10</td>
<td>Standard Diploma (GED Exit Option)</td>
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<td>W27**</td>
<td>Special Diploma (Option Two)</td>
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<tr>
<td>W43*</td>
<td>Adult Standard High School Diploma</td>
<td>Yes</td>
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<tr>
<td>W52*</td>
<td>Adult Standard High School Diploma (Alternate Assessment)</td>
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<td>Yes</td>
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<tr>
<td>W6A</td>
<td>Standard Diploma (18-Credit College Prep)</td>
<td>Yes</td>
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<td>Standard Diploma (18-Credit Career Prep)</td>
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<td>Standard Diploma (18-Credit Career Prep, Alternate Assessment)</td>
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<td>WFT</td>
<td>Standard Diploma (Accelerated, Alternate Assessment)</td>
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<td>WFW**</td>
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<td>WGA</td>
<td>Standard Diploma (GED Exit Option, Alternate Assessment)</td>
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#### State of Florida Diploma

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<th>Federal Student Aid</th>
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</thead>
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<td>WGD</td>
<td>State of Florida Diploma (GED only)</td>
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<td>W45*</td>
<td>Adult State of Florida Diploma (GED)</td>
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<table>
<thead>
<tr>
<th>Withdrawal Code</th>
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<th>Degree Seeking</th>
<th>Federal Student Aid</th>
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<tbody>
<tr>
<td>W8A</td>
<td>CPT-Eligible Certificate of Completion</td>
<td>Yes</td>
<td>No. Read NOTE in next column.*</td>
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<td>W08</td>
<td>Certificate of Completion</td>
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<td>W09**</td>
<td>Special Certificate of Completion</td>
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<td>W44*</td>
<td>Adult Certificate of Completion</td>
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<td>W53*</td>
<td>Adult CPT-Eligible Certificate of Completion</td>
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<td>No</td>
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</tbody>
</table>

* Options for adult education students.
** Options for students with documented disabilities.
*** Option for postsecondary transfer students.

**Note:** No Federal student aid is available until the student has earned six (6) college credits. State need-based aid and institutional aid can be awarded.

### Applicants Seeking Bachelor degrees

Broward College offers Bachelor degree programs various workforce demand areas. Students interested in applying to one of the College’s bachelor degree programs should refer the Bachelor degree section of this catalog. Students can also transfer to a four-year university upon completion of their AA or AS degree at Broward College.

### Advisement TIP:

Students who transfer without completing a degree are subject to course-for-course transfer guidelines. Students who complete an AA degree and transfer to a Florida College will be under the Florida 2+2 transfer guidelines.

### Degree or non-degree seeking students with Earned Degrees

Students with earned Bachelor degrees can apply and enroll in degree or non-degree seeking programs. Federal Pell is not available to students with earned bachelor degrees. However, students should complete the FAFSA for student loans eligibility.

Students holding earned AA degrees cannot earn another AA degree. Students with earned AA, AS or AAS degrees can earn other associate in science degrees. There are limits on the number of Pell semesters for a bachelor degree. As such, students are encouraged to progress to the next level rather than earning multiple degrees at the same level. Students should meet with academic and financial aid advisors to understand the impact on their Federal student financial aid when pursuing degrees at the same level.

### College Policy Statement:

Pursuant to Policy 5.01, students who fail to disclose all institutions attended and degrees earned upon admission are considered to be in violation of College policy and may have their admission canceled or may be dismissed permanently if the determination is made post enrollment.

### Federal Policy Statement:

Federal Pell Grants are direct grants awarded through participating institutions to students with financial need who have not received their first bachelor's degree or who are enrolled in certain post baccalaureate programs that lead to teacher certification or licensure.
Per Federal student aid regulations students who received a Pell Grant for the first time can only receive the Pell Grant for up to 12 semesters or the equivalent.

Advisement TIP: Students are encouraged to persist toward a bachelor’s degree rather than using all of their Pell eligibility at the associate degree, two year level.

Non-Degree Seeking Students
Students who wish to take college credit or vocational credit courses for personal enrichment or career exploration, and who do not intend to seek a degree or a certificate, will be admitted as non-degree seeking students. Non-degree seeking students still:

- must submit a valid high school diploma, GED or home school certification, but are not required to submit placement test scores;
- prove Florida residency for tuition purposes or pay out-of-state fees
- may be allowed to enroll in up to 12 semester hours of coursework, that does not require placement, without declaring intent toward a major. Enrollment beyond 12 semester hours will require the student to complete the full admission process, including placement testing;
- are required to adhere to pre-requisites, which may create a need for placement testing;
- are not eligible for financial aid.

Certificate/Applied Technology Diploma Applicants
Requirements for applicants who intend to complete a Vocational Certificate, Technical Certificate or Applied Technology Diploma vary from program to program. Specific requirements for certificate and applied technology programs are in the academic section of this catalog. Documents that may be required include:

- high school diploma or GED
- transcripts from all colleges/vocational centers previously attended, and
- placement test scores (TABE or PERT)

Non High School Graduates may enroll as a non-degree seeking student in a limited selection of postsecondary adult vocational courses or continuing education courses. Such applicants may not be admitted to college credit programs. These applicants are encouraged to meet with an academic advisor prior to starting the application process at the College.

Broward College Re-Entry Students
Students who have prior enrollment history at the College and have not attended BC for one academic year, and are in good academic standing, must submit a Re-Entry Application to update personal information, (which includes a valid SSN or TIN number, see additional information under the section labeled “How to Apply” item number 1 in this chapter), re-certify Florida residency, and verify educational goals. If the returning student requests a change from non-resident status, a petition for reclassification must be filed with the Admission’s Office.

College Policy Statement: Per College policy, any falsification of residency status may lead to permanent dismissal, loss of credit earned and repayment of any fee related to the incorrect prior classification.

If the returning BC student has attended another Florida state institution within the last 12 months while not enrolled at BC, and that institution declared the student a Florida Resident for Tuition Purposes, their residency status will be honored upon entry or re-entry. An official and complete electronic transcript showing no work in progress must be submitted to BC from all colleges and universities attended while not enrolled at BC.

Transfer Students
Transfer students are students who have previously attended another college or university and wish to continue their education at BC. Transfer students must follow all the admission procedures indicated in this section of the catalog.

Transfer students should also observe the following requirements:

- Students who have fewer than 24 credits at the college level must submit official electronic transcripts from their high school and all colleges and universities attended.
- Students who are not in good academic standing (on suspension or dismissal) must see an Academic Advisor to petition the admission status upon application for admission to BC.
- Students who have attended a college/university outside the United States are required to provide a course by course commercial translation and evaluation with upper and lower level course identification for all course work completed.
• Requested documents must be presented prior to registration for the student's first term of enrollment. Students whose transcripts are not on file at the college will be blocked from registering for their first term of entry/re-entry.

International Students (F-1 and M1 Student Visa status) Admissions Procedures
Students must contact the International Student Admissions Office three to six months in advance to obtain an Admissions Packet specifically for F-1 and M1 applicants. The packet contains the required admission procedures to Broward College. F1 and M1 applicant must submit all required documents for admissions by the deadline shown in the packet.

Information Note: All international students must be enrolled in a degree seeking program as a full-time student (12 credit hours or more). See the International Students section of this catalog for additional international admission information.

High School Dual Enrolled Applicants
Students who have already earned credit through dual enrollment and hold a qualified diploma accepted for entry to the College must follow all admissions procedures to gain entry outlined in this section.

Students who dual enrolled and hold a non-eligible high school diploma that qualifies for admission to Broward College, but earned 12 credits as a dual enrolled student at a regionally accredited institution with a C or better in each course, may enter BC based on the college credit earned and should follow all steps outlined in this section. Students with this same diploma status and earned less than 12 credits may enroll as a non-degree seeking student until 12 credits are earned and then apply for admission to Broward College. No student aid is available.

How to Apply: Students who wish to enroll in an accelerated learning program must submit the following documents to a campus Admissions Office prior to registration.
• A completed application.
• A confidential recommendation form signed by the principal or designee.
• Test scores for ACT, SAT, or the Postsecondary Education Readiness Test (PERT). The PERT is administered in the Testing Centers at each BC campus.
• An official copy of the transcript of credits earned to date, provided by the high school, for purposes of advising, counseling and GPA verification.

Broward College offers other accelerated learning opportunities that enable qualified high school students to take courses while earning a diploma. For information regarding dual enrollment and other accelerated programs see the Accelerated High School Learning section of this catalog.

Health Science Students
Health Science programs are limited access. Students who are admitted to Broward College may declare a health science major, but they are not considered for admission into one of these programs until the admissions requirement are satisfied and the applicant submits the required supplemental application and applicable application fee. Refer to the Health Science admissions sections in the catalog.

Advisement TIP: All health science program admission is very competitive. Limited access programs only admit a limited number of students each year in each program. Specific admissions requirements and selection criteria apply.

Bachelor Students
Broward College offers bachelor degree programs in various workforce demand areas. You may be eligible to apply for admission to one of the following bachelor degree programs upon completion of an A.A. or an A.S. degree, or 60 applicable college-level credits

Applicants to Bachelor programs must first apply and be accepted by Broward College as a degree-seeking student ($35.00 application fee required or $75.00 for International applicants). In addition, the bachelor student must meet admission requirements for the Bachelor program for which they are applying. A supplemental application is also required. The supplemental application for each bachelor program is available on the Broward College website at http://www.broward.edu/admissions/Pages/BachelorProgram.aspx
• Bachelor of Applied Science
Admission Requirements
The Bachelor of Applied Science is an open access program designed for the adult learner who has earned a two year technical degree and wishes to advance professionally. General admission to Broward College is required, and students will submit a supplemental application to the program. Applicants for the BAS program should have completed a minimum of 15 semester hours of general education requirements as part of their AS or AAS degree. The remaining general education semester hours (totaling 36) will be completed during the Bachelor of Applied Science degree program. Students will meet all of the State of Florida Bachelor of Applied Science general education requirements to be awarded the Bachelor of Applied Science (BAS) degree in Supervision and Management. Students with an Associate in Arts degree (AA) or 60 college credits may be admitted to the program upon recommendation of the Dean Bachelor of Applied Science, and Dean for Student Affairs.

Applicants are required to have a cumulative grade point average (GPA) of 2.0 on a 4.0 scale in all postsecondary coursework. Applicants must be in good academic standing at the last institution they attended. Broward College will automatically access the transcripts of previous or current students applying to the BAS program. As part of the admission process students are required to complete an educational plan; please access the website for more specific procedural information regarding the assistance that will be provided through a personal advisor or counselor in developing the student’s educational success plan.

- Students currently attending Broward College who wish to apply for the BAS program are required to complete the supplemental program application
- Graduates or returning Broward College students who wish to apply for the BAS program are required to complete the re-entry application and the supplemental program application
- New students to Broward College must complete the Broward College admissions application, and complete the supplemental application for the BAS program
- International students must first be admitted into Broward College. They are also required to complete the BAS program supplemental application. Please refer to the international admission requirements listed in the online Broward College catalog at www.broward.edu.

Transfer students must submit a general admission application and complete the supplemental application for the BAS program.

• Bachelor of Science in Education
Admission Requirements
The Bachelor of Science in Education uses a 2+2 model requiring the completion of an Associate of Arts Degree, or at least 60 semester credit hours of postsecondary education from a regionally accredited college or university for entry into the program; these must include 36 hours of General Education Core Requirements.

Acceptance into the bachelor’s program is based on:

- **An associate’s degree or credit hours:** Applicants should have an Associate of Arts degree from a regionally-accredited community college or at least 60 semester credit hours of postsecondary education from a regionally accredited college or university with 36 credit hours of general education coursework (please refer to program sheets for specific course requirements).
- **Grade point average:** A cumulative grade point average of 2.5 on a 4.0 scale in all general education coursework.
- **Letter of recommendation:** Student must submit a letter from someone who knows them professionally, educationally or personally.
- **Academic requirements:** Student should be in good academic standing at their last attended institution and have completed the following prerequisite courses:

  - EDF1005 Introduction to the Teaching Profession
  - EDF2085 Introduction to Diversity and Exceptionalities for Educators
  - EME2040 Introduction to Education Technology

Students must have earned a grade of “C” or better.

**Note:** Additional prerequisites for the middle grades and secondary programs apply.

- Foreign language requirements: Two years of sequential foreign language studies from
high school or eight semester credit hours at the college level are required.

- Student must pass the General Knowledge Exam (GKE) or College Level Academic Skills Test (CLAST): Student MUST pass the essay portion of the GKE to enroll. All parts of the GKE must be successfully completed by the 15th credit in order to be fully admitted to the program. If the student passed the CLAST prior to July 1, 2002, they may be exempt from the GKE.

Students must meet all Teacher Education Program admission requirements before acceptance into the program. In addition to the required coursework, students must pass the Florida Teacher Certification Exams.

- Bachelor of Science in Nursing Admission Requirements

The RN-BSN Program is designed for Florida licensed registered nurses who have earned a two-year associate of science degree and wish to advance professionally.

Applicants must complete the following requirements prior to formal admission into the RN-BSN Program:

- Submit a supplemental application to the RN-BSN Program by the deadline: for winter admission, the deadline is August 30, and for fall admission the deadline is April 30th of every year.
- Possess an Associate of Science in Nursing degree or higher from an accredited institution recognized by Broward College.
- Possess an unrestricted and unencumbered active license as a registered nurse in Florida if enrolling in face-to-face classes. Applicants who do not hold an active Florida Registered Nurse license should contact - The Florida Board of Nursing at: (850) 245 - 4125.
- Apply for Financial Aid before the published deadlines on the Student Financial Aid webpage.
- Achieve a minimum 2.5 overall cumulative and a 2.5 nursing GPA.
- Successfully complete required health forms.
- Successfully complete a (level 2) background investigation and drug screening (fee required).
- Successfully completed statistics (STA 2023) or equivalent course recognized by Broward College
- Successfully completed a minimum of 24 General Education requirement credits

Transient Students

Transient students are students who are currently enrolled at another institution and have permission from that institution to take one or more classes at Broward College. These students do not intend to transfer to, or seek a degree or certificate at BC. These students are required to do the following:

- Out of state and private school students should complete a BC application online at http://www.broward.edu/Pages/Home.aspx. The student must provide a valid SSN or TIN number; see additional information under the section labeled “How to Apply” item number 2 in this chapter. Transient students from Florida public post-secondary institutions are required to request permission from their home institution by applying through the Florida Virtual campus website at www.flvc.org. The application will initiate an automatic request.
- A letter from the home institution should indicate that the student is in good academic standing and state the specific course(s) the student is being granted permission to take.

Transient students should note that some BC courses may have prerequisites or co-requisites, including labs. Transient students accept full responsibility for possessing or acquiring, at the time of enrollment, the knowledge and/or skills that these pre-and co-requisites provide.

Transient students are responsible for requesting that an official transcript be sent to their home institutions after completion of coursework at BC. There will be a fee assessed for that transcript.

Non-credit Students

Students who are interested in taking non-credit courses may enroll by completing a non-credit application for admission. No other admission procedures apply to non-credit courses. Applicants can register for continuing education and economic development non-credit courses online at www.broward.edu/academics/ce/Pages/default.aspx.
## Admissions Procedure Chart

<table>
<thead>
<tr>
<th>FINISH WHAT YOU START!</th>
<th>Online Application</th>
<th>International Student Application</th>
<th>Non-credit Application</th>
<th>Re-Entry Application</th>
<th>Bachelor Application</th>
<th>Health Science Application</th>
<th>Early Admission Form</th>
<th>High School Transcript/GED</th>
<th>Official College Transcript</th>
<th>PERT, ACT, or SAT</th>
<th>TOEFL Scores</th>
<th>TABE</th>
<th>Health Insurance</th>
<th>Certificate of Financial ability</th>
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**Admission Procedure**

X¹-If the transfer student has less than 24 credits then the student must also submit a high school transcript.

X²-International Students from out-of-country schools need to submit official diplomas and/or test scores.
ENROLLMENT SERVICES

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- Other Requirements ........................................ Page 40 - 41
International Student Admissions

International Students
(F-1 and M1 Student Visa Status)

Broward College embraces a multicultural, diverse student environment and encourages applications from students all over the world. Students should apply to the college three to six months in advance of the anticipated semester of enrollment. An international student application and admission brochure can be obtained from any admission office on any campus or can be downloaded from the College website at www.broward.edu. The admission packet contains general information as well as specific requirements for admission to and continued enrollment at Broward College. Deadline dates are included in the packet.

Admission Requirements
The following documents are required for admission to the College. Baccalaureate degree seeking students who have earned a two-year degree or 60 credits of transferrable credit should refer to the bachelors admissions requirements.

1. International Student Application
   - Completed application with signature.
   - $75 application fee in check or money order drawn on a United States bank.

2. Official Education Records through highest level completed along with an official certified English translation
   (Copies must be certified by the school attended, the Ministry of Education in native country, or the US Consulate.)
   - High School Diploma or General Equivalency Diploma (GED) - All applicants must have the equivalent of a US high school diploma. (High school diplomas do not have to be translated to English with the exception of Hebrew, Arabic or Asian)
   - For the British education system, four academic passes on the GCE, CXC, BGCSE, WAEC, WASC, or HKCE exams in General Proficiency are required.
   - Official University Transcripts with a minimum Grade Point Average of 2.0 or its equivalent.

Students attending colleges or universities outside the US will be required to have a commercial evaluation done within 30 prior to the start of classes consisting of a course by course evaluation and upper division course identification.

4. Evidence of English proficiency (Native English speakers or applicants for the language program are not required to show evidence of English proficiency.)
   Degree seeking students must submit one of the following:
   - TOEFL - minimum score of 79 on the internet–based test or a minimum score of 550 on the paper–based test.
   - IELTS - minimum score of 6.5.
   - Broward College English as a Second Language Placement Test (LOEP). Applicants currently in US only.
   - Successful completion of English IV at a US high school or university level English at an accredited US university with a grade of C or higher.

Please note: All international students regardless of TOEFL or IELTS scores will be required to take the LOEP test for placement. *In addition, students who are degree seeking, who do not place into college-level English on the LOEP test, will be required to take English as a Second Language (ESL) courses, which will not apply towards a degree. All ESL classes must be completed before starting any course work in a degree program.

5. Evidence of financial support
   - Confidential financial statement on the application must be completed signed by financial sponsor.
   - Bank statement, scholarship, or loan approval indicating that there are sufficient funds to cover the “total cost of attendance for the full length of the program of study” (tuition, fees, books, living expenses, transportation, and incidental expenses). Each dependent will require additional funds in the amount of $7,000 US dollars.
Total Minimum Balance Required:
Associate Degree or Language Program:
$22,500 US dollars.
Professional Pilot Program:
$50,000 US dollars.
Bachelor Degree:
$27,500 US dollars.

Current cost per credit:
Please refer to the College Website for the current tuition and fees. (Fees are subject to change without notice)

6. Copies of a valid passport, current I-20, and visa, if applicable.

After Receipt of Application and Admission Documentation
Within two to six weeks after receiving an application the International Admissions Office will notify you regarding one or more of the following:

1. Proof of acceptance along with the I-20 eligibility form;
2. Proof of acceptance with a letter indicating the student must contact the International Admissions Office regarding his/her visa status;
3. A request for additional information, indicating which items are missing in your application packet;
4. A denial letter with an explanation for that decision.

Please be advised acceptance to the College does not guarantee a student visa by the US Embassy in your country; neither does it guarantee a change of status by the United States Citizenship and Immigration Services (USCIS).

International students obtaining the student visa in their country cannot enter the US more than 30 days before the first day of classes. Once in the US, students must show proof of the student visa before the on-campus advisement and registration process can begin. International Students are required to report directly to the International Student Advisor/Counselor on the campus the student plans to attend for placement testing, advisement, and registration. Placement test scores will determine if the student should enroll in developmental courses in Math, Reading or English. These are credit courses that do not apply toward a degree.

After Admission, before class registration, applicants must show proof of health insurance. Health insurance is required during your entire program of study at Broward College.

Other Requirements
International students must make satisfactory progress towards their degree objective each term to comply with immigration regulations.

This includes the following:
• Successfully complete at least 12 semester hours during the fall and winter respectively.
• The summer semester is considered the student’s annual vacation unless it is their first semester or if special arrangements have been made with the international admission office.
• Successfully complete a minimum of 24 semester hours in one academic year.
• Maintain an overall 2.0 grade point average.
• Maintain lawful F-1 or M1 visa status with the USCIS.
• Students may not enroll beyond the expiration date of their I-20 form.
• Compliance with all the College rules and regulations.

NOTE:
Students receiving a W, WF, or WN as a final course grade or enrollment status are considered to be less than the required 12 credits. If the final grade or enrollment status received is correct, it is a violation of the Student Code of Conduct for students to ask faculty or any college official to alter a grade in order to remain in compliance with Federal Immigration Regulations. Reported incidences of this behavior can result in expulsion.

Students who do not meet the above regulations will not be permitted to register for subsequent terms and may be reported to the USCIS for non-compliance of the immigration regulations.

Florida Residency
Students in F-1 or M1 status are considered temporary residents of the United States and may NOT be deemed Florida residents for tuition purposes.

Federal Income Tax
International students must file an income tax return each year. Form 8843 is required if the student has not worked, and form 1040NREZ is required if the student has worked. International
students should contact the local Internal Revenue Office (IRS) for further information. Forms can be obtained on line at www.irs.gov.

All non-residents are subject to US federal income tax, unless exempted. Federal income tax may be withheld from US source funds students receive from the college such as scholarships or employment. Certain countries have tax treaties with the US where some taxes may be reduced or exempted and recouped at year end from the IRS. For participating countries, please visit the IRS website at http://www.irs.gov/pub/irs-pdf/p901.pdf.

**Employment**

In most instances, international students are not permitted to work off campus. On-campus employment is permitted. Please contact the International Student Advisor for additional information on employment.

**Housing**

The College does not provide or recommend student housing.

**Financial Assistance**

Non-US Citizens or non-eligible residents do not qualify for Federal or State Student Financial aid. International students may qualify for private loans as explained in the next paragraphs. The college recommend any one lender or another and does not provide assistance or give advice regarding private loans for any students enrolled or not enrolled at the College.

The College does provide an International Student Merit Scholarship. Students are eligible for this award after completion of 24 Broward College college-level credits with an overall cumulative GPA of 3.0. Please contact the International Admissions Office for more information.

International students may apply for private education or alternative loans to help pay for their educational expenses as long as there is a co-signer who is a US citizen or permanent resident. The guidelines to apply will vary depending on the lender, but citizenship and credit will be a requirement for many, if not all, lenders. Students are free to research ways to pay for College using all available resources afforded to them to determine whether they qualify for such. Please contact the lender of your choice for additional information.

**Please note:** Students using student loans as proof of financial support must provide loan approval prior to admission and all transactions regarding the loan are between the student and the lender. Admission cannot be approved prior to loan approval.

**Social Security Number**

If a student has a Social Security Number (SSN) or a Taxpayer Identification Number (TIN), federal law requires that it be furnished to the College so that it may be included on all documents filed by the institution with the Internal Revenue Service. Students who fail to furnish the College with the correct SSN or TIN may be subject to an IRS penalty of $50 unless the failure is due to reasonable cause and not to willful neglect.

**Contact Information**

Contact information for international student admission can be obtained from the College website at www.broward.edu.
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- Selection Criteria ……………………………………….. Page 44
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Health Science Admissions

Health Science Admission Requirements

Application to any Health Science program is through a supplemental application process. Students are not admitted to a health science program by declaring the health science program of study, and gaining admission to Broward College in general. A student may apply to a health science program after satisfying the requirements to be considered for a seat in the desired program, and within the program’s application period.

Health Science programs are considered “limited access”, which means there are a limited number of seats available each time a cohort of students is admitted to the program. Admission is based on students satisfying the prescribed requirements for program application and meeting selection criteria. Each cohort selection is based on the strength of the applicant pool received in a specified application period.

To apply for admission to the College, students must do the following.

1. Complete the admission requirements to the College.
2. Submit electronic copies of transcripts for all previous college work (excluding Broward College) to:
   College Registrar
   225 East Las Olas Boulevard
   Fort Lauderdale, Florida 33301
3. Meet with an Academic Advisor to determine transferability of credits for previous credits earned
4. Complete all other requirements for admission outlined in the section titled Admissions.

Prior to Applying from Admission to a Health Science program, students must:

1. Complete all college preparatory and pre-requisite requirements for the specific health science program of interest. Specific program admission requirements and application timelines for submitting a Health Science Limited Access application are accessible online at http://www.broward.edu/admissions/Pages/Health-Sciences-Admissions.aspx.
2. Complete a Health Science Limited Access Application for the desired Health Science program(s).
3. Submit the Health Science Limited Access Application to a Health Science Admissions Office located on the Central Campus in Building 19, Room 101; or on the North Campus in Building 46, Room 252. Each application for admission will incur a $20.00, non-refundable Health Science application fee payable online or any campus Cashier’s Office.
4. Activate the free BC student e-mail account. Information about setting up the e-mail account can be found online. All communication will be sent to this email address, including admission decisions.

Most Health Science programs require completion of Pre-Health Science Core requirements such as HCP 0001 (a 75 clock hour Health Career Core

Curriculum continuing education course) and specific certificate courses:

- HCP 0405 – Basic Life Support
- HCP 0591 – HIV/AIDS
- HCP 0691 – Domestic Violence
- HCP 0692 – Prevention of Medical Errors
- HCP 0522 – TB / OSHA / Hepatitis

These courses, as prescribed by the Florida Department of Education, Division of Applied Technology and Adult Education, introduce students to basic health care knowledge and skills. It is also recommended that students enroll in College Success Skills, SLS 1501 prior to entering any Health Science Program.

Selection Criteria

Admission selection is determined from a review of the applicant pool. Meeting the minimum admission requirements provides prospective applicants’ eligibility to submit applications for admission consideration yet does not guarantee acceptance into the program. Candidates, who earned the most points by weight, taking into consideration all requirements, are selected for admission. No exceptions are possible.
Number of Students Admitted
Most Health Science programs admit students once each year. Few programs admit each semester. The number of students selected to these limited access health science programs varies with the availability of clinical facilities, state licensing regulations, and other related criteria.

Notification of Admission
Admission decisions are accessible through students’ myBC account and clicking on the Limited Access Application Status icon. Admitted students to respective programs are notified of a mandatory preadmission meeting through their BC email. Upon notification of acceptance, students are required to acknowledge their attendance. Any student who does not attend the mandatory preadmission meeting will forfeit their seat offer.

A selected candidate may request a one time deferral to the next available term. Deferral request must be made no later than 30 days prior to the beginning of the term, through email from the student’s BC email address to healthscience@broward.edu or mailed to

Health Science Admission
225 E. Las Olas Blvd.
Fort Lauderdale, Florida 33301

Criminal Background Check and Drug Screening
Students applying to a Health Science program are subject to a criminal background check and drug screening which is required as a prerequisite to attending any clinical practicum while enrolled in the program. A student needs to be aware that participation and placement may be denied at a clinical agency based on the background or drug screening results and the clinical agency’s pre-employment screening policy.

Should such denial occur, the health science program cannot guarantee an alternative facility placement. Withdrawal from the program will be necessary if a student cannot meet requirements as they relate to the clinical site.

If a student is admitted to the College based on their background check and screening and is allowed to complete a clinical experience, it does not guarantee the student will be eligible to sit for the certification or licensing exam. Pursuant to Section 456.0635, Florida Statutes, effective July 1, 2009, health care boards or the department shall refuse to issue a license, certificate or registration and shall refuse to admit a candidate to sit for the examination if the applicant has been:

1. Convicted or plead guilty or nolo contendere to a felony violation regardless of adjudication of: chapters 409, 817, or 893, Florida Statutes; or 21 U.S.C. ss. 801-970 or 42 U.S.C. ss 1395-1396, unless the sentence and any probation or pleas ended more than 15 years prior to the application.
2. Terminated for cause from Florida Medicaid Program (unless the applicant has been in good standing for the most recent five years).
3. Terminated for cause by any other State Medicaid Program or the Medicare Program (unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent five years).

Nursing graduates taking the NCLEX-RN must be able to provide one or more of the acceptable forms of identification as described on the Testing Center’s website (www.pearsonvue.com/nclex). Temporary identifications or passports, not translated in English, are not acceptable forms of identification. For further information, see the Nursing Program section in the Catalog.

Note: The College reserves the right to change any of the policies at any time, including those related to admission.
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Course Placement, Advisement, Educational Planning, and Registration

Placement Testing
As part of the admission process, all degree-seeking students (A.A., A.S., A.A.S.), including transfer students whose achievement level has not been certified, shall be assessed in writing, reading and mathematics to establish their communication and computation achievement levels.

Placement Test Options
First-time-in-college students, admitted after October 1, 1991, must present test scores, not more than two years old, on one of the following State-approved placement tests.

1. ACT (American College Testing Program)
2. Enhanced ACT (American College Testing Program)
3. SAT (The College Board)
4. SAT1 (The College Board; administrations between 3/1/94 and 3/31/95)
5. RSAT (Recentered SAT)
6. CPT (Computerized Placement Tests, The College Board)
7. Postsecondary Education Readiness Test (PERT) as of March 2011.

Students’ scores on ACT or SAT may exempt them from placement testing. Students who have not taken any of the above tests, or whose test scores on any of the above test are older than two years, must take the Postsecondary Education Readiness Test (PERT).

Placement in Courses
Student whose test scores meets or exceeds the stated cutoff scores writing, reading and math, may enroll in college-level English and Math courses.

When a student's score falls below the cutoff in one or more of those areas, the student must enroll in and successfully complete the appropriate college preparatory course prior to enrolling in college level English or Mathematics courses until their competency in these academic areas has been certified. Students enrolled in college preparatory courses may enroll in certain other college level courses concurrently.

Transfer students’ placement will be based on the official evaluation of credit earned at previous colleges. Placement testing may be required.

Degree-holding students will not be required to undergo placement testing upon submission of an official transcript from a regionally-accredited college. However, ESL students may be tested for placement.

Students whose primary language is not English, and who have less than two years of non-ESOL English classes in the United States, must take the Levels of English Proficiency (LOEP) to assess English proficiency. The LOEP test scores and a writing sample will be used for English Placement.

Non-degree seeking students shall be required to take the placement test prior to enrollment in English or Mathematics courses or other courses that require English, Reading or Mathematics as pre-requisites.

TABE
Students enrolling in selected Vocational Certificate and Applied Technology Diploma programs are required to submit scores, less than two years old, from the Test of Adult Basic Education (TABE). Students who do not meet the required TABE scores, as defined by Florida State Board Rule, can begin coursework in a certificate/diploma program, but must complete remediation of skills prior to graduation from the program. Remediation is available in all campus Learning Resource Centers. Once study is completed, students must retake the TABE and present passing scores in all areas to graduate with their certificate/diploma. TABE Testing is available on each campus. Contact a campus Testing Center for TABE testing information or visit the College website.

Students who have previously completed college preparatory instruction, passed college-level English and Mathematics courses, or hold a degree, should see an Academic Advisor/Counselor for possible TABE exemption.
College Preparatory Placement and Developmental Education Program
Broward College is committed to the philosophy that all students should be offered the opportunity to achieve their maximum potential. To attain this goal, BC offers a College Preparatory Program to help students develop the skills necessary for academic success in college level courses. The College Preparatory curriculum includes courses in Mathematics, English, Reading and English as a Second Language (ESL).

Placement into the College Preparatory
Students whose placement scores do not meet the required college level must improve their skills before enrolling in college-level English, Math and Science courses. The College offers a series of preparatory courses in English, Reading, Mathematics and English as a Second Language.

The preparatory courses are designed to assist students in acquiring skills necessary for succeeding in college-level courses. While the courses do not carry credit toward graduation, students must pass the courses, including exit examinations, in order to graduate. Students can attempt college preparatory courses twice. The third attempt will be subject to the full cost of instruction.

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ESL

Communication | Reading | Composition
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EAP0100C | EAP0120C | EAP0185C
EAP0200C | EAP0220C | EAP0285C
EAP0300C | EAP0320C | EAP0385C
EAP0400C | EAP0420C | EAP0485C

Developmental Education Program
College preparatory course requirements are determined on the basis of a student’s placement test scores. All students entering BC must take the Florida Postsecondary Education Readiness Test (PERT), or submit a State of Florida college-ready diploma or acceptable Advanced Placement score, SAT or ACT scores that exempt them from the college preparatory program or they must submit college transcripts that show the completion of Freshman English and/or Intermediate Algebra. Students who test into college preparatory courses must successfully complete all of the required coursework to qualify for graduation. Students should contact any Academic Advisement Office to arrange for placement testing or to discuss their existing placement test scores.

A student having an initial PERT, CPT, ACT or SAT score that indicates college preparatory placement and who has begun his/her preparatory course work at BC may retest with the PERT for placement every 90 days. A fee will be charged for each re-test with the PERT.

College Preparatory Credit
College preparatory courses carry credit, but the credits cannot be used to satisfy degree requirements. Students can use veteran’s benefits and Federal financial aid to assist in paying for these courses up to a maximum of 30 credit hour. These credits do not count in determining academic progress for students to remain eligible for financial aid. However, these credits count in the students’ term and cumulative GPA averages and in the attempted and earned credit hours on the students’ transcript.

Enrolling in College Preparatory Courses
Students who are required to take college preparatory courses, as a result of their placement test scores on the SAT, ACT, CPT, or PERT must register for such courses each term until all required courses are successfully completed. Based on state regulations, students may enroll no more than three times in any particular college credit or preparatory course. Refer to “Maximum attempts per Course” in the General Academic Information section of this catalog for more information.

The following restrictions for course sequencing will apply and increase a student's chances for academic success:

- Students who test into two or more college preparatory disciplines (ENC, MAT, and REA) are limited to 12 credits in a full term and seven credits in a summer term.
• Students are required to register for the college preparatory reading course during their first term.
• Students who test into REA0007C are required to register for the course during their first term.
• Students who test into REA0017C are required to register for the course during their first term.
• Students are required to take the highest level of preparatory reading (REA0017C) the term immediately after successful completion of the lowest level of college preparatory reading (REA0007C).
• Students testing into three college preparatory disciplines (ENC, MAT, or REA) are required to satisfactorily complete the college preparatory reading sequence (REA0007C and/or REA0017C) before registering for a college preparatory math course (MAT0018 or MAT0028).
• Students testing into at least two college preparatory disciplines (ENC, MAT, and REA) are required to take SLS1501, College Success Skills, during their first 9 credits. (This one credit course serves as an introduction to BC and teaches students strategies and skills to help them succeed in college.). Students may substitute SLS1001, Strategies for Success, for SLS1501.
• Students testing into three college preparatory courses are required to take SLS1001, Strategies for Success, during their first 6 credits. (This three credit course provides students with opportunities to learn about Broward College and higher education, acquire and practice learning strategies, explore personal learning styles, identify career options, and develop life-long citizenship.)

These requirements apply to college preparatory students who are seeking degrees and have not previously attended college. **Students must meet with an Academic Advisor in any Academic Advisement Office regarding proper course selections, sequencing, and requirements.**

**Alternative Providers for Preparatory Instruction**

Students can seek methods other than the College’s preparatory courses for improvement of skills.

Students have the option of pursuing college preparatory instruction through programs offered by private providers of instruction. Students interested in this option should obtain additional information from any campus Student Affairs Office. Students exercising this option must retake and pass the appropriate sections of the PERT, the Postsecondary Education Readiness Test, prior to enrolling in college-level courses.

**Note:** Private providers are not affiliated with BC and the College neither endorses nor warrants their services. BC assumes no responsibility related to the operations of these providers, and specifically disclaims any and all liabilities resulting from, or arising out of, or in connection with, students’ use of their products and services.

**English as a Second Language (ESL)**

The purpose of the ESL Program is to prepare non-native English speaking students to function successfully in BC courses.

**Entering the ESL Program**

Students who are non-native English speakers should contact any Academic Advisement Office for an appointment. An ESL placement test and writing sample will be administered to all students, regardless of their TOEFL score. Students will be placed in ESL Program courses based on the results of the ESL placement test and writing sample.

**Course Load for Visa Students**

Visa students must take a full course load minimum of 12 credits or more in order to maintain a student visa. During their first and second semesters at BC, Visa students should concentrate on the ESL Program and take a limited number of other courses.

**ESL Course Sequences**

**Non-Credit Courses:** do not carry college credit.
Level 1: EAP0100C, EAP0120C, and EAP0185C
Level 2: EAP0200C, EAP0220C, and EAP0285C
Level 3: EAP0300C, EAP0320C, and EAP0385C
Level 4: EAP0400C, EAP0420C, and EAP0485C

**Credit-Bearing Courses:** carry elective credit.
Level 5: EAP1540C
Level 6: EAP1640C
ESL Pre-requisites
EAP0100C is a pre-requisite for EAP0200C. EAP0200C is a pre-requisite for EAP0300C. EAP0300C is a pre-requisite for EAP0400C. EAP0120C is a pre-requisite for EAP0220C. EAP0220C is a pre-requisite for EAP0320C. EAP0185C is a pre-requisite for EAP0285C. EAP0285C is a pre-requisite for EAP0385C. EAP0400C, EAP0420C and EAP0485C are pre-requisites for EAP1540C.*. EAP1540C is a pre-requisite for EAP1640C.

*Note: An ESL student must successfully complete all three 0400C level courses before entering EAP1540C.

Advisement and Educational Planning

Advisement
All first-time-in-college students enrolling at BC are required to complete an Advisement and Registration session prior to registering for courses. The session provides students with important College information that will aid in meeting their educational goals. Add the new advisement statement from State relative to excess hours.

Academic Advisors and Counselors are available on each campus/center to instruct and counsel students in the following areas:

- Career and Educational planning.
- Choosing appropriate courses for desired major.
- Utilizing self-advising resources/tools.
- Coaching on strategies that promote academic success, such as study skills, time management, test anxiety, decision-making and communication skills.
- Preparation for university transfer or the workforce.

For further information and support, students may contact our Advisors and Counselors:

A. Hugh Adams Central Campus 954 - 201-6528
North Campus 954 - 201-2305
Judson A. Samuels South Campus 954 - 201-8875
Willis Holcombe Center 954 - 201-7491
Pines Center 954 - 201-3601
Weston Center 954 - 201-8501

NOTE: All first-time-in-college degree-seeking students are required to attend an Advisement and Registration Session (AAR) prior to their first semester for academic advisement.

At an AAR Session, students will learn to use the online self-help advising tools, degree audit, and self-registration system.

Educational Planning
A key factor in student success is having a sound educational plan to guide decisions about what courses to take and when. With an educational plan, students also have an idea of when degree requirements for graduation will be complete. Academic Advisors and Counselors are available to assist students with the development of an educational plan based upon personal and career goals, test scores, previous high school and college course work, and current lifestyles. A recommended course of study is developed for each student to use as a guide for course selection while attending BC.

All students are required to have an educational plan prior to the end of their second enrolled semester.

Registration
Continuing students may register online or in person at the campus Registration Offices using their assigned student ID and PIN.

Student ID Number
A student ID is a system derived identifier that is used throughout the BC student information and web-based systems.

PIN Number
The personal identification number (PIN) is the student’s access into their “myBC” student portal at Broward College. The initial PIN is set as the birth month and year (MMYYYY). It is important that the PIN number is not revealed to anyone. If it is suspected that the PIN is not secure, change the PIN online to ensure academic records security. If a PIN number is lost or forgotten, or if the default PIN does not appear to work, present a picture ID to acquire the correct code at any of the campus Enrollment Services Offices.
Online Registration
Register on the web by following eight easy steps. From the Broward College home page:

1. Enter the student ID and PIN number at “myBC” (Your student ID number is the assigned number with no dashes. Your PIN number is initially set to the birth month and birth year; MMYYYY).
2. Click on registration.
3. Click on Add/Drop
4. Select a term.
5. Search for classes by course number, reference number(s) or open classes by clicking on the appropriate circle.
6. Select a class then click “reference number” To remove a class, click on the “Drop Course” box.
7. When finished selecting classes, click “Save” to complete registration.
8. Print the schedule and payment information, click on the “Logoff” box.

Additional Registration Facts

Term Schedule of Classes
Term schedules are available on-line via myBC.

Registration Dates
Registration dates are published online for all students and are also available via myBC for current students.

Schedule Changes
During registration periods, students may add courses until the actual class begins if the course is not full.

After the term begin, students may “drop” courses until the last day of the “drop” with a 100% refund date published on the College calendar online and in the catalog.

Anytime thereafter, students may “withdraw” from courses until the last day of the published “withdrawal” period at the 60% point in the term. After 100% date, students are considered to be enrolled and responsible for the students.

Student financial aid is based on course enrollment; therefore, any changes in enrollment through the 60% published date on the College calendar will impact a student’s financial aid award.

Registration Holds
A registration hold may be placed on a student’s record that will prevent the student from registering until action has been taken to resolve the issue. If students are unable to register online, it is their responsibility to contact the College Office or other relevant office promptly to determine the cause of the problem and resolve it in a timely manner. Students may see what registration holds, if any, they may have by logging into their “myBC” account. Typical holds include missing transcripts, unpaid student fines, discipline or other violations, incomplete records, academic warning, probation, and suspension or a requirement to meet with a college official prior to registration.

Auditing a Class
Auditing a class allows students to enroll in a class for no credit. No grade is awarded for audited courses. The transcript will indicate a grade of “X.” Students must contact the instructor to learn of any requirements regarding attendance, class participation and assignments. A student may only change to or from an audit status during the designated drop/add period for each term. Changing from credit to audit may be done with the instructor’s approval through the scheduled last day to change from credit to audit as listed in the academic term calendar. Audits count as an attempt if enrolled after the drop/add period.

Course Withdrawals
All courses removed from a student’s schedule before the 100% refund date are considered “dropped” courses and will not be indicated on the students’ official transcript. Schedule changes after the 100% refund date are considered withdrawals and a (W) will appear for withdrawn courses. Students can initiate course drops or withdrawals online. If a student wants to withdraw from a course or from the College they can also see an Enrollment Services Officer on any campus. All withdrawals that students initiate are considered “official” withdrawals. The last day to withdraw without grade penalty is on or before the 60% point in any given term or session. Withdrawals after that date are not allowed.

Students who stop attending class prior to the 60% point in the term and do not withdraw themselves, faculty may “unofficially” withdraw students from the course for non-attendance or failure of adhering to their attendance policy. Students should read their instructor’s course
syllabus for the grading and attendance policy. Faculty may record a grade of F for non-attendance or a W. Both official and unofficial withdrawals and F grades for non-attendance are acknowledged as valid by the College and have an impact on the students’ record. Students’ financial aid will be impacted by any change in enrollment status resulting in W, F and other unsatisfactory progress grades. See the Financial Aid Section of this catalog and College Policy for additional guidelines.

Online Educational Planning Tool

Area 12: (08G) International/Intercultural Min. Hours: 0.00 Min. Crs.: 1

What terms am I taking courses for this Area?

No future terms have been selected for this area. Click the plus sign above to begin.

Select your terms for courses in this area:

- Course
- Term

Add Open Line

Area 13: (09A) Writing Requirement Min. Hours: 0.00 Min. Crs.: 4

What terms am I taking courses for this Area?

No future terms have been selected for this area. Click the plus sign above to begin.

*** Student Electives Toward Degree ***

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<thead>
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<tr>
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<td>PHZ2600 20092 B R 3.0</td>
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<td>STA2023 20101 B R 3.0</td>
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Completed/Enrolled - Additional GE and Elective Hrs: 26.0
Elective Hrs Remaining: 0.0

There are additional courses suggested for your Transfer Program. Click here to view them.

Online Advising Appointments

Advising Appointment Search

You do not need to schedule an appointment if you are coming in for the following:

- Veteran’s Certification
- Testing Information
- Registration Blocks
- Quick Questions (1-3 minutes)

Students may schedule their campus advising office for Fast Track Advising:

- A. Hugh Adams Atlantic Campus: 954-351-6028
- Willa Holdom Hall Center: 954-351-7401
- North Campus: 954-351-2904
- Symmes-Davids South Campus: 954-351-8875
- Pembroke-Central: 954-351-3500

You may not select a morning/advising time.

Campus where you want to be advised:

- South

Appointment Reason:

- Academic Advising

Advisor:

- Lucy Martinez

Requested Date

- (Click here for calendar)

Requested Time

- 9:30 AM

Search
STUDENT SUPPORT SERVICES

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Student Fees and Policies

Fees
Broward College tuition and fees are one of the lowest of all the Florida Colleges and in the nation compared to public and private colleges and universities. The Board of Trustees, within guidelines approved by the Florida Legislature, establishes the student fee schedule at Broward College and ensures that these fees remain affordable to Florida residents. Of course these fees are to subject to change within the academic year covered by this catalog. The current fee scheduled is published on the College’s website and represents the most recent fee structure.

Students must pay applicable fees by the established payment due dates and deadlines. Students should make sure they have completed processes such as: financial aid, tuition payment plans, etc., in order to cover the tuition and fee changes by the published due dates. Student schedules not paid in full by the fee due dates will cause the entire schedule to be dropped.

Application Fee
All new students must pay a one-time, non-refundable application fee of $35.00. A non-refundable $75.00 application fee is charged to international students. Transient students are not charged an application fee, but are charged a transient fee not to exceed $5 per course enrolled.

Tuition and Fees
Tuition charges vary depending on the program you choose. Bachelor degree programs have a higher per credit hour rate than associate degree programs. Vocational programs certificate programs have the lowest per credit hour tuition rate.

Baccalaureate Degree Programs
Fees listed below are shown as a per credit hour rate:

| Florida Residents | | Non-Residents | |
|-------------------|------------------|------------------|
| Tuition Fee       | $91.79           | Tuition Fee      | $75.40           |
| Student Activities Fee | 9.18           | Student Activities Fee | 7.50           |
| Student Financial Aid Fee | 4.59           | Student Financial Aid Fee | 3.75           |
| Capital Improvement Fee | 10.74        | Capital Improvement Fee | 9.50           |
| Parking and Transportation Access Fee | 4.00        | Parking and Transportation Access Fee | 4.00          |
| Technology Fee    | 4.59            | Technology Fee    | 3.75            |
| Total             | $124.89         | Total             | $359.00         |

Associate Degree Programs and Technical Certificates
Per credit hour:

| Florida Residents | | Non-Residents | |
|-------------------|------------------|------------------|
| Tuition Fee       | $75.40           | Tuition Fee      | $75.40           |
| Student Activities Fee | 7.50           | Student Activities Fee | 7.50           |
| Student Financial Aid Fee | 3.75           | Student Financial Aid Fee | 3.75           |
| Capital Improvement Fee | 9.50           | Capital Improvement Fee | 15.05          |
| Parking and Transportation Access Fee | 4.00        | Parking and Transportation Access Fee | 4.00          |
| Technology Fee    | 15.05           | Technology Fee    | 15.05           |
| Total             | $103.90         | Total             | $359.00         |

Educational Prep Institute
Per credit hour:

| Florida Residents | | Non-Residents | |
|-------------------|------------------|------------------|
| Tuition Fee       | $75.40           | Tuition Fee      | $75.40           |
| Student Activities Fee | 7.50           | Student Activities Fee | 7.50           |
| Student Financial Aid Fee | 3.75           | Student Financial Aid Fee | 3.75           |
| Capital Improvement Fee | 9.50           | Capital Improvement Fee | 15.05          |
| Parking and Transportation Access Fee | 4.00        | Parking and Transportation Access Fee | 4.00          |
| Technology Fee    | 3.75            | Technology Fee    | 3.75            |
| Total             | $103.90         | Total             | $359.00         |
Non-Residents

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<td><strong>Total</strong></td>
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Vocational Certificate Programs (PSAV)

Per credit hour:

Florida Residents

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<td><strong>Total</strong></td>
<td><strong>$ 80.25</strong></td>
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Non-Residents Tuition Fee $ 69.90
Out of State Fee $209.75
Capital Improvement Fee $ 13.95
Student Financial Aid Fee $ 13.95
Technology Fee $ 13.95
**Total** $ 321.50

Additional Course Fees

Additional fees are charged for select courses and laboratories. Special fees for individual courses are listed with the course descriptions in the back of this catalog and shown in the schedule of classes for each term. The Board of Trustees reserves the right to change published fees after publications have been printed. These fees are charged at the course level and noted on the course schedule at the time of registration.

Parking and Transportation Access Fee

All students will be assessed a parking and transportation access fee as part of their schedule which will allow them to receive a parking hang tag for use at any BC campus or center for the term paid. The exceptions include:

- Students who only attend the Miramar, Weston or Pines Centers
- Students taking only non-credit classes at the Willis Holcombe Center
- Institute of Public Safety Trust Fund Students
- Students in Continuing Education Vocational Certificate, and Continuing Workforce Education classes
- Health Science students who receive their training at a hospital
- PTA students at Edison Community College.
- Students who receive the following 100% fee exemptions are eligible to receive a parking hang tag (Foster Child, High School Dual enrollee, Early Admission, Child of Deceased Fire Fighter, Homeless, India Program, Singapore Program, Child of Deceased Law Enforcement Personnel). These students are eligible to receive a parking hang tag.

If a student can demonstrate that he/she does not use Broward College facilities at any campus or center, and does not fall into any of the categories above, a Parking and Transportation Access Fee Appeals Form must be submitted to any Campus Safety Office. The appeal form will be reviewed and, if approved, the Parking and Transportation Access fee will be exempted from the registration fees. The student will not be eligible for a parking hang tag. The deadline for submitting the appeal form is the last day for a 100% refund date. If there are any questions, please contact a campus Safety Office.

Economic Development Fees

The College, through Continuing Education and other academic departments, offers non-credit courses, seminars, and workshops designed to meet the needs of citizens of all ages who reside in Broward County. Special brochures and bulletins are developed and distributed covering the specifics of each course. These documents become supplements to the official catalog and contain special fees and special charges associated with each course. These fees are due and payable according to the terms indicated within those documents.

Health Science Fees

In addition to special course fees for laboratory and clinical courses, all Health Science students are required to pay the following at the time of registration for each academic year.

- Health Science Education Accident Insurance $ 7.30
- Health Science Education Liability Insurance $10.20

Academic Transcript Fee

Students may order official academic transcripts online through their myBC account. The following fee is assessed for each transcript.
Payment of Student Accounts Due to the College

In accordance with Florida Statutes, Chapter 1010.03, the College is authorized to restrict the release of transcripts, the awarding of diplomas and access to other resources and services of the College.

When a receivable or obligation balance is due, a financial hold is immediately generated on the student’s record. This financial hold may prevent the release of transcripts, diplomas, certificates, and block future registration. The financial hold will remain on the student’s record until all debt is paid to the college in full. If an account is sent to a collection agency the debtor is responsible for all collection costs associated with the debt. Any educational debt must be specifically discharged in bankruptcy or the transcript can be held until the debt is paid. Examples of debt that will block registration include, but are not limited to, returned checks and the associated check fees and fines, credit card charge backs, tuition fee deficiencies, financial aid overpayments, bookstore charges, collection agency fees, and delinquent debt that is written off. Students will not be able to register until the debt is paid in full.

Third-Party Authorization

If all or part of the student’s registration fees are being paid by an external agency (employer, a government agency, military tuition assistance, etc.), the student must present the current form of authorization (letter, voucher, etc.) to a campus Cashier’s Office by the Fee Payment Deadline provided in the online Academic Calendar and the college catalog.

This authorization must be for the current term and must indicate a specific dollar amount for tuition, fees and/or books and supplies. Students are responsible for paying any remaining balance by the fee payment deadline. If the current authorization is not presented, the student’s account will not be credited properly and the student’s schedule may be deleted.

If the external agency revokes the authorization or subsequently denies payment for classes, fees and/or books and supplies included on the voucher or authorization letter, the student will be responsible for repayment by the bill due date.

Florida Pre-Paid Program

Students who are plan participants in good standing may apply their Florida Pre-Paid coverage via the
web. The first time a student logs on each term, a web screen will alert the student that Florida Pre-Paid coverage is available. From this screen the student may opt to apply Florida Pre-Paid or continue without applying coverage for the term. The student will receive credit for the maximum amount that can be billed. Florida Pre-Paid credit is limited to the amount of credit hours remaining on the student’s plan. Students are responsible for paying any remaining balance by the fee payment deadline. If for any reason the College is unable to complete the billing process, the credit will be reversed and the student will be billed with an immediate due date. Students who have applied Florida Pre-Paid via the web but later elect not to use it must call or visit a Campus Cashier’s Office to remove the Florida Pre-Paid coverage.

State Employees Waiver

Full-time employees of the executive, legislative or judicial branch of Florida’s government are eligible for a State Employee Waiver. Eligible employees may have tuition and course fees waived for a maximum of 6 credit hours per term and are required to register on a space-available basis as noted in the online Academic Calendar and College catalog. State employees must complete Broward’s Application process and pay the $35.00 application fee prior to presenting the State Tuition Waiver request at any campus Registration Office. Following registration in classes, State employees must visit the Campus Cashier’s Office to provide the State Tuition Waiver verification to receive the waiver.

Returned Check Policy

A returned check is a check that is not honored when presented for payment, and is returned to the College for insufficient funds, closed account or any other reason. The College does not redeposit paper checks. Check payments converted to electronic debit transactions are redeposited and the maker of the check may incur additional fees associated with the redeposit.

In accordance with Florida Statutes, Chapter 832.07, the College is authorized to bill the individual for the original amount of the check in addition to a check fine and bank fee. If the account is sent to a collection agency, the individual will be responsible for all collection costs. In the event of legal action for recovery, the maker or drawer may be additionally liable for court costs and reasonable attorney fees as prescribed by law.

Students with unpaid returned checks and the associated returned check fees and fines will not be able to register for classes until the debt is paid in full.

Credit Card Chargeback Policy

Dishonored credit card payments for tuition and fees will result in the student or individual being obligated and billed for all fees due. The student will be blocked from making future payments by credit card when a chargeback occurs.

Refund of Fees before the 100% refund date

The College will refund all fees paid, except application fees, before the 100% refund date if student drop their courses. The registration will be cancelled and no academic term record will be created. Refer to College policy and procedure 6x2-6.13 for additional student fee information.

Students who apply for financial aid and have a completed aid package before the 100% refund date, the College will apply tuition and fee “coverage” for the students’ schedule even though aid will not be disbursed or refunded until after enrollment verification has concluded. It is the responsibility of the student to drop classes on the Web or through a Registration Office within the 100% refund period. When students remain enrolled in those covered courses and do not withdraw or attend, they will be obligated for the tuition charges for all courses. No refunds will be approved in these circumstances.

Refund Processing

Students who have dropped their courses within the drop period do not have to contact the Cashier’s Office to receive a refund. Through an automated process, refunds will be processed approximately two weeks after the final drop/add date, which is generally seven (7) days after the start for each session.

The refund may be issued in the form of a check or credit card refund depending on how the schedule
was paid. Financial aid cannot be refunded or disbursed until participation in all courses can be validated by the faculty. A schedule that was paid by cash, check, money order or debit card will be refunded by the either check or another electronic form of payment utilized by the College. A schedule that was paid with a credit card will be refunded to the credit card.

Students who are administratively withdrawn from course(s) for disciplinary reasons are not entitled to a refund.

**Refund for Continuing Education Courses**
A 100% refund for continuing education courses shall occur up to the date of the first class for those classes meeting only once.

**Refunds after the 100% Refund Date**
The academic term record is created after the 100% refund date. The College sets policy and a defined procedure to determine whether tuition and fees deemed as refundable can be refunded after the 100% refund date. The academic record or registration history will not be removed even if the refund is approved based on one of the reasons listed below.

**Extenuating Circumstances**
Broward College may accept a petition for refund for non-academic reasons after the 100% refund date. Student must be able to provide clear documentation of an extenuating circumstance that did not allow them to withdraw from their courses after the 100% refund date that includes, but is not limited to serious illness of self or of an immediate family member (father, mother, spouse, sibling or child), call to or enlistment in active military duty, death in the immediate family, and other emergency circumstances or extraordinary situations. The College does not cancel registration history, meaning all W withdrawal statuses remain on the record. If the petition is approved, the College will refund a portion of the fees paid. Refer to College policy and procedure 5.23 Cancellations, Withdrawals and Refunds.

**Veterans Third Party Authorization**
For Veterans claiming military Tuition Assistance as well as Post-9/11 GI Bill Chapter 33 education benefits, the same class (es) may not be paid by both Military Tuition Assistance and Chapter 33 benefits. Military Tuition Assistance may only be used to pay course costs that are not paid by Chapter 33 benefits first.

**Refund of Fees to Veteran and Vocational Rehabilitation Students**
Veteran students must adhere to the withdrawal policies as outlined in the college catalog. Students receiving Veterans benefits must complete all coursework each term to avoid being billed for withdrawing or dropping classes. If a veteran student does not attend class after the drop and add period in each session, the student will be withdrawn from classes or receive a failing grade for non-attendance. Withdrawing or dropping courses could result in termination of benefits and/or owing money to VA and Broward College. It is the veteran's responsibility to notify the Veteran Coordinator about withdrawing from any class at any point during the term. Veterans should register only for the courses which can be successfully completed. Dropping courses can affect a student’s enrollment and change the award resulting in an overpayment. This overpayment will cause the student to owe money.

Pursuant to Florida State Statute 1004.07 students who are called to or enlist in active military in the United States armed forces service shall be permitted the option of either completing their courses at a later date (receiving an “I” indicating an Incomplete and be required to complete the coursework within the designated period), or canceling their course schedule with a 100% refund in accordance with this policy and procedure.

Veterans who receive financial aid must adhere to the withdrawal policies affecting all financial aid students, including the Federal Return of Title IV Funds. This policy applies to any student who officially or unofficially withdraws from all Broward College classes during a term in which the student is receiving any form of Title IV aid. This aid includes the Pell Grant, Supplemental Educational Opportunity Grant, Academic Competitiveness Grant, Federal Direct Student Loans; Subsidized and Unsubsidized, and PLUS Loans.

Each faculty member sets the guidelines for attendance (physical presence) and participation (academic related activities either online or in person), which is outlined in the faculty’s syllabus. It is the student’s responsibility to attend classes and participate in same through the term. By remaining enrolled in the class, students are agreeing to abide by that attendance policy. Faculty may unofficially
withdraw a student or fail a student when absences exceed the attendance policy.

Students receiving financial aid should see the Federal Return of Title IV Funds Policy below regarding withdrawals to avoid repayment of financial aid funds.

Federal Return of Title IV Funds policy
The Federal Return of Title IV Funds policy applies to any student who has officially or unofficially withdrawn from all BC classes in a term for which he/she is receiving any form of Title IV aid. This aid includes the Pell Grant, Supplemental Educational Opportunity Grant, Academic Competitiveness Grant, Federal Direct Student Loans; Subsidized and Unsubsidized, and PLUS Loans.

The Office of Student Financial Services will use the Federal Title IV formula to determine the percentage of funds that were “earned” for the portion of the term enrolled. If a student has received more aid than he/she earned, based on the withdrawal date from classes, federal law requires that the College must return the money to the Federal government. The student must repay the College within 45 days of notification or lose eligibility for future federal aid payments. For copies of the complete policy on the Return of Title IV aid, please go to your campus Student Financial Services Office.

Tuition Exemptions

Dual Enrollment/Early Admission
The fee exemption provides awards to public high school students who have completed their junior year, with an overall high school GPA of at least 3.0, and have obtained written recommendation from both their high school principal and guidance counselor. The Early Admission student may apply to the Admissions Office to have all tuition and application fees exempted as well as book charges. The exemption is for a maximum of twenty-four (24) semester hours in accordance with Florida Statute, Chapter 1007.271.

Foster Care Board Exemption
A foster care student may have all matriculation and tuition fees exempted for a maximum of 32 credit hours per year. The exemption is for two years or four semesters, but can be extended for college preparatory courses. The student must apply for financial aid.

Homeless Fee Exemption
Any student who lacks a fixed, regular and adequate nighttime residence or whose primary nighttime residence is a public or private shelter designed for, or not ordinarily used as a regular sleeping accommodation for human beings shall be exempt from tuition and fees (see F.S. 1009.25(2)(e) and Section 239.117, Florida Statutes.

Linkage Institute
According to Florida Statute, Chapter 288.8175, linkage institutes between postsecondary institutions in the state of Florida and foreign countries allow designated foreign students to study in Florida at any State University or College. Students may receive in-state tuition rates enrolling in the Florida-Israel Institute.

Purple Heart/Superior Combat Decorations
According to Florida Senate Bill 122 passed July 1, 2006, state universities and community colleges will waive tuition for recipients of the Purple Heart or other combat decoration superior in precedence who:

- are enrolled as full-time, part-time or summer-school students in an undergraduate program that terminates in a degree or certificate;
- are currently, and were at the time of the military action that resulted in award of the Purple Heart or other combat decoration superior in precedence, a resident of this state; and
- submit to the state university or the community college the DD-214 form issued at the time of separation from service as documentation that the student has received a Purple Heart or another combat decoration superior in precedence.
STUDENT SUPPORT SERVICES

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• Veterans .................................................. Page 67 - 68
Student Financial Aid

Introduction

The Office of Student Financial Aid provides information and assistance to students who need financial aid to support their enrollment at Broward College. The office is committed to quality customer service by providing accurate information and counseling to educate students and their parents about financial aid. The office processes, packages and awards funds to all eligible students in compliance with applicable laws, regulations and policies that govern federal, state, institutional, and foundation programs. We are committed to help students “Finish What They Start.”

Student Financial Aid Offices

A. Hugh Adams
North Campus
Central Campus
Building 46, Room 251
Building 19 Lobby

Judson A. Samuels
Willis Holcombe Center
South Campus
Building 33, First Floor
Building 68, Room 116

Pines Center
16957 Sheridan Street

What is Financial Aid?

Financial Aid is assistance from federal, state, private, and institutional sources offered in the form of grants (Pell, Federal Supplemental Educational Opportunity Grant, Florida Student Assistance Grant, Financial Aid Fee (Merit and Need), scholarships (Institutional and Private), work programs (Federal and State), and loans (Federal Direct Subsidized - need based, Unsubsidized - not need based; Direct Plus Parent Loans; Private Loans). The College only approves unsubsidized loans for a select group of students as outlined in the College policy and procedure 5.11. Eligible students may expect to receive a financial aid award that will include a combination of sources.

Financial Aid Application Procedure

Broward College strongly recommends that all students apply for financial aid regardless of their circumstances.

Note: Students must apply for aid each academic year and are encouraged to apply early. The Federal application period for the Free Application for Federal Student Aid (FASFA) opens after January 1, of each calendar year and closes 18 months later on June 30 of the following year. Students file the FAFSA online at www.fafsa.gov. All information provided on the FAFSA is subject to verification - accuracy is important. The College prioritizes aid for continuing students beginning January 1 through June 1, and new students after June 1 of each year.

Initial Eligibility Requirements

Although parents and students are expected to contribute to a student’s educational expenses, the federal government does consider income, number of dependents, and other information when determining a student’s financial need. Financial assistance is provided after a determination is made that the resources of the family are insufficient to meet the student’s educational expenses.

Financial aid is based on an individual’s financial need, college costs, and the availability of funds. To be eligible, a student must be:

1. A U.S. citizen with a valid Social Security Number;
2. An eligible permanent resident, or in the U.S. for other than temporary purposes and be able to provide proof of such;
3. Enrolled or accepted for enrollment in an eligible program leading to an, A.A., A.S., A.A.S., BS or a federally-approved certificate at Broward College;
4. Making Satisfactory Academic Progress according to Broward College policy;
5. Registered with Selective Service (applies to males between the ages of 18 and 25);
6. Able to provide a valid high school diploma GED or documentation of being home-schooled. The student must also sign the statements of educational purpose located on the (FASFA).
Other Eligibility Criteria
The student must not:
1. Be in default on a prior student loan; or
2. Owe any prior financial obligations to the College or the federal government;
3. Have been convicted of a drug offense;

Dependency Status
The federal government provides specific questions to determine dependency status. If a student cannot answer “yes” to any of the questions, that student is considered dependent of their parents for financial aid purposes.

In Step Three on the FAFSA, the questions are summarized as follows:
- Age 24 or older
- Married
- Seeking a graduate degree
- Veteran
- Dependents-children or other
- If, since age 13, a student is:
  - A ward of the court/orphan/legal guardian
  - An emancipated minor
  - A homeless or at-risk homeless youth

If a student does not meet any one of the above criteria, then the student is considered dependent and must provide parental financial information.

Steps to “Finish What You Start”

Apply for Admission:
- Students must apply for admission to Broward College. A student does not have to be accepted before applying for financial aid; however students must be accepted and registered for classes before financial aid awards are determined.
- Application includes submitting an official copy of the high school diploma or GED.

Apply for Financial Aid:
- Complete the 2012-13 FAFSA online at www.fafsa.gov. Students should provide the Broward College School Code 001500 when prompted for the school selection.
- TIP: Students should also carefully complete the planned housing code (step 6). Students and parents need a Department of Education Personal Identification Number (PIN) to electronically sign the FAFSA. A PIN, may be obtained at www.pin.ed.gov. The PIN also allows a student to make changes and view the application status.

- After Application
  Students receive an email message from the federal processor confirming receipt of the application and provides a Student Aid Report (SAR), usually within 48 hours. The financial aid office will receive the same information. The College uses the information to determine financial need and eligibility for grants, scholarships, loans, and work-study. Students should review the SAR for accuracy and make necessary corrections.

Professional Judgment
Financial aid administrators are empowered to make professional judgment decisions for students under certain, extenuating circumstances including:

- Dependency Overrides - Dependency overrides are done on a case by case basis when circumstances between the parents and the student are compromised. The override requires extensive documentation.

- Income Adjustments - Income adjustments are processed on a case by case basis when the financial information requested on the FAFSA does not truly reflect the current financial situation in the household, which includes changes in employment. The income adjustment requires extensive supporting documentation.

Verification
The federal government randomly selects student financial aid applications for a process called verification. The Federal government has authorized the College as a Quality Assurance (QA) school. With this distinction the College is authorized to select students for verification. The College follows the verification guidelines recommended by the Federal government. In
both cases, this process mandates that the College compare the financial information submitted on the FAFSA. To determine if additional documentation is required, students should log on to MyBC and click on financial aid and application status. Red flags indicate (verification) and that the office needs more information to complete the file. To avoid delays in financial aid awarding, students should respond to any requests as soon as possible.

Effective for the FAFSA year 2012-13 students and parents should use the IRS Data Retrieval Tool to populate their tax return information, if eligible. Students selected for verification will be required to submit an IRS Tax Return Transcript to clear the verification flag. Copies of tax returns will no longer be acceptable for verification.

**Packaging and Awarding Aid**
Students cannot be awarded aid until verification documents are submitted, financial aid staff conducts the verification, the corrections are sent to the Federal government. Once the College receives complete data, then aid can be packaged, awarded and posted on students’ accounts. When aid is awarded, students can view their awards on MyBC.

**Continued Aid Eligibility Requirements**
Federal guidelines for financial aid continue eligibility require students to achieve a C or better qualitative (grade point average) and quantitative measures (attempted v. earned credits and maximum time frame to complete their prescribed program of study) at the time of review. Broward College reviews standards of academic progress annually after summer grades are posted.

Details in addition to the following are written in Broward College policies 6Hx4.23, Academic Standards of Progress for all students and 6Hx2-5.11, Student Financial Aid Programs specific to those students who receive Federal and State student aid.

**Qualitative Standard for Federal Title IV students**

- Students must earn a 2.0 semester grade point average (GPA) and/or cumulative program GPA.

- Students who fail to earn the required GPA will be given the initial term of enrollment plus one more, equivalent to one academic year or 12 months, to raise their GPA. Students may qualify for continued enrollment at the College; however, students must also meet qualitative SAP requirements to remain eligible for Title IV Federal aid funds.

**Quantitative Standards**

Students must make progress toward completing their academic program requirements at a pace that will allow them to complete within 150% of the published time required for the program. The College uses an incremental progression that affords students more flexibility early in their academic career to deal with struggles of College transition at the freshman level or entry into college-level coursework after completion of remedial courses, such as math and English. Remedial courses do not count in pace or maximum timeframe and the qualitative measure is embedded in the course completion standards prescribed by Florida State Statute and incorporated in the course completion qualitative guidelines at the College.

**Reinstatement of financial aid eligibility**
Student may be eligible to regain their financial aid after loss of eligibility when their progress demonstrates passing of ALL standards of progress. Specific guidance is outlined in College procedure 5.11A.

**NOTE:** It is the student’s responsibility to be aware of initial eligibility requirements for aid and minimum academic requirements, to ensure continued eligibility for aid. Adherence to these policy standards and Federal regulations is required by all students at Broward College. The College reserves the right to review and modify this policy annually.
Remedial/Preparatory/Non-credit Federal regulations allow financial aid to cover up to 30 remedial/preparatory credits (equivalent to one academic year) for any student. If a student is enrolled in classes and has already taken 30 credits of remediation, financial aid will not pay for additional remedial classes. This does not include ESL courses.

Financial aid does not cover non-credit courses that are not required for degree completion such as recreational and self-development coursework. However, financial aid can be used for certain non-credit courses that apply toward a degree program.

Types of Financial Aid
The FAFSA is the one application needed for almost all grants, scholarships, work-study and loans. These funds are available through the federal government, the State of Florida, Broward College and the Broward College Foundation. If eligible, students can expect a combination of grants, scholarships, loans and/or work-study in their financial aid package. In order to “Finish What You Start” with minimal financial concern, students should apply as early as possible.

Grants
Grants are funded by federal or state programs and do not require repayment. Grants are awarded to students who demonstrate exceptional financial need.

- Pell Grant - the foundation of all financial aid programs. Students can apply throughout the academic year for a Pell grant by completing the FAFSA and any other required Broward College forms. Eligibility is determined by the federal government and is based on several factors including household size, income and number of family members in college.
- Federal Supplemental Educational Opportunity Grant - Additional grant assistance for exceptionally needy students who are Pell eligible and apply early.
- Florida Student Assistance Grant - State grant awarded to students with demonstrated financial need. If eligible, this grant may be renewed. Because funding is limited, students must complete the application process early.

Scholarships
Scholarships are generally funded by Broward College, the Broward College Foundation or generous private donors or organizations. Scholarships are awarded to students who demonstrate academic excellence, but many scholarships are also available for students who demonstrate financial need and have at least a 2.0 grade point average. Each scholarship has its own criteria and does not require repayment. An online scholarship application allows students to submit their information electronically. The system matches scholarship criteria with eligible students. Scholarships are based on the availability of funds and cannot be guaranteed. Most scholarships require students to complete a FAFSA.

Students should have a completed financial aid file (FAFSA and all requested documents), and complete the online scholarship application. Available scholarships are advertised on the Broward College website in July of each academic year.

Florida Bright Futures
Florida Bright Futures scholarships reward Florida high school students with high academic achievement. Students apply for the Bright Futures Scholarship during the final year of high school. Effective with the academic year 2011-12, Bright Futures scholars must complete a FAFSA and all order prescribed requirements by the State of Florida.

If Bright Futures recipients are eligible for Federal student aid as a result of their FAFSA, students must also completed all the Federal student aid requirements, including verification, if applicable, before any need-based aid is packaged and awarded. Students who receive Florida Bright Future must maintain eligibility for renewal and comply with the State of Florida renewal guidelines http://www.floridastudentfinancialaid.org/ssfad/bf/renewrequiredhrs.htm, as well as comply with the College’s Academic Standards of Progress policy.

Federal Student Loans
Federal student loans are also part of a student’s financial aid package. All subsidized and unsubsidized student loans are funded directly from the federal government through the William D. Ford Direct Loan program. Loans must be repaid with interest in a specific time period after a period of non-enrollment. Repayment may be deferred while students are attending classes at least half-time. Students whose enrollment changes to less than a half-time status, may jeopardize their eligibility to continue to receive student loans. Students who want to utilize loans to attend school must have a completed financial aid file.

Application Process
Students must log onto www.studentloans.gov to complete Entrance Counseling and a Master Promissory Note (MPN) to complete the student loan application process.

Students who are first-time borrowers, have not made required academic progress or have borrowed excessively must attend a Debt Management Workshop on any campus. Times and locations are available online or at the Student Financial Services Office.

Loan Disbursement Timeline
Loan funds cannot be disbursed unless the Master Promissory Note (MPN) is completed.

Types of Loans
Federal student loans are need and non-need based.

Direct Subsidized Loans are based on financial need. The federal government pays the interest on the loans while students are in school at least half-time, during grace periods, and during authorized periods of deferment.

Direct Unsubsidized Loans are not need-based. Students are responsible for the interest that accrues from the date of the first disbursement forward. Interest can be paid while students are in school or it can be postponed until repayment. Postponing interest means the interest will be capitalized or added to the principal amount, increasing the balance on which interest accrues daily. Effective July 1, 2012, Broward College has been approved limit the packaging and awarding of unsubsidized loans. Students to refer to the College website for more information related to the guidelines relative to awarding of unsubsidized loans.

Direct PLUS Loans for Parents are also available to parents of dependent students. Parents may be eligible to borrow up to the total cost of attendance less all financial aid received. Parents are eligible for the PLUS loan if they meet the minimum government credit requirements. Parents begin repayment 30 days after the final disbursement for the academic year. The PLUS loan is based on a ten-year repayment plan with no prepayment penalties.

Work-Study Programs
Work-study programs allow students to work either on or off campus to help defray their educational expenses. Students can work up to 20 hours per week depending on eligibility. Students can contact the campus financial aid office to determine if they are eligible, and if so, can research job openings on the web at: http://www.broward.edu/workstudyjobs
The Federal Work-Study Program provides students an opportunity to work and earn up to $9.00 an hour for 20 hours per week. Funds are limited and awards are made to eligible students who complete their financial aid file early. Students must also complete an employment packet prior to beginning employment. Students who elect to work in a Federal Work-study position on campus can exclude the income earned through work-study from the adjusted gross income (AGI). This can benefit students who are trying to manage their aid eligibility. Students should weigh the difference between part-time off campus jobs with on-campus FWS positions.

America Reads /Counts
This program is funded through the Federal Work-study Program described above. It offers students an opportunity to tutor reading and math in local elementary and middle schools. Students may work a minimum of 20 hours per week and are paid $10.00 per hour. Security clearance is necessary.

Florida Work Experience Program provides eligible students who are Florida residents an
opportunity to work in the public school system as teacher aides or tutors earning $10.00 an hour. Students may also work on campus earning up to $9.00 per hour. Funds are limited.

STUDENT FINANCIAL AID REFUNDS

Enrollment Verification
Before aid can be disbursed to the College to cover tuition and any excess refunded to students, attendance in all enrolled classes must be verified by the faculty. Students should attend all classes, especially the first day of class, as faculty disseminate valuable class information every day the class meets and faculty can define participation that includes more than physical presence. Students must show a definite pattern of attendance and participation during the enrollment verification period during the first three weeks of the term. When students do not adhere to these guidelines, a WN for non-attendance will be recorded during the verification period.

Further information can be found on the web at www.broward.edu/sfs under Withdrawal Policies.

Simply logging on in an online course is not enough to document attendance for Title IV financial aid purposes. Students complete engage with the faculty member and complete assignments prior to any aid being disbursed.

After the term begins, faculty continues to monitor attendance and class participation. And at any point, a student ceases to meet the guidelines for the course relative to participation and physical presence; the faculty may unofficially withdraw students from classes. Any changes in the enrollment status will cause a change in the aid awarded to students. Any type of withdrawal either student or faculty initiated up to the 60% point of the term WILL impact students’ financial aid awards for the term.

Advisement TIP: Students should plan to attend and participate in ALL classes, including the first day. And, equally important, students should register only for the courses which can be successfully completed. It is the student’s responsibility to notify the financial aid office about withdrawing from any class at any point during the term. Withdrawing from courses can negatively affect a student’s satisfactory academic progress status. Students who withdraw from classes may be required to repay some of the funds they receive from the federal government.

Returning Unearned Student Federal Aid Funds

Return of Title IV Funds Policy
The federal government requires colleges and universities to establish a Return of Title IV policy to outlines when students must repay federal funds when their aid eligibility changes. When students officially withdraw or have been unofficially withdrawn by a faculty member in any and all classes due to attendance failure or dropout status, during a term or session for which they are receiving Title IV student financial aid, a portion, if not all, aid may be returned. Aid funds impacted are as follows: the Pell Grant, Supplemental Educational Opportunity Grant, Subsidized and Unsubsidized Loans and PLUS Loans.

The federal government provides a formula to determine if the student will need to repay dollars received after courses are withdrawn. If a student has received more aid than they are entitled to receive, federal law requires that the College must return the aid overpayment and the student must repay the College or make satisfactory repayment arrangements within 45 days of notification or lose eligibility for future federal aid. The complete policy on Return of Title IV aid is accessible online on the Broward College financial aid website.

Veterans

Students who have served in the U.S. armed forces may be eligible to receive veterans' educational benefits to assist with educational expenses as well Title IV aid funds.

Veterans benefits may also extend to a spouse and child dependents of disabled veterans. Veterans services staff at Broward College act as liaisons between the students and the Veterans Administration by offering the following:
Submission of completed forms to the Veterans Administration
Certification of attendance
Current news and information

The College has veterans support services on each campus to further assist veterans with their transition to college. Broward College is an approved site for veterans training which includes pursuing all degrees as well as some certificate programs. Veterans are encouraged to apply for experiential learning credit for training received in the Armed Forces in order to accelerate their educational goals and “Finish What You Start”. Broward College Admissions Office will grant credit for evaluated military education that has been recommended as suitable for postsecondary credit by the American Council on Education’s Guide. Veterans requesting experiential learning credit for military training must request a transcript:


ARTS- https://aartstranscript.army.mil

For more detailed information, see the accelerated learning section of this catalog.

Post 9/11, Chapter 33 Benefits
Chapter 33 benefits pay tuition at the in-state rate. Veterans are responsible for the out-of-state fees, and are encouraged to apply for other types of financial aid to cover the additional cost.

Veterans receiving Post 9/11 benefits and taking only distance education courses receive tuition and fees benefits, but are not eligible for the basic housing allowance (BAH).

The Broward College Veterans Coordinator is required to certify the veteran’s eligibility which includes attendance as well as academic progress. More detailed information on attendance requirements and other necessary paperwork may be found on the Broward College website. Further, veterans needing additional assistance should visit the GI Bill website or call toll free 1-888-GIBILL1 (1-888-442-4551) to speak with a Veteran’s Benefits Counselor.

Veterans Billing Policy
Veterans receiving benefits must complete all coursework each term to avoid being billed for withdrawing or being dropped from classes. If a veteran student does not attend class after the drop and add period in each session, the student will be withdrawn from classes or receive a failing grade for non-attendance. Withdrawing from or dropping courses could result in termination of benefits and/or owing money to the VA and Broward College. It is the veteran's responsibility to notify the Veteran Coordinator before withdrawing from any class at any point during the term. Veterans should register only for the courses which can be successfully completed.

Further, Veterans who receive Title IV financial aid must adhere to the withdrawal policies and the Federal Return of Title IV Funds policy.
STUDENT SUPPORT SERVICES

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Student Support Services

Career Center
Career planning is available to all students and alumni of Broward College. A variety of services are available to assist student with setting career goals, and preparing for a job. At the Career Center students are provided the resources to research their career options.

Define Yourself:
- Take self-assessments to generate a list of prospective occupations that match the preferred work activities, interests, personality preferences, values, skills and life goals.
- Use computerized career information systems and print materials to evaluate various careers, working conditions, salary levels, and employment outlook. Research career options that match majors.
- Make an appointment for individual career advising and/or job-seeking assistance.
- Access online information and advisement manuals for transfer requirements about the programs they may wish to pursue.
- Access national educational directories and career libraries.

Employment services are available to all students and alumni of Broward College. A variety of services are available to assist students in making career decisions.

Career Guidance:
- Access full or part-time job listings and internships posted through the campus’ Career Center
- Access student work-study jobs online and jobs posted on the Broward College’s website.
- Learn about on-campus employer recruitment events.
- Obtain assistance with resume and cover letter writing strategies.
- Develop successful job interviewing skills.

A student may visit a self-service campus Career Center at the campus location of his/her choice.

A. Hugh Adams Central Campus
Building 19, Room 116 954 - 201-6612

North Campus
Building 46, Room 238 954 - 201-2272

Judson A. Samuels South Campus
Building 68, Room 100 954 - 201-8865

Willis Holcombe Downtown Center
Building 33, Room 117 954 - 201-7491

Pines Center Room 107 954 - 201-3601

Student Counseling Services
Broward College provides student counseling services through Henderson Student Counseling Services. Enrolled students have access counseling services that may assist them with concerns about relationships, family, stress, body image, drug and alcohol abuse, anxiety, depression, violent or suicidal thoughts, or sexual assault can cause distress and problems with day-to-day living, and may interfere with students being able to achieve their full academic potential.

These services are provided off-site at a convenient location or via phone. Students who choose to use these services can expect a comfortable environment where they can explore current issues and speak to a professionally trained and licensed counselor at Henderson.

Students who use these services are eligible for up to six free counseling sessions. After the initial six visits, additional counseling sessions are offered on a sliding fee scale based on ability to pay. Student counseling sessions are confidential as provided by law.

Students can call at any time to speak to someone at 954-424-6916. Support is available by phone 24 hours a day, seven days per week and no referral is needed from Broward College. However, students will need to provide a valid student ID at the first visit to verify enrollment status.

Disability Services
Broward College complies with all relevant laws enacted at every level of government to provide access to students with special needs. Students with documented disabilities are assured participation in all College activities and services. However, disclosure of a disability is voluntary and students cannot receive support services/accommodations unless he/she provides current documentation of his/her disability and
registers with the Office of Disability Services (ODS) on his/her campus. The student will then be provided with the appropriate support services/accommodations based on his/her individual needs and College policy.

Some of the services available are adaptive technology, specialized testing, sign language interpreters, real-time captioners, readers, scribes, and note-takers. Students receiving assistance from Vocational Rehabilitation or the Division of Blind Services are required to apply for financial assistance at Broward College. For further information, call 954 - 201-7545.

Disability Services Advisors also provide academic advising and assist students with their educational plans.

**Bookstores**
The Broward College Bookstores are owned and operated by the College and function as a service to the students, faculty, administration and staff. The bookstores offer a complete line of textbooks, both new and used, and a large selection of trade and reference books. There are an extensive assortment of e-textbooks, laptops, art supplies, gift items, engineering supplies, college rings, license plate holders, mugs, shirts, hats, health science uniforms, health science supplies, dictionaries, backpacks, computer supplies, Microsoft, Adobe & Macromedia software's, candies and snacks, soft drinks, pennants, calculators, tape recorders, PDA's, jump drives, MP3 players, printers, UPS protectors, zip drives, pens and pencils, notebooks, highlighters, diploma and picture frames, decals, newspapers, 3-ring binders, index cards, test supplies.

Gift certificates are available in the bookstores in various denominations. Services also include special orders for books and software not normally carried as basic stock, and buy-back of used textbooks. Prices are established according to the national standard typically found at other colleges and universities. The bookstore accepts Visa, Master Card, Amex & Discover credit cards. Textbooks can be ordered online at www.broward.edu/studentresources/bookstore/Pages/default.aspx. Bookstore hours of operations are posted on the BC web-site.

A. Hugh Adams Central Campus,  
Building 19 954 - 201-6830  
North Campus, Building 46 954 - 201-2224

Judson A. Samuels South Campus  
Building 67 954 - 201-8805  
Willis Holcombe Center  
HEC Building 33, 2nd Floor 954 - 201-7402  
Pines Center, Building 101 954 - 201-3604  
Weston Center 954 - 201-8528  
Building 110, 2nd Floor

**Learning Resource Centers**
The overall goal of the Learning Resource Center on each of the campuses is to provide faculty and students with access to up-to-date instructional and support services in both the classroom and learning laboratories. BC Student ID Cards validated for the current term are required at each BC LRC.

Each of the Learning Resource Centers also maintains a hands-on self-study area for Anatomy and Physiology review. Models and study materials are available for individuals or small groups. In addition, open computer labs with direct Internet access are available to students on each of the campuses/centers for both research and homework needs.

**Discipline Support Labs**
Discipline Support Labs exist to help students succeed in their courses. Each campus/center has a discipline lab for English/ESL, Math, Modern Foreign Languages, Reading, Science Resource Lab, and Open Computer Labs. These labs assist students with both college-prep and college level courses.

**Tutoring**
Tutoring services are available for several subject areas. Interested students should contact the Learning Resource Center on each campus for tutoring details or visit www.broward.edu/studentresources/lrc/Pages/default.aspx.

Students can find tutoring information for Central Campus on Facebook, just search for “central campus tutoring”.

**24/7 Online Tutoring for BC Students**
College students now have 24/7 online tutoring access! Smarthinking provides real time online tutoring and homework help for core courses and skills up to 24 hours a day, seven days a week.
To access online tutoring help, log on to myBC at the Broward College homepage at www.broward.edu and click on the Smarthinking.com link.

A Step-by-Step Smarthinking Student Handbook guide is available for students on Smarthinking “My Home Page” in “My File Cabinet” in the information scrolling box.

If assistance is needed with accessing a Smarthinking account, please go to the Learning Resource Center at the Central Campus.

Classroom Support
Another function of the learning resource center is to support quality instruction by providing computer/audio visual equipment and materials to the campus classrooms. Each campus maintains an extensive library of video and other instructional materials to enhance classroom instruction. Specific information regarding availability and scheduling procedures for the use of classroom materials and equipment may be obtained by contacting the campus Learning Resource Centers.

A. Hugh Adams Central Campus
   Building 17  954-201-6660
   North Campus, Building 62  954-201-2260
   Judson A. Samuels South Campus,
   Building 72  954-201-8909
   Pines Center, Building 101  954-201-7595
   Willis Holcombe Center
   HEC Rm. 430  954-201-7595

Libraries
The library on each of the College's campuses is a joint use facility. Consequently, policies, procedures, and hours of operation differ slightly from one location to another.

On the A. Hugh Adams Central Campus, the University/College Library is located in Building 17. The library is a joint use facility operated by Broward College and Florida Atlantic University. The mission of the library is to provide academic support to students and to create a stimulating environment that will encourage academic achievement. Students have access to a large book collection and electronic resources available for use in the building or remotely. Information and resources provided by the University/College Library are available through the Web.

Students on the College's North and Judson A. Samuels South Campuses are also served by joint-use facilities. The College and Broward County jointly operate these libraries. On North Campus, the joint BC/Broward County Library is located in building 62, and on the Judson A. Samuels South Campus, the joint BC/Broward County Library is located in building 81. Both of these facilities have access to the county's electronic catalog which permits the user to search all the holdings in the entire Broward County Library System as well as a large assortment of electronic databases. Research using the catalog and electronic databases is available at each library location, as well as through the College's web page. Students who attend the Willis Holcombe Downtown Center or the Pines Center will find a Broward County Library located nearby.

Library Cards
BC students are eligible to use all campus libraries. However, due to their particular partnerships, different cards are required on the campuses to check out materials. Students must have a BC identification card in order to check out materials from the University/College Library on the A. Hugh Adams Central Campus. Students at the North and Judson A. Samuels South Campuses and the Willis Holcombe Downtown Center and the Pine Centers must have a Broward County library card. Since each location is unique, materials that have been checked out must be returned to the campus from which the material was borrowed.

The library staff encourages students and faculty to make suggestions for the improvement of service and appreciates recommendations for titles to be added to the collection. Qualified staff is available at each location to help patrons identify, locate and use library materials. For further information and for the different campus library hours of operation, please contact the individual campuses.

A. Hugh Adams Central Campus
   Building 17  954-201-6648
   North Campus
   Building 62  954-201-2261
   Judson A. Samuels South Campus
   Building 72  954-201-8909
   Pines Center, Building 101  954-201-3619
   Broward County Main Library  954-357-7444
Peers Inspiring Peers - Peer Mentoring

The Peers Inspiring Peers – The Peer Mentoring Program provides an opportunity for new students to connect with mentors who are knowledgeable of Broward College and the college experience. Peer Mentors assist new students with the academic transition to college by facilitating connections with faculty and staff, helping familiarize students with college resources, providing a positive support system, and engaging students in campus events and activities.

All Peer Mentors must demonstrate outstanding academic performance and general knowledge of Broward College and the college experience. Peer Mentors also receive specific training in mentor roles and responsibilities. Peer Mentors meet with their mentees on a regular basis throughout the academic term and make additional contacts by telephone, e-mail, text message, and social media.

For further information, please contact the Student Success Office at each campus:

North Campus - 954-201-2310
Central Campus – 954-201-6869
South Campus – 954-201-8994

The Council on the Social Status of Black Males

Broward College’s Council on the Social Status of Black Males was established in the Fall of 2008 to develop programmatic efforts and mentor programs to improve the retention and graduation rates of Black males. Council members volunteer as mentors for Black Male students.

Brother to Brother Mentor Program

Brother to Brother (B2B) is a mentoring program in which highly successful Black and Hispanic Male students are trained to mentor incoming freshman males. The goal of the program is to provide student mentors who assist with the transition to college, and engage participants in a weekly study group. The B2B mentors serve on North, South, and Central campuses.
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Student Activities

Student Life
Student Life activities are available to all currently enrolled Associate and Baccalaureate students. Students who wish to participate in Student Life activities and services must hold a valid BC student ID.

Student Life offices provide oversight, information and support for student clubs, student government, student development and leadership, and new student orientation. In addition, students can get information and services related to bulletin board approval, student ID card services, opportunities for campus and community volunteerism, and campus events.

Student Life also coordinates intramural/recreational sports, which are comprised of a variety of competitive athletic leagues and tournaments. To learn more about activities/programs, contact a Student Life Office at any of the following locations or visit student life online at http://broward.edu/studentlife/Pages/default.aspx

A. Hugh Adams Central Campus
Building 19, Room 106 954 201-6756
• North Campus
Building 46, Room 133 954 201-2325
• Judson A. Samuels South Campus
Building 68, Room 189 954 201-8316
• Willis Holcombe Downtown Center
Building 33, Room 107 954 201-7377
• Pines Center
Building 100, Room 119 954 201-3630

Student Organizations
Student organizations, clubs and programs contribute to the total experience of the college student. Operating under the leadership of the Campus Dean of Student Affairs and the Campus Director of Student Life/Development, student organizations encourage cultural, social, and intellectual development. Currently enrolled students including baccalaureate degree seeking students are encouraged to participate. Detailed information on current campus organizations can be obtained in the Student Handbook, which can be visited online at http://broward.edu/studentlife/Pages/default.aspx

Honor Societies
The College supports participation in academic honor societies for those students who meet eligibility requirements. Including:
Honors Student Committee (General Honors)
Kappa Delta Pi (Education)
International Society of Baccalaureate Scholars
(General Honors for Baccalaureate Students)
Phi Theta Kappa (General Honors)
Sigma Kappa Delta (English)

For more information, contact your respective Student Life Office.

Competitive Academic Teams
The Robert “Bob” Elmore Honors Institute is pleased to help facilitate three highly active competitive academic teams which maintain an active presence across the campus, state, and country. Membership is open to honors and non-honors students from all campuses. Each group attends team-based competitions where they compete for certificates and trophies.

Brain Bowl: The Broward College Brain Bowl team competes with other participating Florida colleges. Each team consists of up to five members. The first competition is among assigned regions. Winners of the regional tournaments compete in the state tournaments, usually held in February or March. Brain Bowl members also participate in the National Association of Quiz Tourneys (NAQT) tournament, a nationwide college competition. The Brain Bowl Team at Broward College has a proven track record of victories, in the regional, state and nation.

Math Team: The Broward College Math Team competes at the annual Florida state Math Olympics at the University of North Florida in Jacksonville. There are two parts to the event: A team portion and an individual portion. Winners take home trophies and cash prizes and may also receive a BC scholarship. The team members are chosen based on a math test, administered by the Honors Institute in the fall and winter semesters. Teams usually meet with the coaches on a weekly basis to practice. A math level of Calculus II is recommended.

Model United Nations: The Broward College Model United Nations team researches and debates
various international topics. Our United Nations simulation conferences take place across the country and students compete with local colleges as well as top-tier national universities. Typically, the MUN team competes in three to four conferences a year, two in the fall, two in the winter. As well as attending United Nations simulations and crisis-themed conferences, Students can expect to participate in on-campus training and events. For more information on any of these Competitive Academic Teams, visit the honors website: www.broward.edu/honors

Student Government
Student Government operates on all campuses. Students are encouraged to participate and represent student interests. Officer positions in student government are available for all students. Additionally, The College designates bachelor degree students for positions within student government... For more information, contact your respective Student Life Office.

Tigertail Lake Recreational Center
The Tigertail Lake Recreational Center provides watersports programs, a conference facility, the ropes challenge course, recreational trips, and credit and non-credit water sports classes. Watersports training and recreational opportunities are offered in sailing, windsurfing, SCUBA, stand-up paddleboards, and kayaking to BC faculty, students, and staff. Students are welcomed to come out for FREE watersports rentals 6 days a week, or get involved in these programs by taking a Continuing Education or 1 credit elective activity class at Tigertail Lake. Tigertail also offers trips to the Keys and Central Florida to hone water sports skills. These trips offer students the opportunity to experience an open water environment. The Ropes Course offers students a free Open Climb Challenge once per month for the chance to experience climbing opportunities at Tigertail Lake. The Tigertail Lake Recreational Center is located on the entrance drive to Outdoor World in Dania Beach. Please call the Tigertail Lake Recreational Center at 954 201-4500 for more information, stop by to learn more about Tigertail programs, or visit Tigertail Lake online at http://www.broward.edu/watersports/.

Intercollegiate Athletics
The purpose of the BC intercollegiate athletic program is to provide an opportunity for students to learn the values of self-discipline, sportsmanship, team building, and academic excellence. BC Intercollegiate athletics fosters the development of physical, intellectual, emotional and social skills in student athletes and encourages athletes to carry these lessons onto the playing field, into the classroom, and in the community. BC currently fields teams in men's and women's basketball, men's and women's soccer, men's baseball, women's softball, women's volleyball, and women's tennis. Scholarships are offered to some student athletes. For more information, visit Athletics online at http://broward.edu/studentlife/Pages/default.aspx.

Student Publications
Student publication positions are available to all currently enrolled students including those enrolled in baccalaureate programs.

The Observer
Broward College encourages and supports a free and responsible student press. The Observer, the College's bimonthly newspaper, is a combined product of students from all Broward College locations. Student reporters engage in responsible, objective practices of writing, while those interested in photojournalism, design, graphics, desktop publishing and advertising can apply their abilities in preparing camera-ready pages for print. The Observer is a highly touted collegewide student publication, having received All-American ratings and two national Pacemaker ratings from a national critiquing service, in addition to numerous state awards since its inception in 1986. A limited number of scholarships are available for students who serve in various editorial positions. For more information, contact the advisor at 954 201-8035. Students may visit the Observer online at http://broward.edu/studentlife/Pages/default.aspx.

P'an Ku
P'an Ku is the BC Student Literary/Arts Magazine. Published twice yearly, P'an Ku features the creative efforts of students throughout the College in the literary and visual arts. Poetry, short stories, art, and photography are sought for publication. Watch for the announcements of submission deadlines during the year. P'an Ku has won both regional and national awards. P'an Ku, housed at the Judson A. Samuels South Campus, encourages students from all campuses to participate. The magazine is looking
for writers, artists, photographers, and anyone else who would like to be part of the staff. A limited number of scholarships are available for those who serve in the various editorial positions. No prior experience is needed, only enthusiasm! For more information, call the Faculty Advisor at 954 201-8858 or the editorial office at 954 201-8044. You can also visit the P’an Ku website online at http://broward.edu/studentlife/Pages/default.aspx.
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Student Rights and Responsibilities

Family Educational Rights and Privacy Act (FERPA)

Broward College Policy 6Hx2-5.03

Broward College (the “College) will provide access to student records in accordance with the Family Educational Rights and Privacy Act (FERPA) and Florida Statutes, Chapter 1002.22. All requests for student records must be made to the Custodian of Records/Vice President for Student Affairs and Enrollment Management.

No record will be created or retained without a legitimate educational purpose for the information contained therein.

The College will protect the confidentiality of a student's record and share information only with members of the College community who have a legitimate educational interest, to another educational institution when the student is seeking or intending to enroll at that institution, is part of an authorized Federal, State, or local audit of such records in compliance with applicable law, in connection with the determination of financial aid eligibility or enforcement, pursuant to a lawfully issued court order, a properly prepared subpoena, to a contracted vendor of the College performing an authorized service where there is a legitimate educational interest for the vendor to have access to such records, or the information is designated directory information.

In response to a lawfully issued court order or a properly prepared subpoena, the College will seek to notify the student or the student’s representative counsel when educational records are requested and before these records are released.

Student records of a counseling or non-academic nature will not be made available to any outside person without written authorization from the eligible student or parent unless those records are specifically requested in conjunction with federal or state laws or court orders. In the case of properly prepared subpoenas, the release of the record will only be given when the student has been notified and payment of the fee established by the Board of Trustees has been paid.

FERPA and the Student
Students have the right to inspect their own official records and to authorize the College in writing to release information to outside sources. In accordance with the provisions of Florida Statutes, Chapter 1002.22, eligible students and parents have a right to challenge the content of their record. An eligible student or parent may exercise his/her rights under these provisions by submitting a request in writing to the appropriate Campus Registration Coordinator, the Office of the Associate Vice President for Student Affairs/College Registrar, or the Vice President for Student Affairs and Enrollment Management.

FERPA and the Parent of the Student
According to Federal FERPA Regulations 34 CFR 99, and Florida Statute 1002.22, the parents of a student who has reached the age of 18 years or is enrolled in a post-secondary program no longer have any rights under the provisions of this policy, unless the student gives written consent to release the information to the student’s parents, or the parent provides evidence that the student is a dependent of the parent as defined in the Internal Revenue Code. The Parent of a student must establish his/her eligibility by providing dependency documents, including, but not limited to providing the most recent copy of a Federal tax return naming the student as a dependent. Such documentation must be provided in-person with the campus chief student affairs officer (dean of students). The record provided will be for viewing and validation purposes only; these records will not be retained.

FERPA and Directory Information
Schools may disclose, without consent, "directory" information; however, the College must annually notify students and parents of their rights under
FERPA to “opt out” of the release of directory information. The College notifies its students at the beginning of the fall and winter term in the student newspaper and in the annual printing of the Student Handbook. The College reserves the right to deny access to directory information when such action is deemed necessary to protect the rights of the student.

In accordance with United States Code Title 10 Section 983 and Florida Statutes Section 1004.09, the College shall grant military recruiters access to recruiting information including the names, addresses, telephone listing, dates and places of birth, academic major, degrees received, and most recent educational institution for students attending the College. The information provided to military recruiters is not subject to the definition that the College has established for “directory information” as defined in this Policy. Students who opt out of the release of College directory information will also be considered to have opted out of the release of military recruitment information.

FERPA and Outsourcing
The College may enter into agreements with outside vendors to provide services to the College that the College cannot or chooses not to provide through internal resources. In such situations, the College will ensure that the contractor will make available student records only to those individuals where there is a contractual relationship to provide such services. The College will ensure that the contracted vendor will not redisclose personally identifiable information without the Colleges consent as allowed by an authorized FERPA exception.

FERPA and other Educational Institutions
Student records will be released at the request of the student if the student is seeking or intending to attend another educational institution.

FERPA and Health and Safety
In cases where there is a health and safety emergency, all College personnel are authorized to utilize any information as necessary to protect the health and safety of persons and property. Such release of information will not be considered a violation of College Policy. To the extent possible, the College will attempt to share information regarding the presence of students who may have a communicable disease (i.e. H1N1) without disclosing personally identifying data about the infected student. In instances where members of the College community have been exposed to a communicable health risk from a student, the College will, on a case-by-case basis, make a determination whether a disclosure of the infected student’s name is necessary to protect the health or safety of other persons or whether a general notice is sufficient.

Law enforcement unit officials or safety officials employed or contracted by the College are designated as “school officials” with a “legitimate educational interest.” As school officials, the College may disclose without consent personally identifiable information from students’ education records to law enforcement or safety officials in order to perform their professional duties and to assist with discipline and other matters related to official duties at the College. Law enforcement may not redisclose any personally identifiable information from the students’ education record, except in compliance with FERPA. Specific law enforcement records maintained separately from education records are not subject to FERPA.

Violation of Policy
Students and eligible parents who believe there has been a violation of their rights regarding student records are encouraged to contact the Custodian of Records/Vice President for Student Affairs and Enrollment Management. If a resolution is not achieved, students and eligible parents may grieve the alleged misconduct in accordance with Florida Statutes, Chapter 1002.22 or they may contact the United States Department of Education’s Family Policy Compliance Office.

Students who improperly obtain student records may be subject to discipline in accordance with the Student Code of Conduct.

Staff and non-represented faculty who improperly obtain records and/or misuse their access to student records to disclose, share, or disseminate information to unauthorized persons, employees, or outside parties will be subject to discipline up to and including termination.

Full-time Faculty who improperly obtain and/or misuse their access to student records to disclose, share, or disseminate information to unauthorized persons, employees, or outside parties, will be subject to disciplinary action up to and including termination, as outlined in the Collective Bargaining...
Agreement between the Board of Trustees of Broward College and the United Faculty of Florida, Broward College Chapter.

Definitions
Custodian of Records – Vice President for Student Affairs and Enrollment Management

Directory Information – name, enrollment status, degrees and awards received, and statistics pertaining to a student’s participation in officially recognized sports and activities.

Eligible student - a student who has reached 18 years of age or is attending an institution of postsecondary education

Eligible Parent - a natural parent, an adoptive parent, or a legal guardian of the student as defined in the Internal Revenue Code of 1954. An individual invoking the Code must present evidence showing his/her compliance with this provision.

Student Record - files, documents, electronic images, and other formats which contain information directly related to a student and which are maintained as a permanent record at the College. Drafts or notes are not considered student records. The term “Records” does not include:

1. records of instructional, supervisory, and administrative personnel, which are in the sole possession of such personnel and which are not accessible or revealed to any other person except as a replacement for that person;
2. records of law enforcement units of the College, which are maintained solely for law enforcement purposes and which are not available to persons other than officials of the College or law enforcement officials of the same jurisdiction;
3. records made and maintained by the College in the normal course of business which relate exclusively to a student in his/her capacity as an employee/student worker and which are not available for any other purpose;
4. records created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his/her professional or paraprofessional capacity or assisting in that capacity, which are created, maintained, or used only in connection with the provision of treatment/or services being provided to the student and which are not available to anyone other than persons providing such treatment and/or services in accordance with Title II of the Health Insurance Portability and Accountability Act (HIPAA);
5. directory information as defined in the Florida Statutes, Chapter 1002.22 and the FERPA;
6. other information, files, or data which do not permit the personal identification of a student;
7. letters or statements of recommendation or evaluation which were confidential under Florida law and which were received and made a part of the student’s educational records prior to July 1, 1977;
8. copies of the student's fingerprints; and
9. working records, which consists of material used in the course of daily College business, which is not a “permanent record.”

Student Code of Conduct
Broward College Policy 6Hx2-5.02

Upon admission to Broward College (the “College”), students and student organizations agree to act responsibly in all areas of personal and social conduct and to take full responsibility for their individual and collective action. Because learning can only be achieved in an atmosphere free of intimidation and coercion, students must observe local, state, and federal laws as well as the academic and behavioral regulations found in the Broward College Student Handbook, the College Catalog, other official publications of the College, and the College web site at http://www.broward.edu. If there is a conflict with any of the aforementioned sources, this policy shall prevail.

When a student exhibits disruptive behavior that appears to pose a threat to the health and safety of the student or others, the College may direct the student to participate in a psychiatric and/or psychological evaluation. The psychiatric and/or
psychological evaluation process will assess the student's ability to safely participate in the educational programs at Broward College as part of the due process for students who are alleged to have violated this policy and procedure.

Students enrolled in various programs at the College may also be subject to standards of conduct unique to these programs, including but not limited to health sciences programs, Institute for Public Safety, Aviation, etc. Violations of the standards of behavior for these programs shall be considered a breach of this Code of Conduct. Students should refer to the program guidelines provided by their programs to learn more about the standards of professional conduct that are applicable to them.

Bias-Motivated Conduct (Commonly referred to as "Hate Crimes"): The College believes that members of the College community have the right to lawfully affiliate free from harassment with social groups of their choice without fear of intimidation based on this membership. Therefore, the College will impose significantly increased sanctions against perpetrators who commit one or more of the offenses in this Policy, if the College determines that the perpetrators actions were motivated by the actual or perceived affiliation of the victim with a particular social group. Additionally, the College will support the criminal prosecution of students who engage in bias-motivated violations of this Code in accordance with Florida Statutes 775.085, Federal Statutes 18 U.S.C. § 245 & 249, and other applicable laws.

The following is a non-exclusive list of behaviors prohibited by students and student organizations at any College location or via any College resource including electronic communication, at any College-sponsored activity, or at any location and /or via any medium (including electronic) if the behavior impacts students, faculty, or staff in the educational environment. Other behaviors not on this list which adversely impact the College community will be considered on a case-by-case basis and may also be considered violations of the Student Code of Conduct:

1. Abusive Conduct
2. Bribery
3. Bullying, including but not limited to the following behaviors directed at an individual or a group:
   a. Unwanted teasing
   b. Threatening or intimidating behaviors
   c. Stalking
   d. Public humiliation
   e. Spreading malicious and derogatory rumors or falsehoods
   f. Using discriminatory slurs against an individual or group
   g. Cyberbullying – including, but not limited to the use of communication-based technologies, including telephones, cellular telephones, e-mail, instant messaging, text messaging, social networking, other web-based technologies, or other electronic methods of communication (either currently available or available in the future) to engage in deliberate harassment or intimidation of individuals or groups.

4. Discriminatory comments or action and/or retaliatory actions, including, but not limited to remarks or actions against a student, faculty, or staff member of the College
   a. Note: Complaints against faculty and staff are not covered under this policy. Students should refer to BC Policy 6Hx2-3.34 – Discrimination, Harassment and Retaliation if they believe they have been the victim of discrimination or retaliation by a College faculty or staff person.

5. Dishonesty, including but not limited to the following:
   a. Cheating, plagiarism, or other forms of academic dishonesty
   b. Using electronic devices to store, retrieve, search for answers and/or share answers in testing environments when the use of the device is not permitted
   c. Furnishing false information, making false accusations, or misrepresentation of oneself or others to any College official, including but not limited to faculty, staff or administrators, representing oneself as an agent of the College, and/or entering into a contract on behalf of the Board of Trustees
   d. Forgery, alteration, or the misuse of any College document, record, or instrument of identification
e. Tampering with the election of any recognized College student organization

f. Violation of copyright as defined in College Policy 6Hx2.8.05

6. Disorderly Conduct

7. Disruption of the Educational Environment – including but not limited to:
   a. To ensure the quality of the educational environment, the use of electronic communication and entertainment devices, such as cell phones, iPods, iPhones, MP3s, etc. by students in the classroom is prohibited unless otherwise explicitly stated by the individual instructor’s syllabus. Therefore, all such devices must be inaudible and placed out of sight during class.

8. False Report – falsely reporting a bomb or other incendiary device or any other dangerous condition by any medium. Note: These acts are considered acts of terrorism and the College will use all means available to assist in the identification of students who make such threats.

9. Hazing as defined in Florida State Statute, Chapter 1006.63

10. Immigration Status of F1 or M1 Students – If a final course grade or enrollment status is correct it is unlawful and a violation of the Student Code of Conduct for students to ask faculty or any College official to alter a grade or enrollment status in order to remain in compliance with Federal immigration regulations.

11. Misbehavior - Any behavior that is inappropriate and detrimental to the mission, goals, and purpose of the institution

12. Misuse of College Identification as defined in College Policy 6Hx2.5.24

13. Non-Compliance with Directions – Non-compliance with the directions of College personnel or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when properly requested to do so

14. Non-Compliance With the Student Discipline System, including but not limited to:
   a. Failure to appear before the Dean of Students, Hearing Officer, Student Conduct Committee, or other College officials when requested to do so

b. Falsification, distortion, or misrepresentation of information before a Student Conduct Committee

c. Disruption or interference with the orderly conduct of a Student Conduct Hearing

d. Knowingly making false accusations of student misconduct without cause

e. Attempting to discourage an individual’s proper participation in, or use of, the student discipline system

f. Attempting to influence the impartiality of a member of a Student Conduct Committee prior to, and/or during the course of, the Student Conduct Hearing

g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Committee prior to, during, and/or after a Student Conduct Hearing

h. Failure to comply with the sanction(s) imposed under the Student Code

i. Influencing or attempting to influence another person to commit an abuse of the student discipline system

15. Obstruction of Pedestrian or Vehicular Movement

16. Public Intoxication/Disorderly Behavior

17. Smoking in Non-Designated Areas

18. Sexual Battery/Assault/Crime of Violence or Non-Forcible Sex Offense
   a. The Family Educational Rights and Privacy Act (FERPA) permits a postsecondary institution to disclose to an alleged victim of any crime of violence or non-forcible sex offense the final results of a disciplinary proceeding conducted by the institution against the alleged perpetrator of that crime, regardless of whether the institution concluded a violation was committed.

b. FERPA also permits institutions to disclose to anyone – not just the victim – the final results of a
disciplinary proceeding, if the College determines that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution’s rules or policies.

19. Sexual and other Harassment by students against any member of the College community
   a. Note: Complaints against faculty and staff are not covered under this policy. Students should refer to BC Policy 6Hx2-3.31 – Sexual and Other Workplace Harassment if they believe they have been the victim of sexual or other harassment by a College faculty or staff person.

20. Student Organization Misconduct - Student organizations (as well as members and officers individually and collectively) may be held accountable when an alleged offense is committed by one or more members or guests of the organization and any one the following conditions apply:
   a. The offense occurred at an event that was sanctioned by an officer of the organization
   b. Organizational funds are used to finance the activity
   c. The event where the offense occurred is substantially supported by the organization’s membership
   d. Members with knowledge of the forthcoming violation did not attempt to prevent the infraction
   e. The organization fails to report or chooses to protect the individuals(s) alleged to have committed the offense

21. Theft or Damage, or Attempted Theft or Damage, to a Person’s or the College’s Property

22. Unauthorized Computer Usage as Defined in College Policies 6Hx2-8.01, 6Hx2-8.03

23. Unauthorized Demonstration - participation in a campus demonstration where the students behavior (including but not limited to excessive volume, obstruction of movement or access to College facilities or services, harassment of other students, faculty, or staff etc.), disrupts the normal operations of the College and infringes on the rights of other members of the College community through, or leading or inciting others to disrupt scheduled and/or normal activities within any campus/center building or area, or intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular

24. Unauthorized Possession, Duplication, or Use of Keys to Any College Facility

25. Unauthorized Possession, Use, or Distribution of Controlled Substances or Alcohol as defined in College Policy 6Hx2-5.18

26. Unauthorized Recording - Students may not make an audio or video recording of an instructor or speaker’s seminar, lecture, tutorial or other instructional setting without prior consent from the instructor or speaker. However, if such recording is an accommodation in accordance with the Americans with Disabilities Act, prior notification is required, rather than consent. Students may not make an audio or video recording of persons in conversation without prior consent of all parties

27. Unauthorized Use of College Property or Facilities

28. Violation of Law and College Policy - Students may be subject to discipline per the Student Code of Conduct for violations of law that occur on College premises or at any College-sponsored activity, and for violations of law that do not occur on College Premises or at College-Sponsored Activities:
   a. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the College community and/or which could disrupt the educational mission of the College. Such an off-campus violation must be of a nature that where the presence of the student at a College campus is reasonably considered to be a danger to persons or property.
b. College disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Code. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

c. When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before the Student Conduct Committee under the Student Code, however, the College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the College community.

d. The College will cooperate fully with law enforcement and other agencies in enforcing the law on campus and in the conditions imposed by a judge in a court-of-law. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

29. Violation of Published College Policies/Procedures, Rules or Regulation.

30. Weapons and Dangerous Materials - Possession of firearms, dangerous chemicals and/or other weapons not deemed necessary for College purposes is forbidden at any College location or at any College-sponsored activity, including in the parking area for the college or the activity. This specifically revokes an individual’s right to carry a licensed firearm at any College location or at any College-sponsored activity; additionally, this specifically revokes an individual’s right to store a firearm in a vehicle at any College location or at any College-sponsored activity. Law enforcement personnel authorized to possess a firearm in the discharge of their duties are exempt from this policy. Authorized personnel with a specific educational purpose are exempt, but only to the specific limits outlined in their authorization. When individuals are observed with a firearm or other dangerous materials on campus, Broward College officials have the right to make reasonable inquiries to confirm that the firearm or other dangerous material is being legally carried or stored as permitted by Florida Statute and BC Policy.

Violations of Policy

The College retains the right to discipline students and student organizations up to dismissal from the College for violation of this policy.

Students who are also employees of the College, who are found to have violated the Student Code of Conduct, may also be subject to disciplinary action as employees up to and including termination of their employment from the College. Any such instances will be investigated by the Vice President of Human Resources or his/her designee. Additionally, employees of the College who are also students, and who are subject to disciplinary action in their role as employees, may also be subject to disciplinary action through the Student Code of Conduct.

Breaches of the College's policies pertaining to academic dishonesty may result in academic penalties imposed by the instructor in accordance with BC Policy 6Hx2-4.19. Academic penalties may include, but are not limited to, a failing grade for a particular assignment or a failing grade for the course. Additionally, the student may be referred to the Dean of Students of the campus/center for violations of the Student Code of Conduct for disciplinary action.

The College maintains partnerships with external institutions including but not limited to educational institutions, libraries, and health services providers. A student who violates the rules of a College partner is also subject to BC Policy, including the College Student Code of Conduct. Additionally, a student who violates the College Student Code of Conduct may also be found to have violated the rules of a College partner.

College sponsored programs or sanctioned events may have their own rules and disciplinary procedures that would be applicable in addition to
the Student Code of Conduct, such as the Institute of Public Safety, Aviation Institute, etc.

**Definitions**

Abusive Conduct - physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the physical or emotional health or safety of any person

Bias-Motivated Conduct (commonly referred to as “Hate Crimes”) – occurs when a perpetrator targets a victim because of his or her actual or perceived membership in a certain social group, usually defined by race, color, ancestry, ethnicity, religion, sexual orientation, national origin, homeless status, mental or physical disability, gender, gender identity, political affiliation, etc. Hate crimes differ from conventional crimes because they are not directed simply at an individual, but cause fear and intimidation in an entire class of people.

Bribery - offering, soliciting, receiving, or giving money or any item or service to a College employee for the purpose of attempting to obtain assistance, priority consideration, or any benefit that would not have otherwise been provided.

Bullying – behavior that inflicts physical or psychological abuse on one or more members of the College community. Such behavior may occur in-person or via electronic communication.

Cheating - includes but is not limited to, copying homework assignments from another student; working together with another individual on a take-home test or homework when specifically prohibited from doing so by the instructor; and looking at text, notes or another student’s paper during an examination when not permitted to do so. Cheating also includes the giving of work or information to another student to be copied and/or used as his or her own. Including, but not limited to, giving a student answers to exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear or have appeared on an exam in the same academic term; giving or selling a term paper, report, project or other restricted written materials to another student.

Code of Conduct - a set of conventional principles and expectations that are considered binding on any student at the College.

Controlled Substance – all illegal drugs and prescription drugs taken without a physician’s order.

Discrimination - treating any student, officer, employee or agent of the College differently than others are treated based upon race, color, sex, national origin, religion, age, disability, marital status, sexual orientation, veteran status, or any other legally protected classification.

Disorderly Conduct - conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by the College.

Disruption - disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public-service functions on or off campus, or other authorized non-College activities.

Harassment - any verbal or physical conduct based on race, color, sex, national origin, religion, age, disability, marital status, sexual orientation, veteran status, or retaliation, and that has the purpose or effect of unreasonably interfering with the individual’s education by creating an intimidating, hostile or offensive environment.

Plagiarism - includes but is not limited to, an attempt by a student to claim the work of another as the product of his or her own thoughts, regardless of whether that work has been published; quoting improperly or paraphrasing text or other written materials without proper citation on an exam, term paper, homework, or other written material submitted to an instructor as one's own work; and handing in a paper to an instructor that was purchased from a term paper service or downloaded from the Internet and presenting another person’s academic work as one’s own. Individual academic departments may provide additional examples in writing of what does and does not constitute plagiarism, provided that such examples do not conflict with this policy.

Retaliatory action - any material adverse action taken against the person who makes or supports a complaint of discrimination, or creating a hostile or threatening environment against such persons.

Sexual Harassment - any unwelcome sexual advances, requests for sexual favors, or other verbal
or physical conduct of a sexual nature which (1) makes submissions to or rejection of such conduct either an explicit or implicit basis for Admissions and/or academic decisions affecting the individual or (2) unreasonably interferes with the individual’s education or academic performance by creating an intimidating, hostile, or offensive environment. Conduct which falls into the definition of sexual harassment includes, but is not limited to:

- Unwelcome physical contact of a sexual nature such as patting, pinching, or unnecessary touching.
- Overt or implied threats against an individual to induce him/her to perform sexual favors or to engage in an unwelcome sexual relationship.
- Verbal innuendos or jokes of a sexual nature, including graphic or degrading verbal comments about an individual and/or his or her appearance.
- Use of sexually suggestive terms or gestures to describe a person’s body, clothing, or sexual activities.
- Displaying or posting offensive sexually suggestive pictures or materials on campus.

Student Organization - a student group that has registered with a campus/center student life office in accordance with the provisions of this policy and procedure.

HIV/AIDS
Broward College Policy 6Hx2-5.16

Broward College recognizes the serious adverse societal and educational impact associated with the Human Immunodeficiency Virus (HIV), and Acquired Immune Deficiency syndrome (AIDS).

College students may not violate the Student Code of Conduct as it relates to discrimination against students, faculty, staff, or guests of the College based on their perception of HIV/AIDS infection.

Students enrolled in various programs at the College, including, but not limited to health sciences, Institute for Public Safety, Aviation, etc., may be required as part of the standards of conduct established by these programs to interact with members of the community who are infected with HIV/AIDS. Students who are not able to meet this obligation should reconsider their program choice as dismissal or disciplinary action could be taken as result of any conduct violation or refusal to service.

In accordance with the Student Code of Conduct, students who discriminate against other students, faculty, staff, or members of the community whom they believe have tested positive for HIV/AIDS are subject to discipline up to and including expulsion from the College. Additionally, it should be noted that discrimination against persons with HIV/AIDS may constitute bias-motivated conduct, which may subject the violator to stronger sanctions.

Acceptable use of Technology and E-mail
Broward College Policy 6Hx2-8.01

BC provides all of its students with College Network and Internet access so that they can obtain up-to-date information useful for their advancement in academics. Inappropriate College Network and Internet usage will result in the loss of network access and possible disciplinary actions. With the exception of academic reasons, BC prohibits students from using the Internet to intentionally visit sites that are pornographic, sexually explicit, racially or ethnically biased or harassing or offensive in any way, either in graphic or text form. BC reserves the right to monitor any and all network activities including Internet access.

Only authorized BC employees or vendors will install software on College computers. Computers and hardware devices that are designated as part of a curriculum may be modified by students enrolled in the associated courses as required by the curriculum.

The following activities are prohibited: Storing, posting, or displaying obscene or offensive data, even temporarily, in areas where someone might view them passively or inadvertently, except in cases where academically necessary; attempts to circumvent established security procedures or to
obtain access privileges to which a user is not entitled; unauthorized access, alternation, or destruction of another user's data, programs, or electronic mail; manipulation of others to gain information for the purpose of gaining access to commit fraud or damage to the system; theft or destruction of computer hardware or software, and any criminal activity or any conduct that violates applicable state laws.

**Copyright Compliance**
Broward College Policy 6Hx2-8.05

All BC students are expected to have a basic understanding of copyright law and to adhere to all laws regarding Copyright, Fair Use, and the Digital Millennium Copyright Act, and to act in good faith when using copyrighted materials to support their educational and research activities. Copyrighted material includes text, music, videos, games, movies, and software.

**Meningitis and Hepatitis B**
Florida Statute, Section 1006.69

Section 1006.69, Florida Statutes requires that Broward College provide information to all enrolled students on the risks associated with Meningitis and Hepatitis B. Information regarding Meningitis and Hepatitis B is available at the following websites from the Centers for Disease Control:

- Meningitis:  [http://www.cdc.gov/meningitis](http://www.cdc.gov/meningitis)
- Hepatitis B:  [http://www.cdc.gov/hepatitis](http://www.cdc.gov/hepatitis)

**Complaint Process for Students for Non-Instructional Issues**
Broward College Policy 6Hx2-5.23

A prospective or enrolled student may file a complaint, which is a written claim raised by a student, a group of students, or the student government, alleging improper, unfair, arbitrary, or discriminatory action by an employee involving the application of a specific provision of a college rule/regulation or a board policy or procedure.

A prospective or enrolled student has the right to seek a remedy for a dispute or a disagreement through a designated complaint procedure. Students should use available informal means to have a decision reconsidered before filing a complaint. No retaliation of any kind shall be taken against a student for participation in a complaint.

This policy ensures students that their complaints will be received, heard and addressed with consideration of fairness by the appropriate administrator/manager/supervisor of the College with oversight of a department or division. Students are encouraged to communicate their complaints informally first through the incremental levels within the organization as indicated in the procedure for this policy. If no resolution is achieved from levels one through three within the organizational structure, then students can file formal complaints with the appropriate Vice Presidents or Campus President. Complaints may be made verbally or in writing and the student is entitled to an appropriate response at each level within the College structure. After exhausting all internal complaint processes, students may file a complaint with the Florida Department of Education Division of Florida Colleges, and with the Southern Association of Colleges and Schools Commission on Colleges, the College’s regional accrediting agency.

**Violations of Policy**

Students are expected to present and communicate their complaints using a professional standard of behavior in accordance with the Student Code of Conduct Policy and Procedure (College Policy 6Hx2-5.02). Students are not exempt from sanctions themselves when they violate any standard of the Code of Conduct while communicating their complaint to any level of the complaint process. The act of complaining comes without protection in this regard. Students found in violation are subject to discipline in accordance with the Student Code of Conduct, up to and including expulsion from the College, which can postpone the complaint moving forward.

Staff and non-represented faculty who violated this policy will be subject to discipline up to and including termination.

Full-time Faculty who violate this policy will be subject to disciplinary action up to and including termination, as outlined in the Collective Bargaining Agreement between the Board of Trustees of Broward College and the United Faculty of Florida, Broward College Chapter.
Definitions
Complaint - is a dispute or disagreement raised by a student, group of students, or the student government, concerning the application of the specific provision of a policy, rule or regulation, the application of a policy, rule or regulation in other than a uniform manner, or the application of a rule or regulation other than in accordance with the provisions of the policy, rule or regulation.

The College expects and requires that front-line staff and/or administrators attempt to meaningfully resolve complaints prior to reaching the Executive Leadership level (President, Provost, Senior Vice Presidents, Vice Presidents, and Campus Presidents). In the same regard, students are expected to follow the chain of command within the complaint process prior to elevating a concern to the senior executive level of the College.

This procedure should be used when a student or prospective student has a concern about her/his education at the College. (Students who have a concern about a final course grade may appeal in accordance with College Policy and Procedure 6Hx2-4.19 – Grades and Grade Appeal). The objective of the procedure is to provide a resolution process for students to use to resolve concerns as quickly and efficiently as possible. This complaint process is for students and prospective students, and only students or prospective students can participate in the College’s complaint process; however, nothing within this process precludes a student from seeking counsel from an adviser of their choice, which may be an attorney.

The student or prospective student brings the concern to an appropriate staff or faculty member using the steps in the resolution process below. If the student is uncomfortable with approaching the college employee directly, she/he may select an advocate inclusive of the campus ombudsman, a counselor or adviser, or other staff member. The staff member and administrators will attempt to work with the student and any other persons who are involved to respond to the problem within ten (10) business days. If the complaint is not answered satisfactorily at any step in the process, the student should progressively elevate their concerns through the process and if not resolved should can make a written complaint with the appropriate Vice President or Campus President as indicated below.

After exhausting all institutional complaint processes and students and/or prospective students feel their issue(s) are unresolved, a complaint may be filed with the Florida Colleges Division of the Florida Department of Education and/or the Southern Association for Colleges and Schools Commission on Colleges. For more information on how to contact the Florida Department of Education regarding a Complaint, students may access information at the following website: http://www.fldoe.org/cc/complaint.asp.

Complaints related to actions that violate Federal law such as discrimination, ADA, FERPA should be reported to the appropriate College official using the resolution process above. Additionally, students may file a complaint with the appropriate Federal agency that has jurisdiction over these areas. The United States Department of Education Office of Civil Rights handles complaints related to discrimination and ADA. Complaints related to privacy of records in accordance with the Family Educational Rights and Privacy Act (FERPA), students may also contact the United States Department of Education Family Policy Compliance Office and file a complaint in accordance with the rules of that agency.

Procedures Specific to Online Students
Students enrolled in a fully online program who desire to file a complaint not related to their final grade in a course should follow this Complaint Process for Non-instructional Issues (BC Procedure 5.23). After exhausting all institutional complaint processes, Florida residents may file a complaint with the Florida Department of Education-Division of Colleges, and/or with Broward College’s regional accrediting agency, The Commission on Colleges of the Southern Association of Colleges and Schools. Students residing in states other than Florida may file a complaint with the regulatory agency in the state where they are receiving the online instruction, and/or the Commission on Colleges.

Most complaint processes external to Broward College require that the student: 1) document the steps taken to exhaust the institution’s grievance process; 2) describe the action taken by the institution to date in response to the student complaint; and 3) provide a copy of the institution’s response to the student as a result of following the college’s procedures.
Contact information for filing complaints regarding online learning:

Broward College Online. Contact Broward College Online at: http://www.broward.edu/online; email: bconline@broward.edu
954.201.6564
3501 SW Davie Road, Davie Florida 33314

Florida Department of Education, Division of Florida Colleges; http://www.fldoe.org/cc/complaint.asp
850-245-0407
325 West Gaines Street, Room 1544, Tallahassee, Florida 32399-0400

Southern Association of Colleges and Schools, Commission on Colleges
404-679-4500
1866 Southern Lane, Decatur, GA 30033-4097

For students residing outside of Florida, contact information for other state regulatory agencies may be found at http://www.broward.edu/academics/online/Pages/default.aspx.

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<th>Next Level</th>
<th>Next Level</th>
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<td>Associate Dean of Students</td>
<td>Campus Dean of Students</td>
<td>Academic Standards Committee/Vice President for Student Affairs with Campus Presidents</td>
<td></td>
</tr>
<tr>
<td>Admissions Application</td>
<td>Coordinator of Enrollment Services</td>
<td>Campus Dean of Students</td>
<td>AVP for Student Affairs/College Registrar</td>
<td>Academic Standards Committee/Vice President for Student Affairs</td>
</tr>
<tr>
<td>Bookstore</td>
<td>Bookstore Manager</td>
<td>Director of Bookstores</td>
<td>Campus Business Dean</td>
<td>Vice President for Student Affairs w/* Vice President for Facilities</td>
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<tr>
<td>College Placement Test</td>
<td>Testing Center Coordinator</td>
<td>Associate Student Dean</td>
<td>Campus Dean of Students</td>
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<tr>
<td>Disruptive Behavior of Students In class</td>
<td>Faculty Member Campus Safety Officer</td>
<td>Associate Dean</td>
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<td>Campus President in conjunction with Vice President for Student Affairs</td>
</tr>
<tr>
<td>Disruptive Behavior of Students Outside class</td>
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<tr>
<td>Faculty Concerns</td>
<td>Associate Dean Program Manager</td>
<td>Academic Dean Bachelor or Instructional Dean</td>
<td>Campus President in conjunction with College Provost and Senior Vice President for Academics and Student Success, and AVP for Human Resources and Equity depending on the complaints as indicated in the Policy.</td>
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</tr>
<tr>
<td>Enrollment/Registration</td>
<td>Coordinator of Enrollment Services</td>
<td>Associate Registrar</td>
<td>AVP for Student Affairs/College Registrar</td>
<td>Vice President for Student Affairs</td>
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<tr>
<td><strong>Financial Aid</strong></td>
<td>Financial Aid Adviser, Supervisor</td>
<td>Associate Director of Financial Aid</td>
<td>AVP for Student Affairs/Financial Services</td>
<td>Vice President for Student Affairs</td>
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<tr>
<td><strong>Florida Residency</strong></td>
<td>Coordinator or Associate Dean of Enrollment Services</td>
<td>Associate Registrar</td>
<td>AVP Student Affairs/College Registrar</td>
<td>Vice President for Student Affairs</td>
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<tr>
<td>Grade Appeal</td>
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<td></td>
<td><a href="http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol419.pdf">http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol419.pdf</a></td>
<td></td>
</tr>
<tr>
<td>Graduation</td>
<td>Adviser/Counselor</td>
<td>Associate Registrar</td>
<td>AVP Student Affairs/College Registrar</td>
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<td><strong>Immigration Status I-20</strong></td>
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<td>Intercollegiate Athletics</td>
<td>Athletic Director</td>
<td>Associate Vice President for Student Affairs/Student Life</td>
<td>Vice President for Student Affairs</td>
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<tr>
<td><strong>Library/LRC</strong></td>
<td>Associate Dean Academic Resources</td>
<td>Dean of Academic Resources</td>
<td>Campus President</td>
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<tr>
<td>Parking</td>
<td>Campus Safety Lieutenant</td>
<td>Campus Business Dean</td>
<td>Campus President</td>
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<tr>
<td><strong>Refund Petition Denial Requests</strong></td>
<td>Campus Dean of Students</td>
<td>Campus President</td>
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</tr>
<tr>
<td>Security</td>
<td>Campus Safety Lieutenant</td>
<td>Campus Business Dean</td>
<td>Campus President</td>
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</tr>
<tr>
<td><strong>Sexual Harassment, Discrimination, Hate Crimes Bullying and/or Retaliation (if student is the alleged perpetrator)</strong></td>
<td>Campus Dean of Students</td>
<td></td>
<td>Vice President for Student Affairs with Campus Presidents</td>
<td></td>
</tr>
</tbody>
</table>
Sexual Harassment, Discrimination, and/or Retaliation
(if faculty or staff is the alleged perpetrator)

AVP Human Resources and Equity handles all such cases. Students can proceed directly to this office or contact the Campus President of their respective campus.

<table>
<thead>
<tr>
<th>Student Activities</th>
<th>Director/Coordinator of Student Life</th>
<th>Campus Dean of Students</th>
<th>Campus President with Vice President for Student Affairs</th>
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<tbody>
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<td>Manager of Disability Services</td>
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<tr>
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- Credit by Exam (Advanced Placement, International Baccalaureate, CLEP, and Other Standardized Tests) .................................................. Page 97
Accelerated High School Learning Opportunities

Eligible high school and home education students may apply for admission to BC and enroll in college-level courses to increase learning and shorten the length of time needed to acquire a college degree. Special application and approval procedures apply to students in all BC accelerated programs. Written authorization from the principal, guidance director, and parent or guardian is required for Dual Enrollment and Early Admission. The eligible student's application and matriculation fees will be waived for Broward County Public School students, home education students, and many private high school students. Credits are also awarded for certain scores on national examinations.

If a student desires to continue at BC, a re-entry application, changing the admission status, must be completed.

Home education dual enrollment students may participate in the dual enrollment program at BC for two consecutive years of academic instruction or until the end of the term in which the student reaches the age of 19. After the two consecutive years are completed, or the student turns 19 (whichever occurs first), the home education student may not be admitted to BC as a dual enrollment student unless otherwise provided by the law.

College Course-level Outcomes and Expectations

- Any letter grade below a “C” will not count as credit toward satisfaction of the requirements in Rule 6A-10.030, F.A.C. All grades are calculated in a student’s GPA and will appear on the student’s permanent college transcript, including “W” for withdrawal. Grades of “D”, “F”, and/or “W” may affect subsequent postsecondary admission. Careful course selection is highly recommended.
- While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses; parents may object for minors. Courses will not be modified to accommodate variations in student age and/or maturity.

- To minimize student costs for excess hours, parents/students should select courses to meet high school graduation and college degree requirements, including approved program common prerequisites. General education courses are strongly encouraged.

Attendance Requirements

Eligible public and non-public high school students who have been certified by their principals as qualified to dually enroll in courses may attend Broward College. It is the students’ responsibility to attend all classes in which they are enrolled. High school students are responsible for completing the proper college process and notifying their high school if they choose to withdraw from a course. Each faculty member is required to report non-attendance throughout the term up to the 60% period. When students do not attend class up to the 60% period, the student can be unofficially withdrawn from the course by faculty based on the class attendance policy, or the student’s non-attendance. The high school is responsible for advising the student each semester; at which time the student’s eligibility for enrollment in specific approved courses at Broward College must be verified by the high school principal.

Dual Enrollment

This program offers high school juniors and seniors a unique opportunity to enroll in BC courses for high school and college credit. High school students who have completed 11 credits prior to the fall term and 13.5 credits prior to the winter term may concurrently enrolled in postsecondary courses creditable toward a vocational certificate, diploma, or an associate, or baccalaureate degree provided they meet program rules and regulations. Students participating in dual enrollment options must meet the following entrance eligibility requirements: (1) enrolled in a course of study which will fulfill requirements for high school graduation; (2) 3.0 cumulative unweighted GPA and; (3) minimum standardized college placement scores. Students may not earn more than 12 credits of dual enrollment unless they have passed all three sections of the CPT (PERT will replace the CPT in the Fall 2010) or have appropriate SAT/ACT scores. Students without appropriate entrance exam scores and appropriate GPA may enroll in SLS 1001 only. In
order to continue in the program, students must maintain a 3.0 unweighted GPA in their high school academic work and earn a 2.0 GPA or better in college-level work as confirmed by their high school guidance director and BC’s registrar’s office. Student may enroll in a maximum of 11 dual enrollment credits per semester.

**Early Admission**
High school seniors may enroll full-time in college and receive high school and college credit for courses. Students must enroll in two consecutive terms carrying a minimum of twelve college-level credit hours each major term not to exceed thirty credit hours for two consecutive terms, and maintain a grade point average of 2.0, in order to receive a high school diploma. To be eligible for the Early Admissions program students must meet the same requirements as for Dual Enrollment.

**The College Academy**
The College Academy, located on the central campus, is a joint venture between the School Board of Broward County and Broward College. It is an accelerated college program for Broward County eleventh and twelfth grade students. This dual-enrollment secondary school was created for students who desire an alternative to the traditional high school program. Students are provided the opportunity to receive a high school diploma and an Associate of Arts degree concurrently. Specific pre-admission requirements must be met to establish eligibility. Tuition and books are provided free of cost for College Academy students. While attending The College Academy, students are enrolled in both dual enrollment and high school courses, taking approximately 12 college credits per semester. Students must attend the fall, winter, and first summer terms. Those planning to earn their AA degree while still in high school may need to complete additional dual enrollment coursework during the second summer term. Students must maintain a 2.5 unweighted high school grade point average in order to remain at The College Academy.

The College Academy is designed for students who have the maturity required for college campus life, the discipline to use their time wisely, and the academic ability to handle the rigor of college work.

Since Broward College, and therefore College Academy, is a public space and open access campus (open to the general public), the Jessica Lunsford* rules that exist for traditional public schools cannot apply for College Academy.

* Jessica Lunsford Act obliges all personnel who are in contact with students to undergo a state and national fingerprint-based criminal history check.

For further information, contact The College Academy at www.collegeacademyatbcc.org or (754) 321 6900.

**Career Pathways Program**
Career Pathways (formerly Tech Prep) links secondary and postsecondary technical education programs of study. High school or technical center students who complete a technical program of study will receive training for high skill, high wage occupations. At the same time, they can begin earning Broward College or technical center credits. Students are encouraged to take rigorous academic courses along with the Career Pathways program and maintain a “C” or higher grade point average.

Students must complete a technical program at the high school or technical center, and meet the articulation agreement requirements, which include a comprehensive assessment to validate required technical competencies. The number of credits that will be awarded and the type of assessment that will be used are outlined in the technical education articulation agreements established between Broward College and Broward County Public Schools. Credit will be awarded once the student has been accepted to Broward College and enrolled in a program of study. The credits will be valid for 18 months after high school/technical center graduation.

**Career Pathways Program Areas include but are not limited to the following:**
Accounting Technology
Automotive Technology
Business Administration Programs
Early Childhood and Education Program
Computer Science Technology
Diversified Cooperative Training
Engineering Technology Program
Health Sciences
Hospitality/Travel & Tourism
Industrial Management Technology
Marketing
Office Systems Technology Programs
Restaurant Management
For more information about Career Pathways, please contact Broward College Career Pathways at http://www.broward.edu/academics/accelerated/Pages/careerpathways.aspx.

Credit by Exam

Advanced Placement:
BC cooperates fully with accredited high schools and colleges in the Advanced Placement Program of the College Board. Advanced Placement courses are challenging, college-level courses that are designed to parallel typical freshman and sophomore-level courses. Advanced placement exams are taken after students complete the corresponding Advanced Placement courses, which are available to juniors and seniors in most Broward County high schools. To qualify for college credit, students must earn an appropriate passing score on the nationally administered exam. Credits will not be awarded for examinations that duplicate course work or other exam credits previously posted to a student's academic record. In order to award credit, Broward College requires an official grade report, sent directly to the College from College Board, not a student copy.

Students are awarded credits only. Grades are not given for advanced placement courses. Therefore advanced placement courses are not included in the grade point average. More information about Advanced Placement, including descriptions of courses and sample examination questions, is available online at www.collegeboard.com/ap.

Recording Fee
Broward College charges a $5.00 recording fee for Advanced Placement courses to be entered on a student's transcript. This must be paid to the campus cashier before the course will be listed on the student's transcript.

International Baccalaureate Program
The International Baccalaureate Program is a challenging curriculum offered in high schools that is designed to prepare students for advanced coursework in many countries' postsecondary systems. Students with IB diplomas have been assessed in several subjects and have fulfilled certain other requirements, such as an extended essay. An official IB transcript is required and must be received directly from the International Baccalaureate Office in New York. Students are awarded credits only. They are not given grades for IB courses; therefore IB courses are not included in the grade point average.

College Level Examination Program (CLEP)
The College-Level Examination Program (CLEP) is a series of tests developed by the Educational Testing Service and offered at test centers throughout the country. The CLEP program provides an opportunity for students to demonstrate competency in certain subjects and thereby earn college credit for particular courses without attending classes. Students seeking CLEP credit at Broward College but do not wish to become BC students must submit a non-credit admissions application to the Admissions/Registration Office. Individuals wishing to become BC students and receive CLEP credit must apply to Broward College and pay the non-refundable application fee. Former BC dual enrollment students must submit a Re-Entry application but do not pay the application fee. Broward College's CLEP code number is 5074.

CLEP tests are administered throughout the year at any of the three campus testing centers at specific testing dates and times.

CLEP credit cannot duplicate regular college course credit already earned, Dual Enrollment credit, or other credits earned through examination. Letter grades are not awarded for CLEP courses, and CLEP courses are not included in the GPA for term enrollment credit hours. This credit is also not included in determining the qualitative or quantitative measures for student financial aid standards of academic progress annual review.

The CLEP tests are offered in addition to the BC Experiential Learning which provides for the assessment of prior learning and awarding of credit for many other BC courses. Courses for which credit is awarded is not included in BC enrolled credit hours and are not eligible to meet in residence requirements for graduation. Contact the Associate Vice President for Student Affairs/College Registrar's Office for additional CLEP information.

Other Nationally Standardized Tests
Broward College awards credit based on receipt of specific passing grades on Dantes Subject Standardized Tests (DSST) and Excelsior College examinations. Credit awarded may not duplicate ordinary credit, Dual Enrollment credit, or other
credits earned through examination at the institution. Students seeking credit for Dantes or Excelsior College exams must be admitted to the College.
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Accelerated Learning for Adults

**Experiential Learning**
Experiential Learning, developed primarily for working adults, is designed to recognize the academic value of what students have learned through experiences outside the college classroom. Credit for experiential learning may result from work experience, employment-related training programs and seminars, volunteer work, travel, military service or intensive self-directed study. If students have gained BC course-equivalent knowledge, competencies, and/or skills as a result of prior learning experiences, they may be able to earn academic credit through the Experiential Learning for lower division and upper division coursework.

**Assessment Process**
The assessment process is sometimes referred to as "challenging a course." Assessment may involve one or more of the following:
- written or performance tests
- preparation of a portfolio that describes student learning and how it was acquired
- evaluation of student certificates and licenses
- interviews with faculty members

The method of assessment is determined by College faculty members that are responsible for the courses for which students wish to receive credit.

Experiential learning credits are not available for all BC courses. Students who have been admitted and who have decided on an academic program may challenge courses through Experiential Learning. Students can obtain information from the academic department(s) responsible for the course(s) that the student wishes to challenge. Students who receive permission to challenge a course from an authorized faculty assessor must pay the required assessment fees and satisfactorily pass a faculty-administered learning assessment before credit can be awarded.

The assessment process may take from several hours to several months, depending upon the amount of credit requested and methods of assessment required. When the process is completed, assessment results will be forwarded to the College's District Academic Affairs Office, which verifies that assessment documentation is complete and informs the Associate Vice President for Student Affairs/College Registrar's Office of the amount of credit the student has earned.

Although there is no limit to the number of hours that students can receive through Experiential Learning, 25% of credits required for a degree must be earned by taking classes at BC to satisfy in residence requirements for graduation.

Assessments are generally not scheduled between semesters or during the first or the last week of each semester. Results of assessments initiated during the last week of any semester may not be posted to student transcripts for that semester. Students who wish to use Experiential Learning credits to satisfy same-semester graduation requirements, course load requirements, transfer requirements, or registration pre-requisites should plan to complete their assessments well before the end of the semester in which they want the credits to be posted.

Experiential Learning credits appear on student transcripts as “CR.” Letter grades are not awarded for Experiential Learning. Credits earned through Experiential Learning satisfies graduation requirements but may not be accepted as transfer credits at another institution. Students planning to transfer to other institutions should contact the college or university to determine if Experiential Learning credits are accepted.

For more information, contact the appropriate academic department(s) or the Associate Vice President for Academic Affairs at 954-201-7279.

**Armed Services Educational Credits**

Broward College will grant credit for evaluated military education that has been recommended as suitable for postsecondary credit by the American Council on Education’s (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services. The credits will be awarded in the same manner as other transcript evaluation processes.
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Special Academic Programs

The Robert “Bob” Elmore Honors Institute
One of the most highly rated two-year Honors Programs in the country; the Robert “Bob” Elmore Honors Institute at Broward College serves approximately 850 students annually.

Honors Institute Advantages
Honors Faculty teach dynamic, seminar-style honors classes which are capped at twenty students. Honors classes create an enriched and specialized learning experience for our students and Honors Institute members receive special recognition and benefits, including but not limited to, priority registration privileges.

The Honors Institute Mission Statement
The mission of the Robert “Bob” Elmore Honors Institute of Broward College is to provide an enriched program in a vibrant, active community of students, faculty and staff which:
- stimulates independent and creative thought;
- challenges the intellect;
- enhances career and professional development;
- builds self-confidence and empowerment;
- provides opportunity for cultural enrichment; and
- promotes a global perspective.

Eligibility for the Honors Institute
Students who have completed 12 college-level credit hours and have earned a minimum of a 3.5 overall GPA are eligible to join the Honors Institute. In addition, eligible Broward County High School students are invited to join the Honors Institute.

Eligibility information, campus contact information, and the Honors Institute Application are available on the BC website, Honors Institute home page, online at http://broward.edu/academics/honors/Pages/default.aspx.

Honors Institute Scholarships
The Honors Institute offers Term scholarships to qualifying part-time and fulltime Honors students to cover the cost of books each major term. The Honors Institute also offers Scholars Award scholarships annually to high school graduates who meet eligibility criteria or who demonstrate advanced capability. Through BC’s International Education program, eligible Honors students can apply for a subsidy for International Study Abroad Programs. Honors students may also receive scholarships for holding leadership roles in Phi Theta Kappa or for their participation on the Brain Bowl and Math Teams. All graduates of the Honors Institute are eligible for transfer scholarships at public and private universities. Scholarships are also awarded to officers in Phi Theta Kappa, BC Brain Bowl and Math Team members. NOTE: For those who apply and are eligible to receive it, Federal and State financial aid are awarded first and any scholarship aid is awarded if there is still unmet need.

The Honors Certificate
Upon graduation, the Honors Certificate is awarded to Members of the Honors Institute who meet the 3.5 cumulative GPA requirement for college-level coursework, and to those earning at least fifteen hours in Honors classes at Broward College, including three credits for the Honors Interdisciplinary Seminar, IDH 2121. The Honors Institute Gold Seal is affixed to the diplomas of qualifying graduates and Honors cords are awarded for graduation regalia. Additionally, Associate in Science, Bachelor in Science, and Bachelor in Applied Science students are eligible to apply to the Institute and work toward the Honors Certificate. Contact the Honors Institute or visit the website for criteria and more information.

Annual Honors Institute Awards Celebration and University Transfer Scholarships
Each year in April, the Honors Institute hosts a college-wide Honors Colloquium, which ends with an Awards Celebration. Departmental and Deans’ Honors Awards are presented from each campus. The highlight of the event is the official recognition of more than 150 university transfer scholarships awarded annually to Honors Institute Graduates for all ten of Florida’s State Universities and many private universities such as Nova Southeastern, Barry University, and the University of Miami. Qualified graduates of the Honors Institute have also been awarded scholarships to the most prestigious colleges and universities in the nation such as Harvard, Tulane, Cal-Berkley, Smith, Georgetown, MIT, University of Chicago, University of Texas/Austin and many more.

Honors Student Committees, Social and Cultural Events
Honors students are encouraged to join the Honors Student Committee on their campus for special social events and volunteer activities in the community. In addition, Honors Institute students are encouraged to participate in the many cultural events presented by Broward College.

**The Brain Bowl**

Students in the Honors Institute have the opportunity to compete for a place on the Broward College Brain Bowl Team. Regional and State winners of the annual Florida Community College Brain Bowl Tournaments may receive cash prizes and earn scholarships to upper division universities. BC’s highly successful Brain Bowl team, whose members all receive scholarships, competes in five tournaments a year throughout the state and the South. BC is the only College to have a Brain Bowl team win five consecutive state championships and the only College to have two teams simultaneously win first and second place.

**Phi Theta Kappa**

The National Scholastic Honor Society, Phi Theta Kappa, has a chapter on each Broward College campus. Students earning at least a 3.5 overall cumulative GPA, after completing 12 college-level credit hours, are eligible for membership. Students do not have to be part of the Honors Institute to become members of PTK. And, not all PTK members are part of the Honors Institute. PTK provides opportunities for scholarship, leadership, service, and fellowship with other students of high academic standing around the nation. Membership in Phi Theta Kappa also brings opportunities to enter state and national conferences and seminars. Students who continue beyond their two-year degree have opportunities to become members of four-year honor societies as well.

**Internship Education**

*(Formally known as Cooperative Education)*

An internship is an academic program that combines on-campus study with directly-related work experience.

**The College defines an internship as:**

- Any short-term, supervised work experience specifically related to a student’s declared major, for which the student earns academic credit.
- The work can be full- or part-time, on- or off-campus, paid or unpaid. In order to comply with the Fair Labor Standards Act of 1938, it is required that all employers that are for-profit pay their interns at least minimum wage, unless the intern is receiving academic credit (unpaid internships offered by for-profit organizations must result in academic credit for the student). Paid internships are highly encouraged.
- The internship should provide students with a meaningful experience directly related to their course of study. The Faculty Internship Instructor ultimately approves the suitability of the internship for course credit.

**Eligible Students**

To qualify for an internship, the student must have a declared major and be in good academic standing. It is strongly recommended that the student have completed at least 24 credits (unless waived by the appropriate Associate Dean).

**Student Responsibilities**

- Meet with the appropriate Faculty Internship Instructor
- Prepare a professional resume
- Acquire an internship (paid or unpaid) in a field directly related to their declared academic major
- Register and pay for the internship class
- Obtain supervisor’s signature on Student Internship Application. Obtain supervisor’s and faculty instructor’s signature on the Learning Objectives. Provide one completed copy of each document to the instructor and another to the respective Job Developer.
- Provide supervisor with instructor’s contact information and Employer Internship Packet
- Notify the instructor and respective Job Developer of any change in the internship
- Complete all required assignments/reports/projects and paperwork
- Fulfill the required number of working hours (144 hours for 3 credits)
- Perform all work duties as assigned
- Learn as a result of the work experience
Benefits of an Internship

- Earn academic credit
- Gain practical experience and job knowledge
- Test your career decisions
- Make valuable contacts in your professional field

For more information about internships, log on to [www.broward.edu](http://www.broward.edu) or contact the Articulation and Curriculum Services Department at:
225 E. Las Olas Blvd
Ft. Lauderdale, FL 33301
954 201 7515

International Education Programs

**Study Abroad Program**
Broward College provides students with opportunities to enroll in several different overseas academic programs. BC has conducted study programs in foreign locations since 1974, and students participating in these programs earn transferable college credit. BC offers several overseas academic programs for students of all ages. Both short-term (summer) and long-term (semester) programs are offered. More information about any of the BC Foreign Study programs may be obtained by contacting the International Education Study Abroad Office at 954- 201-7709.

A. **College Consortium for International Studies**
Broward College is an active member of the College Consortium for International Studies (CCIS) [www.ccisabroad.org](http://www.ccisabroad.org), an international organization founded for the purpose of providing high quality international programs abroad, at reasonable costs. As a result of membership in CCIS, Broward College offers summer and semester-length academic programs in many countries including England, France, Germany, Ireland, Italy, and Israel. Students may earn Broward College credits when they enroll in these programs. BC sponsors programs in three countries through CCIS: Seville, Spain, Heidelberg Germany and Lima and Cusco, Peru.

**Summer and Semester Length Programs**
The Broward College Center in Spain was established in 1979 to provide students with an opportunity to study for a semester or summer in Spain at reasonable cost. Students live and attend classes in the beautiful city of Seville and earn 15-18 semester hours of credit each semester or 6-7 semester hours in the summer term by participating in the program. Students may enroll at the International College of Seville or the University of Seville, Spain. Unlike other programs in Spain, the Broward program does not require proficiency in Spanish; students may participate in English or Spanish instruction depending on their level of language proficiency. Students participating in the Spain Program may choose to live with Spanish families or in private residencies.

Similarly, the College offers study abroad programs in liberal arts in Heidelberg, Germany through Schiller International University or intensive German language study at the International House Heidelberg.

Semester and summer opportunities also are available in Lima and Cusco, Peru through the College’s affiliation with the Universidad San Ignacio de Loyola, which has campuses in both cities.

For more information about this program contact the Greene International Education Institute at 954-201-7709.

B. **Faculty-led Summer Study-Abroad Program**
Broward College also conducts several short-term overseas academic programs in foreign locations during the summer terms. These courses combine foreign travel experience with academic instruction. Participants typically earn three to six semester hours of credit in a variety of subjects. These
courses are fully accredited and may be applied toward a degree at Broward College or used for other purposes such as certificate renewal and/or incentive awards for public school teachers. Several different programs are offered each summer, with opportunities to study in many countries around the world. For a current list of available programs contact the Greene International Education Institute at 954-201-7709 or online at www.broward.edu.

**International Affiliate Programs**

Broward College has established formal linkages with several institutions of higher education around the world. Since 1981, BC has maintained, at various times, academic affiliations with a number of educational institutions located in Europe, Asia and South America. Broward College’s regional accreditation does not transfer to these international affiliates or their students.

International affiliates utilize the BC curriculum and offer courses and programs similar to those offered at BC. Broward College provides technical assistance to facilitate the parallelism and quality of the academic programs offered at all international affiliates. This includes appointing a faculty coordinator for these centers and two site visits a year to visit classes, observe and evaluate faculty, evaluate the adequacy of learning resources and student support services for each site where Broward College courses are offered.

Current BC International Affiliates include:

- Center for American Education (CAEG), Guatemala City, Guatemala Universidad Autonoma del Caribe (UAC) Barranquilla, Colombia
- National Management School (NMS), Chennai, India

**SACS Approved International Centers**

Broward College also conducts programs approved by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) where students enroll and register in college credit courses as Broward College students at five locations:

- Center for American Education (CAE) Singapore
- Broward Center for American Education (BCAE), Guayaquil and Quito, Ecuador
- American College of Higher Education (ACHE), Colombo, Sri Lanka
- Center for American Education at the Universidad San Ignacio de Loyola (USIL), Lima, Peru
- Institute for American Education at Vietnamese American Technical College (VATC), Ho Chi Minh City, Vietnam

**Army ROTC Program**

Broward College offers ROTC courses that satisfy the first two years of the four-year Army Reserve Officers Training Corps program or the Air Force Reserve Officers Training Corps program. The Army ROTC courses are offered in conjunction with Florida International University and are taught at the FIU campus in Miami. The Air Force ROTC courses are also offered in conjunction with the University of Miami and are taught at the UM campus in Coral Gables.

ROTC is a four-year program that helps students learn leadership skills while in college. Eligible students who earn their bachelor’s degree and complete the ROTC program will be commissioned as an officer in the United States Military. The ROTC program offers scholarships and other monetary benefits to participants. Students interested in the Army ROTC program should contact the Military Science Department at Florida International University at 305-348-1619. Students interested in the Air Force ROTC program should contact the Military Science Department at the University of Miami at 305-284-2870. Under no circumstances should a student register in ROTC courses without first contacting one of the above programs.
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Online Learning Opportunities

One of Broward College’s goals is to provide access to classes when a student wants and needs them. Online and blended courses are some of the many ways BC makes education accessible and promotes a successful learning environment.

BC’s online and blended courses and degree programs are designed for motivated, self-disciplined students whose schedules do not permit them to attend regularly scheduled meetings on campus, for students who prefer to study independently, or for students who prefer a blend of online and on-campus learning.

Cutting edge online courses have the same start and end dates as on-campus classes, but students can log in anytime, anywhere to read content, take part in class discussions, upload assignments, email the professor, and take quizzes. Online courses have few, if any, on-campus requirements. Blended courses combine on-campus with online learning, reducing, but not replacing on-campus attendance requirements.

Fully Online Degrees
Several A.A. and A.S. degree programs can be taken entirely online. A number of certificate programs are also available in a fully online format. For a complete list of available degrees and certificates, see the Broward College Online website.

Online Courses
Online courses are a great way for students to complete degree requirements while juggling work and/or family responsibilities. However, online learning requires self-discipline and well-developed study skills. Some online courses may require limited on-campus meetings for orientations, labs, and proctored tests. On-campus meeting requirements (if any) are listed in the course schedule, Course Preview Page and in the course syllabus.

All online courses are college credit equivalents to courses taken in a classroom. Online courses can be used to meet A.A. degree requirements, as well as requirements in a number of A.S. and technical certificate programs. The cost of tuition is the same as for on-campus courses; however, students enrolled in online courses are assessed a distance learning fee.

Blended Courses and Programs
Blended courses combine traditional on campus learning with online learning. Blended learning classes replace some of the time that would normally be spent in a classroom with online learning activities. Blended courses are a good choice for students who enjoy both online and on-campus learning but cannot spend as much time on campus as would be required for a traditional course. Some blended courses are offered in an accelerated format that permits students to complete courses in a shortened time frame.

Blended programs either consist of some online courses and some on campus courses, or offer all the courses in the program in a blended format. For a complete list of available degrees and certificates, see the Broward College Online website.

Getting Ready for Class
You can log in to your online or blended class on the first day of the term. If you are receiving financial aid to pay for this course, simply logging onto the course is not enough, you must engage in the course with the faculty and complete assignments at minimum before any aid will be disbursed or refunded to you. For online classes you should read the Course Preview Page for the course(s) for which you registered. Preview Pages include important documentation that you need to know before the class actually begins such as information about required textbooks and supplies, mandatory on-campus meetings or exams (if there are any), and information about the class orientation.

For more information about BC’s online learning program visit the website at http://www.broward.edu/online or email BConline@broward.edu.
ACADEMICS

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General Academic Information

Academic Honors
The College recognizes exceptional scholastic achievement at the end of each regular term and posts them to transcripts and grade reports.

The President’s List includes the names of students carrying 12 or more college credit semester hours who have a grade point average of 4.0.

The Dean’s List includes the names of students carrying 12 or more college credit semester hours who have a grade point average of 3.50 to 3.99.

The Honor Roll includes the names of students carrying 12 or more college credit semester hours who have a grade point average of 3.25 to 3.49.

Academic Load
To be considered full-time, students must carry a minimum load of 12 semester hours per academic term or an equivalent number of clock hours for an educational program using clock hours per the United States Code of Federal Regulations.

The maximum load that may normally be carried is 18 credit hours per academic term or an equivalent number of clock hours. However, students who earn a grade point average of 3.2 or above may carry an extra course, but in no event shall the maximum load exceed 21 credit hours per academic term or an equivalent number of clock hours. The maximum load for a six-week summer session is nine credit hours or an equivalent number of clock hours. The normal load for a six-week summer session is six credit hours or an equivalent number of clock hours, except through a request for an exception by petitioning the Academic Standards Committee. The Academic Standards Committee makes recommendations to the Vice President for Student Affairs and Enrollment Management who shall make the final determination. Petitions must be received by the College Registrar, at least 5 business days prior to an Academic Standards Committee meeting.

If the student must have the hours in order to graduate, a student in the last term of residence prior to graduation may carry an overload even though his/her grade point is not high enough under the above policy. In no event should the student enroll for more than 21 credit hours, except with approval from the Academic Standards Committee review process.

Lower Division: A student who has earned 25 or more semester hours credit is classified as a sophomore. Lower Division coursework is denoted as 1000 and 2000 level.

Upper Division: A student who has earned 61 or more semester hours credit is classified as a Junior. A student who has earned 91 or more semester hours credit is classified as a senior. Upper Division coursework is denoted as 3000 and 4000 level

Transcript Evaluation
Transfer students must provide official transcripts from all previously attended colleges or universities. Transcripts should be sent to Broward College, College Registrar’s Office, 225 East Las Olas Blvd., Fort Lauderdale, Florida, 33301, prior to the students’ term of enrollment. Students who have completed post-secondary work outside of the United States are required to provide a commercial evaluation of all course work completed. An official evaluation of credit courses’ transferability is made after the student is admitted to the College. All official transcripts from previously attended institutions must be received before an official evaluation is considered complete. Transfer credits may be accepted from regionally accredited colleges or universities and/or from institutions belonging to the Florida State Common Course Numbering System or from out-of-country universities when commercial evaluations of those transcripts are provided. In some instances, transferability of credits is done on a course-by-course analysis.

Upper Division coursework is evaluated for students pursuing Baccalaureate degrees. BC honors 2+2 with Florida Public Colleges and Universities for earned Associate in Arts degrees. According to the College’s transfer credit policy 5.34, previously earned credits may transfer in, but may not be accepted for a specific degree program. Grades earned from other colleges are not computed in the cumulative grade point average at BC.

Broward College shall honor suspension and dismissal sanctions imposed by institutions from which students transfer. Consequently, students seeking admission to the college should meet with an academic advisor to submit an Academic Standards Petition. Transfer students who have
already completed an A.A. or baccalaureate degree at another college or university, cannot enroll in an A.A. degree program at BC.

**Academic Standards of Progress**

Broward College strives to provide the highest quality of instructional and support services. Students accepted into certificate and degree programs will be continually evaluated to ensure that standards of progress are achieved and to identify and provide assistance to students who experience academic difficulties. BC is committed to providing assistance for all students in order to provide an optimal learning experience so that students will be able to succeed in achieving their educational goals.

College regulations regarding academic standards of progress apply to all degree and certificate students and it aligns to eligibility requirements for continued Federal financial aid (see policy on Student Financial Services Programs 6Hx2-5.11). In determining academic progress, college credit, vocational credit and college preparatory credit are combined in the term and cumulative grade point averages. "Earned Credit" is defined as all courses in which the student receives a grade. Courses taken for audit, courses for which a student receives a refund, and courses in which a student has withdrawn during the withdrawal period will not be included in the determination of academic standing.

**Academic Warning**

Any student who does not achieve a degree GPA or cumulative GPA of 2.0 or higher in a term will be placed on academic warning. Students on academic warning will be notified and should see an academic advisor or counselor prior to registering for the next term. A student will be removed from academic warning and who earns less than a 1.0 term GPA and/or cumulative GPA for two successive terms will be immediately placed on academic suspension for a minimum of one year.

After the first academic suspension and after the student has satisfied the penalty, the student must see the Dean of Student Affairs or designee. The student must follow the instructions pertaining to course selection. Any subsequent suspensions and students who were suspended due to term and cumulative GPAs of less than 1.0 will require the student to petition and appear before the Academic Standards Committee before continued enrollment at the College can be considered.

**Cancellation of Previous Unsatisfactory Record**

Students in Associate in Science, Associate in Applied Science, Certificate or Diploma Programs who have previous unsatisfactory academic records may petition for cancellation of their previous academic record per F.S. 1001.64. If, at the end of 24 credit hours, an Associate in Science and Associate in Applied Science Degree students have achieved a grade point average of 2.0 or above, they may be granted full admission and the previous unsatisfactory academic record cancelled, except in the case of students who were enrolled during or after Term 1, 1997-1998. Students enrolled in Certificate and Diploma programs must complete one third of the total program hours with a grade point average of 2.0 or above. Under normal circumstances, such a cancellation would not be approved unless the student’s unsatisfactory performance was at least two (2) years old.

CANCELED academic records will be completely disregarded in the calculation of credit hours and grade point average. However, permanent academic records will show all coursework attempted and all grades earned along with a notation about the cancellation granted by the College.
Under the articulation agreement binding the Florida public community colleges and state universities, this policy may not be applied to Associate in Arts degree students.

Class Attendance Policy
It is the student’s responsibility to attend classes to ensure that he/she is properly enrolled. Requirements for class attendance are determined by the instructor and will be outlined in the course syllabus. By staying in the class, students are agreeing to abide by that attendance policy.

If a student does not attend class within two weeks after the drop/add period in each session he/she will be reported as never attended and a WN enrollment status will be recorded for non-attendance. No refund will be granted.

Students will notify instructors in advance of absences(s) to observe a religious holy day(s) in his/her own faith, and shall likewise notify instructors in advance of other absences when practicable under the circumstances. According to College policy 6Hx2-4.18 and F.S. 1001.64, there shall be no penalty for a student who is absent because of religious holy days, the student's serious illness, a death in the immediate family, or statutory government responsibilities. If a non-penalized absence occurs on the first day of class, the student shall notify the instructor of the reason for his/her absence at the next class meeting. The student shall present documentation for non-penalized absences should the faculty member request it. Students will be responsible for material covered during an absence. Excessive absences may result in withdrawal from the course by the professor and a F failing grade recorded for the course.

Campus/Center Closing
Owing to unanticipated circumstances that are beyond anyone’s control, or when concerns are raised about the safety and/or security of the students, faculty, staff, and/or facilities, a campus or the College may be closed. For purposes of grading and attendance policies, the day(s) during which the campus/College is closed shall be considered a non-class day(s). When this occurs, each Faculty member shall determine how best to make up the lost class time.

Final Grades and Records
Final grades for each term are retained permanently. Grade point averages for graduation and honors are calculated only on college and vocational level academic work and include work attempted at all colleges. The following grades are used to calculate the grade point average (GPA):

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

The following grades do not affect the GPA:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>0</td>
</tr>
<tr>
<td>WN</td>
<td>0</td>
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<tr>
<td>X</td>
<td>0</td>
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<tr>
<td>XW</td>
<td>0</td>
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<tr>
<td>NC</td>
<td>0</td>
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<tr>
<td>NG</td>
<td>0</td>
</tr>
<tr>
<td>NR</td>
<td>0</td>
</tr>
<tr>
<td>S</td>
<td>0</td>
</tr>
<tr>
<td>U</td>
<td>0</td>
</tr>
</tbody>
</table>

Incomplete Grade “I”
An incomplete “I” grade may be given in courses for a student who has a reasonable chance of successfully completing the course. The student who has not completed the required course work by the end of the term may be required to provide documentation for extenuating circumstances. The student should make arrangements to complete the work prior to the end of the next major academic term. Summer terms are not considered in this time limit. If no change is initiated during the next major term, the “I” will automatically become an “F” on the student's permanent record. If the coursework is completed the grade and recalculated GPA will be placed on the student’s transcript.

Official Withdrawal “W”
Florida State Board of Education requires state colleges to adhere to the following procedures relating to the award of a “W” as a result of a student’s withdrawal from a course.

- The student may withdraw without academic penalty from any course by the mid-point of the semester. A (W) will be recorded on the student’s permanent record.
- The student will be permitted a maximum of two withdrawals per course.
Upon the third attempt, the student will not be permitted to withdraw and will receive an A, B, C, D, or F grade for that course.

Advisement TIP: Withdrawals from classes affect the timeframe to complete the program and will impact a student’s continued eligibility for Federal Student Aid.

Withdrawal for Non-Attendance “WN”
Students must show a definite pattern of attendance and participation during the enrollment verification period during the first three weeks of the term. When students do not adhere to these guidelines, a WN for non-attendance will be recorded during the verification period. No refund will be given.

Audit-X and XW
A student should indicate the desire to audit a course when registering for the class and cannot change from audit to credit after the drop/add period. Up to the end of the withdrawal period, a student may change from credit to audit with the permission of the Faculty member. A student who audits a course must adhere to attendance requirements. No grade will be assigned and no credit will be awarded. An audit will count as an attempt whether or not such enrollment status is declared after the drop/add period.

The transcript will indicate a course was audited by listing an “X” grade, but an “XW” indicating withdrawal may be given to the student at the discretion of a Faculty member for failure to adhere to attendance or class requirements of the course. A student may take a course previously audited for credit but may not petition for credit on the basis of the previous audit.

The cost for auditing a course is the same as taking it for credit. A department may exclude a course from audit status. College preparatory students, who are required to be certified as completing competency-based college preparatory instruction, may not be enrolled as audit students.

Non-credit Course “NC”
The “NC” is assigned automatically for any non-credit hour course. “NC” is used for continuing education, economic development, lifelong learning, and other classes for which no credit is awarded.

No Grade Assigned “NG”
The “NG” is used to indicate that a student has not satisfied the requirements for a non-credit class. It is also used for certain self-paced courses and continuing education classes.

No Grade Reported “NR”
The “NR” is assigned by the Registrar's Office in cases where class rolls have not been submitted in time for normal processing of grades.

Satisfactory/Unsatisfactory “S”/“U”
The “S” and “U” grades are used only for those courses that have received prior approval through the curriculum review process to award the satisfactory/unsatisfactory grades.

Grade Appeal Process
The Grade Appeal Processes apply to final course grades and grades received as a result of academic dishonesty. The appeal process described in Procedure 6Hx2-4.19 provides procedural due process to students.

Grade Appeal Process for Final Course Grades
The basis for an appeal of the final course grade shall be evaluated in terms of the standard established by the faculty member as stated in his/her syllabus, in accordance with institutional policies and state rules/statutes. The appeal must demonstrate that the faculty member did not assign the final course grade in accordance with the grading policy outlined in the course syllabus, which meets the standard defined in the Faculty Handbook.

Each faculty member shall communicate, in writing, his/her grading policy within the first week of class meetings of each course. The elements to be considered in calculating the student’s final course grade shall be clearly articulated and all factors to be considered in arriving at the final grade shall be stated. Any appeal on the grade shall be considered against the background and the standard as set forth in the faculty member's grading policy as stated in the syllabus. In rare cases, the syllabus may need modification. Students must be provided with any modifications to the syllabus.

Grade Appeal Process for Academic Dishonesty
The appeal shall only be based upon the student’s claim that academic dishonesty did not occur.

Preliminary Action: If a student thinks that he/she has been unfairly graded in a course, the student should meet or communicate no later than the second week of the next term with the Faculty
member in an attempt to settle the disputed grade and avoid the formal Grade Appeal Process. The complete grade appeal procedure can be found in the Student Handbook and in the Grade Appeal Brochure. A copy of the brochure can be obtained in the Academic Advisement offices on each campus/center.

Applicable Catalog
A student who is continuously enrolled in degree, certificate or diploma programs (except summer terms) from initial enrollment to graduation may choose to meet graduation requirements specified in either the BC catalog in effect when initially enrolled or the catalog in effect at the time of graduation. If a student's attendance is interrupted by two or more major terms (summer terms excluded), the student must meet the requirements of the catalog in effect at the time of re-entry, or at the time of graduation. A student cannot graduate under a catalog in effect at the time of initial enrollment if the College has eliminated the degree, certificate or diploma program.

Students entering specialized programs, such as the health science programs, may graduate under the provision of the catalog in effect when the student was admitted to the specialized program.

Recency of Credit
College courses completed more than 10 years ago may require validation by examination.

Graduation Honors
The calculation of the grade point average for honors includes the Broward College record and any previous credit transferred to Broward College. Students may graduate with honors in three grade point categories.

Bachelor’s Level:
Cum Laude: overall GPA of 3.250-3.499
Magna Cum Laude: overall GPA of 3.500-3.749
Summa Cum Laude: overall GPA of 3.750-4.000

Associate and Certificate Levels:
Honors: overall GPA of 3.250-3.499
High Honors: overall GPA of 3.500-3.749
Highest Honors: overall GPA of 3.750-4.000

Honor Students are recognized at graduation and honors designations will be shown on final transcripts.

Semester Credit Hour
For degree, technical certificate and Applied Technology programs the unit of credit is the semester credit hour, representing 15-16 hours of lecture instruction with 50-minute class periods. Generally, 30-32 hours of laboratory work count as one unit of credit. Clinical courses will vary in the number of hours per semester credit hour. For Vocational Certificates the unit of credit is the vocational credit. Each vocational credit represents 30 clock hours of instruction. Short sessions, Weekend College, and classes that meet less than three times per week are adjusted to include the same time equivalent as the 16 week terms.

Semester System
The academic year is divided into three semesters, also known as Terms. Each Term contains several Sessions of varying lengths to provide flexibility in the scheduling of courses. To earn a comparable unit of credit, class meeting times are adjusted during the abbreviated Sessions.

Terms I (fall) and II (winter) are approximately seventeen weeks in length. Each of these terms includes a Session 2, and a Session 4 of approximately eight weeks in length; and a Session 3 of approximately twelve weeks in length.

Term III (summer) is approximately twelve weeks in length. Term III includes Session 1, which is twelve weeks in length, and Sessions 2 and 3 which are six weeks in length.

Grade Forgiveness Policy
A student who has completed a course and desires to improve his/her grade for that course may repeat the course only if he/she has earned a “D” or “F” grade. The number of repeat attempts is limited to two per course. Repeating a course removes the previous grade only from a student's grade point average. The original grade remains on the transcript, but only the grade earned in the last attempt is used for calculating the grade point average. The State University System articulation agreement does not allow courses to be repeated for the purpose of changing a student's grade point average after the associate degree has been awarded.

Maximum Attempts Per Course
Per State Board of Education Rule 6A-14.0301, a student may have only three attempts per course. An attempt is defined as enrollment after the 100% refund deadline for courses beginning Term 1, 1997. Attempts include the original grade, repeat of
courses, withdrawals and audits. Courses taken at other institutions are not counted as an attempt.

A student may repeat only those courses in which a "D" or "F" grade was earned. A fourth attempt may be allowed only when a student can provide documentation of extenuating circumstances aligned to specific term dates. When documentation can be provided, the students must meet with an academic advisor and submit a petition to the Academic Standards Committee.

This rule does not apply to repeatable courses, such as applied music, choir, etc., that have been successfully completed and are now being repeated for further skill enhancement; or to courses that are required to be repeated by a regulatory agency; or those that are being repeated as part of the regulatory requirement for continuing education to stay current in a field such as teacher education.

Florida law requires colleges to assess students the full cost of instruction upon the third attempt. The law also provides for exceptions to this extra fee if there are extenuating circumstances that can be documented by the student, such as a student’s serious illness, involuntary call to active military duty, changes of employment, or other extraordinary situations. Petitions for exception to the full cost of instruction based on extenuating circumstances can be obtained from any campus Registration or Advisement office.

Advisement TIP: Students are strongly encouraged to discuss the effect(s) of withdrawing or repeating a course with their advisor/counselor and financial services officer to determine the potential impact on their academic programs and financial aid status.

Course Pre-requisites and Co-requisites
Pre-requisite and co-requisite courses are listed with each course description. Pre-requisites are academic requirements that must be completed before enrolling in the next subject level. Students are responsible for knowing and satisfactorily completing pre-requisite requirements. If a student registers for a course for the next term while currently enrolled in a pre-requisite course, then the student must satisfactorily complete the pre-requisite course or withdraw from the higher-level course. Otherwise, the student may be dropped from the course for which he/she is ineligible. Students, who have completed a pre-requisite course at another institution, must furnish proof before registering for the higher-level course.

Co-requisites are courses that must be completed together such as a science course and the associated laboratory. Students cannot take one without the other. If you drop one, you must drop the other. Co-requisite academic requirements are stated within the course description section of this catalog.

Students should know what the academic requirements are before attempting to register for a course. Check the course descriptions in this catalog.

Excess Credit Hours
Florida law F.S. 1009.286 requires colleges to encourage students, who intend to enroll in a state university, to complete their respective degree program with only credit that can be applied to their degree program of study to avoid excess hours.

Effective July 1, 2009 and amended 2011, state universities shall require a student to pay an excess hour surcharge equal to out of state tuition rates for each credit hour in excess of 115 percent of the number of credit hours required to complete the baccalaureate degree program. The law also provides for exceptions to this extra fee if the credit hours were earned under certain circumstances and are not calculated as hours required to earn a baccalaureate degree. Review 1009.286F.S for more detailed information. The statute is available online at www.flsenate.gov.

Student Ombudsman
The Campus Dean of Student Affairs shall serve as the campus and associated center Student Ombudsman, and will serve as an advocate for students’ general issues and concerns. The campus Dean of Students will guide students to appropriate personnel, and provide students with appropriate College policies and procedures. The College Ombudsman is the Vice President for Student Affairs and Enrollment Management.

If a student’s issue is related to academic standards of progress, graduation requirements, access to courses, or other academic policies, the Campus Dean of Student Affairs, or program Dean for limited access programs, will refer the student to the Academic Standards Committee. The Academic Standards Committee makes recommendations to
the Vice President for Student Affairs and Enrollment Management upon reviewing the student's petition and/or after requiring the student to appear before the committee and interviewing the student regarding the circumstances. The Vice President for Student Affairs and Enrollment Management may accept the committee’s recommendations or make a different determination based on the facts and information presented by the student and/or the committee.

**Academic Standards Committee**
Broward College students, who seek exceptions to the rules, regulations, and requirements of the College, or revocation of dismissal from the College or other institution for academic or disciplinary reasons, must submit their requests in writing to the Student Academic Standards Committee. The Academic Standards Committee reviews petitions for exceptions from students on matters related to college rules, regulations and requirements, including but not limited to: standards of progress, graduation requirements, and repeating courses. The Committee makes recommendations to the Vice President for Student Affairs and Enrollment Management.

The following procedure shall apply to requests for exceptions to established academic policies:
1. The student shall complete the Academic Standards Petition that is available online and at all student affairs offices. The Petition shall include all pertinent and relevant documentation such as transcripts, letters from the transferring institution, or medical documentation. If the petition is a request for admission while on suspension or dismissal from another institution, the student should include a letter of support (if available) to attend Broward College from the previously attended institution.
2. All requests for fourth (4th) course attempts must include documentation that is in compliance with State Statute and aligned to the course date of the course failures and withdrawals.
3. The Campus Dean of Student Affairs or designee must sign the petition and forward it to the Associate Vice President for Student Affairs/College Registrar’s Office no later than five (5) business days prior to the scheduled meeting. Any exceptions to the deadline must be approved by the Campus Dean of Students or Center Dean based on extenuating circumstances.

4. The dates, places and times of the Academic Standards Committee are published in the College calendar and can be obtained from the campus/center student affairs offices.
5. In cases involving entering new or re-entering Broward College students who are requesting re-entry after academic suspension or a code of conduct violation that caused suspension, the student shall be required to attend the meeting. Students will appear before the Committee in order of in the student’s scheduled appointment.
6. After careful review of the petitions, the Committee shall make recommendations to the Vice President for Student Affairs and Enrollment Management. The Vice President for Student Affairs may accept the recommendations from the Committee or make a different decision based on the facts and information presented by the student and/or the committee.
7. The student shall be notified of decisions in writing by the Vice President’s office.

**Academic Honesty**
Broward College expects its students to be honest in all of their coursework and activities. Breaches of academic honesty include, but are not limited to, cheating, plagiarism, misrepresentation, bribery, and the unauthorized possession of examinations, papers, or other class materials that have not been formally released by instructors. A student's academic work must be the result of his or her own thought, research, or self-expression.

The term “cheating” includes but is not limited to, copying homework assignments from another student; working together with another individual on a take-home test or homework when specifically prohibited from doing so by the instructor, looking at text, notes or another person’s paper during an examination when not permitted to do so.

Cheating also includes the giving of work formation to another student to be copied and/or used as his or her own. This includes, but is not limited to, giving someone answers to exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear or have appeared on an exam in the same academic term; giving or selling a term paper, report, project or other restricted written materials to another student.
The term “plagiarism” includes, but is not limited to, an attempt of an individual to claim the work of another as the product of his or her own thoughts, regardless of whether that work has been published. Plagiarism includes, but is not limited to, quoting improperly or paraphrasing text or other written materials without proper citation on an exam, term paper, homework, or other written material submitted to an instructor as one’s own work. Plagiarism also includes handing in a paper to an instructor that was purchased from a term paper service or downloaded from the Internet and presenting another person’s academic work as one’s own. Individual academic departments may provide additional examples in writing of what does and does not constitute plagiarism, provided that such examples do not conflict with the intent of this policy.

Breaches of Broward College's policy on academic honesty may result in academic penalties and/or disciplinary action. At the discretion of the instructor, academic penalties may include, but are not limited to, a failing grade for a particular assignment or a failing grade for the course. In addition, the instructor or another BC employee may refer a student to the Dean of Student Affairs for student disciplinary action in accordance with the BC Student Handbook. Such discipline may include suspension or expulsion from the College.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. For more information about FERPA, please review the Section on Student Rights and Responsibilities in this Catalog.
ACADEMICS

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Academic Programs of Study

1. Architecture & Construction
2. Business, Management, & Administration
3. Criminal Justice, Law and Public Safety
4. Education
5. Engineering & Engineering Technology
6. Health Sciences
7. Hospitality & Tourism Management
8. Humanities
9. Information Technology
10. Liberal Arts
11. Mass Communication, Graphic Design & Multimedia
12. Math and Science
13. Social and Behavioral Sciences
14. Transportation
15. Visual and Performing Arts
## 1. Architecture & Construction

### AA to Baccalaureate Programs

BC offers the AA degree that transfers to the State University System with the complete 36 credit-hour Baccalaureate General Education requirement. Elective courses can be selected to meet the lower division requirements of baccalaureate degrees in fields such as:

- Architecture
- Interior Design

See an Advisor and use BC’s Educational Planning tool to make the appropriate course selections.

### Career and Technical Education Programs including AS to Baccalaureate Programs

While Certificate and AAS degree programs prepare students for immediate employment, AS degree programs prepare students for employment as well as transfer to specific baccalaureate programs in the Florida College and the State University Systems. BC offers the following programs in this cluster:

- Building Construction Technology AS (2184)

## 2. Business, Management, & Administration

### AA to Baccalaureate Programs

BC offers the AA degree that transfers to the State University System with the complete 36 credit-hour baccalaureate General Education requirement. Elective courses can be selected to meet the lower division requirements of baccalaureate degrees in fields such as:

- Accounting
- Administration (e.g. Business, Health Service, Hospitality, Public, etc.)
- Advertising
- Business
- Economics & Policy
- Finance
- Real Estate
- Urban & Regional Planning

See an Advisor and use BC’s Educational Planning tool to make the appropriate course selections.

### Career and Technical Education Programs including AS to Baccalaureate Programs

While Certificate and AAS degree programs prepare students for immediate employment, AS degree programs prepare students for employment as well as transfer to specific baccalaureate programs in the Florida College and the State University Systems. BC offers the following programs in this cluster:

- Accounting Technology AS (2100, 2100E)
- Accounting Applications, TC (62140, 6214E)
- Business Administration AS (2119)
- Business Management TC (62671, 6267E)
- Business Specialist-International Business TC (6288, 6288E)
- Business Specialist-Small Business Management TC(6288, 6288E)
- Entrepreneurship TC (62674)
- Culinary Arts Management AS (2203)
- Hospitality and Tourism Management A.S (2121)
- Guest Services Specialist TC (6300, 6300E)
- Food and Beverage Management TC (6301)
- Rooms Division Management TC (6302)
- International Business Management AAS (A007)
- Industrial Management Technology AS (2194)
- Global Trade and Logistics AS (2205)
- Logistics & Transportation TC (6308)
- Legal Assisting (Paralegal Studies) AS (2172)
- Marketing Management AS (2126)
- Customer Service TC (62672)
- Marketing Operations TC (6240)
### Business, Management, & Administration (continued)

<table>
<thead>
<tr>
<th>AA to Baccalaureate Programs</th>
<th>Career and Technical Education Programs including AS to Baccalaureate Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Administration AS</td>
<td></td>
</tr>
<tr>
<td>Legal Office Specialization(22111, 2211E)</td>
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<tr>
<td>Medical Office Specialization(22112, 2212E)</td>
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<tr>
<td>Office Management Specialization(22113, 2213E)</td>
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<tr>
<td>Office Software Applications Specialization(22114, 2214E)</td>
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<tr>
<td>Medical Office Management TC (6281, 6281E)</td>
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<tr>
<td>Office Management TC (6237, 6237E)</td>
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<tr>
<td>Office Specialist TC (6280, 6280E)</td>
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<tr>
<td>Office Support TC (6279, 6279E)</td>
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<tr>
<td>Sports, Fitness and Recreation Management AS (2191)</td>
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<tr>
<td>Sports Management TC (62673)</td>
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</tr>
</tbody>
</table>

**Baccalaureate Programs (Requires an Associate’s Degree or Dean’s Approval for Admission – see Program Sheets for details)**

- Supervision and Management BAS (T100)
- Technology Management BAS (T200)

### 3. Criminal Justice, Law, and Public Safety

<table>
<thead>
<tr>
<th>AA to Baccalaureate Programs</th>
<th>Career and Technical Education Programs including AS to Baccalaureate Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC offers the AA degree that transfers to the State University System with the complete 36 credit-hour baccalaureate General Education requirement. Elective courses can be selected to meet the lower division requirements of baccalaureate degrees in fields such as:</td>
<td>While Certificate and AAS degree programs prepare students for immediate employment, AS degree programs prepare students for employment as well as transfer to specific baccalaureate programs in the Florida College and the State University Systems. BC offers the following programs in this cluster:</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>Criminal Justice Technology AS</td>
</tr>
<tr>
<td>Fire and Emergency Services</td>
<td>Crime Scene Emphasis (21101)</td>
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<tr>
<td>Pre-Law</td>
<td>Criminal Justice Emphasis (21102)</td>
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<td></td>
<td>Polygraph Emphasis (21104)</td>
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<tr>
<td></td>
<td>Police Academy PSAV (5269)</td>
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<td></td>
<td>Correctional Probation Officer Academy PSAV (5282)</td>
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<tr>
<td></td>
<td>Correctional Probation Officer Crossover to FL CMS Law Enforcement PSAV (5296)</td>
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<tr>
<td></td>
<td>Corrections Officer Academy PSAV (5270)</td>
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<tr>
<td></td>
<td>Crossover From Corrections To Law Enforcement PSAV (5278)</td>
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<tr>
<td></td>
<td>Police Service Aide Academy PSAV (5271)</td>
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<td></td>
<td>Law Enforcement Auxiliary Officer PSAV (5301)</td>
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<td></td>
<td>Emergency Management AS, (2200, 2200E)</td>
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<td></td>
<td>Emergency Management TC (6303, 6303E)</td>
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<td></td>
<td>Fire Science Technology AS (2118)</td>
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<td></td>
<td>For some of the program listed above, student must be hired by a municipality and be approved for training.</td>
</tr>
</tbody>
</table>

See an Advisor and use BC’s Educational Planning tool to make the appropriate course selections.
## 4. Education

### AA to Baccalaureate Programs

BC offers the AA degree that transfers to the State University System with the complete 36 credit-hour baccalaureate General Education requirement. Elective courses can be selected to meet the lower division requirements of baccalaureate degrees in fields such as:

- Art Teacher Education
- Biology Teacher Education
- Blind and Visually Handicapped Education
- Chemistry Teacher Education
- Early Childhood Teacher Education
- Elementary Teacher Education
- Emotionally Handicapped Education
- English Teacher Education
- Foreign Languages Teacher Education
- Health Teacher Education
- Mathematics Teacher Education
- Mentally Handicapped Education
- Middle Grades Science Teacher Education
- Music Teacher Education
- Physics Teacher Education
- Social Science Teacher Education
- Special Teacher Education (Exceptional Student Education)
- Specific Learning Disabilities Education

See an Advisor and use BC's Educational Planning tool to make the appropriate course selections.

### Career and Technical Education Programs including AS to Baccalaureate Programs

While Certificate and AAS degree programs prepare students for immediate employment, AS degree programs prepare students for employment as well as transfer to specific baccalaureate programs in the Florida College and the State University Systems. BC offers the following programs in this cluster:

- Early Childhood Education AS (2166)
  *This program provides graduates with the ability to design an effective educational curriculum, manage children in a classroom setting, supervise early childhood personnel, and efficiently administer childcare business operations.*

### Baccalaureate Programs (Requires an Associates in Arts Degree for Admission – see Program Sheets for details)

- Exceptional Student Education ($100)
- Middle Grades General Science ($200)
- Middle Grades Mathematics ($400)
- Secondary Biology ($300)
- Secondary Mathematics ($500)
### 5. Engineering & Engineering Technology

**AA to Baccalaureate Programs**

BC offers the AA degree that transfers to the State University System with the complete 36 credit-hour baccalaureate General Education requirement. Elective courses can be selected to meet the lower division requirements of baccalaureate degrees in fields such as:

- Aerospace Engineering
- Chemical Engineering
- Civil Engineering
- Coastal and Ocean Engineering
- Computer and Information Engineering
- Electrical – Electronics Engineering
- Manufacturing/Industrial Engineering
- Mechanical Engineering
- Nuclear Engineering

See an Advisor and use BC’s Educational Planning tool to make the appropriate course selections.

**Career and Technical Education Programs including AS to Baccalaureate Programs**

While Certificate and AAS degree programs prepare students for immediate employment, AS degree programs prepare students for employment as well as transfer to specific baccalaureate programs in the Florida College and the State University Systems. BC offers the following programs in this cluster:

- Engineering Technology AS (2207)
- Basic Solar Technician TC (6305)
- Electronic Solar Technician TC (6307)
- Biomedical Engineering Technology ATC (4268)

### Baccalaureate Programs (Requires an Associates in Arts Degree for Admission – see Program Sheets for details)

- Technology Management BAS (T200)

### 6. Health Sciences

**AA to Baccalaureate Programs**

BC offers the State of Florida AA degree that transfers to the State’s University System with the complete baccalaureate General Education requirement. Elective courses can be selected to meet the lower division requirements of baccalaureate degree such as:

- Dietetics
- Food Science/Nutrition
- Health Service Administration
- Medical Technology Nutritional Science
- Pharmacy
- Pre-Chiropractic
- Pre-Dental/Dental
- Pre-Nursing
- Pre-Occupational Therapy
- Pre-Optometry
- Pre-Physical Therapy
- Pre-Veterinary Medicine
- Radiologic (Medical) Technology
- Therapeutic Recreation

See an Advisor and use BC’s Educational Planning tool to make the appropriate course selections.

**Career and Technical Education Programs including AS to Baccalaureate Programs**

While Certificate and AAS degree programs prepare students for immediate employment, AS degree programs prepare students for employment as well as transfer to specific baccalaureate programs in the Florida College and the State University Systems. BC offers the following programs in this cluster:

- Basic Perioperative Nursing ATC (4265)
- Dental Hygiene AS (2145)
- Dental Assisting PSAV (5217)*
  *Starting Fall 2013, we intend to offer an ATD program in Dental Assisting.
- Emergency Medical Services AS (2160)
- Emergency Medical Technician ATD (B003)
- Paramedic TC (6208)
- Health Information Technology Management AS (2179)
- Massage Therapy PSAV (5281)
- Medical Assisting PSAV (5215)
- Nuclear Medicine Technology AS (2102)
- Hospital-Based Nuclear Medicine AS (21021)
- Nuclear Medicine Technology Specialist TC (6224)
- Nursing (R.N.) AS (2127)
- LPN-RN Nursing Transition AS (21271)
- Physical Therapist Assistant AS (2153)
6. Health Sciences (continued)

<table>
<thead>
<tr>
<th>AA to Baccalaureate Programs</th>
<th>Career and Technical Education Programs including AS to Baccalaureate Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radiation Therapy AS (2159)</td>
<td>Hospital Based Radiography AS (21591)</td>
</tr>
<tr>
<td>Radiation Therapy Specialist TC (6228)</td>
<td>Hospital-Based Radiography AS (21311)</td>
</tr>
<tr>
<td>Radiography AS (2131)</td>
<td>Respiratory Care AS (2132)</td>
</tr>
<tr>
<td>Hospital Based Radiography AS (21311)</td>
<td>Diagnostic Medical Sonography Technology (Ultrasound) AS (2176)</td>
</tr>
<tr>
<td>Vision Care (Opticianry) AS (21891)</td>
<td>Upon successful completion of a BC Health Science program, students may sit for appropriate State Licensure and/or Certification exams.</td>
</tr>
</tbody>
</table>

Baccalaureate Programs (Requires an Associate's Degree or Dean’s Approval for Admission – see Program Sheets for details)

- RN to BSN Nursing BSN (N100) – Requires a Florida RN License for Admission – see Program Sheets for details
- Supervision and Management BAS (T100)

7. Hospitality & Tourism Management

<table>
<thead>
<tr>
<th>AA to Baccalaureate Programs</th>
<th>Career and Technical Education Programs including AS to Baccalaureate Programs</th>
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</thead>
<tbody>
<tr>
<td>BC offers the AA degree that transfers to the State University System with the complete 36 credit-hour baccalaureate General Education requirement. Elective courses can be selected to meet the lower division requirements of baccalaureate degrees in fields such as: Hospitality Administration</td>
<td>While Certificate and AAS degree programs prepare students for immediate employment, AS degree programs prepare students for employment as well as transfer to specific baccalaureate programs in the Florida College and the State University Systems. BC offers the following programs in this cluster: Culinary Arts Management AS (2203)</td>
</tr>
<tr>
<td>Hospitality Administration</td>
<td>Hospitality and Tourism Management AS (2121)</td>
</tr>
<tr>
<td>Leisure Service Management</td>
<td>Food and Beverage Management TC (6301)</td>
</tr>
<tr>
<td>See an Advisor and use BC’s Educational Planning tool to make the appropriate course selections.</td>
<td>Guest Services Specialist TC (6300, 6300E)</td>
</tr>
<tr>
<td></td>
<td>Rooms Division Management TC (6302)</td>
</tr>
</tbody>
</table>
### 8. Humanities

**AA to Baccalaureate Programs**

BC offers the AA degree that transfers to the State University System with the complete 36 credit-hour baccalaureate General Education requirement. Elective courses can be selected to meet the lower division requirements of baccalaureate degrees in fields such as:

- African American Studies
- English
- Foreign Languages (French, German, Italian, Spanish, etc.)
- Humanities
- Jewish Studies
- Philosophy
- Religious Studies
- Women's Studies

See an Advisor and use BC's Educational Planning tool to make the appropriate course selections.

### 9. Information Technology

**AA to Baccalaureate Programs**

BC offers the AA degree that transfers to the State University System with the complete 36 credit-hour baccalaureate General Education requirement. Elective courses can be selected to meet the lower division requirements of baccalaureate degrees in fields such as:

- Computer and Information Engineering
- Computer and Information Science
- Computer Engineering
- Computer Science
- Information Sciences
- Information Sciences and Systems
- Management-Information Systems

See an Advisor and use BC's Educational Planning tool to make the appropriate course selections.

**Career and Technical Education Programs including AS to Baccalaureate Programs**

While Certificate and AAS degree programs prepare students for immediate employment, AS degree programs prepare students for employment as well as transfer to specific baccalaureate programs in the Florida College and the State University Systems. BC offers the following programs in this cluster:

- Computer Programming and Analysis (2195)
- Computer Systems Specialist AS (21491)
- Help Desk Specialist TC (62822)
- Microsoft Office Specialist (MOS) TC (62823)
- Support Technician TC (6284)
- Database Technology AS (2209)
- Engineering Technology AS (2207)
- Technical Support Specialist AS (21493)
- Internet Services Technology AS (2196)
- Website Designer Option TC (6285)
- Networking Services Technology AS (2201)
- Cisco CCNA TC (62387)
- Microsoft MCITP – TC (6283)
- Network Support Technician TC (6282)

**Baccalaureate Programs (Requires an Associate's Degree or Dean's Approval for Admission – see Program Sheet for details)**

- Information Technology BAS (T300)
- Supervision and Management BAS (T100)
- Technology Management BAS (T200)
10. Liberal Arts & Sciences

***AA to Baccalaureate Programs***

BC offers the AA degree that transfers to the State University System with the complete 36 credit-hour baccalaureate General Education requirement. Elective courses can be selected to meet the lower division requirements of baccalaureate degrees in fields such as:

- Liberal Arts & Sciences

See an Advisor and use BC’s Educational Planning tool to make the appropriate course selections.

11. Mass Communication, Graphic Design & Multimedia

***AA to Baccalaureate Programs***

BC offers the AA degree that transfers to the State University System with the complete 36 credit-hour baccalaureate General Education requirement. Elective courses can be selected to meet the lower division requirements of baccalaureate degrees in fields such as:

- Art
- Graphic Design
- Journalism
- Mass communications
- Public Relations
- Public Relations & Organizational Communications
- Radio & Television Broadcasting
- Speech Pathology Audiology

See an Advisor and use BC’s Educational Planning tool to make the appropriate course selections.

***Career and Technical Education Programs including AS to Baccalaureate Programs***

While Certificate and AAS degree programs prepare students for immediate employment, AS degree programs prepare students for employment as well as transfer to specific baccalaureate programs in the Florida College and the State University Systems. BC offers the following programs in this cluster:

- Digital Media/Multimedia Technology AAS (A018)
- Digital Media/Multimedia Production TC (6286)
- Digital Media Web Production TC (6287)
- Multimedia Web Development ATC (4278)
- Project Manager in Digital/Design Technology (4279)
- Graphic Design Technology AS (2192)
- Graphic Design Production TC (6289)
- Graphic Design Support TC (6290)
- Internet Services Technology AS (2196)
- Website Designer Option TC (6285)
### 12. Math and Science

<table>
<thead>
<tr>
<th><strong>AA to Baccalaureate Programs</strong></th>
<th><strong>Career and Technical Education Programs including AS to Baccalaureate Programs</strong></th>
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<tbody>
<tr>
<td>BC offers the AA degree that transfers to the State University System with the complete 36 credit-hour baccalaureate General Education requirement. Elective courses can be selected to meet the lower division requirements of baccalaureate degrees in fields such as: Actuarial Science, Applied Math/Math Science, Astronomy, Biochemistry, Biological Sciences (Biology, Botany, Ecology, Entomology, Marine/Aquatic Biology, Zoology, etc.), Chemistry, Environmental Science, Exercise Science, Forensic Science, Forest Resources and Conservation Geology, Horticulture Science, Mathematics, Natural Resources Parks &amp; Recreation, Math Teacher Education, Physics, Science Teacher Education, Statistics.</td>
<td>While Certificate and AAS degree programs prepare students for immediate employment, AS degree programs prepare students for employment as well as transfer to specific baccalaureate programs in the Florida College and the State University Systems. BC offers the following programs in this cluster: Engineering Technology AS (2207), Biomedical Engineering Technology ATC (4268), Environmental Science Technology AS (2182), Geographic Information Systems ATC (4277).</td>
</tr>
<tr>
<td>See an Advisor and use BC’s Educational Planning tool to make the appropriate course selections.</td>
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</tr>
</tbody>
</table>

### Baccalaureate Programs (Requires an Associates in Arts Degree for Admission – see Program Sheets for details)

- Exceptional Student Education ($1000)
- Middle Grades General Science ($200)
- Middle Grades Mathematics ($400)
- Secondary Biology ($300)
- Secondary Mathematics ($500)

### Science – See 12. Math and Science and/or 5. Engineering & Engineering Technology
13. Social and Behavioral Sciences

**AA to Baccalaureate Programs**

BC offers the AA degree that transfers to the State University System with the complete 36 credit-hour baccalaureate General Education requirement. Elective courses can be selected to meet the lower division requirements of baccalaureate degrees in fields such as:

- Anthropology
- Economics
- Geography
- International Relations
- Latin American Studies
- Political Science
- Psychology
- Social Psychology
- Social Sciences
- Social Work
- Sociology
- Women's Studies
- History

See an Advisor and use BC's Educational Planning tool to make the appropriate course selections.

14. Transportation

**AA to Baccalaureate Programs**

<table>
<thead>
<tr>
<th><strong>BC offers the AA degree that transfers to the State University System with the complete 36 credit-hour baccalaureate General Education requirement. Elective courses can be selected to meet the lower division requirements of baccalaureate degrees in fields such as:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Aerospace Engineering</td>
</tr>
<tr>
<td>Transportation Management</td>
</tr>
<tr>
<td>Urban &amp; Regional Planning</td>
</tr>
</tbody>
</table>

See an Advisor and use BC's Educational Planning tool to make the appropriate course selections.

**Career and Technical Education Programs including AS to Baccalaureate Programs**

While Certificate and AAS degree programs prepare students for immediate employment, AS degree programs prepare students for employment as well as transfer to specific baccalaureate programs in the Florida College and the State University Systems. BC offers the following programs in this cluster:

- Automotive Service Management Technology AAS (A004)
- Automotive Technology, Dealer Specific AAS (A037)
- Airport Operations Management, AS (21051)
- Air Traffic Control AAS (A039)
- Aviation Operations AS (2105, 2105E)
- Aviation Maintenance Management, AS (2204)
- Aircraft Airframe Mechanics, PSAV (5272)
- Aircraft Powerplant Mechanics, PSAV (5273)
- Aviation PSAV (5299)
- Professional Pilot Technology, AS (2107)
- Global Trade and Logistics AS (2205)
- Business Specialist: Logistics Specialist TC (6308)
- Marine Engineering Management, AS (2198)
- Marine Technology TC (6306)

**Baccalaureate Programs (Requires an Associate's Degree or Dean's Approval for Admission – see Program Sheets for details)**

- Supervision and Management BAS (T100)
### 15. Visual and Performing Arts

<table>
<thead>
<tr>
<th>AA to Baccalaureate Programs</th>
<th>Career and Technical Education Programs including AS to Baccalaureate Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC offers the AA degree that transfers to the State University System with the complete 36 credit-hour baccalaureate General Education requirement. Elective courses can be selected to meet the lower division requirements of baccalaureate degrees in fields such as: Art (Graphic Design, History &amp; Appreciation, Teacher Education, Studio/Fine Arts, etc.) Dance (Education, Performance, etc.) Dramatic Arts/Theatre Music (Composition, History &amp; Appreciation, Performance, Management &amp; Merchandising, etc.)</td>
<td>While Certificate and AAS degree programs prepare students for immediate employment, AS degree programs prepare students for employment as well as transfer to specific baccalaureate programs in the Florida College and the State University Systems. BC offers the following programs in this cluster: Digital Media/Multimedia Technology AAS (A018) Digital Media/Multimedia Production TC (6286) Digital Media Web Production TC (6287) Multimedia Web Development ATC (4278) Graphic Design Technology AS (2192) Graphic Design Production TC (6289) Graphic Design Support TC (6290) Internet Services Technology AS (2196) Website Designer Option TC (6285) Music Technology AS (2206) Audio Technology TC (6309)</td>
</tr>
<tr>
<td>See an Advisor and use BC’s Educational Planning tool to make the appropriate course selections.</td>
<td></td>
</tr>
</tbody>
</table>

### Baccalaureate Programs

**Bachelors of Applied Science** *(Requires an Associate's Degree or Dean's Approval for Admission – see Program Sheet for details)*

- Information Technology (T300)
- Supervision and Management (T100)
- Technology Management (T200)

**Bachelors in Science, Education** *(Requires an Associates in Arts Degree for Admission – see Program Sheets for details)*

- Exceptional Student Education (S100)
- Middle Grades General Science (S200)
- Middle Grades Mathematics (S400)
- Secondary Biology (S300)
- Secondary Mathematics (S500)

**Bachelors in Science, Nursing** *(Requires a Florida RN License for Admission – see Program Sheets for details)*

- RN to BSN Nursing (N100)
Academic Programs and Graduation Requirements

College Preparatory/Developmental Education Program
Broward College is committed to the philosophy that all students should be offered the opportunity to achieve their maximum potential. To attain this goal, BC offers a College Preparatory Program to help students develop the skills necessary for academic success in college level courses. The College Prep curriculum includes courses in Mathematics, English, Reading and English as a Second Language (ESL).

<table>
<thead>
<tr>
<th>Math</th>
<th>English</th>
<th>Reading</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 0018</td>
<td>ENC 0015</td>
<td>REA 0007C</td>
</tr>
<tr>
<td>MAT 0028</td>
<td>ENC 0025</td>
<td>REA 0017C</td>
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<td>MAT 0022</td>
<td></td>
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</tr>
</tbody>
</table>

ESL

<table>
<thead>
<tr>
<th>Communication</th>
<th>Reading</th>
<th>Composition</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAP0100C</td>
<td>EAP0120C</td>
<td>EAP0185C</td>
</tr>
<tr>
<td>EAP0200C</td>
<td>EAP0220C</td>
<td>EAP0285C</td>
</tr>
<tr>
<td>EAP0300C</td>
<td>EAP0320C</td>
<td>EAP0385C</td>
</tr>
<tr>
<td>EAP0400C</td>
<td>EAP0420C</td>
<td>EAP0485C</td>
</tr>
</tbody>
</table>

Placement into the College Preparatory/Developmental Education Program
College prep course requirements are determined on the basis of a student’s placement test scores. All students entering BC must take the Florida the Postsecondary Education Readiness Test (PERT), or submit a State of Florida college-ready diploma or acceptable Advanced Placement, SAT or ACT scores that exempt them from the college prep program or they must submit college transcripts that show the completion of Freshman English and/or Intermediate Algebra. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation. Students should contact any Counseling and Advisement Office to arrange for placement testing or to discuss their existing placement test scores.

Placement Test Options
For students admitted after October 1, 1991.

1. ACT (American College Testing Program)
2. Enhanced ACT (American College Testing Program)
3. SAT (The College Board)
4. SAT1 (The College Board; administrations between 3/1/94 and 3/31/95)
5. RSAT (Recentered SAT)
6. CPT (Computerized Placement Tests, The College Board)
7. Postsecondary Education Readiness Test (PERT).

Students admitted after July 31, 1995, may also use the Florida College Entry-Level Placement Test (FCELPT).

A student having an initial PERT, CPT, ACT or SAT score that indicates college prep placement and who has begun his/her prep course work at BC may retest with the PERT for placement every 90 days. A fee will be charged for each re-test with the PERT. If a student is enrolled in the discipline for which they tested into, they may retake the PERT after the 90 day waiting period. Students who retest who then decide to withdraw from course in progress will be responsible for 100% of the cost for withdrawals after the drop/add period. The new PERT score earned may allow the student to progress to a different point in the sequence of classes in future semesters. Exceptions may be made by the appropriate academic administrator.

College Prep Credit
College prep courses carry credit, but the credits cannot be used to satisfy degree requirements. Students can use veteran’s benefits and financial aid to assist in paying for these courses up to a specified number of credit hours.
Enrolling in College Prep Courses
Students who are required to take college prep courses, as a result of their placement test scores on the SAT, ACT, CPT, or PERT must register for such courses each term until all required courses are successfully completed. In addition, the following restrictions for course sequencing will apply and increase a student's chances for academic success:

- Students who test into two or more college prep disciplines (ENC, MAT, and REA) are limited to 12 credits in a full term and seven credits in a summer term.
- Students are required to register for the college prep reading course during their first term.
- Students who test into REA0007C are required to register for the course during their first term.
- Students who test into REA0017C are required to register for the course during their first term.

- Students are required to take the highest level of prep reading (REA0017C) the term immediately after successful completion of the lowest level of college prep reading (REA0007C).
- Students testing into three college prep disciplines (ENC, MAT, or REA) are required to satisfactorily complete the college prep reading sequence (REA0007C and/or REA0017C) before registering for a college prep math course (MAT0018 or MAT0028).
- Students testing into at least two college prep disciplines (ENC, MAT, and REA) are required to take SLS1501, College Success Skills, during their first 9 credits. (This one credit course serves as an introduction to BC and teaches students strategies and skills to help them succeed in college.). Students may substitute SLS1001, Strategies for Success, for SLS1501.
- Students testing into three college prep courses are required to take SLS1001, Strategies for Success, during their first 6 credits. (This three credit course provides students with opportunities to learn about Broward College and higher education, acquire and practice learning strategies, explore personal learning styles, identify career options, and develop life-long citizenship.)

These requirements apply to college prep students who are seeking degrees and have not previously attended college. **Students must meet with an Academic Advisor in any Counseling and Advisement Office regarding proper course selections, sequencing, and requirements.**

Private Providers
Students have the option of pursuing college prep instruction through programs offered by private providers of instruction. Students interested in this option should obtain additional information from any campus Student Affairs office. Students exercising this option must retake and pass the appropriate sections of the PERT, the Postsecondary Education Readiness Test, prior to enrolling in college-level courses.

Note: Private providers are not affiliated with BC and the College neither endorses nor warrants their services. BC assumes no responsibility related to the operations of these providers, and specifically disclaims any and all liabilities resulting from, or arising out of, or in connection with, students’ use of their products and services.

Maximum Attempts Per Course
Based on state regulations, students may enroll no more than three times in any particular college prep course. Students may not "audit" college prep courses. Students will be assessed the full cost of instruction for the third attempt. Exemptions may be granted based on documented financial hardships or extenuating circumstances. Details about petitioning for an exemption are available in any campus Counseling and Advisement Office.
English as a Second Language (ESL)
The purpose of the ESL Program is to prepare non-native English speaking students to function successfully in BC courses.

Entering the ESL Program
Students who are non-native English speakers should contact any Counseling and Advisement Office for an appointment. An ESL placement test and writing sample will be administered to all students, regardless of their TOEFL score. Students will be placed in ESL Program courses based on the results of the ESL placement test and writing sample.

Course Load for Visa Students
Visa students must take a full course load minimum of 12 credits or more in order to maintain a student visa. During their first and second semesters at BC, Visa students should concentrate on the ESL Program and take a limited number of other courses.

ESL Course Sequences
Non-Credit Courses: do not carry college credit.
Level 1: EAP0100C, EAP0120C, and EAP0185C
Level 2: EAP0200C, EAP0220C, and EAP0285C
Level 3: EAP0300C, EAP0320C, and EAP0385C
Level 4: EAP0400C, EAP0420C, and EAP0485C

Credit-Bearing Courses: carry elective credit.
Level 5: EAP1540C
Level 6: EAP1640C

ESL Pre-requisites
EAP0100C is a pre-requisite for EAP0200C.
EAP0200C is a pre-requisite for EAP0300C.
EAP0300C is a pre-requisite for EAP0400C.
EAP0120C is a pre-requisite for EAP0220C.
EAP0220C is a pre-requisite for EAP0320C.
EAP0185C is a pre-requisite for EAP0285C.
EAP0285C is a pre-requisite for EAP0385C.
EAP0400C, EAP0420C and EAP0485C are pre-requisites for EAP1540C*.
EAP1540C is a pre-requisite for EAP1640C.

*Note: An ESL student must successfully complete all three 0400C level courses before entering EAP1540C.
General Education at Broward College

Philosophy of General Education

General Education at Broward College is a core of common learning experiences that enables students to acquire and apply a broad foundation of integrated knowledge, skills, and behaviors. The core curriculum assures breadth that cannot be found in any specific discipline. In particular, literacy and communication skills, in all their forms, are reinforced throughout the students' program of study. Further, the program provides opportunities for students to apply their acquired knowledge and skills in solving increasingly complex problems. This prepares students to be independent, lifelong learners, assuming roles of responsibility in the global community.

Expected Educational Results

The College believes that a well-educated person is one who possesses the intellectual capabilities, skills and behaviors to:

- Read with critical comprehension
- Write clearly and coherently
- Demonstrate literacy as appropriate within a given discipline
- Apply problem solving skills or methods to make informed decisions in a variety of contexts**
- Differentiate between ethical and unethical behavior
- Demonstrate an understanding of the physical, biological, and social environments and how individual behaviors impact this complex system.
- Demonstrate an understanding of and appreciation for human diversities and commonalities
- Speak and listen effectively

Selection of General Education Courses

The College offers four different types of degrees, the Associate in Arts (AA), numerous Associate in Science (AS), the Associate in Applied Science (AAS) and several baccalaureate degrees (BAS, BSED, and BSN). Different degrees have different General Education requirements based upon:

- Florida Statutes (1001.02, 1007.23, 1007.25),
- State Board of Education Rules (6A-14.030 and 6A-10.024),
- Southern Association of Colleges and Schools – Commission on Colleges (SACSCOC) Core Requirement 2.7.3 & Comprehensive Standard 3.5.1, and
- Broward College’s Policy (6Hx2-4.22).

Broward College requires a total of 36 credits of General Education coursework in communication, mathematics, social/behavioral sciences, humanities, natural sciences and wellness for the AA and baccalaureate degree programs. For the AS and AAS degrees, Broward College requires 15 credits within the subject areas of communication, humanities, social/behavioral sciences and mathematics/natural sciences. These requirements are listed in following sections.

General Education Block Transfer Guarantee for AA Degree Students

Per State Board of Education Rule 6A-10.024, once a student has been certified by an institution on the official transcript as having completed satisfactorily its prescribed general education core curriculum, regardless of whether the associate degree is conferred, no other public postsecondary institution to which he or she may transfer in Florida shall require any further such general education courses.
<table>
<thead>
<tr>
<th>General Education Areas</th>
<th>Written Communication</th>
<th>Humanities</th>
<th>Social &amp; Behavioral Sciences</th>
<th>Biological and Physical Science, Science Labs and Wellness</th>
<th>Math</th>
<th>Speech</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group</td>
<td>Area 1</td>
<td>Area 2</td>
<td>Area 3</td>
<td>Area 4</td>
<td>Area 5</td>
<td>Area 6</td>
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<td>Courses</td>
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<td>AML 2010</td>
<td>ARH 2000</td>
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<td>ASL 1150</td>
<td>THI 2000</td>
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<td>HBR 2220</td>
<td>ENI 2012</td>
<td>SYG 2340</td>
<td>CHM 1043</td>
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<td>LIT 2120</td>
<td>ITA 1120</td>
<td>LIT 2030</td>
<td>GEO 2370</td>
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<td>LIT 2110</td>
<td>SPN 1121</td>
<td>LIT 2120</td>
<td>GEO 2420</td>
<td>PHY 1001</td>
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<td>LIT 2190</td>
<td>SPN 2220</td>
<td>LIT 2110</td>
<td>INR 2002</td>
<td>OCE 1000</td>
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<td>LIT 2190</td>
<td>LAH 1004</td>
<td>OCE 1000</td>
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<td>WOH 2040</td>
<td>OCE 1000</td>
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</tr>
</tbody>
</table>

| Total courses per Area | 3 | 42 | 27 | 49 | 8 | 2 |

36 Credits Required for AA and Baccalaureate Degrees: 6

Minimum of 15 Credits Required for AS Degree: 3 - ENCI101 required

Minimum of 15 Credits Required for the AAS Degree: 3 - ENCI101 required

### General Education Course noted on program sheet for AAS programs

* Satisfies Group 4a or 4b

† These courses are designated for students majoring in science, science-related or health-related fields.

§ Specific programs infuse oral communication competencies within the curriculum, while other require an speech course

For AAS degrees, the following courses may also be used to meet the Math/Science General Education requirement: MAT1033, MTB1310, MTB1325, MTB1326.

Endorsed by the General Education Task Force, April 2011
General Education Courses by Area and Group

**Area 1 Written Communications**

**Group 1**
- ENC 1101 Composition C, W 3

**Group 2**
- ENC 1102 Composition C, W 3
- ENC 2210 Professional and Technical Writing W 3

**Area 2 Humanities**

**Group 1 – Literature**
- AML 2010 American Literature Colonial to 1900 C, W 3
- AML 2020 American Literature Since 1900 C, W 3
- AML 2631 Hispanic American Literature I, W 3
- CRW 1001 Creative Writing W 3
- CRW 1100 Fiction Writing W 3
- ENG 2101 Film as Literature W 3
- ENL 2012 British Literature I C, I, W 3
- ENL 2022 British Literature II C, I, W 3
- ENL 2330 Introduction to Shakespeare I, W 3
- LIT 2020 Introduction to the Short Story I, W 3
- LIT 2030 Great Ideas Poetry I, W 3
- LIT 2110 World Literature through the Renaissance I, W 3
- LIT 2120 World Literature Renaissance to the Present I, W 3
- LIT 2190 Caribbean Literature I, W 3
- LIT 2310 Literature of the Supernatural and Science Fiction W 3

**Group 2 Foreign Languages**
- ASL 1140 American Sign Language I 4
- ASL 1150 American Sign Language II 4
- FRE 1120 Beginning French I C, I 4
- FRE 1121 Beginning French II C, I 4
- FRE 2220 Intermediate French I 4
- GER 1120 Beginning German I C, I 4
- GER 1121 Beginning German II C, I 4
- GER 2220 Intermediate German I 4
- GER 2201 Beginning Hebrew I 4
- HBR 1121 Beginning Hebrew II 4
- HBR 2220 Intermediate Hebrew I 4
- ITA 1120 Beginning Italian I 4
- ITA 1121 Beginning Italian II 4
- SPN 1120 Beginning Spanish I C, I 4
- SPN 1121 Beginning Spanish II C, I 4
- SPN 2220 Intermediate Spanish I 4
- SPN 2201 Intermediate Spanish II 3

**Group 3 Art Appreciation**
- ARH 2000 Art Appreciation I 3
- ARH 2050 World Art: Prehistoric to Gothic I, W 3
- ARH 2051 World Art: Renaissance to Modern I, W 3

**Group 4 Theatre Appreciation**
- THE 2000 Theatre Appreciation 3

**Group 5 Music Appreciation**
- MUH 2111 Music History and Literature I, W 3
- MUL 2010 Music Appreciation I 3

**Group 6 Philosophy**
- PHI 1100 Introduction to Logic W 3
- PHI 2010 Introduction to Philosophy W 3
- PHI 2600 Introduction to Ethics W 3

**Group 7 Religion**
- REL 2000 Introduction to the Study of Religion W 3
- REL 2300 World Religions I, W 3

**Area 3 Social/Behavioral Sciences**

**Group 1**
- AMH 2010 History of the United States to 1865 C, W 3
- AMH 2020 History of the United States since 1865 C, W 3
- AMH 2035 United States 1945 to Present W 3
- AMH 2091 History of the African American C, I, W 3
- EUH 1000 Western Civilization I C, I, W 3
- EUH 1001 Western Civilization II C, I, W 3
- GEA 2000 World Geography I 3
- GEA 2030 Geography of the Eastern World I 3
- GEA 2040 Geography of the Western World I 3
- GEO 1000 Introduction to Geography I 3
- GEO 2370 Conservation of Natural Resources I, W 3
- GEO 2420 Introduction to Human and Cultural Geography I, W 3
- INR 2002 Introduction to International Relations I, W 3
- LAH 1004 History of the Two Americas I 3
- LAH 1005 History of the Two Americas II 3
- POS 2041 National Government C, W 3
- POS 2112 State and Local Government W 3
- WOH 2040 World in the Twentieth Century I, W, 3

**Note:**
- W indicates courses that also count for the Writing Requirement in the AA and baccalaureate degrees.
- I indicates courses that also count for the International/Intercultural Requirement in the AA and baccalaureate degrees.
- C indicates this course requirement can be satisfied through appropriate test scores on the CLEP exam.
Group 2
ANT 2000 Introduction to Anthropology I, W 3
ANT 2140 Introduction to Archaeology W 3
ANT 2211 Introduction to World Ethnology I, W 3
DEP 2004 Developmental Psychology C, W 3
ECO 2013 Principles of Economics I C, W 3
PSY 2012 General Psychology C 3
SYG 2000 Principles of General Sociology C, I, W 3
SYG 2010 Social Problems W 3
SYG 2340 Sociology of Human Sexuality W 3

Area 4 Science and Wellness
Group 1 Biological Sciences
BOT 2010 General Botany 3
BOT 2800 Ethnobotany 3
BSC 1005 General Biology C 3
BSC 1010 Introduction to Biology I* 3
BSC 1085 Anatomy & Physiology I* 3
ENY 1001 Insects, Man and Environment 3
EVR 1009 Environmental Science+ 3
ZOO 2010 General Zoology 3

Group 2 Physical Sciences
AST 1002 Horizons in Astronomy 3
AST 1003 Astronomy of the Solar System 3
AST 1004 Astronomy of Stars and Galaxies 3
CHM 1025 Introduction to Chemistry C 3
CHM 1032 Chemistry for Health Sciences* 3
CHM 1040 General Chemistry A* 3
CHM 1045 General Chemistry I* 3
CHM 1046 General Chemistry II* 3
EVR 1009 Environmental Science+ 3
GLY 1001 Earth Science 3
GLY 1010 Physical Geology 3
GLY 1100 Historical Geology 3
OCE 1001 Introductory Oceanography 3
PHY 1001 Applied Physics 3
PHY 2048 General Physics with Calculus I* 4
PHY 2049 General Physics with Calculus II* 4
PHY 2053 General Physics I* 3
PHY 2054 General Physics II* 3
PSC 1121 Physical Sciences Survey 3

Group 3 Science Labs
Biological Science Labs
BOT 2010L General Botany Lab 1
BSC 1005L General Biology Lab 1
BSC 1010L Introduction to Biology I Lab* 1
BSC 1085L Anatomy & Physiology I Lab* 1
ZOO 2010L General Zoology Lab 1
Physical Sciences Labs
AST 1022L Astronomy Laboratory 1
CHM 1025L Introduction to Chemistry Lab 1
CHM 1032L Chemistry for Health Sciences Lab* 1

Group 4 Wellness
HLP 1081 Total Wellness 2
PEM 1116 Functional Wellness 2
PEM 1131 Weight Training 2
PEM 1141 Aerobic Wellness 2
PEN 1171 Aquatic Wellness 2

Area 5 Mathematics
MAC 1105 College Algebra C 3
MAC 1114 Trigonometry 3
MAC 1140 Pre-Calculus Algebra C 3
MAC 1147 Pre-Calculus Algebra & Trigonometry C 5
MAC 2233 Business Calculus C 3
MGF 1106 Liberal Arts Mathematics I 3
MGF 1107 Liberal Arts Mathematics II C 3
STA 2023 Statistics 3

Area 6 Oral Communications
SPC 1024 Introduction to Speech Communication 3
SPC 1608 Introduction to Public Speaking 3

Note: 
W indicates courses that also count for the Writing Requirement in the AA and baccalaureate degrees.
I indicates courses that also count for the International/Intercultural Requirement in the AA and baccalaureate degrees.
C indicates this course requirement can be satisfied through appropriate test scores on the CLEP exam.
+ EVR1009 can be used as either a biological or a physical science (but not both).
* These courses are designated for students majoring in science, science-related or health-related fields.
Academic Program Requirements

Associate in Arts (AA) Degree

Broward College offers the Associate in Arts degree with a wide variety of course options to enable students to seamlessly transfer to the state university system. More information regarding AA options may be obtained from the web site online at www.broward.edu/programs or from any Academic Advisor.

AA Mission Statement

The Associate in Arts degree provides courses of study equivalent to those offered to freshman and sophomore students in the lower division of Florida’s state universities. Students are encouraged to meet with an academic advisor to construct their educational plans to include university prerequisite requirements for their major area of study. Students should also consult with an advisor at the university of their choice prior to making course selections to avoid taking excess credits and to determine additional university requirements. If students follow the State’s Common Prerequisite manual when selecting their coursework, the AA degree they receive from BC should meet the lower division requirements of the designated State university and allow them to be admitted at the junior-level. The AA degree includes 36 semester hours of General Education courses in five subject areas: Communications, Mathematics, Social Science, Humanities, and Natural Sciences. Apart from its transfer function, the degree provides students with the opportunity to gain competencies necessary to be participating and productive members of a democratic society.

Students are encouraged to contact the specific institution they wish to transfer regarding that institution’s unique requirements. Specific information concerning transfer to the following Florida state universities is available in any campus Counseling and Advisement Office.

FAMU Florida A and M University
FAU Florida Atlantic University
FGCU Florida Gulf Coast University
FIU Florida International University
FSU Florida State University
NCF New College of Florida
UCF University of Central Florida
UF University of Florida
UNF University of North Florida
USF University of South Florida
UWF University of West Florida

AA Degree Graduation Requirements

- Complete 60 semester hours of college credit from the applicable catalog including:
  a) thirty-six college-level semester credit hours of general education courses in five subject areas: Communications, Mathematics, Social Science, Humanities, and Natural Sciences; and
  b) twenty-four college-level semester credit hours of electives, which should include required pre-requisites for the university major (“common prerequisites”).
- Complete prescribed College Preparatory and ESL Program courses, if required, with a grade of "C" or higher.
- Students must fulfill the computer literacy requirement within the first 15 credit hours of enrollment at BC by successfully completing the basic student technology test or passing the CGS1060C course.
- Complete Gordon Rule writing and mathematics requirements (State Board of Education Rule 6A-10.030).
- Complete BC’s International/Intercultural requirement.
- Complete 25% of the prescribed college-level semester credit hours at Broward College.
- Earn a cumulative degree grade point average of 2.0 or higher at BC including transfer credits in courses that comprise the AA degree.
- Fulfill all financial and other obligations to the College.
### Sample Course Selection for AA Degree-Seeking Students

<table>
<thead>
<tr>
<th>AA Graduation Requirement Areas</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>Total Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group (number of Groups available vary per Area)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written Communication</td>
<td>ENC1101</td>
<td>ENC1102 or ENC2210</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Humanities</td>
<td>Literature</td>
<td>Languages</td>
<td>Art</td>
<td>Theatre</td>
<td>Music</td>
<td>Philosophy</td>
<td>Religion</td>
<td>6</td>
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<tr>
<td>Social &amp; Behavioral Sciences</td>
<td>Historical, Political &amp; Global</td>
<td>Social &amp; Behavioral</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Biological and Physical Science, Science Labs and Wellness ¹</td>
<td>Biological Sciences</td>
<td>Physical Sciences</td>
<td>Sciences Lab</td>
<td>Wellness</td>
<td></td>
<td></td>
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<td>9</td>
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<tr>
<td>Mathematics</td>
<td>Mathematics</td>
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<td></td>
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<td></td>
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<td>6</td>
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<tr>
<td>Oral Communication</td>
<td>SPC1608 or SPC1024</td>
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<td></td>
<td></td>
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<tr>
<td>Total General Education College Credits:</td>
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</tr>
<tr>
<td>Writing Requirement</td>
<td>ENC1101</td>
<td>ENC1102 or ENC2210</td>
<td>College Writing Course</td>
<td>College Writing Course</td>
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<tr>
<td>International/Intercultural</td>
<td>International/Intercultural Course</td>
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<tr>
<td>Complete prescribed College Preparatory and ESL Program courses, if required, with a grade of “C” or higher.</td>
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<tr>
<td>Demonstrate Computer Literacy by passing the Student Technology Literacy Exam within the first 15 credits of enrollment or successfully complete CGS1060C.</td>
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<tr>
<td>Electives</td>
<td>Program Electives²</td>
<td>Categories</td>
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<td>24</td>
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</tr>
<tr>
<td>Total Electives</td>
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<tr>
<td>Total AA Degree College Credits:</td>
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<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Notes**

1. Students majoring in science, science-related or health related fields may take any combination of 7 credits from A, B and C that includes a laboratory course and 2 credits from D (Wellness).
2. Elective courses should be selected based upon the baccalaureate degree major the student is pursuing at the upper division level; see an academic advisor/counselor to make appropriate course selections.
AA General Education Requirements
See the approved list of General Education courses offered at Broward College in this catalog.

Written Communications 6 Credits
Select two courses, one from Group 1 and Group 2.
Note:
• A grade of “C” or higher in courses must be achieved to satisfy this requirement (Gordon Rule).

Humanities 6 Credits
Select two courses. Choose only one course from any of the Groups, 1 through 7.

Social/Behavioral Sciences 6 Credits
Select one course from Group 1 and one from Group 2.

Science/Wellness 9 Credits
Select four courses, one from each Group, 1 through 4
Notes
• Students must satisfy college prep reading requirements through coursework or placement test scores prior to enrolling in credit level science courses.
• Students not majoring in science or health-related fields must take at least one course from each subcategory, one of which must be a laboratory course.
• Students majoring in science, science-related or health related fields may take any combination of seven credits from the Science Groups, 1, 2 and/or 3, as designated by the State Common Prerequisite Manual for their major, including one laboratory course (i.e. two physical or two biological science courses plus one lab course) to be counted towards their AA degree’s science General Education requirement. These students must see an Advisor to update their educational plan in order to graduate.
• No exemptions shall be permitted from the Wellness requirement (Group 4D) because of age, veteran status or medical reasons. Students with medical restrictions or physical limitations must provide appropriate documentation and shall participate on a modified basis.

Mathematics 6 Credits
Select two courses from Area 5.
Note:
• A grade of “C” or higher in these courses must be achieved to satisfy this requirement (Gordon Rule).

Oral Communications 3 Credits
Select one course from Area 6.

Total General Education (Areas 1-6) 36 Credits

Programmatic Electives 24 Credits
When choosing electives, students should give careful attention to their major field of study and to the requirements of the institution to which they plan to transfer. Certain technical/occupational courses can be used to satisfy this area requirement. Electives may include any combination of college-level courses that are identified for the AA degree. These include courses identified as “common prerequisites” as well as General Education courses. Excluded are college preparatory courses and courses designed especially for technical education curricula. Please consult with an Academic Advisor regarding your course selections.

Writing Requirement
In keeping with the Gordon Rule (State Board of Education Rule 6A-10.030), all students must take one course from General Education Group 1A and one course from Group 1B, which satisfies one component of the requirement. The remaining component can be satisfied by taking two (2) other courses designated as writing courses in the term schedule. In each of these courses, a variety of assignments relevant to the content of the course may be made. Students must achieve a grade of "C" or higher in the courses to satisfy the writing requirement. Students must be eligible for ENC1101 to enroll in designated writing-credit courses. A complete list of courses that count towards the Writing Requirement are listed under the heading of the Gordon Rule.

Some students who were enrolled in an accredited college or university prior to January 1, 1983, may be exempt from the Writing Requirement. Please see an Academic Advisor for assistance.
International/Intercultural Requirement

3 Credits

Of the 36-credit General Education requirement, three credits must be earned in an approved International/Intercultural course. Only the following approved courses from the General Education offerings may be used to satisfy this requirement.

Foreign Language Courses
- AMH 2091 History of the African American 3
- AML 2600 African American Literature 3
- AML 2631 Hispanic American Literature 3
- ANT 2000 Introduction to Anthropology 3
- ANT 2211 Introduction to World Ethnology Peoples of the World 3

Foreign Language Courses
- ARH 2050 Art History I 3
- ARH 2051 Art History II 3
- ENL 2012 British Literature 3
- ENL 2023 British Literature 3
- EUH 1000 Western Civilization I 3
- EUH 1001 Western Civilization II 3
- GEA 2000 World Geography 3
- GEA 2030 Geography of the Eastern World 3
- GEA 2040 Geography of the Western World 3
- GEO 1000 Introduction to Geography 3
- GEO 2370 Conservation of Natural Resources 3
- GEO 2420 Introduction to Human and Cultural Geography 3
- INR 2002 Introduction to International Relations 3
- LAH 1004 History of the Two Americas I 3
- LAH 1005 History of the Two Americas II 3
- LIT 2110 World Literature Through Renaissance 3
- LIT 2120 World Literature Renaissance to Present 3
- LIT 2190 Caribbean Literature 3
- MUH 2111 Music History and Literature 3
- MUL 2010 Music Appreciation 3
- REL 2300 World Religions 3
- SYG 2000 Principles of Sociology 3
- WOH 2040 World in the 20th Century 3

The Gordon Rule

State Board of Education Rule 6A-10.030, known as the Gordon Rule, requires that students graduating with an Associate in Arts Degree meet the following provisions in the areas of Writing and Mathematics. All students seeking an AA or B.A. degree must meet these requirements by the end of the sophomore year.

Writing

In order to comply with the Gordon Rule, all students are required to demonstrate college-level writing skills in their two (2) required composition courses (one from Group 1A and one from Group 1B) and any other two (2) courses designated (listed below) as carrying writing credit. In all writing-credit courses, students should expect essay tests, in-class writing, and/or formal written presentation of material relevant to the content.

- AMH 2010 3
- AMH 2020 3
- AMH 2035 3
- AMH 2091 3
- AML 2010 3
- AML 2020 3
- AML 2600 3
- AML 2631 3
- ANT 2000 3
- ANT 2140 3
- ANT 2211 3
- ARH 2000 3
- ARH 2051 3
- ENL 2012 3
- ENL 2022 3
- EUH 1000 3
- EUH 1001 3
- GEA 2000 3
- GEA 2030 3
- GEA 2040 3
- GEO 1000 3
- GEO 2370 3
- GEO 2420 3
- INR 2002 3
- JST 1500 3
- JST 1700 3
- JST 2400 3
- JST 2815 3
- LIT 1171 3
- LIT 1172 3
- LIT 2020 3
- LIT 2030 3
- LIT 2110 3
- LIT 2120 3
- LIT 2190 3
- MUH 2111 3
- MUH 2112 3
- MUH 2121 3
- MUL 2010 3
- REL 2300 3
- SYG 2000 3
- WOH 2040 3

Note:  
G indicates courses that also count for the General Education Requirement in the AA and baccalaureate degrees.

W indicates courses that also count for the Writing Requirement in the AA and baccalaureate degrees.

1 indicates courses that also count for the International/Intercultural Requirement in the AA and baccalaureate degrees.

C indicates this course requirement can be satisfied through appropriate test scores on the CLEP exam.
**Mathematics**

All students must complete six credit hours at the college algebra level or higher. For most students, the requirement is met by taking any two of the following courses: MAC1105, MGF1106, MGF1107, STA2023. In all Mathematics courses, a grade of “C” or higher is required to meet the AA Degree graduation requirements.

**Transfer Guarantees**

The Florida College System Associate in Arts graduates are guaranteed the following rights when transferring to a State university under the statewide transfer articulation (State Board of Education Rule 6A-10.024).

1. **Admission** to one of the State Universities, except to limited access programs that 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:
   - Advanced International Certificate of Education Program (AICE A-Levels/AS-Levels),
   - Advanced Placement (AP),
   - College-Level Examination Program (CLEP),
   - DANTES Subject Standardized Tests (DSST),
   - Dual Enrollment/Early Admission,
   - Excelsior (formerly known as Regents College Exams or PEP), and
   - International Baccalaureate (IB).

6. **Once a student has been certified** by an institution on the official transcript as having completed satisfactorily its prescribed general education core curriculum, regardless of whether the associate degree is conferred, no other public postsecondary institution to which he or she may transfer in Florida shall require any further such general education courses.

7. **Advance knowledge** of selection criteria for limited access programs.
8. **Equal opportunity** with native university students to enter limited access programs.

**Associate in Science Degree**

**Associate in Science Degree Programs**

Broward College offers a wide variety of concentrations within the AS degree. Visit the website online at [www.broward.edu/](http://www.broward.edu/) or see an Academic Advisor for assistance.

**AS Degree Mission Statement**

The Associate in Science degree is a career education and transfer degree for specific programs. It is a 60+ credit hour degree intended to prepare students for immediate employment in a specific occupational area and/or for transfer into the State University System. The degree requires completion of at least 15 semester hours of transferable General Education courses that meet the criteria of the Commission on Colleges of the Southern Association of Colleges and Schools, along with technical courses, which may or may not transfer. The General Education courses will transfer and may apply toward the state university’s General Education requirement. In some areas of study, statewide program-specific articulation agreements have been developed ensuring the transfer of the AS degree. The student is advised to see an Academic Advisor for a list of these programs.

**AS Degree Graduation Requirements**

- Complete the minimum number of required college-level semester credit hours as established for your specific program in Florida State Board of Education Rules.
- Complete the program of study as set forth in the applicable College catalog.
- Complete a minimum of fifteen college-level semester credit hours of the prescribed program's transferable General Education courses that include the following: ENC 1101, three credits in Social/Behavioral Sciences, three credits in Humanities, three credits in Natural Sciences and three credits in Mathematics.
- Complete the oral communication requirement as specified in the prescribed program.
Students must fulfill the computer literacy requirement within the first 15 credit hours of enrollment at BC by successfully completing the basic student technology test or passing the CGS1060C course.

- Complete the prescribed college preparatory and English as a Second Language Program courses, if required, with a grade of "C" or higher.
- Complete 25% of the prescribed college-level semester credit hours at Broward College.
- Earn a cumulative degree grade point average of 2.0 or higher at BC, including transfer credits, in courses that comprise the AS degree.
- Fulfill all financial and other obligations to the College.

AS General Education Requirements
For AS programs that provide students with an elective option in Humanities, Social/Behavioral Science, or Math/Natural Science, student should select a course from the approved list of General Education courses offered at Broward College in this catalog.

Communications 3 Credits
ENC 1101 Composition I

Humanities 3 Credits
For programs that require a "General Education Humanities" course, a course must be selected from the approved list for Humanities General Education Groups 1, 3, 4, 5, 6 and 7. Note that foreign language courses (Group 2) cannot be used for the Humanities General Education AS degree requirement.

Social/Behavioral Sciences 3 Credits
For programs that require a "General Education Social/Behavioral Sciences" course, a course must be selected from the approved list for Social/Behavioral Sciences General Education Groups 1 or 2.

Natural Science 3 Credits
For programs that require the “General Education Science” course, a course must be selected from the approved list for Natural Science General Education Groups 1 or 2. Note that wellness courses or science labs not taken in conjunction with science lecture courses do not count toward the AS program’s general education requirements.

Mathematics 3 Credits
For programs that require the “General Education Mathematics” course, a course must be selected from the approved list for Mathematics General Education Area 5.

TOTAL 15 Credits

Associate in Applied Science Degree

Associate in Applied Science Degree Programs
Broward College offers a variety of concentrations within the AAS degree. Please visit our web site at www.broward.edu/programs or see an Academic Advisor for assistance.

AAS Mission Statement
The Associate in Applied Science degree is a college-level career-technical degree. The AAS is a 60+ college credit hour degree consisting of both General Education and technical courses. Graduates are prepared for immediate entry into the workforce and have the communications, problem solving, and academic skills necessary to successfully compete in the job market and advance in the workforce. The AAS provides the same career preparation as the AS but is not designed as a college transfer program. The degree may transfer to some universities under special articulation agreements between the College and those universities.

AAS Degree Graduation Requirements
- Complete the minimum number of required college-level semester credit hours as established for the specific program in Florida State Board of Education Rules.
- Complete the program of study as set forth in the applicable College catalog.
- Complete a minimum of fifteen college-level semester credit hours of the prescribed program's General Education courses that include the following: ENC 1101, three credits in Social/Behavioral Sciences, three credits in Humanities, three credits in Natural Sciences/Mathematics, and three credits designated by the program.
- Complete the oral communication competency requirement as specified in the prescribed program.
- Students must fulfill the computer literacy requirement within the first 15 credit hours of enrollment at BC by successfully completing the basic student technology test or passing the CGS1060C course.
- Complete the prescribed College Preparatory and English as A Second Language Program courses, if required, with a grade of "C" or higher.
- Complete 25% of the prescribed college-level semester credit hours at Broward College.
- Earn a cumulative degree grade point average of 2.0 or higher at BC, including transfer credits, in courses that comprise the AAS degree.
- Fulfill all financial and other obligations to the College.

AAS General Education Requirements
For AAS programs that provide students with an elective option in Humanities, Social/Behavioral Science, or Math/Natural Science, student should select a course from the approved list of General Education courses offered at Broward College in this catalog.

Communications 3 Credits
ENC 1101 Composition I

Humanities 3 Credits
For programs that require a “General Education Humanities” course, a course must be selected from the approved list for Humanities General Education Groups 1, 3, 4, 5, 6 and 7. Note that foreign language courses (Group 2) cannot be used for the Humanities General Education AS degree requirement.

Social/Behavioral Sciences 3 Credits
For programs that require a “General Education Social/Behavioral Science” course, a course must be selected from the approved list for Social/Behavioral Sciences General Education Groups 1 or 2.

Mathematics/Natural Science 3 Credits
For programs that require the “General Education Mathematics and/or Natural Science” course, a course must be selected from the approved list for Natural Science General Education courses in Groups 1 or 2, or from the approved list of Mathematics courses in Area 5, or any of the following math courses:
- MAT 1033 Intermediate Algebra
- MTB 1310 Applied Mathematics
- MTB 1325 Engineering Technology Mathematics I
- MTB 1326 Engineering Technology Mathematics II

Note that wellness courses or science labs not taken in conjunction with science lecture courses do not count toward the AAS program’s general education requirements.

Program-Designated Courses 3 Credits
AS degree programs include a General Education course from Area 1, Area 2 (Groups 1, 3, 4, 5, 6 or 7), Area 3, Area 4(Groups 1 or 2), or Areas 5 or 6.

TOTAL 15 Credits

Certificate Programs
BC offers a variety of concentrations in the several certificate programs. Please visit our web site at www.broward.edu/programs or see an Academic Advisor for assistance.

Mission Statement
A certificate is awarded upon satisfactory completion of a prescribed program of courses designed to prepare students for initial entry into an occupation or for advancement within their current occupations. Certificate programs provide students with the opportunity to develop the technical competencies necessary to participate as productive members of the business, professional, governmental, or industrial life of the community.

Technical Certificate
A Technical Certificate is a program of study of less than sixty credits of college-level technical courses that prepares students for immediate employment in a specific occupational field. It generally does not require the completion of General Education courses. The Technical Certificate may be part of an Associate in Science or an Associate in Applied
Science degree, thus permitting the student to receive credit for the certificate courses.

Technical Certificate Requirements

- Complete the minimum number of required college-level semester credit hours as established for the specific program in Florida State Board of Education Rules.
- Complete the program of study as set forth in the applicable College catalog.
- Complete the prescribed college preparatory and English as a Second Language Program courses, if required, with a grade of "C" or higher.
- Complete 25% of the prescribed college-level semester credit hours at Broward College.
- Earn a cumulative degree grade point average of 2.0 or higher at BC, including transfer credits, in courses that comprise the Technical Certificate.
- Complete the oral communication competency requirement as specified in the prescribed program.
- Students must fulfill the computer literacy requirement within the first 15 credit hours of enrollment at BC by successfully completing the basic student technology test or passing the CGS1060C course.
- Fulfill all financial and other obligations to the College.

Vocational Certificate

A Vocational Certificate is a program of study, usually one year or less, consisting of a prescribed number of vocational credits (non-college-level credits). One vocational credit is equal to 30 contact hours of classroom instruction. The program focuses on providing students with the specific skills for immediate job entry. The Vocational Certificate is awarded upon completion of all vocational program courses and demonstration of attainment of predetermined and specified performance requirements in reading and mathematics as defined by Florida State Board of Education Rules.

Vocational Certificate Requirements

- Complete the minimum number of required vocational clock/credit hours as established for the specific program in Florida State Board of Education Rules.
- Complete the program of study as set forth in the applicable College catalog.
- Achieve appropriate minimum basic skills grade levels established for the program on the Test of Adult Basic Education (TABE) or other tests designated by State Rules 6A-6.014 and 6A-10.040.
- Students pursuing a vocational certificate shall complete an entry-level basic skills examination within the first six (6) weeks after admission into the program.
- Students pursuing a vocational certificate who have an AA degree or who have met the minimum cut scores on any test listed in the above-mentioned rules, may be exempt from the test requirement.
- Complete 25% of the prescribed vocational clock/credit hours at Broward College.
- Earn a cumulative degree grade point average of 2.0 or higher at BC, including transfer credits, in courses that comprise the Vocational Certificate. (For certificate programs with only satisfactory-unsatisfactory grades, earn a satisfactory grade in all courses.)
- Fulfill all financial and other obligations to the College.

Applied Technology Diploma

The Applied Technology Diploma (ATD) is a course of study that is part of an Associate in Science or an Associate in Applied Science degree and that leads to employment in a specific occupation. The ATD may consist of either vocational credit or college-level semester credits and is approximately 50% of the technical component of the AS or AAS degree. Per State Board of Education Rule 6A-10.024, transfer of ATD coursework to an associate degree program is guaranteed for a period of three years following the date of the award of the ATD, based upon AS or AAS degree articulation agreements.

Applied Technology Diploma Requirements

- Complete the minimum number of required college-level semester credit hours as established for the specific program in Florida State Board of Education Rules.
- Complete the program of study as set forth in the applicable College catalog.
- Complete the prescribed college preparatory and English as a Second Language Program
courses, if required, with a grade of “C” or higher.
• Complete 25% of the prescribed college-level semester credit hours at Broward College.
• Earn a cumulative degree grade point average of 2.0 or higher at BC, including transfer credits, in courses that comprise the Applied Technical Certificate.
• Fulfill all financial and other obligations to the College.
• Students are required to meet oral and computer competency requirements as specified in their particular certificate program of study.

Advanced Technical Certificate
The Advanced Technical Certificate (ATC) is a program of study consisting of at least nine credit hours, but less than forty-five credit hours, of college-level courses. The ATC is awarded to students who have already received an Associate in Science or Associate in Applied Science, or related undergraduate degree, and who are seeking an advanced specialized program of study to supplement their degree.

Advanced Technical Certificate Requirements
• Complete the program of study as set forth in the applicable College catalog.
• Complete 25% of the prescribed college-level semester credit hours at Broward College.
• Earn a cumulative degree grade point average of 2.0 or higher at BC, including transfer credits, in courses that comprise the Advanced Technical Certificate.
• Fulfill all financial and other obligations to the College.
ACADEMICS

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- Bachelor of Applied Science ......................... Page 146 - 149
  Supervision and Management ......................... Page 147
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- Bachelor of Science ................................. Page 150 - 154
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Accelerated Alternative Certification Program .......... Page 157

Educator Preparation Institute ........................ Page 157
The Bachelor of Applied Science (BAS) is designed as a learner-centered degree program that provides specific program learning outcomes. Students, who successfully complete the Supervision and Management degree program, will gain technical hands-on skills through case studies and a capstone project, which will include analysis and problem solving through simulations and similar activities. This program will focus on current and emerging issues in business and management, such as financial markets, international trade, human resources, and will focus on developing comprehensive solutions to real-world problems associated with current management and organizational leadership challenges. Students will acquire knowledge related to the major concepts, principles, and techniques associated with leading cultural diversity in the global marketplace. General program outcomes for the BAS degree programs are comprised of specific learning objectives embedded into each of the courses.

**Supervision and Management – Program Code T100**
**Technology Management Program Code T 200**
**Information Technology Program Code T 300**

**Financial Aid**
Students may be eligible for financial aid at the junior level when the following occurs:
1. earned associate degree;
2. earned 60 credits toward a Bachelor degree program of study; and
3. enrolled in upper division coursework applicable to their Bachelor degree program of study.

**Graduation Requirements**
The Bachelor of Applied Science degree will be awarded to students who meet the following requirements:
- A minimum of 120 semester credit hours in the prescribed coursework is required for the Bachelor of Applied Science degree. Coursework is comprised of both lower division (AS, AAS, AA) and upper division (BAS) as specified by the program sheet.
- Successful completion of the Capstone Project.
- Students must maintain an overall GPA of 2.0 to meet their graduation requirements.
- Complete eight credits in one foreign language or American Sign Language students who have completed two years of high school foreign language in one language are considered to have met the requirement. Students who have earned an Associate in Arts degree from a Florida Community College or State University System (SUS) institution before the Fall term of 1989, or who have maintained continuous enrollment in a Florida community college or SUS institution before the Fall term, 1989, are exempt from the requirement.
- Be recommended for graduation by the faculty of the student’s major field department.
BACHELOR OF APPLIED SCIENCE PROGRAMS
Supervision and Management – Program Code T100

Program Description:
The Bachelor of Applied Science Degree in Supervision and Management is designed to provide individuals who hold an Associate in Science (AS) or Associate in Applied Science (AAS) degree the opportunity to further their education. Students completing this program will have the skills and knowledge required to become successful managers and leaders within public, private, and non-profit organizations. The curriculum offers a learner-centered practical approach to understanding supervision and management.

BAS SUPERVISION AND MANAGEMENT DEGREE COMPONENTS

<table>
<thead>
<tr>
<th>Earned Associate in Science or Associate in Applied Science Degree</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>General Education Core Requirements Credits: AS or AAS degree holders will have completed a minimum of 15 of the 36 required general education hours as a part of their AS or A.A.S. degree</td>
<td>36</td>
</tr>
<tr>
<td>LOWER DIVISION COURSEWORK FROM AS or AAS in semester credit hours</td>
<td>46</td>
</tr>
<tr>
<td>Note: Foreign language competency: Complete two years of the same foreign language in high school or complete requirement prior to graduation at the postsecondary (college) level.</td>
<td></td>
</tr>
<tr>
<td>UPPER LEVEL PROFESSIONAL COURSEWORK in semester credit hours</td>
<td>38</td>
</tr>
<tr>
<td>TOTAL</td>
<td>120</td>
</tr>
<tr>
<td>Note: Students with an Associate in Arts degree (AA) or 60 credit hours without a degree may be admitted to the program upon recommendation of the Dean for Business, Technology and Management and the Dean for Student Affairs.</td>
<td></td>
</tr>
</tbody>
</table>

UPPER DIVISION PROFESSIONAL COURSEWORK
(Sample Course Sequence)

<table>
<thead>
<tr>
<th>First Semester Junior - Term 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MAN 3240 Applied Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>GEB 3213 Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>MAN 3303 Management and Leadership</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total term credit hours</strong></td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester Junior - Term 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MAN 3162 Customer Relations for Managers</td>
<td>3</td>
</tr>
<tr>
<td>MAN 3310 Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>BUL 3130 Business Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>GE Course General Education Science*</td>
<td>3</td>
</tr>
<tr>
<td>GE Course General Education Science Lab*</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total term credit hours</strong></td>
<td>13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester Junior - Term 3</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MAN 3930 Seminar in Business and Management*</td>
<td>1</td>
</tr>
<tr>
<td>GE Course General Education</td>
<td>3</td>
</tr>
<tr>
<td>GE Course General Education Wellness*</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total term credit hours</strong></td>
<td>6</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>First Semester Senior - Term 1</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>MAN 3930 Seminar in Business and Management*</td>
<td>1</td>
</tr>
<tr>
<td>MAN 4120 Leadership Challenges and Supervision</td>
<td>3</td>
</tr>
<tr>
<td>FIN 3400 Principles of Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023 Statistics</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1608 Introduction to Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total term credit hours</strong></td>
<td>13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester Senior - Term 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MAN 4102 Managing Cultural Diversity</td>
<td>3</td>
</tr>
<tr>
<td>MAN 4504 Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN 4720 Strategic Management and Policy**</td>
<td>3</td>
</tr>
<tr>
<td>MAN 4900 Capstone Project**</td>
<td>3</td>
</tr>
<tr>
<td>GE Course General Education*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total term credit hours</strong></td>
<td>12</td>
</tr>
</tbody>
</table>

Note:
* MAN 3930: Two semester credits required
** General Education requirements will vary based on individual student’s transcripts.

Students interested in this program must see an academic advisor to determine course sequence.
BACHELOR OF APPLIED SCIENCE PROGRAMS
Technology Management Program Code T 200

Program Description
The Bachelor of Applied Science Degree in Technology Management provides individuals who hold an Associate in Science (AS) or Associate in Applied Science (AAS) degree the opportunity to further their education. Students completing this program will have the skills and knowledge required to become successful Technology Managers and leaders within public, private, and non-profit organizations. The curriculum offers a learner-centered and practical approach to understanding Technology Management.

BAS TECHNOLOGY MANAGEMENT DEGREE COMPONENTS

<table>
<thead>
<tr>
<th>Earned Associate in Science or Associate in Applied Science Degree</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Core Requirements Credits: AS or AAS degree holders will have completed a minimum of 15 of the 36 required general education hours as a part of their AS or A. A. S. degree</td>
<td>36</td>
</tr>
<tr>
<td>LOWER DIVISION COURSEWORK FROM AS or AAS in semester credit hours</td>
<td>45</td>
</tr>
<tr>
<td>Note: Foreign language competency: Complete two years of the same foreign language in high school or complete requirement prior to graduation at the postsecondary (college) level.</td>
<td></td>
</tr>
<tr>
<td>UPPER LEVEL PROFESSIONAL COURSEWORK in semester credit hours</td>
<td>39</td>
</tr>
<tr>
<td>TOTAL</td>
<td>120</td>
</tr>
<tr>
<td>NOTE: Students with an Associate in Arts degree (AA) or 60 credit hours without a degree may be admitted to the program upon recommendation of the Dean for Business, Technology and Management and the Dean for Student Affairs.</td>
<td></td>
</tr>
</tbody>
</table>

UPPER DIVISION PROFESSIONAL COURSEWORK
(Sample Course Sequence)

First Semester Junior - Term 1
- MAN 3240 Applied Organizational Behavior 3
- MAN 3303 Management and Leadership 3
- ISM 3432 Applied Quality Assurance Methodology 3
- STA 2023 Statistics 3
- GE Course General Education Course 3
- Total term credit hours 15

Second Semester Junior - Term 2
- MAN 3310 Human Resource Management 3
- BUL 3130 Business Law and Ethics 3
- ISM 3013 Introduction to Information Systems 3
- GE Course General Education Science 3
- GE Course General Education Science Lab 1
- Total term credit hours 13

Third Semester Junior - Term 3
- ISM 3320 Information Systems Control 3
- GE Course General Education Humanities 3
- GE Course General Education Wellness 2
- Total term credit hours 8

First Semester Senior - Term 1
- FIN 3400 Principles of Financial Management 3
- MAN 4570 Procurement Management 3
- ISM 4314 Applied Project Management 3
- GE Course General Education Course 3
- Total term credit hours 12

Second Semester Senior - Term 2
- MAN 4504 Operations Management 3
- ISM 4382 Global Information Systems 3
- MAN 4900 Capstone Project 3
- GE Course General Education Course 3
- Total term credit hours 12

Notes:
† Prerequisite and/or co-requisites required: see course description
* MAN 4900 must be taken in final semester
** It is strongly recommended that students take CIS 1513C before ISM 4314
* General Education requirements will vary based on individual student’s transcripts.
Students interested in this program must see an academic advisor to determine course sequence.
BACHELOR OF APPLIED SCIENCE PROGRAMS
Information Technology Program Code T 300

Program Description
The Bachelor of Applied Science Degree in Information Technology provides individuals who hold an Associate in Science (AS) or Associate in Applied Science (AAS) degree the opportunity to further their education. Students completing this program will have the skills and knowledge required to become successful Information Technologists and leaders in areas such as database administration, network systems administration, computer software engineering, etc. within public, private, and non-profit organizations. The curriculum offers a learner-centered and practical approach to understanding and applying Information Technology.

BAS INFORMATION TECHNOLOGY DEGREE COMPONENTS

<table>
<thead>
<tr>
<th>Earned Associate in Science or Associate in Applied Science Degree</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Core Requirements Credits: AS or AAS degree holders will have completed a minimum of 15 of the 36 required general education hours as a part of their AS or A. A. S. degree</td>
<td>36</td>
</tr>
<tr>
<td>LOWER DIVISION COURSEWORK FROM AS or AAS in semester credit hours</td>
<td>45</td>
</tr>
<tr>
<td>Note: Foreign language competency: Complete two years of the same foreign language in high school or complete requirement prior to graduation at the postsecondary (college) level.</td>
<td></td>
</tr>
<tr>
<td>UPPER LEVEL PROFESSIONAL COURSEWORK in semester credit hours</td>
<td>39</td>
</tr>
<tr>
<td>TOTAL</td>
<td>120</td>
</tr>
</tbody>
</table>

NOTE: Students with an Associate in Arts degree (AA) or 60 credit hours without a degree may be admitted to the program upon recommendation of the Dean for Business, Technology and Management and the Dean for Student Affairs.

UPPER DIVISION PROFESSIONAL COURSEWORK
(Sample Course Sequence)

<table>
<thead>
<tr>
<th>First Semester Junior - Term 1</th>
<th>First Semester Senior - Term 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNT 3504 Networking</td>
<td>CEN 4341 Platform Technologies*</td>
</tr>
<tr>
<td>CNT 3702 Infrastructure and Facilities Planning</td>
<td>CEN 4722 Human Computer Interaction</td>
</tr>
<tr>
<td>COP 3847 Web Systems and Technologies</td>
<td>CIS 4361 Information Assurance and Security*</td>
</tr>
<tr>
<td>STA 2023 Statistics or General Education Mathematics*</td>
<td>COP 4858 Integrative Programming and Technologies*</td>
</tr>
<tr>
<td>GE Course General Education Course*</td>
<td>GE Course General Education Course*</td>
</tr>
<tr>
<td>Total term credit hours</td>
<td>Total term credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester Junior - Term 2</th>
<th>Second Semester Senior - Term 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 3510 Project Management</td>
<td>CIS 4253 Social and Professional Issues in IT*</td>
</tr>
<tr>
<td>CNT 3604 System Administration and Maintenance</td>
<td>CDA 4411 Systems Integration and Architecture*</td>
</tr>
<tr>
<td>COP 3703 Database Concepts</td>
<td>CIS 4596 IT Capstone Project</td>
</tr>
<tr>
<td>GE Course General Education Science*</td>
<td>GE Course General Education Course*</td>
</tr>
<tr>
<td>GE Course General Education Science Lab*</td>
<td>GE Course General Education Wellness*</td>
</tr>
<tr>
<td>GE Course General Education Course*</td>
<td>GE Course General Education Wellness*</td>
</tr>
<tr>
<td>Total term credit hours</td>
<td>Total term credit hours</td>
</tr>
</tbody>
</table>

Notes:
\* Prerequisite and/or co-requisites required: see course description

\* CIS 4596 must be taken in final semester

\* General Education requirements will vary based on individual student’s transcripts.

Students interested in this program must see an academic advisor to determine course sequence.
Bachelor of Science in Education Degree Program
Exceptional Student Education Program – Program Code S100

Program Description
The Bachelor of Science in Education for Exceptional Student Education is designed to qualify its graduates to teach ESE placements in grades K-12. Admission to Broward College does not constitute admission to the Teacher Education programs; a supplemental application is also required. Students must meet all Teacher Education Program admission requirements before acceptance into the program. In addition to the required coursework, students must pass the Florida Teacher Certification Exams.

The Bachelor of Science in Education uses a 2+2 model requiring the completion of an Associate of Arts Degree, or at least 60 semester credit hours of postsecondary education from a regionally accredited college or university for entry into the program; these must include 36 hours of General Education Core Requirements. (See below).

**B.S. EXCEPTIONAL STUDENT EDUCATION COMPONENTS**

<table>
<thead>
<tr>
<th>LOWER DIVISION COURSEWORK in semester credit hours</th>
<th>60</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Degree Program of Study Program Electives (to include EDF1005, EDF2085, EME2040)</td>
<td>24</td>
</tr>
<tr>
<td>General Education Core Requirements Credits: Communication (9), Math (6) Humanities (6) Social Behavioral Science (6) Biological Science (3) Physical Science (3) Lab (1), Wellness (2)</td>
<td>36</td>
</tr>
<tr>
<td>Foreign Language Requirement: Students are required to have 2-years of sequential foreign language studies from high school or 8 semester credit hours from college prior to graduation of Bachelor of Science degree.</td>
<td></td>
</tr>
<tr>
<td>UPPER DIVISION COURSEWORK in semester credit hours</td>
<td>60</td>
</tr>
<tr>
<td>TOTAL</td>
<td>120</td>
</tr>
</tbody>
</table>

**UPPER DIVISION COURSEWORK**

<table>
<thead>
<tr>
<th>First Semester Junior - Term I</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EDP 4004 Principles of Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>RED 3342 Foundations of Reading*</td>
<td>3</td>
</tr>
<tr>
<td>TSL 3080 ESOL Issues &amp; Strategies I*</td>
<td>3</td>
</tr>
<tr>
<td>EEX 3011 Introduction to ESE*</td>
<td>3</td>
</tr>
<tr>
<td>EDF 3280 Instructional Strategies*</td>
<td>3</td>
</tr>
<tr>
<td>EDF 4930 Special Topics</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total term credit hours</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester Junior - Term II</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>RED 3352 Reading in Content Areas*</td>
<td>3</td>
</tr>
<tr>
<td>EDG 4410 Classroom Management*</td>
<td>3</td>
</tr>
<tr>
<td>EDF 4430 Educational Tests and Measurements†</td>
<td>3</td>
</tr>
<tr>
<td>EEX 3601 Positive Behavioral Support*†</td>
<td>3</td>
</tr>
<tr>
<td>MAE 4310 Methods of Teaching Math in Elementary Schools*†</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total term credit hours</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester Junior - Term III</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EEX 3280 Transition Planning†</td>
<td>2</td>
</tr>
<tr>
<td>EEX 4293 Assessment and Instructional Strategies in ESE†</td>
<td>3</td>
</tr>
<tr>
<td>EEX 3103 Language and Communication Disorders†</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total term credit hours</strong></td>
<td><strong>8</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Semester Senior - Term 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EEX 3094 Nature and Needs of Autism*†</td>
<td>3</td>
</tr>
<tr>
<td>TSL 4081 ESOL Issues &amp; Strategies II*†</td>
<td>3</td>
</tr>
<tr>
<td>4519 Literacy Assessment and Differentiated Instruction in Reading Education*†</td>
<td>3</td>
</tr>
<tr>
<td>4843 Methods of Teaching Exceptional Learners Practicum*†</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total term credit hours</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester Senior - Term 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4519 Student Teaching Internship in ESE</td>
<td>9</td>
</tr>
<tr>
<td>Completion of all program requirements (35 hours weekly for 15 weeks)</td>
<td>9</td>
</tr>
<tr>
<td><strong>Total term credit hours</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

It is strongly recommended that students see an advisor every term.

* Field Experience required: see course description.
† Prerequisite and/or co-requisites required: see course description.
Bachelor of Science in Education Degree Program  
Middle Grades General Science – Program Code S200

Program Description
The Bachelor of Science in Education for Middle Grades Science Education is designed to qualify its graduates to teach general science in grades 5-9. Admission to Broward College does not constitute admission to the Teacher Education programs; a supplemental application is also required. Students must meet all Teacher Education Program admission requirements before acceptance into the program. In addition to the required coursework, students must pass the Florida Teacher Certification Exams.

The Bachelor of Science in Education uses a 2+2 model requiring the completion of an Associate of Arts Degree, or at least 60 semester credit hours of postsecondary education from a regionally accredited college or university for entry into the program; these must include 36 hours of General Education Core Requirements. (See below).

<table>
<thead>
<tr>
<th>B.S. ED MIDDLE GRADES SCIENCE EDUCATION COMPONENTS</th>
<th>60</th>
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</thead>
<tbody>
<tr>
<td>LOWER DIVISION COURSEWORK in semester credit hours</td>
<td></td>
</tr>
<tr>
<td>Associate Degree Program of Study Program Electives</td>
<td>24</td>
</tr>
<tr>
<td>General Education Core Requirements Credits: Communication (9), Math (6) Humanities (6) Social Behavioral Science (6) Biological Science (3) Physical Science (3) Lab (1), Wellness (2)</td>
<td>36</td>
</tr>
<tr>
<td>Note: Students in the Middle Grades Science Program must include the following science courses within their lower division educational plan: OCE 1001, OCE 1001L, CHM 1045, CHM1045L, BSC 1010, BSC 1010L, BSC 1011, BSC 1011L, GLY 1010, GLY 1010L, and AST 1003.</td>
<td></td>
</tr>
<tr>
<td>Foreign Language Requirement: Students are required to have 2-years of sequential foreign language studies from high school or 8 semester credit hours from college prior to graduation of Bachelor of Science degree.</td>
<td></td>
</tr>
<tr>
<td>UPPER DIVISION COURSEWORK in semester credit hours</td>
<td>60</td>
</tr>
<tr>
<td>TOTAL</td>
<td>120</td>
</tr>
</tbody>
</table>

UPPER DIVISION COURSEWORK:

<table>
<thead>
<tr>
<th>First Semester Junior - Term I</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PCB 4043 Ecology</td>
<td>3</td>
</tr>
<tr>
<td>EEX 3011 Introduction to ESE*</td>
<td>3</td>
</tr>
<tr>
<td>TSL 3080 ESOL Issues &amp; Strategies I *</td>
<td>3</td>
</tr>
<tr>
<td>RED 3342 Foundations of Reading *</td>
<td>3</td>
</tr>
<tr>
<td>EDF 3280 Instructional Strategies*</td>
<td>3</td>
</tr>
<tr>
<td>EDF 4930 Special Topics</td>
<td>1</td>
</tr>
<tr>
<td>Total term credit hours</td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester Junior - Term II</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ESC 4074 Weather and Climate†</td>
<td>3</td>
</tr>
<tr>
<td>EDG 4410 Classroom Management</td>
<td>3</td>
</tr>
<tr>
<td>RED 3352 Reading in the Content Area *†</td>
<td>3</td>
</tr>
<tr>
<td>SCE 3320 Integrative Teaching Methods in Middle Grades Science†</td>
<td>3</td>
</tr>
<tr>
<td>Total term credit hours</td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester Junior - Term III</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective MG Science Elective#</td>
<td>4</td>
</tr>
<tr>
<td>EDP 4004 Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Total term credit hours</td>
<td>7</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Fourth Semester Senior - Term 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EDF 4430 Educational Tests and Measurements†</td>
<td>3</td>
</tr>
<tr>
<td>SCE 3420C Physical Science for Middle School Teachers</td>
<td>4</td>
</tr>
<tr>
<td>SCE 3943 Interactive Projects that Promote Learning in Science †</td>
<td>3</td>
</tr>
<tr>
<td>SCE 3941 Science Practicum †</td>
<td>3</td>
</tr>
<tr>
<td>Total term credit hours</td>
<td>13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fifth Semester Senior - Term 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SCE 4945 Student Teaching in Science</td>
<td>12</td>
</tr>
<tr>
<td>Completion of all program requirements (35 hours weekly for 15 weeks)</td>
<td></td>
</tr>
<tr>
<td>Total term credit hours</td>
<td>12</td>
</tr>
<tr>
<td>Total Upper Division Credit Hours</td>
<td>60</td>
</tr>
</tbody>
</table>

* Field Experience required: see course description.
† Prerequisite and/or co-requisites required: see course description.
# MG Science Elective: select a lecture and corresponding lab from the following courses: CHM1045, CHM1045L, BSC1011, BSC1011L, PHY1001, PHY1001L

It is strongly recommended that students see an advisor every term.
Bachelor of Science in Education Degree Program  
Secondary Biology – Program Code S300

Program Description
The Bachelor of Science in Education for Secondary Biology Education is designed to qualify its graduates to teach biology in grades 6-12. Admission to Broward College does not constitute admission to the Teacher Education programs; a supplemental application is also required. Students must meet all Teacher Education Program admission requirements before acceptance into the program. In addition to the required coursework, students must pass the Florida Teacher Certification Exams.

The Bachelor of Science in Education uses a 2+2 model requiring the completion of an Associate of Arts Degree, or at least 60 semester credit hours of postsecondary education from a regionally accredited college or university for entry into the program; these must include 36 hours of General Education Core Requirements. (See below).

<table>
<thead>
<tr>
<th>B.S. ED SECONDARY BIOLOGY EDUCATION COMPONENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOWER DIVISION COURSEWORK in semester credit hours</td>
</tr>
<tr>
<td>Associate Degree Program of Study Program Electives (to include EDF1005, EDF2085, EME2040)</td>
</tr>
<tr>
<td>General Education Core Requirements Credits: Communication (9), Math (6) Humanities (6) Social Behavioral Science (6) Biological Science (3) Physical Science (3); Lab (1), Wellness (2).</td>
</tr>
<tr>
<td>Note: Students in the Secondary Biology Program must include the following science courses within their lower division educational plan: OCE 1001, CHM 1045, CHM 1045L, CHM 1046, CHM 1046L, BSC 1010, BSC 1010L, BSC 1011, and BSC 1011L.</td>
</tr>
<tr>
<td>Foreign Language Requirement: Students are required to have 2-years of sequential foreign language studies from high school or 8 semester credit hours from college prior to graduation of Bachelor of Science degree.</td>
</tr>
<tr>
<td>UPPER DIVISION COURSEWORK in semester credit hours</td>
</tr>
<tr>
<td>TOTAL</td>
</tr>
</tbody>
</table>

UPPER DIVISION COURSEWORK

<table>
<thead>
<tr>
<th>First Semester Junior - Term I</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEX 3011 Introduction to ESE*</td>
</tr>
<tr>
<td>RED 3342 Foundations of Reading*</td>
</tr>
<tr>
<td>TSL 3080 ESOL Issues &amp; Strategies I*</td>
</tr>
<tr>
<td>PCB 4043 Ecology</td>
</tr>
<tr>
<td>EDF 3280 Instructional Strategies*</td>
</tr>
<tr>
<td>Total term credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester Junior - Term II</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZOO 4713 Comparative Vertebrate Morphology &amp; Physiology‡</td>
</tr>
<tr>
<td>ZOO 4713L Comparative Vertebrate Morphology &amp; Physiology Lab‡</td>
</tr>
<tr>
<td>CHM 3205 Organic &amp; Bio-Chemistry‡</td>
</tr>
<tr>
<td>CHM 3205L Organic &amp; Bio-Chemistry Lab‡</td>
</tr>
<tr>
<td>SCE 4330 Methods and Strategies of Teaching Biological Science‡</td>
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<tr>
<td>Total term credit hours</td>
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<table>
<thead>
<tr>
<th>Third Semester Junior - Term III</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCB 3020 General Microbiology‡</td>
</tr>
<tr>
<td>MCB 3020L General Microbiology Lab‡</td>
</tr>
<tr>
<td>EDP 4004 Educational Psychology</td>
</tr>
<tr>
<td>Total term credit hours</td>
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<table>
<thead>
<tr>
<th>Fourth Semester Senior - Term I</th>
</tr>
</thead>
<tbody>
<tr>
<td>RED 3352 Reading in the Content Area ‡</td>
</tr>
<tr>
<td>EDG 4410 Classroom Management ‡</td>
</tr>
<tr>
<td>EDF 4430 Educational Tests and Measurements ‡</td>
</tr>
<tr>
<td>PCB 3063 Genetics ‡</td>
</tr>
<tr>
<td>SCE 3941 Science Practicum‡</td>
</tr>
<tr>
<td>Total term credit hours</td>
</tr>
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<table>
<thead>
<tr>
<th>Fifth Semester Senior - Term II</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCE 4945 Student Teaching in Science</td>
</tr>
<tr>
<td>Completion of all program requirements (35 hours weekly for 15 weeks)</td>
</tr>
<tr>
<td>Total term credit hours</td>
</tr>
<tr>
<td>Total Upper Division Credit Hours</td>
</tr>
</tbody>
</table>

EDF 4930 Special Topics, a one-credit course, is a recommended elective.

It is strongly recommended that students see an advisor every term.

* Field Experience required: see course description.

† Prerequisite and/or co-requisites required: see course description.
Program Description

The Bachelor of Science in Education for Middle Grades Mathematics Education is designed to qualify its graduates to teach math in grades 5-9. Admission to Broward College does not constitute admission to the Teacher Education programs; a supplemental application is also required. Students must meet all Teacher Education Program admission requirements before acceptance into the program. In addition to the required coursework, students must pass the Florida Teacher Certification Exams.

The Bachelor of Science in Education uses a 2+2 model requiring the completion of an Associate of Arts Degree, or at least 60 semester credit hours of postsecondary education from a regionally accredited college or university for entry into the program; these must include 36 hours of General Education Core Requirements. (See below).

### B.S. ED MIDDLE GRADES MATHEMATICS EDUCATION COMPONENTS

<table>
<thead>
<tr>
<th>LOWER DIVISION COURSEWORK in semester credit hours</th>
<th>60</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Degree Program of Study Program Electives (to include EDF1005, EDF2085, EME2040)</td>
<td>24</td>
</tr>
<tr>
<td>General Education Core Requirements Credits: Communication (9), Math (6) Humanities (6) Social Behavioral Science (6) Biological Science (3) Physical Science (3) Lab (1), Wellness (2).</td>
<td>36</td>
</tr>
<tr>
<td><strong>Note:</strong> Students in the Secondary Math Program must include the following Math courses within their lower division educational plan: MAC 1105, MAC 1140, MAC 1114, STA 2023, and MAC 2311.</td>
<td></td>
</tr>
<tr>
<td>Foreign Language Requirement: Students are required to have 2-years of sequential foreign language studies from high school or 8 semester credit hours from college prior to graduation of Bachelor of Science degree.</td>
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</tr>
<tr>
<td><strong>UPPER DIVISION COURSEWORK in semester credit hours</strong></td>
<td><strong>60</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>120</strong></td>
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</table>

### UPPER DIVISION COURSEWORK

**First Semester Junior - Term I**
- EEX 3011 Introduction to ESE* 3
- RED 3342 Foundations of Reading * 3
- TSL 3080 ESOL Issues & Strategies I * 3
- MAD 2104 Discrete Mathematics† 3
- EDF 3280 Instructional Strategies* 3
- EDF 4930 Special Topics 1
- **Total term credit hours** 16

**Second Semester Junior - Term II**
- EDF 4004 Educational Psychology 3
- MAS 2103 Linear Algebra† 3
- MAE 4320 Methods of Teaching Math in the Middle School† 3
- EDG 4410 Classroom Management * 3
- RED 3352 Reading in the Content Area *† 3
- **Total term credit hours** 15

**Third Semester Junior - Term III**
- MHF 4404 History of Mathematics† 3
- MTG 3212 Geometry† 3
- **Total term credit hours** 6

**Fourth Semester Senior - Term 1**
- EDF 4430 Educational Tests and Measurements‡ 3
- MAS 4300 Abstract Algebra with Introductory Number Theory‡ 3
- MAE 3143 Interactive Middle School and Secondary School Projects *‡ 3
- MAE 3941 Teaching Middle School and Secondary School Practicum *‡ 3
- **Total term credit hours** 12

**Fifth Semester Senior - Term 2**
- MAE 4945 Student Teaching 11
  - Completion of all program requirements (35 hours weekly for 15 weeks)
  - **Total term credit hours** 11

**Total Upper Division Credit Hours** 60

* Field Experience required: see course description.
† Prerequisite and/or co-requisites required: see course description.

It is strongly recommended that students see an advisor every term.
Program Description

The Bachelor of Science in Education for Secondary Mathematics Education is designed to qualify its graduates to teach math in grades 6-12. Admission to Broward College does not constitute admission to the Teacher Education programs; a supplemental application is also required. Students must meet all Teacher Education Program admission requirements before acceptance into the program. In addition to the required coursework, students must pass the Florida Teacher Certification Exams.

The Bachelor of Science in Education uses a 2+2 model requiring the completion of an Associate of Arts Degree, or at least 60 semester credit hours of postsecondary education from a regionally accredited college or university for entry into the program; these must include 36 hours of General Education Core Requirements. (See below).

### B.S. ED SECONDARY MATHEMATICS EDUCATION COMPONENTS

<table>
<thead>
<tr>
<th>LOWER DIVISION COURSEWORK in semester credit hours</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Associate Degree Program of Study Program Electives (to include EDF1005, EDF2085, EME2040)</td>
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</tr>
<tr>
<td>General Education Core Requirements Credits: Communication (9), Math (6) Humanities (6) Social Behavioral Science (6) Biological Science (3) Physical Science (3) Lab (1), Wellness (2).</td>
<td>36</td>
</tr>
</tbody>
</table>

**Note:** Students in the Secondary Math Program must include the following Math courses within their lower division educational plan: MAC 1105, MAC 1140, MAC 1114, STA 2023, MAC 2311 and MAC 2312.

**Foreign Language Requirement:** Students are required to have 2-years of sequential foreign language studies from high school or 8 semester credit hours from college prior to graduation of Bachelor of Science degree.

<table>
<thead>
<tr>
<th>UPPER DIVISION COURSEWORK in semester credit hours</th>
<th>60</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL</td>
<td>120</td>
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</tbody>
</table>

### UPPER DIVISION COURSEWORK

#### First Semester Junior - Term I
- EEX 3011 Introduction to ESE* 3
- MAD 2104 Discrete Mathematics† 3
- RED 3342 Foundations of Reading * 3
- TSL 3080 ESOL Issues & Strategies I * 3
- EDF 3280 Instructional Strategies* 3
- EDF 4930 Special Topics 1
- **Total term credit hours** 16

#### Second Semester Junior - Term II
- EDP 4004 Educational Psychology 3
- MAS 2103 Linear Algebra† 3
- MAE 4330 Methods of Teaching Math in the Secondary School*† 3
- EDG 4410 Classroom Management * 3
- RED 3352 Reading in the Content Area *† 3
- **Total term credit hours** 15

#### Third Semester Junior - Term III
- MHF 4404 History of Mathematics† 3
- MTG 3212 Geometry† 3
- **Total term credit hour** 6

#### Fourth Semester Senior - Term 1
- EDF 4430 Educational Tests and Measurements† 3
- MAS 4300 Abstract Algebra with Introductory Number Theory† 3
- MAE 3143 Interactive Middle School and Secondary School Projects † 3
- MAE 3941 Teaching Middle School and Secondary School Practicum † 3
- **Total term credit hours** 12

#### Fifth Semester Senior - Term 2
- MAE 4945 Student Teaching 11
- Completion of all program requirements (35 hours weekly for 15 weeks)
- **Total term credit hours** 11

**Total Upper Division Credit Hours** 60

* Field Experience required: see course description.
† Prerequisite and/or co-requisites required: see course description.

It is strongly recommended that students see an advisor every term.
Mission Statement
Consistent with the mission of the College and building on the mission of the Associate Degree nursing program, the faculty of Broward College’s RN-BSN Nursing program are committed to achieving student success by preparing baccalaureate nurse generalists for the role of provider of direct and indirect care, designer, manager and coordinator of that care, and a member of the nursing profession (CCNE, 2008).

The mission of the RN-BSN Program is to prepare a professional and competent nurse who practices in a dynamic health care environment across communities, populations, and life-spans; providing leadership to promote and improve global health; is committed to the advancement of nursing knowledge and practice, celebrates diversity, and aspires to lifelong learning and achievement.

Program Philosophy
The faculty believes that nursing is a discipline in which the holistic needs of the person are met in a variety of settings. The body of knowledge that serves as the rationale for nursing practice and is held to be of most value in the discipline of nursing includes: (1) empirics, the science of nursing; (2) esthetics, the art of nursing; (3) knowing, the component of personal knowledge in nursing; and (4) ethics, the component of moral knowledge in nursing.(Carper, 1978). The essence of nursing is situated in practice-oriented, person-centered caring, guided by ethical decision-making and shaped by internal and external environments, diverse family and community structures, and engagement with the larger community, both locally and globally, increasing global interdependence, and social, political, professional, and economic systems.

Related Programs
LPN-RN Transition Major Code 21271
Nursing (RN) Associate in Science Degree Major Code 2127

Graduation Requirements for RN-BSN Baccalaureate Degree

- The Bachelor of Science in Nursing will be awarded to students who meet the following requirements:
- A minimum of 120 semester credit hours in the prescribed coursework required for the Bachelor’s degree
- 36 general education credits
- 18 Florida State common and RN-BSN pre-requisites (course work from Associate’s Degree may count towards this requirement)
- Two years of the same foreign language in high school or complete requirement prior to graduation at the postsecondary level
- Validated Nursing Courses from Lower Division Nursing or equivalent courses
- Completion of a professional portfolio in NUR 4945
- 36 credit hours of Upper Division Nursing Courses

Continued on next page
NURSING
Bachelor of Science in Nursing Program Major Code N100

Program Description
The Registered Nurse to Bachelor of Science in Nursing (RN-BSN Program) is offered as a face-to-face or online post-licensure program intended to provide an increased educational opportunity for unrestricted and unencumbered licensed Florida Registered Nurses (RNs). RNs applying to the program must have earned an Associate of Science (AS) Degree in nursing to matriculate into a baccalaureate degree program. This one hundred twenty (120) credit hour program incorporates the Associate of Arts (AA) and the AS lower division coursework as the foundation of the baccalaureate program.

BACHELOR OF SCIENCE IN NURSING DEGREE COMPONENTS

<table>
<thead>
<tr>
<th>Earned Associate in Science or Associate in Applied Science Degree</th>
<th>36</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Core Requirements Credits: Communication (9), Social Behavioral Science (3), Historical (3), Humanities (6), Natural Sciences (6), Lab (1), Math (6), Health &amp; Wellness (2)</td>
<td></td>
</tr>
<tr>
<td>State of Florida Common Pre-Requisites BSC1086L, CHM1032, DEP2004, MCB2010, MCB2010L, HUN1202.</td>
<td>14</td>
</tr>
<tr>
<td>Required RN-BSN Nursing Prerequisite Courses CHM1032L, SYG2000</td>
<td>4</td>
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<tr>
<td>Foreign Language Requirement: Students are required to have 2 years of sequential foreign language studies from high school or 8 semester credit hours from college prior to graduation.</td>
<td></td>
</tr>
<tr>
<td>Lower level validated nursing coursework in semester credit hours</td>
<td>30</td>
</tr>
<tr>
<td>Upper level required nursing coursework in semester credit hours</td>
<td>36</td>
</tr>
<tr>
<td>TOTAL</td>
<td>120</td>
</tr>
</tbody>
</table>

Upper - Level Professional Courses (36 Hours)
(Fall and Winter Admission Terms Only)

First Semester (First 8-weeks)
NUR3805 Nursing Roles, Dimensions, & Perspectives 3
NUR3069 Advanced Health Assessment* 2
NUR3069L Advanced Health Assessment Lab* 1
Elective Nursing Elective** 3
Total term credit hours 9

Elective Nursing Elective** 3
Total term credit hours 9
- May be taken independently, no pre or co-requisites required. Must be Licensed Registered Nurse.

**Nursing Electives
Student may select two of the following course:
NUR3678 Nursing Care of Vulnerable Populations 3
NUR4284 Dynamic & Contemporary Issues in Aging 3
NUR4826 Legal and Ethical Aspects of Nursing 3
NUR4870 Nursing Informatics 3
NUR4195 Nursing Situation in End-of-Life Care 3

***Students must complete all required RN-BSN, general education, State of Florida and program pre-requisite course requirements prior to registering for Nursing Capstone.

Second Semester (Second 8-weeks)
NUR4667 Nursing Perspectives & Global Trends 3
NUR4636 Community Health Nursing 3
NUR4636L Community Health Nursing Practicum 2
Total term credit hours 8

Elective Nursing Elective** 3
NUR4827 Principles in Nursing Leadership & Management 3
Total term credit hours 6

Third Semester (First 6-weeks)
NUR4945 Nursing Capstone*** 2
NUR4945L Nursing Capstone Practicum*** 2
Total term credit hours 4

***Students must complete all required RN-BSN, general education, State of Florida and program pre-requisite course requirements prior to registering for Nursing Capstone.
Educator Preparation Institute (EPI)
The EPI is an accelerated alternative certification program that targets individuals who currently hold at least a bachelors degree in an area of study other than education. The EPI provides the knowledge and tools needed to obtain a Florida Professional Teaching Certificate.

Admission Requirements:
Individuals are required to:
- hold at least a baccalaureate degree from a regionally accredited college/university
- have an undergraduate GPA of 2.5 or higher
- have or be in the process of obtaining a Statement of Eligibility from the Florida Department of Education
- complete a BC credit application as well as the supplemental EPI application.
- request all official (sealed) transcripts to be sent to BC

The final phase of the admissions process is a face-to-face interview. All applicants must be interviewed before they can be accepted into the program. The interview provides the EPI staff the opportunity to evaluate the applicant’s disposition, motivation and educational goals.

Curriculum:
The EPI program is 21 credits consisting of 7 courses and 2 field experiences. The EPI is a “packaged” program and therefore all students are required to complete the full 21 credits. Students are also required to maintain a 2.5 GPA throughout the program.

BC’s EPI program is a fully online program. Many faculty members choose to have optional face-to-face meetings throughout the semester to support and enhance the student’s learning experience. The EPI courses are:
- Classroom Management
- Instructional Strategies
- Technology
- The Teaching and Learning Process
- Foundations of Research Based Practices in Reading
- The Teaching Profession with Field Experience
- Diversity with Field Experience

Additional Completion Requirements:
In addition to the 21 credits, students are required to create an electronic portfolio to document their competency of the Florida Educator Accomplished Practices. Students are also required to take and pass all sections of the Florida Teacher Certification Examinations (the General Knowledge, the Subject Area, and the Profession Education Exams).

Contact Information:
Contact the EPI office for more information at www.broward.edu or 954 201 4538
ACADEMICS

Technical Education Programs of Study ..........Page 163 - 299

- Chart of Career & Technical Education Programs ........................................ Page 159 – 162
- Career & Technical Education Programs .................................................. Page 163 - 299
- Program Placement Rates ......................... Page 230 – 232
## Programs of Study

### NOTE: The CPT test was replaced with PERT beginning the Fall 2010.

<table>
<thead>
<tr>
<th>Programs</th>
<th>Degree/Certificate</th>
<th>Location</th>
<th>High School Diploma/GED</th>
<th>Test</th>
<th>Catalog Page</th>
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<tbody>
<tr>
<td><strong>Accounting Technology</strong></td>
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<tr>
<td>Accounting Applications</td>
<td>AAS AS</td>
<td>North, Central, South</td>
<td>HS Diploma/GED</td>
<td>PERT</td>
<td>163</td>
</tr>
<tr>
<td><strong>Automotive Technology Programs</strong></td>
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<tr>
<td>Automotive Service Technician</td>
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<td>HS Diploma/GED</td>
<td>PERT</td>
<td>165</td>
</tr>
<tr>
<td>Dealer-Specific</td>
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<td>Miramar</td>
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<td><strong>Aviation Institute</strong></td>
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<td>Professional Pilot Technology</td>
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<td>Air Traffic Control</td>
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<td>South</td>
<td>HS Diploma/GED</td>
<td>PERT</td>
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<td>Aircraft Airframe Mechanic</td>
<td>PSAV</td>
<td>South</td>
<td>HS Diploma/GED</td>
<td>PERT</td>
<td>175</td>
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<tr>
<td>Aircraft Powerplant Mechanic</td>
<td>PSAV</td>
<td>South</td>
<td>HS Diploma/GED</td>
<td>PERT</td>
<td>167</td>
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<td>Airport Operations Management</td>
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<td>HS Diploma/GED</td>
<td>PERT</td>
<td>168</td>
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<td>Airport Management</td>
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<td>South</td>
<td>HS Diploma/GED</td>
<td>PERT</td>
<td>170</td>
</tr>
<tr>
<td>Aviation Operations</td>
<td>AS</td>
<td>South</td>
<td>HS Diploma/GED</td>
<td>PERT</td>
<td>172</td>
</tr>
<tr>
<td>Aviation Maintenance Management</td>
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<td>HS Diploma/GED</td>
<td>TABE</td>
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<tr>
<td><strong>Building Construction Technology</strong></td>
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<tr>
<td>Business Administration</td>
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<td>181</td>
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<td>Business Management Technician</td>
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<td>HS Diploma/GED</td>
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<td>182</td>
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<tr>
<td>Business Management-Customer Service</td>
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<td>HS Diploma/GED</td>
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<tr>
<td>Business Management – Entrepreneurship</td>
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<td>Business Management – Sports Mgmt</td>
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<td>HS Diploma/GED</td>
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<td>Business Specialist – Small Business</td>
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<td>Management Option</td>
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<td>PERT</td>
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<tr>
<td>Business Specialist – International Business</td>
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<td><strong>Computer Engineering Technology</strong></td>
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<td>192</td>
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<td><strong>Computer Information Administrator</strong></td>
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<td>Computer Systems Specialist</td>
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<td>North Central</td>
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<tr>
<td>Tech Support Specialist</td>
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<td>PERT</td>
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<td>Help Desk Specialist</td>
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<td>HS Diploma/GED</td>
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<td>187</td>
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<td>Microsoft Office Specialist (MOS)</td>
<td>C</td>
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<td>HS Diploma/GED</td>
<td>PERT</td>
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<td>Support Technician</td>
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<td>HS Diploma/GED</td>
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<td><strong>Computer Programming and Analysis</strong></td>
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<td>North Central</td>
<td>HS Diploma/GED</td>
<td>PERT</td>
<td>190</td>
</tr>
</tbody>
</table>

**AAS** - Associate in Applied Science Degree  **AS** – Associate In Science Degree  **ATC** - Advanced Technical Certificate  **ATD** - Applied Technical Diploma Certificate  **WHC** - Downtown Higher Education Complex  **BAT**-Basic Abilities Test-administered in the Institute for Public Safety Testing Center, Central Campus  *These programs require an additional application and students must meet program admission criteria.
<table>
<thead>
<tr>
<th>Programs</th>
<th>Degree/Certificate</th>
<th>Location</th>
<th>High School Diploma/GED</th>
<th>Test</th>
<th>Catalog Page</th>
</tr>
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<tbody>
<tr>
<td>Culinary Arts Management</td>
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<td>HS Diploma/GED</td>
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<td>Database Technology</td>
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<td>AS</td>
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<td>Dental Assisting *</td>
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<td>TABE</td>
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<td>Dental Hygiene *</td>
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<td>Central</td>
<td>HS Diploma/GED</td>
<td>PERT</td>
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<td>Diagnostic Medical Sonography</td>
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<td>North</td>
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<td>PERT</td>
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<td>Digital Media/Multimedia Technology</td>
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<tr>
<td></td>
<td>Digital Media/Multimedia Technology</td>
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<td>HS Diploma/GED</td>
<td>PERT</td>
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<td></td>
<td>Digital Media Web Production</td>
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## Programs of Study

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General Education at Broward College

Philosophy of General Education

General Education at Broward College is a core of common learning experiences that enables students to acquire and apply a broad foundation of integrated knowledge, skills, and behaviors. The core curriculum assures breadth that cannot be found in any specific discipline. In particular, literacy and communication skills, in all their forms, are reinforced throughout the students' program of study. Further, the program provides opportunities for students to apply their acquired knowledge and skills in solving increasingly complex problems. This prepares students to be independent, lifelong learners, assuming roles of responsibility in the global community.

Expected Educational Results

The College believes that a well-educated person is one who possesses the intellectual capabilities, skills and behaviors to:

- Read with critical comprehension
- Write clearly and coherently
- Demonstrate literacy as appropriate within a given discipline
- Apply problem solving skills or methods to make informed decisions in a variety of contexts**
- Differentiate between ethical and unethical behavior
- Demonstrate an understanding of the physical, biological, and social environments and how individual behaviors impact this complex system.
- Demonstrate an understanding of and appreciation for human diversities and commonalities
- Speak and listen effectively

Selection of General Education Courses

The College offers four different types of degrees, the Associate in Arts (AA), numerous Associate in Science (AS), the Associate in Applied Science (AAS) and several baccalaureate degrees (BAS, BSED, and BSN). Different degrees have different General Education requirements based upon:

- Florida Statutes (1001.02, 1007.23, 1007.25),
- State Board of Education Rules (6A-14.030 and 6A-10.024),
- Southern Association of Colleges and Schools – Commission on Colleges (SACSCOC) Core Requirement 2.7.3 & Comprehensive Standard 3.5.1, and
- Broward College’s Policy (6Hx2-4.22).

Broward College requires a total of 36 credits of General Education coursework in communication, mathematics, social/behavioral sciences, humanities, natural sciences and wellness for the AA and baccalaureate degree programs. For the AS and AAS degrees, Broward College requires 15 credits within the subject areas of communication, humanities, social/behavioral sciences and mathematics/natural sciences. These requirements are listed in following sections.

General Education Block Transfer Guarantee for AA Degree Students

Per State Board of Education Rule 6A-10.024, once a student has been certified by an institution on the official transcript as having completed satisfactorily its prescribed general education core curriculum, regardless of whether the associate degree is conferred, no other public postsecondary institution to which he or she may transfer in Florida shall require any further such general education courses.
Associate in Arts (A.A.)

Program Title: Associate in Arts
Major Code: 1010
CIP: 1192401010

Core Skills and Program Learning Outcomes:

Students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Arts (A.A.)

Program Title: Associate in Arts International Partners

Major Code: 1010U

CIP: 1192401010


Core Skills and Program Learning Outcomes:

Students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Applied Science

Program Title: Automotive Technology Service

Major Code: A004

CIP: 0615080301


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

01.0 Demonstrate an understanding of automotive mechanics.
02.0 Apply electrical and electronic skills in diagnosing/troubleshooting malfunctions of electrical/electronic components.
03.0 Demonstrate proficiency in servicing steering, suspension and wheel systems.
04.0 Demonstrate proficiency in servicing automotive brake systems.
05.0 Demonstrate proficiency in servicing cooling, air conditioning and heating services.
06.0 Demonstrate appropriate communication skills.
07.0 Demonstrate appropriate math skills.
08.0 Demonstrate appropriate understanding of basic science.
09.0 Demonstrate employability skills.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Applied Science (A.A.S.)

Program Title: International Business Management

Major Code: A007

CIP: 1552030200

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

**Professional Skills**
01.0 Prepare and use financial information about business organizations to support decision making.
02.0 Manage business information using appropriate software.
03.0 Demonstrate effective business communication skills.
04.0 Describe the significance of legal and ethical issues in a business environment.
05.0 Develop human resources skills.
06.0 Demonstrate employability skills.
07.0 Prepare or develop strategic or organizational skills.
08.0 Identify, classify and demonstrate management activities.
09.0 Demonstrate a basic understanding of legal and ethical issues in a business environment.
10.0 Participate in a capstone project.

**International Business Specialization**
11.0 Demonstrate knowledge of international marketing and distribution activities.
12.0 Demonstrate knowledge of international banking and finance activities.
13.0 Demonstrate knowledge of international social and cultural business practices.
14.0 Demonstrate knowledge of international law and economic activities.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions

**Assessment of Student Learning**
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Applied Science Degree

Program Title: Digital Media/Multimedia Technology

Major Code: A018

CIP: 0611080102


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Use industry standard digital media/multimedia hardware and software.
2. Create projects and presentations utilizing a variety of digital media/multimedia technologies.
3. Design and generate still imagery/graphics.
4. Design and generate video and/or animations in a multimedia project.
5. Design and execute audio technology for a digital media/multimedia project.
6. Use computer applications for digital media/multimedia projects.
7. Produce digital media/multimedia projects.
8. Demonstrate appropriate communication skills.
9. Demonstrate appropriate math skills.
10. Demonstrate employability skills.
11. Demonstrate an understanding of entrepreneurship.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Applied Science

Program Title: Dealer Specific Automotive Technology
Major Code: A037
CIP: 0647060407

Core Skills and Program Learning Outcomes:

The AAS degree requires the inclusion of a minimum of 15 credits of general education coursework according to SACS. The standard length of this program is 74 credit hours according to Rule 6A-14.030, F.A.C.

Upon successful completion of this program, students will be able to:

01.0 Demonstrate proficiency in the equipment skills and safety regulations relating to the automotive industry.
02.0 Demonstrate proficiency in appropriate math skills.
03.0 Demonstrate proficiency in appropriate understanding of basic sciences.
04.0 Demonstrate proficiency in employability skills.
05.0 Demonstrate proficiency in appropriate communication skills.
06.0 Demonstrate proficiency in understanding of entrepreneurship.
07.0 Demonstrate proficiency in acceptable employee behavior in the automotive industry.
08.0 Demonstrate proficiency in routine maintenance and consumer services.
09.0 Demonstrate proficiency in engine theory and repairs.
10.0 Demonstrate proficiency in the operation and servicing of automatic transmission/trans-axle.
11.0 Demonstrate proficiency in the operation and servicing of manual drive trains and axles.
12.0 Demonstrate proficiency in the operation of steering and suspension systems.
13.0 Demonstrate proficiency in the operation and servicing of automotive brake systems.
14.0 Demonstrate proficiency in diagnosing/troubleshooting electrical/electronic components as related to power train.
15.0 Demonstrate proficiency in heating, air conditioning and engine cooling systems.
16.0 Demonstrate proficiency in engine performance service.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Applied Science Degree

Program Title: Air Traffic Control

Major Code: A039

CIP: 0649010400

FLDOE: [Link to FLDOE website]

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate understanding of safe and efficient work practices.
2. Demonstrate understanding of federal and state security procedures.
3. Demonstrate appropriate math skills.
4. Demonstrate understanding of Federal Aviation Administration, state and other governmental laws, rules and policies.
5. Demonstrate understanding of business law and management pertaining to aeronautics.
6. Demonstrate understanding of personnel management.
7. Demonstrate understanding of aviation safety and accident prevention and investigation.
8. Demonstrate appropriate communication skills.
9. Prepare, analyze and evaluate technical reports and data.
10. Maintain personnel records and budgets.
11. Evaluate facility maintenance problems and prescribe corrective action.
12. Demonstrate appropriate understanding of basic science.
13. Demonstrate employability skills.
14. Demonstrate an understanding of entrepreneurship.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Science (A.S.)

Program Title: Accounting Technology

Major Code: 2100

CIP: 1552030200

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:
01.0 Prepare and use financial information about business organizations to support decision making.
02.0 Manage business information using appropriate software.
03.0 Demonstrate effective business communication skills.
04.0 Evaluate business and financial information to support internal decision making.
05.0 Participate in work-based learning experiences.
06.0 Prepare governmental tax forms, including income, payroll, and sales taxes.
07.0 Consider the implications of professional values, ethics, and attitudes in business.
08.0 Prepare or develop strategic or organizational skills.
09.0 Prepare individual tax forms.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Science (A.S.)

Program Title: Accounting Technology Online

Major Code: 2100E

CIP: 1552030200

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

01.0 Prepare and use financial information about business organizations to support decision making.

02.0 Manage business information using appropriate software.

03.0 Demonstrate effective business communication skills.

04.0 Evaluate business and financial information to support internal decision making.

05.0 Participate in work-based learning experiences.

06.0 Prepare governmental tax forms, including income, payroll, and sales taxes.

07.0 Consider the implications of professional values, ethics, and attitudes in business.

08.0 Prepare or develop strategic or organizational skills.

09.0 Prepare individual tax forms.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Nuclear Medicine

Major Code: 2102

CIP: 1351090502


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Recognize and locate anatomical structures, normal and abnormal variants, and pathological conditions demonstrated in planar and multi-planar imaging.
2. Assess and interpret a patient’s vital signs and provide patient care during nuclear medicine examinations.
3. Demonstrate proper operation and understanding of the fundamentals behind nuclear medicine imaging equipment and accessories.
4. Apply the principles of radiation protection for patients, others and oneself.
5. Recognize pharmaceuticals, radiopharmaceutical, and contrast media commonly used in nuclear medicine and PET/CT procedures.
6. Practice proper universal precautions through infection control, aseptic and sterile techniques.
7. Recognize and respond to emergency situations.
8. Perform quality assurance and control to procedures, nuclear medicine and PET/CT equipment.
9. Perform proper phlebotomy technique.
10. Demonstrate how to prepare and utilize radiopharmaceutical kits.
11. Recognize federal and state rules and regulations that apply to the nuclear medicine field.
12. Properly perform all planar, SPECT and certain PET imaging procedures.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Hospital-Based Nuclear Medicine

Major Code: 21021

CIP: 1351090502


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Recognize and locate anatomical structures, normal and abnormal variants, and pathological conditions demonstrated in planar and multi-planar imaging.

2. Assess and interpret a patient’s vital signs and provide patient care during nuclear medicine examinations.

3. Demonstrate proper operation and understanding of the fundamentals behind nuclear medicine imaging equipment and accessories.

4. Apply the principles of radiation protection for patients, others and oneself.

5. Recognize pharmaceuticals, radiopharmaceutical, and contrast media commonly used in nuclear medicine and PET/CT procedures.

6. Practice proper universal precautions through infection control, aseptic and sterile techniques.

7. Recognize and respond to emergency situations.

8. Perform quality assurance and control to procedures, nuclear medicine and PET/CT equipment.

9. Perform proper phlebotomy technique.

10. Demonstrate how to prepare and utilize radiopharmaceutical kits.

11. Recognize federal and state rules and regulations that apply to the nuclear medicine field.

12. Properly perform all planar, SPECT and certain PET imaging procedures.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.

2. Writing clearly and coherently.

3. Demonstrating literacy as appropriate within the discipline.

4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Aviation Operations

Major Code: 2105

CIP: 1649010400


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate understanding of safe and efficient work practices.
2. Demonstrate understanding of federal and state security procedures.
3. Demonstrate appropriate math skills.
4. Demonstrate understanding of Federal Aviation Administration, state and other governmental laws, rules and policies.
5. Demonstrate understanding of business law and management pertaining to aeronautics.
6. Demonstrate understanding of personnel management.
7. Demonstrate understanding of aviation safety and accident prevention and investigation.
8. Demonstrate appropriate communication skills.
9. Prepare, analyze and evaluate technical reports and data.
10. Maintain personnel records and budgets.
11. Evaluate facility maintenance problems and prescribe corrective action.
12. Demonstrate appropriate understanding of basic science.
13. Demonstrate employability skills.
14. Demonstrate an understanding of entrepreneurship.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Airport Operations Management Online

Major Code: 21051

CIP: 1649010400


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate understanding of safe and efficient work practices.
2. Demonstrate understanding of federal and state security procedures.
3. Demonstrate appropriate math skills.
4. Demonstrate understanding of Federal Aviation Administration, state and other governmental laws, rules and policies.
5. Demonstrate understanding of business law and management pertaining to aeronautics.
6. Demonstrate understanding of personnel management.
7. Demonstrate understanding of aviation safety and accident prevention and investigation.
8. Demonstrate appropriate communication skills.
9. Prepare, analyze and evaluate technical reports and data.
10. Maintain personnel records and budgets.
11. Evaluate facility maintenance problems and prescribe corrective action.
12. Demonstrate appropriate understanding of basic science.
13. Demonstrate employability skills.
14. Demonstrate an understanding of entrepreneurship.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate an understanding of safe and effective work practices.
2. Demonstrate an understanding of fundamentals of flight.
3. Understand and explain pertinent Federal Aviation Administration Regulations.
4. Demonstrate understanding of meteorology.
5. Demonstrate knowledge of aircraft communications equipment.
6. Demonstrate knowledge and an understanding of aircraft propulsion, and associated systems.
7. Demonstrate an understanding of navigation systems and procedures.
8. Demonstrate flight planning skills.
9. Demonstrate effective communication skills.
10. Demonstrate analytical skills.
11. Demonstrate understanding of applied sciences.
12. Demonstrate employability skills.
13. Demonstrate aircraft operations.
14. Demonstrate an understanding of the fundamentals of flight instruction

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Civil Engineering Technology

Major Code: 2109

CIP: 1715020101


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Solve general, technical, and engineering type problems.
2. Use the computer as an aid to drafting.
3. Use instruments to construct engineering, mechanical, and geometrical type drawings.
4. Sketch, letter, and generate line-work to describe various objects.
5. Read and produce drawings (orthographic) involving orthographic projection, sections, pictorial, and auxiliary views.
6. Solve problems involving plane trigonometry using a standard scientific calculator.
7. Solve typical engineering strength of materials problems using a standard scientific calculator.
8. Recognize the use of the various materials in the construction industry.
9. Utilize standard surveying equipment to make measurements and calculations to run a traverse, establish levels, keep notes, and produce required drawings.
10. Recognize the use of the various materials of selected industries.
11. Produce drawings using computer aided drafting (CAD) software.
13. Analyze physical and mechanical properties of soil and concrete.
14. Solve basic hydraulic problems using the theory of incompressible fluids.
15. Solve problems using theories learned in engineering mechanics.
16. Establish grades, locate property lines, and utilities; and produce plots and calculate cut and fill by average-end-area.
17. Demonstrate employability skills.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Science (A.S.)

Program Title: Criminal Justice Technology

Major Code: 21101

CIP: 1743010300


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:
1. Describe and discuss the criminal justice system.
2. Describe and discuss the principles of criminology.
3. Identify criminal investigation procedure.
4. Describe and discuss juvenile delinquency.
5. Summarize law enforcement administration.
6. Demonstrate law enforcement operations procedures.
7. Describe and discuss the field of corrections.
8. Describe and discuss the field of criminal law.
10. Demonstrate employability skills.
11. Identify issues relating to human diversity in the criminal justice system.

Some related learning outcomes include, but are not limited to, the ability to:
1. Define the primary components of criminal justice and their primary responsibility
2. Explain investigative techniques used in solving crimes
3. Discuss the history and evolution of corrections
4. Discuss legal defenses in criminal law

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Science (A.S.)

Program Title: Crime Scene

Major Code: 21102

CIP: 1743010300


Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:
1. Describe and discuss the criminal justice system.
2. Describe and discuss the principles of criminology.
3. Identify criminal investigation procedure.
4. Describe and discuss juvenile delinquency.
5. Summarize law enforcement administration.
6. Demonstrate law enforcement operations procedures.
7. Describe and discuss the field of corrections.
8. Describe and discuss the field of criminal law.
10. Demonstrate employability skills.
11. Identify issues relating to human diversity in the criminal justice system.

Some related learning outcomes include, but are not limited to, the ability to:
1. Define the primary components of criminal justice and their primary responsibility
2. Explain investigative techniques used in solving crimes
3. Discuss the history and evolution of corrections
4. Discuss legal defenses in criminal law

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Science (A.S.)

Program Title: Polygraph

Major Code: 21104

CIP: 1743010300


Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:
1. Describe and discuss the criminal justice system.
2. Describe and discuss the principles of criminology.
3. Identify criminal investigation procedure.
4. Describe and discuss juvenile delinquency.
5. Summarize law enforcement administration.
6. Demonstrate law enforcement operations procedures.
7. Describe and discuss the field of corrections.
8. Describe and discuss the field of criminal law.
10. Demonstrate employability skills.
11. Identify issues relating to human diversity in the criminal justice system.

Some related learning outcomes include, but are not limited to, the ability to:
1. Define the primary components of criminal justice and their primary responsibility
2. Explain investigative techniques used in solving crimes
3. Discuss the history and evolution of corrections
4. Discuss legal defenses in criminal law

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Science (A.S.)

Program Title: Fire Science Technology

Major Code: 2118

CIP: 1743020100


Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

**Core Courses:**

01.0 Explore the theories and fundamentals of how and why fires start, spread, and how they are controlled.
02.0 Demonstrate an understanding of the components of building construction that relate to fire and life safety.
03.0 Understand the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education.
04.0 Understand the principles of the use of water in fire protection and how to apply hydraulic principles to analyze and to solve water supply problems.
05.0 Describe the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, and water supply for fire protection and portable fire extinguishers.
06.0 Discuss fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics, introduction to fire protection systems; and introduction to fire strategy and tactics.

**Non-Core Courses:**

07.0 Examine the organization and management of a fire department and the relationship of government agencies to the fire service.
08.0 Define risk evaluation and control procedures for fire stations, training sites, emergency vehicles, and emergency situations involving fire, EMS, hazardous materials, and technical rescue.
09.0 Discuss the federal, state, and local laws that regulate emergency services, national standards influencing emergency services, standard of care, tort, liability, and a review of court cases.
10.0 Analyze the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground.
11.0 Identify the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the fire setter, and types of fire causes.

12.0 Demonstrate advanced technical knowledge on rule of law, fire scene analysis, fire behavior, evidence collection and preservation, scene documentation, case preparation and testifying.

13.0 Comprehend basic chemistry relating to the categories of hazardous materials including problems of recognition, reactivity, and health encountered by firefighters.

Some related learning outcomes include, but are not limited to, the ability to:

1. Categorize the components of fire.
2. Demonstrate an understanding of building construction as it relates to firefighter safety, building codes, fire prevention, code inspection and firefighting strategy and tactics.
3. Identify the laws, rules, codes, and other regulations relevant to fire protection of the authority having jurisdiction.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

**Assessment of Student Learning**

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Science (A.S.)

Program Title: Business Administration
Major Code: 2119
CIP: 1552020102
FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

Professional Skills
01.0 Prepare and use financial information about business organizations to support decision making.
02.0 Manage business information using appropriate software.
03.0 Demonstrate effective business communication skills.
04.0 Describe the significance of legal and ethical issues in a business environment.
05.0 Develop human resources skills.
06.0 Demonstrate employability skills.
07.0 Prepare or develop strategic or organizational skills.
08.0 Identify, classify and demonstrate management activities.
09.0 Demonstrate a basic understanding of legal and ethical issues in a business environment.
10.0 Participate in a capstone project.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Science (A.S.)

Program Title: Business Administration Online

Major Code: 2119E

CIP: 1552020102

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

**Professional Skills**
01.0 Prepare and use financial information about business organizations to support decision making.
02.0 Manage business information using appropriate software.
03.0 Demonstrate effective business communication skills.
04.0 Describe the significance of legal and ethical issues in a business environment.
05.0 Develop human resources skills.
06.0 Demonstrate employability skills.
07.0 Prepare or develop strategic or organizational skills.
08.0 Identify, classify and demonstrate management activities.
09.0 Demonstrate a basic understanding of legal and ethical issues in a business environment.
10.0 Participate in a capstone project.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions

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**Assessment of Student Learning**
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Science (A.S.)

Program Title: Business Administration Int'L Partner

Major Code: 2119U

CIP: 1552020102

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

**Professional Skills**
01.0 Prepare and use financial information about business organizations to support decision making.
02.0 Manage business information using appropriate software.
03.0 Demonstrate effective business communication skills.
04.0 Describe the significance of legal and ethical issues in a business environment.
05.0 Develop human resources skills.
06.0 Demonstrate employability skills.
07.0 Prepare or develop strategic or organizational skills.
08.0 Identify, classify and demonstrate management activities.
09.0 Demonstrate a basic understanding of legal and ethical issues in a business environment.
10.0 Participate in a capstone project.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions

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**Assessment of Student Learning**

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Program Title: Hospitality and Tourism Management
Major Code: 2121
CIP: 1252090100

Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:
01.0 Demonstrate employability skills.
02.0 Demonstrate customer service skills.
03.0 Apply human relations skills.
04.0 Demonstrate proficiency in communication skills.
05.0 Demonstrate proficiency in applying mathematics skills.
06.0 Identify economic principles.
07.0 Identify effective selling techniques and procedures.
08.0 Identify the organization and function of the hospitality industry.
09.0 Perform general hotel duties.
10.0 Manage the front office.
11.0 Develop and control basic sanitation program.
12.0 Demonstrate housekeeping operations and management functions.
13.0 Demonstrate leadership and supervisory skills.
14.0 Apply and maintain security and safety procedures.
15.0 Demonstrate hotel staffing operations.
16.0 Analyze laws that affect the hospitality industry.
17.0 Operate liability and risk identification program.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

01.0 Demonstrate employability skills.
02.0 Demonstrate customer service skills.
03.0 Apply human relations skills.
04.0 Demonstrate proficiency in communication skills.
05.0 Demonstrate proficiency in applying mathematics skills.
06.0 Identify economic principles.
07.0 Identify effective selling techniques and procedures.
08.0 Identify the organization and function of the hospitality industry.
09.0 Perform general hotel duties.
10.0 Manage the front office.
11.0 Develop and control basic sanitation program.
12.0 Demonstrate housekeeping operations and management functions.
13.0 Demonstrate leadership and supervisory skills.
14.0 Apply and maintain security and safety procedures.
15.0 Demonstrate hotel staffing operations.
16.0 Analyze laws that affect the hospitality industry.
17.0 Operate liability and risk identification program.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Marketing Management

Major Code: 2126

CIP: 1252140100

FLDOE: See Florida Department of Education website and then scroll down to “Marketing, Sales & Service” and click on “Marketing Management (AAS/AS - 0252140100)”.

Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

01.0 Demonstrate the human relations skills necessary for success in marketing occupations.
02.0 Demonstrate the ability to communicate skillfully.
03.0 Utilize effective selling techniques and procedures to the marketing of products and services.
04.0 Plan sales promotion techniques and procedures to the marketing of products and services.
05.0 Demonstrate knowledge of merchandising activities.
06.0 Perform merchandising math operations unique to products and services marketing.
07.0 Demonstrate knowledge of basic economic principles.
08.0 Understand the importance of marketing operations.
09.0 Demonstrate knowledge and application of product and service technology.
10.0 Demonstrate employability skills.
11.0 Understand the role of the manager and the entrepreneur.
12.0 Develop a business plan.
13.0 Obtain technical assistance.
14.0 Plan the marketing strategy.

Some related learning outcomes include, but are not limited to, the ability to:

Explain the difference between personal and non-personal selling.
Calculate markup as a percentage of cost
Describe the channels of distribution

In addition, students will demonstrate mastery of the four college-level core competencies of

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions, through the General Education courses included in the program.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Nursing
Major Code: 2127
CIP: 1351380100

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.
2. Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context.
3. Implement one’s role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.
4. Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: LPN-RN Transition
Major Code: 21271
CIP: 1351380100

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.
2. Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context.
3. Implement one’s role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.
4. Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Radiography

Major Code: 2131

CIP: 1351090700


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Apply knowledge of anatomy, physiology, positioning and radiographic techniques to accurately demonstrate anatomical structures on image receptors.
2. Evaluate radiographic images for appropriate positioning and image quality.
3. Apply the principles of radiation protection for the patient, self and others.
4. Demonstrate proper operation of radiographic equipment and accessories.
5. Provide patient care and comfort during radiographic examinations.
6. Practice infection control during radiographic examinations.
7. Recognize and respond to emergency situations.
8. Perform quality assurance procedures.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Hospital Based Radiography

Major Code: 21311

CIP: 1351090700


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Apply knowledge of anatomy, physiology, positioning and radiographic techniques to accurately demonstrate anatomical structures on image receptors.
2. Evaluate radiographic images for appropriate positioning and image quality.
3. Apply the principles of radiation protection for the patient, self and others.
4. Demonstrate proper operation of radiographic equipment and accessories.
5. Provide patient care and comfort during radiographic examinations.
6. Practice infection control during radiographic examinations.
7. Recognize and respond to emergency situations.
8. Perform quality assurance procedures.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science

Program Title: Respiratory Care

Major Code: 2132

CIP: 1351090800


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Provide care to neonatal, pediatric, adolescent, adult and geriatric patient populations in the hospital intensive care, emergency room and general care facilities.

2. Apply and maintain life support systems including oxygen, CPR and mechanical ventilator support devices to critically ill and long term ventilator and oxygen dependent patients

3. Provide airway care including the maintenance of a patent airway through intubation, tracheostomy care, clearance of airway obstructions and reversal of bronchial narrowing due to bronchospasm and inflammation of the airway.

4. Extubate patients when appropriate and provide appropriate airway care following extubation

5. Perform diagnostic evaluations including the performance and interpretation of pulmonary Function Studies.

6. Draw blood samples and analyzes and interprets the results of blood tests.

7. Monitor and evaluate exhaled gases.

8. Performs direct and indirect calorimetry, transcutaneous and oximeter measurements, evaluates cardiac monitors and indwelling catheters.

9. Assure the accuracy of monitoring systems by providing necessary calibrations, adjustments and quality control.

10. Assist with patient care decision making by communicating with physicians, nurses and other health care team members and by making appropriate decisions as needed in emergency situations.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.

2. Writing clearly and coherently.

3. Demonstrating literacy as appropriate within the discipline.

4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Dental Hygiene

Major Code: 2145

CIP: 1351060200


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Sustain the professional, moral and ethical obligations associated with being a member of the dental health team.
2. Perform those duties approved for the dental hygienist by the State Board of Dentistry.
3. Keep abreast of new developments and changes in the field of dentistry through the American Dental Hygienist Association and professional dental literature.
4. Perform the clinical skills appropriately delegated to a dental hygienist.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Science (A.S.)

Program Title: Computer Systems Specialist

Major Code: 21491

CIP: 1511010305


Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

01.0 Demonstrate how to use current productivity software applications including word processing, spreadsheets, database, presentation software, email, and internet browser applications.
02.0 Install, configure, upgrade and troubleshoot computer hardware and associated peripheral devices and other system components.
03.0 Install, configure and troubleshoot system and device driver software and implement basic security measures.
04.0 Describe the origin, structure, and history of the Internet.
05.0 Design, develop and maintain websites using web authoring tools and related applications.
06.0 Install, configure, use, manage, and troubleshoot microcomputer operating systems.
07.0 Create and maintain database objects, store, retrieve and manipulate data stored in a relational database.
08.0 Demonstrate knowledge of networking technologies, networking hardware, and data communication concepts, protocols, and routing methods.
09.0 Install, configure, manage, deploy, monitor and troubleshoot Windows applications in a networked Windows environment.
10.0 Demonstrate knowledge of Project Management.
11.0 Perform customer service skills.

In addition, students will complete the competencies in one of the following specializations:

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<th>Specialization</th>
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<td>Information Technology Support</td>
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<tr>
<td>Information Technology Analysis</td>
<td>11-3021</td>
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</tr>
</tbody>
</table>

**Information Technology Support Specialization Standards**

12.0 Demonstrate proficiency in supporting Windows-based client and network computer systems.
13.0 Demonstrate proficiency in installing, configuring, deploying, and supporting desktop applications.
14.0 Demonstrate proficiency in supporting Windows users.
15.0 Perform help desk support activities.

**Information Technology Analysis Specialization Standards**

12.0 Perform computer information systems monitoring activities.
13.0 Perform computer information systems analysis activities.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

**Assessment of Student Learning**

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Program Title: Tech Support Specialist Support Technician

Major Code: 21493

CIP: 1511010305


Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

01.0 Demonstrate how to use current productivity software applications including word processing, spreadsheets, database, presentation software, email, and internet browser applications.

02.0 Install, configure, upgrade and troubleshoot computer hardware and associated peripheral devices and other system components.

03.0 Install, configure and troubleshoot system and device driver software and implement basic security measures.

04.0 Describe the origin, structure, and history of the Internet.

05.0 Design, develop and maintain websites using web authoring tools and related applications.

06.0 Install, configure, use, manage, and troubleshoot microcomputer operating systems.

07.0 Create and maintain database objects, store, retrieve and manipulate data stored in a relational database.

08.0 Demonstrate knowledge of networking technologies, networking hardware, and data communication concepts, protocols, and routing methods.

09.0 Install, configure, manage, deploy, monitor and troubleshoot Windows applications in a networked Windows environment.

10.0 Demonstrate knowledge of Project Management.

11.0 Perform customer service skills.

In addition, students will complete the competencies in one of the following specializations:

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**Information Technology Support Specialization Standards**

12.0 Demonstrate proficiency in supporting Windows-based client and network computer systems.
13.0 Demonstrate proficiency in installing, configuring, deploying, and supporting desktop applications.
14.0 Demonstrate proficiency in supporting Windows users.
15.0 Perform help desk support activities.

**Information Technology Analysis Specialization Standards**

12.0 Perform computer information systems monitoring activities.
13.0 Perform computer information systems analysis activities.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

**Assessment of Student Learning**

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

01.0 Demonstrate proficiency in developing and operating a database.
02.0 Demonstrate proficiency in manipulating a database and creating tables and data structures.
03.0 Demonstrate proficiency in developing applications and using the procedure builder tool.
04.0 Demonstrate proficiency in creating SQL procedural language blocks of application code that can be shared by multiple forms, reports and data management applications.
05.0 Demonstrate proficiency in creating a complete Forms application using Developer/2000 while working in a graphical user interface (GUI) development environment.
06.0 Demonstrate proficiency in designing multiple forms applications.
07.0 Demonstrate proficiency in developing a variety of standard and custom reports using the reports component of Developer/2000 in a client/server environment.
08.0 Demonstrate proficiency in identifying the Server Physical and Logical architecture.
09.0 Demonstrate proficiency in implementing and planning backup and recovery for the Server.
10.0 Demonstrate proficiency in implementing a Net8 configuration on a workstation and server.
11.0 Demonstrate proficiency in tuning a Server.
12.0 Demonstrate proficiency in implementing Database Security.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Physical Therapist Assistant

Major Code: 2153

CIP: 1351080601


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Within the process of patient/client management established by the Physical Therapist, adjust or withhold intervention based on patient/client status as determined through observation, data collection and interpretive processes. Process the requisite knowledge to identify the situation, weigh alternatives, and select appropriate responses within the plan of care established by the Physical Therapist.

2. Use information from data collection to progress patient/client interventions within the plan of care established by the Physical Therapist, and reports changes to the supervising Physical Therapist.

3. Complete thorough, accurate, logical, concise, timely, and legible documentation that follows guidelines and specific documentation formats required by state practice acts, the practice setting, and other regulatory agencies.

4. Communicate verbally and non-verbally with the patient/client, the Physical Therapist, health care delivery personnel, and others in an effective, appropriate and capable manner.

5. Implement delegated interventions to achieve the short and long term goals and outcomes identified in the plan of care.

6. Perform safe interventions competently based on the plan of care established by the Physical Therapist so as to minimize risk to the patient/client, self, and others.

7. Implement the delegated interventions within the plan of care established by the Physical Therapist, monitor the patient/client response, and responds accordingly.

8. Provide patient/client-related instruction to patient/clients, family members, and caregivers to achieve patient/client outcomes based on the plan of care established by the Physical Therapist.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Radiation Therapy

Major Code: 2159

CIP: 1351090701


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Provide patient care, education, and comfort during radiation therapy treatments.
2. Provide patient care, education, and comfort during radiation therapy simulations.
3. Apply knowledge of anatomy when comparing digitally reconstructed radiographs with treatment portal films on image receptors.
4. Evaluate treatment portal films to identify organs at risk and their radiation dose tolerance.
5. Apply the principles of radiation safety and protection for patients, self, and others involved in the patient’s care.
6. Demonstrate proper use of the linear accelerator and simulator.
7. Practice infection control and isolation procedures during radiation therapy treatments.
8. Recognize and respond to a radiation therapy emergency.
10. Evaluate patient treatment plans and be able to identify the gross tumor volume, clinical treatment volume, and planned treatment volume.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Hospital-Based Radiation Therapy

Major Code: 21591

CIP: 1351090701


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Provide patient care, education, and comfort during radiation therapy treatments.
2. Provide patient care, education, and comfort during radiation therapy simulations.
3. Apply knowledge of anatomy when comparing digitally reconstructed radiographs with treatment portal films on image receptors.
4. Evaluate treatment portal films to identify organs at risk and their radiation dose tolerance.
5. Apply the principles of radiation safety and protection for patients, self, and others involved in the patient’s care.
6. Demonstrate proper use of the linear accelerator and simulator.
7. Practice infection control and isolation procedures during radiation therapy treatments.
8. Recognize and respond to a radiation therapy emergency.
10. Evaluate patient treatment plans and be able to identify the gross tumor volume, clinical treatment volume, and planned treatment volume.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Emergency Medical Services

Major Code: 2160

CIP: 1351090402


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Apply knowledge of general concepts of anatomy and physiology for the assessment and management of emergency patients by the paramedic during primarily pre-hospital patient contact.

2. Apply fundamental knowledge of principles of public health and epidemiology including public health emergencies, health promotion, and illness and injury prevention.

3. Safely and effectively perform all psychomotor skills within the U.S. DoT/NHTSA National EMS Scope of Practice Model and the State of Florida Scope of Practice Model.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.

2. Writing clearly and coherently.

3. Demonstrating literacy as appropriate within the discipline.

4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Early Childhood Education

Major Code: 2166

CIP: 1413121003


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate knowledge of child growth and development.
4. Demonstrate an awareness of the importance of positive interactions with the family.
5. Demonstrate knowledge of state and local rules and regulations.
6. Demonstrate knowledge of child abuse and neglect.
7. Demonstrate knowledge of safety, health, and nutrition.
8. Demonstrate knowledge of the early childhood education profession
9. Demonstrate knowledge of community needs and resources.
10. Demonstrate knowledge of appropriate methods of guidance and classroom management.
11. Demonstrate various observations and recording methods.
12. Demonstrate knowledge of disabling conditions.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Legal Assisting

Major Code: 2172

CIP: 1722030200


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate knowledge of the ethical and professional standards of the paralegal.
2. Demonstrate ability to utilize the law library and apply knowledge to legal writing.
3. Demonstrate knowledge of tort law, constitutional law, and criminal law concepts and their application to factual situations.
4. Demonstrate knowledge of all phases of trial practice and procedure.
5. Demonstrate knowledge of real property law and its application to real property transactions.
6. Demonstrate knowledge of estate planning and probate administration concepts and their application to probate procedures.
7. Demonstrate knowledge of the fundamental principals of the law of business organizations.
8. Demonstrate knowledge of the fundamental principles of contract law including the Uniform Commercial Code.
9. Demonstrate knowledge of, and ability to perform, litigation techniques and procedures.
10. Demonstrate knowledge of management techniques and procedures.
11. Demonstrate knowledge of family law and procedure.
12. Demonstrate employability skills.
13. Demonstrate an understanding of entrepreneurship.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Diagnostic Medical Sonography

Major Code: 2176

CIP: 1351091000


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Perform patient assessments.
3. Provide a summary of findings to the physician to aid in patient diagnosis and management.
4. Use independent judgment and systematic problem solving methods to produce high quality diagnostic information and optimize patient care.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Health Information and Informatics Technology

Major Code: 2179

CIP: 1317050600


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Manage confidential patient information, either in a paper or an electronic format, for reimbursement, accreditation, research, and quality assurance purposes.
2. Calculate healthcare organization statistics and managerial finances to evaluate and maintain HIM department reporting requirements.
3. Categorize patient data into appropriate classifications, nomenclatures, and terminologies to facilitate communication of accurate, timely, complete, and valid information.
4. Analyze medical records to abstract, research, and identify disease processes, diagnostic treatment, medical procedures, and pharmaceuticals that are documented.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Environmental Science Technology
Major Code: 2182
CIP: 1703010401

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate knowledge of the principles of managing and remediation of water pollution.
2. Demonstrate knowledge of the principles of managing and remediation of air pollution.
3. Demonstrate awareness of environmental noise sources and their monitoring.
4. Operate and calibrate laboratory and field instruments used in quantitative and qualitative analysis of pollutants.
5. Sample, analyze and calculate data related to air and water pollutants.
6. Demonstrate an awareness of radiation monitoring and radioactive contamination control.
7. Demonstrate and awareness of solid waste, the problems engendered by solid waste accumulation and disposal and solutions to those problems.
8. Demonstrate employability skills.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Science (A.S.)

Program Title: Building Construction Technology

Major Code: 2184

CIP: 1615100101


Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

01.0 Communicate effectively.
02.0 Identify, select and supervise application of construction materials.
03.0 Draw, read and interpret drawings and specifications.
04.0 Interpret and apply codes, regulations, and contract documents.
05.0 Survey and investigate construction sites.
06.0 Select and maintain construction site tools and equipment.
07.0 Interpret basic designs and apply sound construction principles.
08.0 Take off quantities and estimate costs.
09.0 Plan, coordinate, schedule and control projects.
10.0 Perform tests and inspections.
11.0 Select, train and supervise personnel.
12.0 Demonstrate efficient office and administrative procedures.
13.0 Demonstrate appropriate math skills.
14.0 Demonstrate appropriate understanding of basic science.
15.0 Demonstrate employability skills.
16.0 Demonstrate an understanding of entrepreneurship.
17.0 Demonstrate the importance of health, safety and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items and skills demonstration for required proficiency based testing. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Vision Care: Opticianry

Major Code: 21891

CIP: 1351180100


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Discuss prescription eyewear/vision aids and other patient/customer related information, verbal and written, with the prescriber.
2. Analyze and interpret prescriptions.
3. Communicate effectively with patient/customer.
4. Identify the human eye structure, function, and pathology.
5. Assist the patient/customer in selection of proper frames and lenses.
6. Determine patient/customer physiognomic (facial and eye) measurements.
7. Neutralize lenses and verify eyewear/vision aids prescriptions.
8. Adapt and fit corrective eyewear/vision aids.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Sports Fitness & Recreation Management

Major Code: 2191

CIP: 1731050700


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Teach individuals and groups to participate in a variety of sports.
2. Organize large group activities for a variety of sports.
3. Lead group activities in a social setting.
4. Recognize broad needs of special populations and adapt, modify, or design special activities for them.
5. Describe all aspects of outdoor recreation conservation, organized camping, outdoor education, and camp craft skills.
6. Demonstrate employability skills.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Science (A.S.)

Program Title: Graphic Design

Major Code: 2192

CIP: 1611080300


Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

01.0 Demonstrate effective communication skills.
02.0 Demonstrate team skills.
03.0 Demonstrate safe and efficient work practices.
04.0 Perform raster and vector based illustration and graphic development.
05.0 Formulate concepts/theory.
06.0 Apply design theories.
07.0 Demonstrate drawing techniques.
08.0 Demonstrate creative use of typography.
09.0 Create exhibit/display designs.
10.0 Create advertising layouts.
11.0 Demonstrate production skills.
12.0 Interpret printing processes.
13.0 Demonstrate knowledge of current industry standards, practices, and techniques.
14.0 Interpret photographic procedures.
15.0 Apply marketing/advertising principles.
16.0 Apply color theories.
17.0 Demonstrate industry level presentation procedures
18.0 Design television graphics/motion graphics.
19.0 Utilize computer hardware, software, networks and peripherals for the production of electronic content.
20.0 Create electronic content.
21.0 Demonstrate appropriate math skills.
22.0 Demonstrate appropriate understanding of basic science.
23.0 Demonstrate employability skills.
24.0 Demonstrate an understanding of entrepreneurship.
25.0 Demonstrate proper writing skills.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Industrial Management Technology

Major Code: 2194

CIP: 1652020501


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Apply supervision skills.
2. Communicate effectively in supervision.
3. Manage human behavior.
4. Motivate one's self.
5. Motivate others.
6. Apply strategies for effective management.
7. Employ creative thinking to achieve business objectives.
8. Apply basic decision-making skills in supervision.
9. Demonstrate appropriate communication skills.
10. Demonstrate appropriate math skills.
11. Demonstrate appropriate understanding of basic science.
12. Demonstrate employability skills.
13. Demonstrate an understanding of entrepreneurship.
14. Demonstrate knowledge of data-processing activities.
15. Identify, classify, and demonstrate management functions.
16. Develop human relations skills.
17. Apply basic quality control principles.
18. Demonstrate an understanding of technical or industrial competencies.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Computer Programming & Analysis

Major Code: 2195

CIP: 1511020100


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Perform data file activities.
2. Perform analysis activities
3. Perform program design activities
4. Perform coding activities.
5. Perform testing activities
6. Perform user-training activities.
7. Perform implementation activities.
8. Perform user support activities.
9. Perform evaluation activities.
10. Demonstrate professional development skills.
11. Demonstrate employability skills.
12. Demonstrate general organizational computing workplace competencies.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Computer Programming & Analysis

Major Code: 2195U

CIP: 1511020100


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Perform data file activities.
2. Perform analysis activities
3. Perform program design activities
4. Perform coding activities.
5. Perform testing activities
6. Perform user-training activities.
7. Perform implementation activities.
8. Perform user support activities.
9. Perform evaluation activities.
10. Demonstrate professional development skills.
11. Demonstrate employability skills.
12. Demonstrate general organizational computing workplace competencies.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Internet Services Technology
Major Code: 2196
CIP: 1511080102

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate proficiency with Internet structure, organization, and navigation.
2. Demonstrate understanding of networked environments, hardware and software.
3. Perform server installation and configuration activities.
4. Understand, install and configure computer hardware
5. Understand, install and configure computer software
6. Perform enterprise architecture-related tasks.
7. Perform web design/development activities.
8. Perform programming and scripting activities.
9. Perform testing/troubleshooting activities.
10. Perform security activities.
11. Perform web site management activities
13. Perform quantitative analysis activities.
14. Demonstrate professional development skills.
15. Perform Documentation and Technical reference activities
16. Demonstrate employability skills.
17. Perform general organizational computing workplace competencies.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Science (A.S.)

Program Title: Marine Engineering Management

Major Code: 2198

CIP: 0647060500


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

01.0 Perform basic shop practices.
02.0 Describe operational theory of (2) two and (4) four cycle engines - Diesel and Gasoline.
03.0 Use service manuals and parts references.
04.0 Perform basic welding skills.
05.0 Remove and install engines.
06.0 Recondition and service engines.
07.0 Perform diagnosis service and repairs to all types of marine ignition systems.
08.0 Develop skills in electrical-electronic theory of operation and application.
09.0 Troubleshoot and repair fuel systems.
10.0 Service cooling systems.
11.0 Service exhaust systems.
12.0 Demonstrate shop management functions.
13.0 Identify special marine principles.
14.0 Repair inboard drive systems.
15.0 Rig boats.
16.0 Repair lower units.
17.0 Perform corrosion experiments and understand corrosion control.
18.0 Apply fiberglass construction and maintenance procedures.
19.0 Demonstrate appropriate communication skills.
20.0 Demonstrate appropriate math skills.
21.0 Demonstrate appropriate understanding of basic science.
22.0 Demonstrate and practice employability skills.
23.0 Demonstrate an understanding of entrepreneurship.

Some related learning outcomes include, but are not limited to, the ability to:

Graduates will be able to install and repair diesel and gasoline engines; troubleshoot diesel and gasoline engine malfunctions; perform engine maintenance; propeller selection; corrosion control; repair HVAC & MSD systems, install and repair electrical and electronic equipment, perform basic welding skills, and perform fiberglass hull repair.
In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Science (A.S.)

Program Title: Emergency Management

Major Code: 2200

CIP: 0743030201


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

01.0 Demonstrate knowledge of emergency operations planning systems.
02.0 Demonstrate knowledge of emergency management operations.
03.0 Demonstrate knowledge of the administration role of the emergency manager.
04.0 Demonstrate knowledge of federal, state and local mitigation programs.
05.0 Demonstrate knowledge of long and short term recovery programs.
06.0 Demonstrate knowledge of the facilities and equipment used in comprehensive emergency management.
07.0 Demonstrate knowledge of professional development for advancement within the profession.

Some related learning outcomes include, but are not limited to, the ability to:

1. Describe the processes for development of an emergency operation plan.
2. Demonstrate knowledge of natural and man-made hazards.
3. Recognize and identify different concepts of emergency planning

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Science (A.S.)

Program Title: Emergency Management Online

Major Code: 2200E

CIP: 0743030201


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:
01.0 Demonstrate knowledge of emergency operations planning systems.
02.0 Demonstrate knowledge of emergency management operations.
03.0 Demonstrate knowledge of the administration role of the emergency manager.
04.0 Demonstrate knowledge of federal, state and local mitigation programs.
05.0 Demonstrate knowledge of long and short term recovery programs.
06.0 Demonstrate knowledge of the facilities and equipment used in comprehensive emergency management.
07.0 Demonstrate knowledge of professional development for advancement within the profession.

Some related learning outcomes include, but are not limited to, the ability to:

1. Describe the processes for development of an emergency operation plan.
2. Demonstrate knowledge of natural and man-made hazards.
3. Recognize and identify different concepts of emergency planning.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Science (A.S.)

Program Title: Networking Services Technology

Major Code: 2201

CIP: 1511090103


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

01.0 Demonstrate understanding of networked environments.
02.0 Demonstrate understanding of data communications.
03.0 Understand, install and configure computer hardware.
04.0 Understand, install and configure computer software.
05.0 Understand, install and configure network hardware.
06.0 Understand, install and configure network software.
07.0 Perform internetworking activities.
08.0 Perform network administration and management activities.
09.0 Perform troubleshooting and maintenance activities.
10.0 Perform documentation and technical reference activities.
11.0 Perform user-training activities.
12.0 Demonstrate professional development skills.
13.0 Demonstrate employability skills.
14.0 Perform general organizational computing workplace competencies.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Science (A.S.)

Program Title: Culinary Arts Management
Major Code: 2203
CIP: 1612050400

Core Skills and Program Learning Outcomes:
After successfully completing this program, the student will be able to perform the following:
01.0 Demonstrate proficiency in employability skills.
02.0 Demonstrate proficiency in applying communication and human relations skills.
03.0 Demonstrate the application of mathematics commonly used in the culinary industry.
04.0 Identify economic and marketing principles.
05.0 Identify marketing and business fundamentals.
06.0 Identify organization and functions of the culinary industry.
07.0 Develop and implement sales and marketing strategies.
08.0 Maintain an accounting and information system.
09.0 Demonstrate equipment operation and maintenance skills.
10.0 Analyze laws that affect the culinary industry.
11.0 Operate liability and risk identification program.
12.0 Demonstrate skills in food service and beverage sanitation and safety.
13.0 Plan and maintain purchasing and receiving procedures.
14.0 Demonstrate skills in food service and beverage management services.
15.0 Describe all aspects of entrepreneurship.
16.0 Solve problems and make informed decisions.
17.0 Recognize, identify and demonstrate usage of foods.
18.0 Demonstrate skill in preparing foods for cooking.
19.0 Demonstrate methods of cooking.
20.0 Perform various types of food services.
21.0 Apply principles of nutrition to food preparation.
22.0 Demonstrate skill using computers and software used in marketing.
23.0 Identify the roles of management and supervisory personnel.
24.0 Conduct emergency procedures.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:
1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science degree with Vocational Certificates

Program Title: Aviation Maintenance Management

Major Code: 2204

CIP: 1649010401


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Perform basic electricity skills.
2. Perform basic aircraft drawing skills.
3. Demonstrate aircraft weight and balance skills.
4. Maintain aircraft fluid lines and fittings.
5. Perform aircraft materials and process skills.
6. Perform ground operations and servicing duties.
7. Perform cleaning and corrosion control operations.
8. Demonstrate mathematics skills.
9. Maintain forms and records.
10. Apply basic physics to airframe and powerplant systems.
11. Demonstrate the use of maintenance publications.
12. Interpret mechanic privileges.
13. Perform basic reciprocating engine skills.
14. Perform basic turbine engine skills.
15. Perform engine inspection.
16. Maintain engine instrument systems.
17. Maintain engine fire protection systems.
18. Maintain engine electrical systems.
19. Maintain lubrication systems.
20. Maintain ignition systems.
22. Maintain engine fuel systems.
23. Maintain injection systems.
24. Maintain engine cooling systems.
25. Maintain engine exhaust systems.
27. Maintain wood structures.
29. Apply aircraft finishes.
30. Repair sheetmetal structures.
32. Perform airframe assembly and rigging.
33. Perform airframe inspection.
34. Maintain aircraft landing gear systems.
35. Maintain hydraulic and pneumatic power systems.
36. Maintain cabin atmosphere control systems.
37. Maintain aircraft instrument systems.
38. Maintain communication and navigation systems.
39. Inspect and repair aircraft fuel systems.
40. Inspect or repair aircraft electrical systems.
41. Inspect and repair position and warning systems.
42. Maintain ice and rain control systems.
43. Inspect and repair aircraft fire protection systems.
44. Demonstrate knowledge of FAA aircraft mechanic licensing requirements.
45. Demonstrate the human relations skills necessary for success in supervision.
46. Demonstrate knowledge of skills and attitudes the supervisor needs for effective performance.
47. Demonstrate a practical approach to job management.
48. Demonstrate appropriate communication skills.
49. Demonstrate appropriate math skills.
50. Demonstrate an understanding of entrepreneurship.

Some related learning outcomes include, but are not limited to, the ability to:
1. Successfully pass the Federal Aviation Administration (FAA) license examinations for Airframe and Powerplant ratings.
2. Understand and demonstrate the following elements of the Aviation industry: planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

In addition, students will demonstrate mastery of the four college-level core competencies of
1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions, through the General Education courses included in the program.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Global Trade & Logistics

Major Code: 2205

CIP: 1652020900


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate an understanding of professional development and networking.
2. Demonstrate an understanding of professional effectiveness.
3. Demonstrate an understanding of logistics, and supply chain management basics.
4. Demonstrate an understanding of transportation systems.
5. Demonstrate an understanding of warehousing and materials handling.
6. Demonstrate an understanding of packaging.
7. Demonstrate an understanding of inventory and supply planning.
8. Demonstrate an understanding of supply chain management.
9. Demonstrate an understanding of reverse logistics.
10. Demonstrate an understanding of purchasing/contracting.
11. Demonstrate an understanding of production.
12. Demonstrate an understanding of product management.
13. Demonstrate an understanding of pricing.
14. Demonstrate an understanding of customer relationship management.
15. Demonstrate an appropriate finance skills.
16. Demonstrate an understanding of management practices.
17. Demonstrate an understanding of risk management.
18. Demonstrate an understanding of project and quality management.
19. Demonstrate an understanding of business law, ethics and legal issues.
20. Demonstrate an understanding of economics.
21. Demonstrate an understanding of marketing information management.
22. Demonstrate an understanding of market research.
23. Demonstrate an understanding of writing documentation.
24. Demonstrate an understanding of information technology applications.
25. Demonstrate an understanding of knowledge-management.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

**Assessment of Student Learning**

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Music Technology

Major Code: 2206

CIP: 1650091300


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate knowledge of basic musical skills.
2. Demonstrate competence in basic keyboard skills.
3. Demonstrate knowledge of music history.
4. Demonstrate application of control protocols and their relationship to equipment used in the music industry.
5. Demonstrate set-up and configuration of a computer for audio applications.
6. Understand the operation of basic reproduction, reinforcement and recording audio equipment.
7. Demonstrate understanding of requirements for set up and operation of a sound reinforcement system.
8. Perform transactions with music industry suppliers.
9. Demonstrate management skills.
10. Demonstrate knowledge of the legal issues of copyright and contracts.
11. Demonstrate employability skills.
12. Demonstrate an understanding of entrepreneurship.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Engineering Technology

Major Code: 2207

CIP: 1615000001


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

01.0 Demonstrate an understanding of industrial processes and material properties.
02.0 Generate and interpret computer-aided drawings.
03.0 Demonstrate a fundamental understanding of electronics and electricity.
04.0 Demonstrate an understanding of industrial safety, health, and environmental requirements.
05.0 Demonstrate proficiently in the use of quality assurance methods and quality control concepts.
06.0 Demonstrate proficiency in using tools, instruments and testing devices.
07.0 Demonstrate basic troubleshooting skills.
08.0 Demonstrate appropriate communication skills.
09.0 Demonstrate appropriate math skills.
10.0 Demonstrate an understanding of modern business practices and strategies.
11.0 Demonstrate employability skills.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Database Technology

Major Code: 2209

CIP: 1511010306

FLDOE: [Link to FLDOE resource]

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate proficiency in developing and operating a database.
2. Demonstrate proficiency in manipulating a database and creating tables and data structures.
3. Demonstrate proficiency in developing applications and using the procedure builder tool.
4. Demonstrate proficiency in creating SQL procedural language blocks of application code that can be shared by multiple forms, reports and data management applications.
5. Demonstrate proficiency in creating a complete Forms application using Developer/2000 while working in a graphical user interface (GUI) development environment.
6. Demonstrate proficiency in designing multiple forms applications.
7. Demonstrate proficiency in developing a variety of standard and custom reports using the reports component of Developer/2000 in a client/server environment.
8. Demonstrate proficiency in identifying the Server Physical and Logical architecture.
9. Demonstrate proficiency in implementing and planning backup and recovery for the Server.
10. Demonstrate proficiency in implementing a Net8 configuration on a workstation and server.
11. Demonstrate proficiency in tuning a Server.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Legal Office Specialization

Major Code: 2211

CIP: 1552020400

FLDOE: [Website Link]

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate effective business communication skills.
2. Prepare and use financial information.
3. Manage business information using appropriate software.
4. Perform records management activities.
5. Perform accounting activities.
6. Demonstrate employability and workplace skills.
7. Perform information processing activities.
8. Develop leadership skills.
9. Develop strategic organizational skills.
10. Perform office management activities.
11. Participate in work-based learning experiences.

In addition to the above core outcomes, students will complete the outcomes in one of the following specializations:

Legal Office Specialization

1. Perform machine dictation/transcription activities.
2. Perform legal office management activities.
3. Perform legal office activities.
4. Demonstrate knowledge of U.S. and Florida court systems.
5. Perform records management activities.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Medical Office Specialization

Major Code: 22112

CIP: 1552020400

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate effective business communication skills.
2. Prepare and use financial information.
3. Manage business information using appropriate software.
4. Perform records management activities.
5. Perform accounting activities.
6. Demonstrate employability and workplace skills.
7. Perform information processing activities.
8. Develop leadership skills.
9. Develop strategic organizational skills.
10. Perform office management activities.
11. Participate in work-based learning experiences.

In addition to the above core outcomes, students will complete the outcomes in one of the following specializations:

Medical Office Specialization

1. Perform medical office activities.
2. Perform medical office management activities.
3. Perform records management activities.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Office Management Specialization

Major Code: 22113

CIP: 1552020400

FLDOE: [link]

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate effective business communication skills.
2. Prepare and use financial information.
3. Manage business information using appropriate software.
4. Perform records management activities.
5. Perform accounting activities.
6. Demonstrate employability and workplace skills.
7. Perform information processing activities.
8. Develop leadership skills.
9. Develop strategic organizational skills.
10. Perform office management activities.
11. Participate in work-based learning experiences.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Office Software Specialization

Major Code: 22114

CIP: 1552020400

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate effective business communication skills.
2. Prepare and use financial information.
3. Manage business information using appropriate software.
4. Perform records management activities.
5. Perform accounting activities.
6. Demonstrate employability and workplace skills.
7. Perform information processing activities.
8. Develop leadership skills.
9. Develop strategic organizational skills.
10. Perform office management activities.
11. Participate in work-based learning experiences.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Legal Office Specialization

Major Code: 2211E

CIP: 1552020400

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate effective business communication skills.
2. Prepare and use financial information.
3. Manage business information using appropriate software.
4. Perform records management activities.
5. Perform accounting activities.
6. Demonstrate employability and workplace skills.
7. Perform information processing activities.
8. Develop leadership skills.
9. Develop strategic organizational skills.
10. Perform office management activities.
11. Participate in work-based learning experiences.

In addition to the above core outcomes, students will complete the outcomes in one of the following specializations:

Legal Office Specialization

1. Perform machine dictation/transcription activities.
2. Perform legal office management activities.
3. Perform legal office activities.
4. Demonstrate knowledge of U.S. and Florida court systems.
5. Perform records management activities.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Medical Office Specialization

Major Code: 2212E

CIP: 1552020400

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate effective business communication skills.
2. Prepare and use financial information.
3. Manage business information using appropriate software.
4. Perform records management activities.
5. Perform accounting activities.
6. Demonstrate employability and workplace skills.
7. Perform information processing activities.
8. Develop leadership skills.
9. Develop strategic organizational skills.
10. Perform office management activities.
11. Participate in work-based learning experiences.

In addition to the above core outcomes, students will complete the outcomes in one of the following specializations:

Medical Office Specialization

1. Perform medical office activities.
2. Perform medical office management activities.
3. Perform records management activities.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Office Management Specialization

Major Code: 2213E

CIP: 1552020400

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate effective business communication skills.
2. Prepare and use financial information.
3. Manage business information using appropriate software.
4. Perform records management activities.
5. Perform accounting activities.
6. Demonstrate employability and workplace skills.
7. Perform information processing activities.
8. Develop leadership skills.
9. Develop strategic organizational skills.
10. Perform office management activities.
11. Participate in work-based learning experiences.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Office Software Specialization

Major Code: 2214E

CIP: 1552020400

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate effective business communication skills.
2. Prepare and use financial information.
3. Manage business information using appropriate software.
4. Perform records management activities.
5. Perform accounting activities.
6. Demonstrate employability and workplace skills.
7. Perform information processing activities.
8. Develop leadership skills.
9. Develop strategic organizational skills.
10. Perform office management activities.
11. Participate in work-based learning experiences.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Dental Assisting

Major Code: 2215

CIP: 0351060104


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Sustain the professional, moral and ethical obligations associated with being a member of the dental health team.
2. Perform all expanded duties approved for the dental assistant by the State Board of Dentistry.
3. Keep abreast of new developments and changes in the field of dentistry through the American Dental Assistants Association and professional dental literature.
4. Perform the clinical and office skills appropriately delegated to a dental assistant.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Advanced Technical Certificate (ATC)

Program Title: Biomedical Engineering Technology
Major Code: 4268
CIP: 0615040166

FLDOE: Unavailable; state curriculum frameworks do not exist for ATCs

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate knowledge of biomedical systems maintenance and repair.
2. Demonstrate knowledge in the design and manufacture of biomedical systems.
3. Demonstrate knowledge of A+ Advanced computer programming.
4. Demonstrate knowledge of PC-supported operating systems.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Advanced Technical Certificate (ATC)

Program Title: Geographic Information Systems

Major Code: 4277

CIP: 0615040166

FLDOE: Unavailable; state curriculum frameworks do not exist for ATCs

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Understand the history, societal implications, underlying theories, and industry applications of GIS technology.
2. Demonstrate an understanding of coordinate systems, projections, scale, multi-spectral imagery, and other concepts integral to geographic information systems.
3. Interpret different types of spatial data used in 3D visualization and analysis.
4. Create, change, and manipulate data used to create a map.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Advanced Technical Certificate (ATC)

Program Title: Multimedia Web Development

Major Code: 4278

CIP: 0650010208

FLDOE: Unavailable; state curriculum frameworks do not exist for ATCs

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate proficiency in using presentation software and equipment to produce a complex presentation.
2. Demonstrate proficiency using video editing software and equipment.
3. Demonstrate proficiency using specialized Web design software.
4. Demonstrate Proficiency in using presentation software and equipment to produce a presentation suitable for streaming via the Web.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Advanced Technical Certificate (ATC)

Program Title: Project Manager in Digital Design Technology

Major Code: 4279

CIP: 0611080367

FLDOE: Unavailable; state curriculum frameworks do not exist for ATCs

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate knowledge, skill, and application of digital design systems to accomplish job objectives and enhance workplace performance.
2. Demonstrate proficiency using specialized digital design software applications.
3. Use technology to enhance the effectiveness of communication skills.
4. Develop an awareness of management functions and organizational structures as they relate to today’s workplace and employer/employee roles.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
**Applied Technology Diploma**

**Program Title:** Emergency Medical Technician

**Major Code:** B003

**CIP:** 0351090403


### Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Apply knowledge of general concepts of anatomy and physiology for the assessment and management of emergency patients by the paramedic during primarily pre-hospital patient contact.
2. Apply fundamental knowledge of principles of public health and epidemiology including public health emergencies, health promotion, and illness and injury prevention.
3. Safely and effectively perform all psychomotor skills within the U.S. DoT/NHTSA National EMS Scope of Practice Model and the State of Florida Scope of Practice Model.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions

### Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Applied Technical Diploma

Program Title: Dental Assisting

Major Code: B007

CIP: 0351060108


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Sustain the professional, moral and ethical obligations associated with being a member of the dental health team.
2. Perform all expanded duties approved for the dental assistant by the State Board of Dentistry.
3. Keep abreast of new developments and changes in the field of dentistry through the American Dental Assistants Association and professional dental literature.
4. Perform the clinical and office skills appropriately delegated to a dental assistant.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Bachelor of Applied Science Degree

Program Title: Supervision and Management

Major Code: T100

CIP: 1105202991

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Complete a research paper that integrated ideas from several sources
2. Review and evaluate data from various sources
3. Apply a concept or technique learned in class
4. Formulate awareness of ethical responsibilities in personal, organizational and academic life
5. Engage in an oral presentation
6. Construct and implement a project in a group/team
7. Demonstrate analysis of a complex issue and creation of method(s) of solving
8. Demonstrate an understanding of working with diverse cultures
9. Utilize data or evidence to solve problems and make effective decisions

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

10. Reading with critical competency.
11. Writing clearly and coherently.
12. Demonstrating literacy as appropriate within the discipline.
13. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Bachelor of Applied Science Degree

Program Title: Technology Management

Major Code: T200

CIP: 1101110991

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Complete a research paper that integrated ideas from several sources
2. Review and evaluate data from various sources
3. Apply a concept or technique learned in class
4. Formulate awareness of ethical responsibilities in personal, organizational and academic life
5. Engage in an oral presentation
6. Construct and implement a project in a group/team
7. Demonstrate analysis of a complex issue and creation of method(s) of solving
8. Demonstrate an understanding of working with diverse cultures
9. Utilize data or evidence to solve problems and make effective decisions

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

10. Reading with critical competency.
11. Writing clearly and coherently.
12. Demonstrating literacy as appropriate within the discipline.
13. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Bachelor of Applied Science Degree

Program Title: Information Technology

Major Code: T300

CIP: 1101101032

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Apply knowledge of computing and mathematics
2. Analyze a problem and identify the computing requirements appropriate to its solution
3. Evaluate a computer based system, process, component, or program to meet a desired need
4. Function effectively on a team to accomplish a common goal
5. Understand professional, ethical, legal, security, and social issues and responsibility
6. Communicate effectively on a subject with a range of audiences
7. Analyze the local and global impact of computing on individuals, organizations, and society
8. Recognize a need for and an ability to engage in continuing professional development
9. Use current techniques, skills, and tools necessary for computing practice
10. Use and apply current technical concepts and practices in the core information technologies
11. Identify and analyzed user needs and took them into account in the selection, creation, evaluation, and administration of computer practice
12. Effectively integrate IT-based solutions into the user environment
13. Develop an understanding of best practices and standards and their application
14. Assist in the creation of an effective project plan

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Baccalaureate Degree

Program Title: Bachelor of Science in Education - Exceptional Student Education with Reading and ESOL Endorsements

Major Code: S100

CIP: 11013100100

FLDOE: See the Florida Department of Education website for the initial and continued program approval standards for Initial Teacher Preparation Programs.

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

- Align instruction with state-adopted standards at the appropriate level of rigor;
- Sequence lessons and concepts to ensure coherence and required prior knowledge;
- Design instruction for students to achieve mastery;
- Select appropriate formative assessments to monitor learning;
- Use diagnostic student data to plan lessons; and
- Develop learning experiences that require students to demonstrate a variety of applicable skills and competencies.
- Organize, allocate, and manage the resources of time, space, and attention;
- Manage individual and class behaviors through a well-planned management system;
- Convey high expectations to all students;
- Respect students’ cultural linguistic and family background;
- Model clear, acceptable oral and written communication skills;
- Maintain a climate of openness, inquiry, fairness and support;
- Integrate current information and communication technologies;
- Adapt the learning environment to accommodate the differing needs and diversity of students; and
- Utilize current and emerging assistive technologies that enable students to participate in high-quality communication interactions and achieve their educational goals.
- Deliver engaging and challenging lessons;
- Deepen and enrich students’ understanding through content area literacy strategies, verbalization of thought, and application of the subject matter;
- Identify gaps in students’ subject matter knowledge;
- Modify instruction to respond to preconceptions or misconceptions;
- Relate and integrate the subject matter with other disciplines and life experiences;
- Employ higher-order questioning techniques;
- Apply varied instructional strategies and resources, including appropriate technology, to provide comprehensible instruction, and to teach for student understanding;
- Differentiate instruction based on an assessment of student learning needs and recognition of individual differences in students;
- Support, encourage, and provide immediate and specific feedback to students to promote student achievement; and
Utilize student feedback to monitor instructional needs and to adjust instruction.
Analyze and apply data from multiple assessments and measures to diagnose students’ learning needs, informs instruction based on those needs, and drives the learning process;
Design and align formative and summative assessments that match learning objectives and lead to mastery;
Use a variety of assessment tools to monitor student progress, achievement and learning gains;
Modify assessments and testing conditions to accommodate learning styles and varying levels of knowledge;
Share the importance and outcomes of student assessment data with the student and the student’s parent/caregiver(s); and
Apply technology to organize and integrate assessment information.
Design purposeful professional goals to strengthen the effectiveness of instruction based on students’ needs;
Examine and uses data-informed research to improve instruction and student achievement;
Use a variety of data, independently, and in collaboration with colleagues, to evaluate learning outcomes, adjust planning and continuously improve the effectiveness of the lessons;
Collaborate with the home, school and larger communities to foster communication and to support student learning and continuous improvement;
Engage in targeted professional growth opportunities and reflective practices; and
Implement knowledge and skills learned in professional development in the teaching and learning process.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Baccalaureate Degree

Program Title: Bachelor of Science in Education – Middle Grades Science Education
Major Code: S200
CIP: 11013131605
FLDOE: See the Florida Department of Education website for the initial and continued program approval standards for Initial Teacher Preparation Programs.

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

- Align instruction with state-adopted standards at the appropriate level of rigor;
- Sequence lessons and concepts to ensure coherence and required prior knowledge;
- Design instruction for students to achieve mastery;
- Select appropriate formative assessments to monitor learning;
- Use diagnostic student data to plan lessons; and
- Develop learning experiences that require students to demonstrate a variety of applicable skills and competencies.
- Organize, allocate, and manage the resources of time, space, and attention;
- Manage individual and class behaviors through a well-planned management system;
- Convey high expectations to all students;
- Respect students’ cultural linguistic and family background;
- Model clear, acceptable oral and written communication skills;
- Maintain a climate of openness, inquiry, fairness and support;
- Integrate current information and communication technologies;
- Adapt the learning environment to accommodate the differing needs and diversity of students; and
- Utilize current and emerging assistive technologies that enable students to participate in high-quality communication interactions and achieve their educational goals.
- Deliver engaging and challenging lessons;
- Deepen and enrich students’ understanding through content area literacy strategies, verbalization of thought, and application of the subject matter;
- Identify gaps in students’ subject matter knowledge;
- Modify instruction to respond to preconceptions or misconceptions;
- Relate and integrate the subject matter with other disciplines and life experiences;
- Employ higher-order questioning techniques;
- Apply varied instructional strategies and resources, including appropriate technology, to provide comprehensible instruction, and to teach for student understanding;
- Differentiate instruction based on an assessment of student learning needs and recognition of individual differences in students;
- Support, encourage, and provide immediate and specific feedback to students to promote student achievement; and
- Utilize student feedback to monitor instructional needs and to adjust instruction.
• Analyze and apply data from multiple assessments and measures to diagnose students’ learning needs, informs instruction based on those needs, and drives the learning process;
• Design and align formative and summative assessments that match learning objectives and lead to mastery;
• Use a variety of assessment tools to monitor student progress, achievement and learning gains;
• Modify assessments and testing conditions to accommodate learning styles and varying levels of knowledge;
• Share the importance and outcomes of student assessment data with the student and the student’s parent/caregiver(s); and
• Apply technology to organize and integrate assessment information.
• Design purposeful professional goals to strengthen the effectiveness of instruction based on students’ needs;
• Examine and uses data-informed research to improve instruction and student achievement;
• Use a variety of data, independently, and in collaboration with colleagues, to evaluate learning outcomes, adjust planning and continuously improve the effectiveness of the lessons;
• Collaborate with the home, school and larger communities to foster communication and to support student learning and continuous improvement;
• Engage in targeted professional growth opportunities and reflective practices; and
• Implement knowledge and skills learned in professional development in the teaching and learning process.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Baccalaureate Degree

Program Title: Bachelor of Science in Education – Secondary Biology Education

Major Code: S300

CIP: 11013132200

FLDOE: See the Florida Department of Education website for the initial and continued program approval standards for Initial Teacher Preparation Programs.

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

- Align instruction with state-adopted standards at the appropriate level of rigor;
- Sequence lessons and concepts to ensure coherence and required prior knowledge;
- Design instruction for students to achieve mastery;
- Select appropriate formative assessments to monitor learning;
- Use diagnostic student data to plan lessons; and
- Develop learning experiences that require students to demonstrate a variety of applicable skills and competencies.
- Organize, allocate, and manage the resources of time, space, and attention;
- Manage individual and class behaviors through a well-planned management system;
- Convey high expectations to all students;
- Respect students’ cultural linguistic and family background;
- Model clear, acceptable oral and written communication skills;
- Maintain a climate of openness, inquiry, fairness and support;
- Integrate current information and communication technologies;
- Adapt the learning environment to accommodate the differing needs and diversity of students; and
- Utilize current and emerging assistive technologies that enable students to participate in high-quality communication interactions and achieve their educational goals.
- Deliver engaging and challenging lessons;
- Deepen and enrich students’ understanding through content area literacy strategies, verbalization of thought, and application of the subject matter;
- Identify gaps in students’ subject matter knowledge;
- Modify instruction to respond to preconceptions or misconceptions;
- Relate and integrate the subject matter with other disciplines and life experiences;
- Employ higher-order questioning techniques;
- Apply varied instructional strategies and resources, including appropriate technology, to provide comprehensible instruction, and to teach for student understanding;
- Differentiate instruction based on an assessment of student learning needs and recognition of individual differences in students;
- Support, encourage, and provide immediate and specific feedback to students to promote student achievement; and
- Utilize student feedback to monitor instructional needs and to adjust instruction.
• Analyze and apply data from multiple assessments and measures to diagnose students’ learning needs, informs instruction based on those needs, and drives the learning process;
• Design and align formative and summative assessments that match learning objectives and lead to mastery;
• Use a variety of assessment tools to monitor student progress, achievement and learning gains;
• Modify assessments and testing conditions to accommodate learning styles and varying levels of knowledge;
• Share the importance and outcomes of student assessment data with the student and the student’s parent/caregiver(s); and
• Apply technology to organize and integrate assessment information.
• Design purposeful professional goals to strengthen the effectiveness of instruction based on students’ needs;
• Examine and uses data-informed research to improve instruction and student achievement;
• Use a variety of data, independently, and in collaboration with colleagues, to evaluate learning outcomes, adjust planning and continuously improve the effectiveness of the lessons;
• Collaborate with the home, school and larger communities to foster communication and to support student learning and continuous improvement;
• Engage in targeted professional growth opportunities and reflective practices; and
• Implement knowledge and skills learned in professional development in the teaching and learning process.

**Assessment of Student Learning**
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Baccalaureate Degree

Program Title: Bachelor of Science in Education – Middle Grades Mathematics Education

Major Code: S400

CIP: 11013131102

FLDOE: See the Florida Department of Education website for the initial and continued program approval standards for Initial Teacher Preparation Programs.

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

- Align instruction with state-adopted standards at the appropriate level of rigor;
- Sequence lessons and concepts to ensure coherence and required prior knowledge;
- Design instruction for students to achieve mastery;
- Select appropriate formative assessments to monitor learning;
- Use diagnostic student data to plan lessons; and
- Develop learning experiences that require students to demonstrate a variety of applicable skills and competencies.
- Organize, allocate, and manage the resources of time, space, and attention;
- Manage individual and class behaviors through a well-planned management system;
- Convey high expectations to all students;
- Respect students’ cultural linguistic and family background;
- Model clear, acceptable oral and written communication skills;
- Maintain a climate of openness, inquiry, fairness and support;
- Integrate current information and communication technologies;
- Adapt the learning environment to accommodate the differing needs and diversity of students; and
- Utilize current and emerging assistive technologies that enable students to participate in high-quality communication interactions and achieve their educational goals.
- Deliver engaging and challenging lessons;
- Deepen and enrich students’ understanding through content area literacy strategies, verbalization of thought, and application of the subject matter;
- Identify gaps in students’ subject matter knowledge;
- Modify instruction to respond to preconceptions or misconceptions;
- Relate and integrate the subject matter with other disciplines and life experiences;
- Employ higher-order questioning techniques;
- Apply varied instructional strategies and resources, including appropriate technology, to provide comprehensible instruction, and to teach for student understanding;
- Differentiate instruction based on an assessment of student learning needs and recognition of individual differences in students;
- Support, encourage, and provide immediate and specific feedback to students to promote student achievement; and
• Utilize student feedback to monitor instructional needs and to adjust instruction.
• Analyze and apply data from multiple assessments and measures to diagnose students’ learning needs, informs instruction based on those needs, and drives the learning process;
• Design and align formative and summative assessments that match learning objectives and lead to mastery;
• Use a variety of assessment tools to monitor student progress, achievement and learning gains;
• Modify assessments and testing conditions to accommodate learning styles and varying levels of knowledge;
• Share the importance and outcomes of student assessment data with the student and the student’s parent/caregiver(s); and
• Apply technology to organize and integrate assessment information.
• Design purposeful professional goals to strengthen the effectiveness of instruction based on students’ needs;
• Examine and uses data-informed research to improve instruction and student achievement;
• Use a variety of data, independently, and in collaboration with colleagues, to evaluate learning outcomes, adjust planning and continuously improve the effectiveness of the lessons;
• Collaborate with the home, school and larger communities to foster communication and to support student learning and continuous improvement;
• Engage in targeted professional growth opportunities and reflective practices; and
• Implement knowledge and skills learned in professional development in the teaching and learning process.

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**Assessment of Student Learning**

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Baccalaureate Degree

Program Title: Bachelor of Science in Education – Secondary Mathematics Education

Major Code: S500

CIP: 11013131101

FLDOE: See the Florida Department of Education website for the initial and continued program approval standards for Initial Teacher Preparation Programs.

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

- Align instruction with state-adopted standards at the appropriate level of rigor;
- Sequence lessons and concepts to ensure coherence and required prior knowledge;
- Design instruction for students to achieve mastery;
- Select appropriate formative assessments to monitor learning;
- Use diagnostic student data to plan lessons; and
- Develop learning experiences that require students to demonstrate a variety of applicable skills and competencies.
- Organize, allocate, and manage the resources of time, space, and attention;
- Manage individual and class behaviors through a well-planned management system;
- Convey high expectations to all students;
- Respect students’ cultural linguistic and family background;
- Model clear, acceptable oral and written communication skills;
- Maintain a climate of openness, inquiry, fairness and support;
- Integrate current information and communication technologies;
- Adapt the learning environment to accommodate the differing needs and diversity of students; and
- Utilize current and emerging assistive technologies that enable students to participate in high-quality communication interactions and achieve their educational goals.
- Deliver engaging and challenging lessons;
- Deepen and enrich students’ understanding through content area literacy strategies, verbalization of thought, and application of the subject matter;
- Identify gaps in students’ subject matter knowledge;
- Modify instruction to respond to preconceptions or misconceptions;
- Relate and integrate the subject matter with other disciplines and life experiences;
- Employ higher-order questioning techniques;
- Apply varied instructional strategies and resources, including appropriate technology, to provide comprehensible instruction, and to teach for student understanding;
- Differentiate instruction based on an assessment of student learning needs and recognition of individual differences in students;
- Support, encourage, and provide immediate and specific feedback to students to promote student achievement; and
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• Analyze and apply data from multiple assessments and measures to diagnose students’ learning needs, informs instruction based on those needs, and drives the learning process;
• Design and align formative and summative assessments that match learning objectives and lead to mastery;
• Use a variety of assessment tools to monitor student progress, achievement and learning gains;
• Modify assessments and testing conditions to accommodate learning styles and varying levels of knowledge;
• Share the importance and outcomes of student assessment data with the student and the student’s parent/caregiver(s); and
• Apply technology to organize and integrate assessment information.
• Design purposeful professional goals to strengthen the effectiveness of instruction based on students’ needs;
• Examine and uses data-informed research to improve instruction and student achievement;
• Use a variety of data, independently, and in collaboration with colleagues, to evaluate learning outcomes, adjust planning and continuously improve the effectiveness of the lessons;
• Collaborate with the home, school and larger communities to foster communication and to support student learning and continuous improvement;
• Engage in targeted professional growth opportunities and reflective practices; and
• Implement knowledge and skills learned in professional development in the teaching and learning process.

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**Assessment of Student Learning**

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Educator Preparation Institute

Program Title: Educator Preparation Institute
Major Code: 600  
CIP: 55513999900
FLDOE: See the Florida Department of Education website for the initial and continued program approval standards for State-Approved Alternative Certification Programs.

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

- Align instruction with state-adopted standards at the appropriate level of rigor;
- Sequence lessons and concepts to ensure coherence and required prior knowledge;
- Design instruction for students to achieve mastery;
- Select appropriate formative assessments to monitor learning;
- Use diagnostic student data to plan lessons; and
- Develop learning experiences that require students to demonstrate a variety of applicable skills and competencies.
- Organize, allocate, and manage the resources of time, space, and attention;
- Manage individual and class behaviors through a well-planned management system;
- Convey high expectations to all students;
- Respect students’ cultural linguistic and family background;
- Model clear, acceptable oral and written communication skills;
- Maintain a climate of openness, inquiry, fairness and support;
- Integrate current information and communication technologies;
- Adapt the learning environment to accommodate the differing needs and diversity of students; and
- Utilize current and emerging assistive technologies that enable students to participate in high-quality communication interactions and achieve their educational goals.
- Deliver engaging and challenging lessons;
- Deepen and enrich students’ understanding through content area literacy strategies, verbalization of thought, and application of the subject matter;
- Identify gaps in students’ subject matter knowledge;
- Modify instruction to respond to preconceptions or misconceptions;
- Relate and integrate the subject matter with other disciplines and life experiences;
- Employ higher-order questioning techniques;
- Apply varied instructional strategies and resources, including appropriate technology, to provide comprehensible instruction, and to teach for student understanding;
- Differentiate instruction based on an assessment of student learning needs and recognition of individual differences in students;
- Support, encourage, and provide immediate and specific feedback to students to promote student achievement; and
- Utilize student feedback to monitor instructional needs and to adjust instruction.
• Analyze and apply data from multiple assessments and measures to diagnose students’ learning needs, informs instruction based on those needs, and drives the learning process;
• Design and align formative and summative assessments that match learning objectives and lead to mastery;
• Use a variety of assessment tools to monitor student progress, achievement and learning gains;
• Modify assessments and testing conditions to accommodate learning styles and varying levels of knowledge;
• Share the importance and outcomes of student assessment data with the student and the student’s parent/caregiver(s); and
• Apply technology to organize and integrate assessment information.
• Design purposeful professional goals to strengthen the effectiveness of instruction based on students’ needs;
• Examine and uses data-informed research to improve instruction and student achievement;
• Use a variety of data, independently, and in collaboration with colleagues, to evaluate learning outcomes, adjust planning and continuously improve the effectiveness of the lessons;
• Collaborate with the home, school and larger communities to foster communication and to support student learning and continuous improvement;
• Engage in targeted professional growth opportunities and reflective practices; and
• Implement knowledge and skills learned in professional development in the teaching and learning process.

Some related learning outcomes include, but are not limited to, the ability to: (optional)

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Post-Secondary Adult Vocational Certificate

Program Title: Dental Assisting
Major Code: 5217
CIP: 0351060107

Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

01.0 Demonstrate knowledge of the health care delivery system and health occupations.
02.0 Demonstrate the ability to communicate and use interpersonal skills effectively.
03.0 Demonstrate legal and ethical responsibilities.
04.0 Demonstrate an understanding of and apply wellness and disease concepts.
05.0 Recognize and practice safety and security procedures.
06.0 Recognize and respond to emergency situations.
07.0 Recognize and practice infection control procedures.
08.0 Demonstrate an understanding of information technology applications in healthcare.
09.0 Demonstrate employability skills.
10.0 Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
11.0 Demonstrate basic math and science knowledge and skills.
12.0 Demonstrate language arts knowledge and skills.
13.0 Demonstrate personal money-management concepts, procedures, and strategies.
14.0 Solve problems using critical thinking skills, creativity and innovation.
15.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
16.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
17.0 Use dental terminology.
18.0 Describe the legal and ethical responsibilities of the dental health care worker.
19.0 Identify structures and explain functions and pathologies of dental and head and neck anatomy.
20.0 Identify principles of microbiology and disease prevention and perform infection control procedures.
21.0 Identify, describe, maintain and utilize dental instruments and equipment.
22.0 Record patient assessment and treatment data.
23.0 Describe principles and perform techniques of preventive dentistry.
24.0 Identify the functions of pharmacology and anesthesia as they relate to dentistry.
25.0 Identify properties and uses, and manipulate dental materials.
26.0 Identify and perform standard dental film, digital and carpal radiographic procedures.
27.0 Describe functions of the dental business office and perform dental business office procedures.
28.0 Perform chairside assisting for general dentistry and specialty procedures.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Paramedic

Major Code: 6208

CIP: 0351090405


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Apply knowledge of general concepts of anatomy and physiology for the assessment and management of emergency patients by the paramedic during primarily pre-hospital patient contact.
2. Apply fundamental knowledge of principles of public health and epidemiology including public health emergencies, health promotion, and illness and injury prevention.
3. Safely and effectively perform all psychomotor skills within the U.S. DoT/NHTSA National EMS Scope of Practice Model and the State of Florida Scope of Practice at the paramedic level.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Paramedic Online

Major Code: 6208E

CIP: 0351090405


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Apply knowledge of general concepts of anatomy and physiology for the assessment and management of emergency patients by the paramedic during primarily pre-hospital patient contact.
2. Apply fundamental knowledge of principles of public health and epidemiology including public health emergencies, health promotion, and illness and injury prevention.
3. Safely and effectively perform all psychomotor skills within the U.S. DoT/NHTSA National EMS Scope of Practice Model and the State of Florida Scope of Practice at the paramedic level.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Accounting Applications
Major Code: 62140
CIP: 0552030205
FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

After successfully completing this program the student will be able to perform the following:

1. Prepare and use financial information about business organizations to support decision making.
2. Manage business information using appropriate software.
3. Demonstrate effective business communication skills.
4. Evaluate business and financial information to support internal decision making.
5. Prepare governmental tax forms, including income, payroll, and sales taxes.
6. Consider the implications of professional values, ethics, and attitudes in business.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Accounting Applications Online

Major Code: 6214E

CIP: 0552030205

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

After successfully completing this program the student will be able to perform the following:

1. Prepare and use financial information about business organizations to support decision making.
2. Manage business information using appropriate software.
3. Demonstrate effective business communication skills.
4. Evaluate business and financial information to support internal decision making.
5. Prepare governmental tax forms, including income, payroll, and sales taxes.
6. Consider the implications of professional values, ethics, and attitudes in business.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Nuclear Medicine

Major Code: 6224

CIP: 351090503


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Recognize and locate anatomical structures, normal and abnormal variants, and pathological conditions demonstrated in planar and multi-planar imaging.
2. Assess and interpret a patient’s vital signs and provide patient care during nuclear medicine examinations.
3. Demonstrate proper operation and understanding of the fundamentals behind nuclear medicine imaging equipment and accessories.
4. Apply the principles of radiation protection for patients, others and oneself.
5. Recognize pharmaceuticals, radiopharmaceutical, and contrast media commonly used in nuclear medicine and PET/CT procedures.
6. Practice proper universal precautions through infection control, aseptic and sterile techniques.
7. Recognize and respond to emergency situations.
8. Perform quality assurance and control to procedures, nuclear medicine and PET/CT equipment.
9. Perform proper phlebotomy technique.
10. Demonstrate how to prepare and utilize radiopharmaceutical kits.
11. Recognize federal and state rules and regulations that apply to the nuclear medicine field.
12. Properly perform all planar, SPECT and certain PET imaging procedures.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Radiation Therapy Specialist

Major Code: 6228

CIP: 0351090703


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Provide patient care, education, and comfort during radiation therapy treatments.
2. Provide patient care, education, and comfort during radiation therapy simulations.
3. Apply knowledge of anatomy when comparing digitally reconstructed radiographs with treatment portal films on image receptors.
4. Evaluate treatment portal films to identify organs at risk and their radiation dose tolerance.
5. Apply the principles of radiation safety and protection for patients, self, and others involved in the patient’s care.
6. Demonstrate proper use of the linear accelerator and simulator.
7. Practice infection control and isolation procedures during radiation therapy treatments.
8. Recognize and respond to a radiation therapy emergency.
10. Evaluate patient treatment plans and be able to identify the gross tumor volume, clinical treatment volume, and planned treatment volume.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Office Management
Major Code: 6237
CIP: 0552020401
FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

After successfully completing this program the student will be able to perform the following:

1. Demonstrate effective business communication skills.
2. Prepare and use financial information.
3. Manage business information using appropriate software.
4. Perform records management activities.
5. Perform accounting activities.
6. Demonstrate employability and workplace skills.
7. Perform information processing activities.
8. Develop leadership skills.
9. Develop strategic organizational skills.
10. Perform office management activities.
11. Participate in work-based learning experiences

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Office Management

Major Code: 6237E

CIP: 0552020401

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

After successfully completing this program the student will be able to perform the following:

1. Demonstrate effective business communication skills.
2. Prepare and use financial information.
3. Manage business information using appropriate software.
4. Perform records management activities.
5. Perform accounting activities.
6. Demonstrate employability and workplace skills.
7. Perform information processing activities.
8. Develop leadership skills.
9. Develop strategic organizational skills.
10. Perform office management activities.
11. Participate in work-based learning experiences

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Cisco CCNA
Major Code: 62387
CIP: 0511010304

After successfully completing this program the student will be able to perform the following:

1. Demonstrate understanding of networked environments
2. Demonstrate understanding of data communications.
3. Understand, Install and configure computer hardware.
4. Understand, install and configure computer software.
5. Understand, install and configure network hardware.
6. Understand, install and configure network software.
7. Perform internetworking activities.
8. Perform network administration and management activities.
9. Perform troubleshooting and maintenance activities.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Marketing Operations

Major Code: 6240

CIP: 0252140111


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

01.0 Demonstrate the human relations skills necessary for success in promotion.
02.0 Demonstrate the ability to communicate skillfully.
03.0 Demonstrate proficiency in applying basic math skills as related to promotion.
04.0 Demonstrate knowledge of the principles of promotion.
05.0 Demonstrate knowledge of advertising.
06.0 Demonstrate knowledge of display.
07.0 Demonstrate knowledge of basic economic principles.
08.0 Demonstrate knowledge of public relations.
09.0 Demonstrate knowledge of personal selling.
10.0 Demonstrate knowledge of management functions.
11.0 Demonstrate an understanding of entrepreneurship.

Some related learning outcomes include, but are not limited to, the ability to:

Identify the major types of customer objections and techniques that can be used to overcome them.
List and define the elements of the promotional mix.
Identify and define the functions of marketing.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Business Management
Major Code: 62671
CIP: 0552070101
FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp
Scroll down to Business Administration (AS-1552020102)

Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

Professional Skills

01.0 Prepare and use financial information about business organizations to support decision making.
02.0 Manage business information using appropriate software.
03.0 Demonstrate effective business communication skills.
04.0 Describe the significance of legal and ethical issues in a business environment.
05.0 Develop human resources skills.
06.0 Demonstrate employability skills.
07.0 Prepare or develop strategic or organizational skills.
08.0 Identify, classify and demonstrate management activities.
09.0 Demonstrate a basic understanding of legal and ethical issues in a business environment.
10.0 Participate in a capstone project.

In addition, students may complete the outcomes in one of the following specializations:

- Banking SOC Code: 11-3031
- Human Resources SOC Code: 11-3042
- International Business SOC Code: 11-2011
- Management SOC Code: 11-9199
- Small Business Management SOC Code: 11-3011

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Customer Service

Major Code: 62672

CIP: 0552070101

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp
Scroll down to Business Administration (AS-1552020102)

Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

Professional Skills

01.0 Prepare and use financial information about business organizations to support decision making.
02.0 Manage business information using appropriate software.
03.0 Demonstrate effective business communication skills.
04.0 Describe the significance of legal and ethical issues in a business environment.
05.0 Develop human resources skills.
06.0 Demonstrate employability skills.
07.0 Prepare or develop strategic or organizational skills.
08.0 Identify, classify and demonstrate management activities.
09.0 Demonstrate a basic understanding of legal and ethical issues in a business environment.
10.0 Participate in a capstone project.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Sports Management
Major Code: 62673
CIP: 0552070101
FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp
Scroll down to Business Administration (AS-1552020102)

Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

Professional Skills

01.0 Prepare and use financial information about business organizations to support decision making.
02.0 Manage business information using appropriate software.
03.0 Demonstrate effective business communication skills.
04.0 Describe the significance of legal and ethical issues in a business environment.
05.0 Develop human resources skills.
06.0 Demonstrate employability skills.
07.0 Prepare or develop strategic or organizational skills.
08.0 Identify, classify and demonstrate management activities.
09.0 Demonstrate a basic understanding of legal and ethical issues in a business environment.
10.0 Participate in a capstone project.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Entrepreneurship

Major Code: 62674

CIP: 0552070101

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp
 Scroll down to Business Administration (AS-1552020102)

Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

Professional Skills

01.0 Prepare and use financial information about business organizations to support decision making.
02.0 Manage business information using appropriate software.
03.0 Demonstrate effective business communication skills.
04.0 Describe the significance of legal and ethical issues in a business environment.
05.0 Develop human resources skills.
06.0 Demonstrate employability skills.
07.0 Prepare or develop strategic or organizational skills.
08.0 Identify, classify and demonstrate management activities.
09.0 Demonstrate a basic understanding of legal and ethical issues in a business environment.
10.0 Participate in a capstone project.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Business Management Online
Major Code: 6267E
CIP: 0552070101
FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp
Scroll down to Business Administration (AS-1552020102)

Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

Professional Skills

01.0 Prepare and use financial information about business organizations to support decision making.
02.0 Manage business information using appropriate software.
03.0 Demonstrate effective business communication skills.
04.0 Describe the significance of legal and ethical issues in a business environment.
05.0 Develop human resources skills.
06.0 Demonstrate employability skills.
07.0 Prepare or develop strategic or organizational skills.
08.0 Identify, classify and demonstrate management activities.
09.0 Demonstrate a basic understanding of legal and ethical issues in a business environment.
10.0 Participate in a capstone project.

In addition, students may complete the outcomes in one of the following specializations:

- Banking SOC Code: 11-3031
- Human Resources SOC Code: 11-3042
- International Business SOC Code: 11-2011
- Management SOC Code: 11-9199
- Small Business Management SOC Code: 11-3011

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Electronic Commerce

Major Code: 6278

CIP: 0252020801

FLDOE: [URL](http://www.fldoe.org/workforce/dwdframe/mkt_cluster_frame13.asp)

After successfully completing this program the student will be able to perform the following:

1. Plan sales promotion techniques and procedures to the marketing of products and services.
2. Perform merchandising math operations unique to products and services marketing.
3. Understand the importance of marketing operations.
4. Demonstrate knowledge and application of product and service technology.
5. Understand the role of the manager and the entrepreneur.
6. Develop a business plan.
7. Plan the marketing strategy.
8. Finance the business.
9. Manage the business.
10. Manage human resources.
11. Promote the business.
12. Manage sales.
13. Manage finances.
14. Manage customer credit and collections.
15. Identify the use of technology in marketing.
16. Develop a marketing oriented website.
17. Identify and implement marketing support activities.
18. Manage an e-commerce marketing campaign.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Office Support

Major Code: 6279

CIP: 0552020403

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

After successfully completing this program the student will be able to perform the following:

1. Demonstrate effective business communication skills.
2. Prepare and use financial information.
3. Manage business information using appropriate software.
4. Perform records management activities.
5. Perform accounting activities.
6. Demonstrate employability and workplace skills.
7. Perform information processing activities.
8. Develop leadership skills.
9. Develop strategic organizational skills.
10. Perform office management activities.
11. Participate in work-based learning experiences.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Office Support

Major Code: 6279E

CIP: 0552020403

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

After successfully completing this program the student will be able to perform the following:

1. Demonstrate effective business communication skills.
2. Prepare and use financial information.
3. Manage business information using appropriate software.
4. Perform records management activities.
5. Perform accounting activities.
6. Demonstrate employability and workplace skills.
7. Perform information processing activities.
8. Develop leadership skills.
9. Develop strategic organizational skills.
10. Perform office management activities.
11. Participate in work-based learning experiences.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Office Specialist

Major Code: 6280

CIP: 0552020403

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

After successfully completing this program the student will be able to perform the following:

1. Demonstrate effective business communication skills.
2. Prepare and use financial information.
3. Manage business information using appropriate software.
4. Perform records management activities.
5. Perform accounting activities.
6. Demonstrate employability and workplace skills.
7. Perform information processing activities.
8. Develop leadership skills.
9. Develop strategic organizational skills.
10. Perform office management activities.
11. Participate in work-based learning experiences.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Office Specialist Online

Major Code: 6280E

CIP: 0552020403

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

After successfully completing this program the student will be able to perform the following:

1. Demonstrate effective business communication skills.
2. Prepare and use financial information.
3. Manage business information using appropriate software.
4. Perform records management activities.
5. Perform accounting activities.
6. Demonstrate employability and workplace skills.
7. Perform information processing activities.
8. Develop leadership skills.
9. Develop strategic organizational skills.
10. Perform office management activities.
11. Participate in work-based learning experiences.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Medical Office Management

Major Code: 6281

CIP: 0551071605

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

After successfully completing this program the student will be able to perform the following:

1. Demonstrate effective business communication skills.
2. Prepare and use financial information.
3. Manage business information using appropriate software.
4. Perform records management activities.
5. Perform accounting activities.
6. Demonstrate employability and workplace skills.
7. Perform information processing activities.
8. Develop leadership skills.
9. Develop strategic organizational skills.
10. Perform office management activities.
11. Participate in work-based learning experiences.
12. Perform machine transcription activities.
13. Perform office management activities.
14. Perform medical office activities.
15. Perform medical office management activities.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Medical Office Management Online

Major Code: 6281E

CIP: 0551071605

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

After successfully completing this program the student will be able to perform the following:

1. Demonstrate effective business communication skills.
2. Prepare and use financial information.
3. Manage business information using appropriate software.
4. Perform records management activities.
5. Perform accounting activities.
6. Demonstrate employability and workplace skills.
7. Perform information processing activities.
8. Develop leadership skills.
9. Develop strategic organizational skills.
10. Perform office management activities.
11. Participate in work-based learning experiences.
12. Perform machine transcription activities.
13. Perform office management activities.
14. Perform medical office activities.
15. Perform medical office management activities.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Network Technician

Major Code: 6282

CIP: 0511010304


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

01.0 Demonstrate understanding of networked environments

02.0 Demonstrate understanding of data communications.

03.0 Understand, Install and configure computer hardware.

04.0 Understand, install and configure computer software.

05.0 Understand, install and configure network hardware.

06.0 Understand, install and configure network software.

07.0 Perform internetworking activities.

08.0 Perform network administration and management activities.

09.0 Perform troubleshooting and maintenance activities.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Help Desk Specialist

Major Code: 62822

CIP: 0511010311


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

01.0 Demonstrate how to use current productivity software applications including word processing, spreadsheets, database, presentation software, email, and internet browser applications.

02.0 Install, configure and troubleshoot system and device driver software and implement basic security measures.

03.0 Install, configure, use, manage, and troubleshoot microcomputer operating systems.

04.0 Demonstrate proficiency in supporting Windows-based client and network computer systems.

05.0 Demonstrate proficiency in installing, configuring, deploying, and supporting desktop applications.

06.0 Demonstrate proficiency in supporting Windows users.

07.0 Perform help desk support activities.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Microsoft Office Specialist

Major Code: 62823

CIP: 0511010311


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

01.0 Demonstrate how to use current productivity software applications including word processing, spreadsheets, database, presentation software, email, and internet browser applications.

02.0 Install, configure and troubleshoot system and device driver software and implement basic security measures.

03.0 Install, configure, use, manage, and troubleshoot microcomputer operating systems.

04.0 Demonstrate proficiency in supporting Windows-based client and network computer systems.

05.0 Demonstrate proficiency in installing, configuring, deploying, and supporting desktop applications.

06.0 Demonstrate proficiency in supporting Windows users.

07.0 Perform help desk support activities.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Microsoft MCITP

Major Code: 6283

CIP: 0511010304


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

01.0 Demonstrate understanding of networked environments
02.0 Demonstrate understanding of data communications.
03.0 Understand, Install and configure computer hardware.
04.0 Understand, install and configure computer software.
05.0 Understand, install and configure network hardware.
06.0 Understand, install and configure network software.
07.0 Perform internetworking activities.
08.0 Perform network administration and management activities.
09.0 Perform troubleshooting and maintenance activities.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Support Technician

Major Code: 6284

CIP: 0511010312


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

01.0 Understand, install and configure computer hardware.
02.0 Understand, Install and configure computer software
03.0 Demonstrate understanding of networked environments
04.0 Demonstrate understanding of internet structure, organization and navigation.
05.0 Perform technical system support functions
06.0 Perform troubleshooting activities.
07.0 Perform systems monitoring activities.
08.0 Perform computer information systems analysis activities.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Web Designer
Major Code: 6285
CIP: 0511080103

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

01.0 Demonstrate proficiency with Internet structure, organization, and navigation.
02.0 Understand, install and configure computer hardware.
03.0 Understand, install and configure computer software.
04.0 Perform enterprise architecture-related tasks.
05.0 Perform web design/development activities.
06.0 Perform programming and scripting activities.
07.0 Perform testing/troubleshooting activities.
08.0 Perform web site management activities.
09.0 Perform e-commerce-related tasks.
10.0 Demonstrate professional development skills.
11.0 Perform Documentation and Technical reference activities.
12.0 Perform general organizational computing workplace competencies.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Digital Media Web Production

Major Code: 6286

CIP: 0610010208

Scroll down to Program and Certificates

Core Skills and Program Learning Outcomes

Upon successful completion of this program, the student will be able to:

1. Use industry standard digital media/multimedia hardware and software.
2. Create projects (Websites, Presentations, Videos, Games Animation) utilizing a variety of digital media/multimedia technologies.
3. Design and generate still imagery/graphics utilizing industry standard software.
4. Design and generate animation in a multimedia project.
5. Use computer applications for digital media/multimedia projects.
6. Produce digital media/multimedia projects.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Digital Media/Multimedia Production

Major Code: 6287

CIP: 0610010507

FLDOE: [Link](http://www.fldoe.org/workforce/dwdframe/art_cluster_frame13.asp)
Scroll down to Programs and Certificates in Multimedia

Core Skills and Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Use industry standard digital media/multimedia hardware and software.
2. Create projects (Websites, Presentations, Videos) utilizing a variety of digital media/multimedia technologies.
3. Design and generate still imagery/graphics utilizing industry standard software.
4. Design and generate video, animation and/or 3D animations in a multimedia project.
5. Design and execute different types of Audio files technology for a digital media/multimedia project.
6. Use computer applications for digital media/multimedia projects.
7. Produce digital media/multimedia projects.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Business Specialist

Major Code: 6288

CIP: 0552020103

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

After successfully completing this program the student will be able to perform the following:

1. Prepare and use financial information about business organizations to support decision making.
2. Manage business information using appropriate software.
3. Demonstrate effective business communication skills.
4. Describe the significance of legal and ethical issues in a business environment.
5. Develop human resources skills.
6. Demonstrate employability skills.
7. Demonstrate a basic understanding of legal and ethical issues in a business environment.

International Business Specialization

1. Demonstrate knowledge of international marketing and distribution activities.
2. Demonstrate knowledge of international social and cultural business practices.

Small Business Management Specialization

1. Demonstrate knowledge of small business management functions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title:  Business Specialist Online (International Business or Small Business Management Option)

Major Code:  6288E

CIP:  0552020103

FLDOE:  http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

**Professional Skills**
01.0  Prepare and use financial information about business organizations to support decision making.
02.0  Manage business information using appropriate software.
03.0  Demonstrate effective business communication skills.
04.0  Describe the significance of legal and ethical issues in a business environment.
05.0  Develop human resources skills.
06.0  Demonstrate employability skills.
07.0  Prepare or develop strategic or organizational skills.
08.0  Identify, classify and demonstrate management activities.
09.0  Demonstrate a basic understanding of legal and ethical issues in a business environment.
10.0  Participate in a capstone project.

**International Business Specialization**
11.0  Demonstrate knowledge of international marketing and distribution activities.
12.0  Demonstrate knowledge of international banking and finance activities.
13.0  Demonstrate knowledge of international social and cultural business practices.
14.0  Demonstrate knowledge of international law and economic activities.

**Small Business Management Specialization**
11.0  Demonstrate knowledge of small business management functions.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Graphic Design Production Certificate

Major Code: 6289

CIP: 0611080303


Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

01.0 Demonstrate effective communication skills.
02.0 Demonstrate team skills.
03.0 Demonstrate safe and efficient work practices.
04.0 Perform raster and vector based illustration and graphic development.
05.0 Formulate concepts/theory.
06.0 Apply design theories.
07.0 Demonstrate creative use of typography.
08.0 Create advertising layouts.
09.0 Demonstrate production skills.
10.0 Interpret printing processes.
11.0 Demonstrate knowledge of current industry standards, practices, and techniques.
12.0 Interpret photographic procedures.
13.0 Apply color theories.
14.0 Demonstrate industry level presentation procedures.
15.0 Utilize computer hardware, software, networks and peripherals for the production of electronic content.
16.0 Create electronic content.
17.0 Demonstrate employability skills.

Assessment of Student Learning
Student learning assessment is done in a number of ways including skills demonstrations and embedded testing. Students are assessed by their forward progress thru the program. A final assessment is performed by portfolio review of the work done throughout the program in the areas of print, web, illustration, branding, production, and general graphic design skills demonstration.
Technical Certificate

Program Title: Graphic Design Support

Major Code: 6290

CIP: 0611080302


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

01.0 Demonstrate effective communication skills.
02.0 Perform raster and vector based illustration and graphic development.
03.0 Formulate concepts/theory.
04.0 Apply design theories.
05.0 Demonstrate creative use of typography.
06.0 Demonstrate production skills.
07.0 Interpret printing processes.
08.0 Demonstrate knowledge of current industry standards, practices, and techniques.
09.0 Interpret photographic procedures.
10.0 Apply color theories.
11.0 Demonstrate industry level presentation procedures.
12.0 Utilize computer hardware, software, networks and peripherals for the production of electronic content.
13.0 Create electronic content.
14.0 Demonstrate employability skills.

Assessment of Student Learning

Student learning assessment is done in a number of ways including skills demonstrations and embedded testing. Students are assessed by their forward progress thru the program. A final assessment is performed by portfolio review of the work done throughout the program in the areas of print, web, illustration, branding, production, and general graphic design skills demonstration.
Technical Certificate

Program Title: Guest Services Specialist

Major Code: 6300

CIP: 0252090403


After successfully completing this program the student will be able to perform the following:

01.0 Demonstrate employability skills.
02.0 Demonstrate customer service skills.
03.0 Apply human relations skills.
04.0 Demonstrate proficiency in communication skills.
05.0 Demonstrate proficiency in applying mathematics skills.
06.0 Identify the organization and function of the hospitality industry.
07.0 Perform general hotel duties.
08.0 Manage the front office.
09.0 Develop and control basic sanitation program.
10.0 Demonstrate housekeeping operations and management functions.
11.0 Demonstrate leadership and supervisory skills.
12.0 Apply and maintain security and safety procedures.
13.0 Demonstrate the use of computers.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Food and Beverage Management

Major Code: 6301

CIP: 0252090503


Upon successful completion of the program, the student will be able to:

01.0 Demonstrate employability skills.
02.0 Demonstrate customer service skills.
03.0 Apply human relations skills.
04.0 Demonstrate proficiency in communication skills.
05.0 Demonstrate proficiency in applying mathematics skills.
06.0 Identify economic principles.
07.0 Identify effective selling techniques and procedures.
08.0 Identify the organization and function of the hospitality industry.
09.0 Perform general hotel duties.
10.0 Manage the front office.
11.0 Develop and control basic sanitation program.
12.0 Demonstrate housekeeping operations and management functions.
13.0 Demonstrate leadership and supervisory skills.
14.0 Apply and maintain security and safety procedures.
15.0 Demonstrate hotel staffing operations.
16.0 Analyze laws that affect the hospitality industry.
17.0 Operate liability and risk identification program.

Food and Beverage

18.0 Set up and control maintenance and energy consumption.
19.0 Demonstrate food and beverage management in a full-service hotel/motel/lodge.
20.0 Demonstrate basic computer skills.
21.0 Perform communications activities.
22.0 Identify terminology unique to the food and beverage industry.
23.0 Manage guest interactions
24.0 Participate in learning reservations procedures.
25.0 Demonstrate acceptable dining room service procedures
26.0 Demonstrate the ability to design a menu.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Rooms Division Management

Major Code: 6302

CIP: 0252090402


After successfully completing this program the student will be able to perform the following:

01.0 Demonstrate employability skills.
02.0 Demonstrate customer service skills.
03.0 Apply human relations skills.
04.0 Demonstrate proficiency in communication skills.
05.0 Demonstrate proficiency in applying mathematics skills.
06.0 Identify economic principles.
07.0 Identify effective selling techniques and procedures.
08.0 Identify the organization and function of the hospitality industry.
09.0 Perform general hotel duties.
10.0 Manage the front office.
11.0 Develop and control basic sanitation program.
12.0 Demonstrate housekeeping operations and management functions.
13.0 Demonstrate leadership and supervisory skills.
14.0 Apply and maintain security and safety procedures.
15.0 Demonstrate hotel staffing operations.
16.0 Analyze laws that affect the hospitality industry.
17.0 Operate liability and risk identification program.
18.0 Identify and demonstrate marketing and business fundamentals.
19.0 Demonstrate use of the Property Management System.
20.0 Manage accounting and information system.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Emergency Management

Major Code: 6303

CIP: 0743030201

FLDOE: [Hyperlink to FLDOE website]

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

01.0 Demonstrate knowledge of emergency operations planning systems.
02.0 Demonstrate knowledge of emergency management operations.
03.0 Demonstrate knowledge of the administration role of the emergency manager.
04.0 Demonstrate knowledge of federal, state and local mitigation programs.
05.0 Demonstrate knowledge of long and short term recovery programs.
06.0 Demonstrate knowledge of the facilities and equipment used in comprehensive emergency management.
07.0 Demonstrate knowledge of professional development for advancement within the profession.

Some related learning outcomes include, but are not limited to, the ability to:

1. Recognize and identify different concepts of emergency planning.
2. Manage emergency management public education programs
3. Demonstrate knowledge of natural and man-made hazards.
4. Develop a contingency plan/business recovery plan.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Emergency Management Online

Major Code: 6303E

CIP: 0743030201


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:
01.0 Demonstrate knowledge of emergency operations planning systems.
02.0 Demonstrate knowledge of emergency management operations.
03.0 Demonstrate knowledge of the administration role of the emergency manager.
04.0 Demonstrate knowledge of federal, state and local mitigation programs.
05.0 Demonstrate knowledge of long and short term recovery programs.
06.0 Demonstrate knowledge of the facilities and equipment used in comprehensive emergency management.
07.0 Demonstrate knowledge of professional development for advancement within the profession.

Some related learning outcomes include, but are not limited to, the ability to:

1. Recognize and identify different concepts of emergency planning.
2. Manage emergency management public education programs
3. Demonstrate knowledge of natural and man-made hazards.
4. Develop a contingency plan/business recovery plan.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Airport Management

Major Code: 6304

CIP: 0649010405


After successfully completing this program the student will be able to perform the following:

1. Demonstrate an understanding of basic aviation terminology and history.
2. Demonstrate an understanding of aviation operations practices, limitations and procedures.
3. Demonstrate an understanding of federal, state and other governmental laws, rules and policies as they relate to aviation.
4. Demonstrate an understanding of airport management practices, including leadership, communications, directing, planning and controlling.
5. Demonstrate an understanding of aviation security issues and responses.
6. Demonstrate employability skills.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Basic Solar Technician

Major Code: 6305; Currently in curriculum agenda for termination (will be replaced by Alternative Energy Systems Specialist Certificate)

CIP: 0615050304

FLDOE: See Florida Department of Education website and then scroll down to select link “Energy” and click on “Alternative Energy Engineering Technology - (CCC – 0615050304)”.

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

01.0 Demonstrate proficiency in laboratory practices.
02.0 Demonstrate proficiency in DC circuits.
03.0 Demonstrate proficiency in AC circuits.
04.0 Demonstrate proficiency in solid state devices.
05.0 Demonstrate proficiency in technical recording and reporting.
06.0 Demonstrate proficiency in principles of power generation systems such as solar, wind, geothermal, Biofuels/biomass, hydroelectric and ocean energy.
07.0 Demonstrate proficiency in principles of transformers.
08.0 Demonstrate proficiency in principles of power transmission systems.
09.0 Demonstrate proficiency in interpretation of electric codes.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Marine Technology

Major Code: 6306

CIP: 0647060512


Upon successful completion of this program, students will be able to:

01.0 Perform basic shop practices.
02.0 Describe operational theory of (2) two and (4) four cycle engines - Diesel and Gasoline.
03.0 Use service manuals and parts references.
04.0 Perform basic welding skills.
05.0 Remove and install engines.
06.0 Recondition and service engines.
07.0 Perform diagnosis service and repairs to all types of marine ignition systems.
08.0 Develop skills in electrical-electronic theory of operation and application.
09.0 Troubleshoot and repair fuel systems.
10.0 Service cooling systems.
11.0 Service exhaust systems.
12.0 Repair inboard drive systems.
13.0 Rig boats.
14.0 Repair lower units.
15.0 Perform corrosion experiments and understand corrosion control.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Electronics Solar Technician

Major Code: 6307; Currently in curriculum agenda for termination (will be replaced by Alternative Energy Systems Specialist)

CIP: 0615030309

FLDOE: See Florida Department of Education website and then scroll down to select link “Manufacturing 2011-12 ” and click on “Electronics Technician -(CCC – 0615030309)”.

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

01.0 Demonstrate proficiency in laboratory practices
02.0 Demonstrate proficiency in direct current (DC) circuits
03.0 Demonstrate proficiency in alternating current (AC) circuits
04.0 Demonstrate proficiency in solid-state devices
05.0 Demonstrate proficiency in analog circuits
06.0 Demonstrate proficiency in digital circuits
07.0 Demonstrate proficiency in technical recording and reporting
08.0 Demonstrate proficiency in direct current (DC) network analysis
09.0 Demonstrate proficiency in alternating current (AC) network and coupled circuit analysis
10.0 Demonstrate proficiency in design and analysis of discrete solid-state circuits
11.0 Demonstrate proficiency in design and analysis using linear integrated circuits
12.0 Demonstrate employability skills
13.0 Understand, install, configure and troubleshoot issues relating to computer hardware and software

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Logistics & Transportation

Major Code: 6308

CIP: 0652020901


After successfully completing this program the student will be able to perform the following:

1. Demonstrate an understanding of professional development and networking.
2. Demonstrate an understanding of professional effectiveness.
3. Demonstrate an understanding of logistics, and supply chain management basics.
4. Demonstrate an understanding of transportation systems.
5. Demonstrate an understanding of warehousing and materials handling.
6. Demonstrate an understanding of packaging.
7. Demonstrate an understanding of inventory and supply planning.
8. Demonstrate an understanding of supply chain management.
9. Demonstrate an understanding of reverse logistics.
10. Demonstrate an understanding of purchasing/contracting.
11. Demonstrate an understanding of production.
12. Demonstrate an understanding of product management.
13. Demonstrate an understanding of pricing.
14. Demonstrate an understanding of customer relationship management.
15. Demonstrate an understanding of management practices.
16. Demonstrate an understanding of risk management.
17. Demonstrate an understanding of project and quality management.
18. Demonstrate an understanding of business law, ethics and legal issues.
19. Demonstrate an understanding of writing documentation.
20. Demonstrate an understanding of information technology applications.
21. Demonstrate an understanding of knowledge-management.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Audio Technology
Major Code: 6309
CIP: 0650060209

After successfully completing this program the student will be able to perform the following:

1. Demonstrate set-up and configuration of a computer for audio applications.
2. Understand the operation of basic reproduction, reinforcement and recording audio equipment.
3. Demonstrate understanding of requirements for set up and operation of a sound reinforcement system.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Engineering Technology Support Specialist

Major Code: 6314

CIP: 0615000007

FLDOE: See Florida Department of Education website and then scroll down to select link “Manufacturing” and click on “Engineering Technology Support Specialist (CCC - 0651000007)”.

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

- 01.0 Demonstrate an understanding of industrial processes and material properties.
- 02.0 Generate and interpret computer-aided drawings.
- 03.0 Demonstrate a fundamental understanding of electronics and electricity.
- 04.0 Demonstrate an understanding of industrial safety, health, and environmental requirements.
- 05.0 Demonstrate proficiently in the use of quality assurance methods and quality control concepts.
- 06.0 Demonstrate proficiency in using tools, instruments and testing devices.
- 07.0 Demonstrate basic troubleshooting skills.
- 08.0 Demonstrate appropriate communication skills.
- 09.0 Demonstrate appropriate math skills.
- 10.0 Demonstrate an understanding of modern business practices and strategies.
- 11.0 Demonstrate employability skills

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Vocational Certificate

Program Title: Medical Assisting
Major Code: 5215
CIP: 0351080100

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Perform aseptic procedures.
2. Take cardinal signs.
4. Perform venipuncture and non-intravenous injection.
5. Observe and report patient's signs and symptoms.
6. Administer basic emergency and first aid.
7. Assist with patient examination and specific treatments.
8. Operate office administrative and clinical equipment.
9. Collect routine lab specimens as directed by physician.
10. Administer medications as directed by physician.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Vocational Certificate

Program Title: Dental Assisting

Major Code: 5217

CIP: 0351060107


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Sustain the professional, moral and ethical obligations associated with being a member of the dental health team.
2. Perform all expanded duties approved for the dental assistant by the State Board of Dentistry.
3. Keep abreast of new developments and changes in the field of dentistry through the American Dental Assistants Association and professional dental literature.
4. Perform the clinical and office skills appropriately delegated to a dental assistant.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Vocational Certificate

Program Title: Broward Policy Academy
Major Code: 5269
CIP: 0743010700

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:
Students will demonstrate mastery of the core skills as determined by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission and Florida Department of Education. Students will also be eligible to take the Florida State Officer Certification Exam.

These core skills include the ability to:

1. Describe and discuss the criminal justice system and its components
2. Describe and discuss applicable criminal statutes, ordinances, violations, civil and criminal liability.
4. Describe and discuss essential skills to maintain their safety and security by being aware of their surroundings; legalities in the use of force.
5. Describe and demonstrate use radio equipment properly, identify the communication audience, and how to conduct basic interview
6. Demonstrate effective communications verbally and in written form.
7. Understand officer safety issues, identify and avoid fatal errors, identify and manage stress, and maintain mental and physical fitness

Some related learning outcomes include, but are not limited to, the ability to:

1. Demonstrate how respond to a call, approach a suspect, make an arrest, transport a prisoner, and process
2. Understand and demonstrate responses to persons with mental disabilities.
3. Should be able to understand local emergency response plans, law enforcement duty-to-act requirements, and their role as first responders

In addition, students will demonstrate mastery of (1) the use of a firearm (2) emergency vehicle operations; (3) appropriate defensive tactics (4) first aid techniques (5) and essentials of being physically fit, as well as the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Vocational Certificate

Program Title: Corrections Officer
Major Code: 5270
CIP: 0743010200

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:
Demonstrate mastery of the core skills as determined by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission and Florida Department of Education. Students will also be eligible to take the Florida Correctional Officer State Certification Exam. These core skills include the ability to:

1. Describe and discuss the criminal justice system and its components
2. Describe and discuss how to interact professionally with inmates, visitors, and staff in a correctional setting
3. Describe and discuss essential skills to maintain their safety and security by being aware of their surroundings and understand the identification requirements of their facility.
4. Describe and identify common equipment, identify hazardous equipment, interpret responsibilities for equipment accountability, describe equipment storage procedures.
5. Understand and demonstrate the process for accepting a subject into a detention facility and proper search procedures.
6. Demonstrate effective communications verbally and in written form.

Some related learning outcomes include, but are not limited to, the ability to:

1. Discuss the importance of ethics, values and professionalism, both in their personal lives and in their role as correctional officers.
2. Understand and demonstrate responses to persons with mental disabilities.
3. Explain and how to effectively supervise daily operations at a correctional facility and apply proper methods in the disciplinary process when an inmate commits a rule or law violation

In addition, students will demonstrate mastery of (1) the use of a firearm (2) emergency vehicle operations; (3) appropriate defensive tactics (4) first aid techniques (5) and essentials of being physically fit, as well as the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Vocational Certificate

Program Title: Police Service Aide Academy

Major Code: 5271

CIP: 0743019903


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

01.0 Explain the role of the PES.
02.0 Demonstrate appropriate use of the radio for maximum efficiency.
03.0 Vehicle operations.
04.0 Trial procedures and testimony.
05.0 State the authority of the TCI as outlined in Chapter 316.640, F.S.
06.0 List the procedures of traffic crash scene management.
07.0 Demonstrate use of the radio for maximum efficiency.
08.0 Demonstrate proficiency in first responder to medical emergencies techniques.
09.0 List the basic principles of traffic crash investigation.
10.0 Conduct interviews to determine the who, what, when, and where of the traffic crash.
11.0 Understand importance of good note-taking and diagramming.
12.0 Know the signs of impairment.
13.0 Examine the crash scene and identify the elements that should be included in the Florida Traffic Crash Report.
14.0 State the definitions relative to the TCI.
15.0 Accurately complete the appropriate traffic crash investigation form(s) and Uniform Traffic Citation.
16.0 Discuss trial procedures and testimony.
17.0 Explain the Community Service Officer's/Police Service Aide’s role, ethics and professionalism.
18.0 Demonstrate patrol procedures.
19.0 Demonstrate investigative report writing skills.
20.0 Conduct preliminary property crime investigations.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Vocational Certificate

Program Title: Aircraft Airframe Mechanics

Major Code: 5272

CIP: 0647060700

FLDOE: See Florida Department of Education website and then scroll down to “Transportation, Distribution & Logistics” click to “Transportation, Distribution & Logistics Career Cluster Curriculum Frameworks” “Secondary/PSAV Programs/Courses” and click on “Aircraft/Airframe Mechanics (8715100 / 1470612)”

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Perform basic electricity skills.
2. Perform basic aircraft drawing skills.
3. Demonstrate aircraft weight and balance skills.
4. Maintain aircraft fluid lines and fittings.
5. Perform aircraft materials and processes skills.
6. Perform ground operations and servicing duties.
7. Perform cleaning and corrosion-control operations.
8. Demonstrate mathematical skills.
9. Maintain forms and records.
10. Apply basic physics to aircraft systems.
11. Demonstrate appropriate understanding of basic science.
12. Demonstrate the use of maintenance publications.
13. Interpret mechanic privileges and limitations.
14. Identify Federal Aviation Administration (FAA) licensing requirements.
15. Demonstrate appropriate communication skills.
16. Demonstrate employability skills as an Aviation General Maintenance Technician Helper.
17. Demonstrate an understanding of entrepreneurship related to opportunities in Aviation General Maintenance occupations.
18. Maintain wood structures.
20. Apply aircraft finishes.
22. Perform welding.
23. Perform assembly and rigging.
24. Perform airframe inspection.
25. Maintain aircraft landing-gear systems.
26. Maintain hydraulic and pneumatic power systems.
27. Maintain cabin atmosphere control systems.
28. Maintain aircraft instrument systems.
29. Maintain communication and navigation systems.
30. Inspect and repair aircraft fuel systems.
31. Inspect and repair aircraft electrical systems.
32. Inspect and repair position and warning systems.
33. Maintain ice and rain control systems.
34. Inspect and repair aircraft fire-protection systems.
35. Demonstrate knowledge of Federal Aviation Administration Airframe licensing requirements.
36. Demonstrate employability skills as an Aviation Maintenance Technician with a FAA airframe rating.
37. Demonstrate an understanding of entrepreneurship related to opportunities in Aviation Airframe Maintenance occupations.

Some related learning outcomes include, but are not limited to, the ability to:

1. Successfully pass the Federal Aviation Administration (FAA) license examinations for Airframe ratings.
2. Have a working knowledge of safety procedures, tools, equipment, materials, and processes related to this occupation.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
**Vocational Certificate**

**Program Title:** Aircraft Powerplant Mechanics  
**Major Code:** 5273  
**CIP:** 0647060800  
**FLDOE:** See Florida Department of Education website and then scroll down to “Transportation, Distribution & Logistics” click to “Transportation, Distribution & Logistics Career Cluster Curriculum Frameworks” “Secondary/PSAV Programs/Courses” and click on “Aircraft Powerplant Mechanics (8715200 / I470622)”

**Core Skills and Program Learning Outcomes:**

Upon successful completion of this program, students will be able to:

1. Perform basic electricity skills.  
2. Perform basic aircraft drawing skills.  
3. Demonstrate aircraft weight and balance skills.  
4. Maintain aircraft fluid lines and fittings.  
5. Perform aircraft materials and processes skills.  
6. Perform ground operations and servicing duties.  
7. Perform cleaning and corrosion control operations.  
8. Demonstrate mathematical skills.  
9. Maintain forms and records.  
10. Apply basic physics to aircraft systems.  
11. Demonstrate appropriate understanding of basic science.  
12. Demonstrate the use of maintenance publications.  
13. Interpret mechanic privileges and limitations.  
14. Identify Federal Aviation Administration licensing requirements.  
15. Demonstrate appropriate communication skills.  
16. Demonstrate employability skills as an Aviation General Maintenance Technician Helper.  
17. Demonstrate an understanding of entrepreneurship related to opportunities in Aviation General Maintenance occupations.  
18. Perform basic reciprocating engine skills.  
19. Perform basic turbine engine skills.  
20. Perform engine inspection.  
21. Maintain engine instrument systems.  
22. Maintain engine fire-protection systems.  
23. Maintain engine electrical systems.  
24. Maintain lubrication systems.  
25. Maintain ignition systems.  
26. Maintain fuel-metering systems.  
27. Maintain engine fuel systems.
28.0 Maintain induction systems.
29.0 Maintain engine cooling systems.
30.0 Maintain engine exhaust and reverser systems.
31.0 Maintain aircraft propellers.
32.0 Demonstrate knowledge of FAA Powerplant licensing requirements.
33.0 Demonstrate employability skills for an Aviation Maintenance Technician with a FAA Powerplant rating.
34.0 Demonstrate an understanding of entrepreneurship opportunities in Aviation Powerplant Maintenance occupations.

Some related learning outcomes include, but are not limited to, the ability to:

1. Successfully pass the Federal Aviation Administration (FAA) license examinations for Powerplant ratings.
2. Have a working knowledge of safety procedures, tools, equipment, materials, and processes related to this occupation.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Vocational Certificate

Program Title: CMS Law Enforcement Officer – Crossover from Correctional Officer

Major Code: 5278

CIP: 0743010203


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:
Demonstrate mastery of the core skills as determined by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission and Florida Department of Education. Students will also be eligible to take the Florida Officer State Certification Exam for Law Enforcement.

1. Describe and discuss the criminal justice system.
2. Describe and discuss ethics, values, and civil and criminal liability related to an officer’s performance of duties.
3. Describe and demonstrate crisis intervention techniques, interaction with person with disabilities and response to hazardous incidents.
4. Describe and discuss officer safety and survival and best practice for handling stress.
5. Demonstrate appropriate technique to aid in effective interpersonal relationships.
6. Demonstrate effective communications verbally and in written form.
7. Understand Community Policing and how it is implemented.
8. Identify professional response when working in a diverse community.

Some related learning outcomes include, but are not limited to, the ability to:

1. Understand the importance of ethics, values and professionalism, both in their personal lives and in their role as law enforcement officers.
2. Understand and demonstrate responses to bombs or terrorist threats, crime prevention techniques, and patrol functions.
3. Prepare and understand the physical demands of the duties of a law enforcement officer and how to maintain physical fitness and proper nutrition.
4. Understand the preservation and protection of a crime scene and investigative techniques.

In addition, students will demonstrate mastery of (1) in the use of a firearm (2) emergency vehicle operations; and the (3) dart firing stun gun as well as the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Vocational Certificate

Program Title: Medical Administrative Specialist

Major Code: 5280

CIP: 0551071603

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

Keyboarding and Business Skills/Applied Computer Business Skills I competencies:

01.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.
02.0 Demonstrate comprehension and communication skills.
03.0 Use technology to enhance the effectiveness of communication skills.
04.0 Develop an awareness of management functions and organizational structures as they relate to today’s workplace and employer/employee roles.
05.0 Perform e-mail activities.
06.0 Demonstrate proficiency using slide presentation software.

AND

Computer and Business Skills/Applied Computer Business Skills II competencies:

01.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.
02.0 Use computer networks, internet and online databases to facilitate collaborative or individual learning and communication.
03.0 Use database and spreadsheet applications.
04.0 Apply mathematical operations and processes as well as financial planning strategies to commonly occurring situations in the workplace to accomplish job objectives and enhance workplace performance.
05.0 Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals.
06.0 Demonstrate personal and interpersonal skills appropriate for the workplace.

OR
Computing for College and Careers competencies:

01.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.
02.0 Demonstrate comprehension and communication skills.
03.0 Use technology to enhance the effectiveness of communication skills.
04.0 Use computer networks, internet and online databases to facilitate collaborative or individual learning and communication.
05.0 Use database and spreadsheet applications.
06.0 Develop an awareness of management functions and organizational structures as they relate to today’s workplace and employer/employee roles.
07.0 Apply mathematical operations and processes as well as financial planning strategies to commonly occurring situations in the workplace to accomplish job objectives and enhance workplace performance.
08.0 Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals.
09.0 Demonstrate personal and interpersonal skills appropriate for the workplace.
10.0 Perform e-mail activities.
11.0 Demonstrate proficiency using slide presentation software.

OR

Introduction to IT Competencies:

01.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.
02.0 Demonstrate Comprehension and communication skills.
03.0 Use technology to enhance the effectiveness of communication skills.
04.0 Develop an awareness of management functions and organizational structures as they relate to today’s workplace and employer/employee roles.
05.0 Practice quality performance in the learning environment and the workplace.
06.0 Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance.
07.0 Apply mathematical operations and processes as well as financial planning strategies to commonly occurring situations in the workplace to accomplish job objectives and enhance workplace performance.
08.0 Assess personal strengths and weaknesses as they relate to job objectives, career exploration, personal development, and life goals.
09.0 Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals.
10.0 Demonstrate human relations/interpersonal skills appropriate for the workplace.
11.0 Participate in work-based learning experiences.
12.0 Perform e-mail activities.
13.0 Demonstrate knowledge of different operating systems.
14.0 Demonstrate proficiency navigating the Internet, intranet, and the WWW.
15.0 Demonstrate proficiency using HTML commands.
16.0 Demonstrate proficiency in page design applicable to the WWW.
17.0 Demonstrate proficiency using specialized web design software.
18.0 Develop an awareness of the information technology industry.
19.0 Develop an awareness of microprocessors and digital computers.
20.0 Develop an awareness of programming languages.
21.0 Develop an awareness of emerging technologies.
22.0 Demonstrate an understanding of the seven layers of the Open Systems Interface (OSI) model.
23.0 Demonstrate proficiency using common software applications.
24.0 Demonstrate proficiency using specialized software applications.

Technical Competencies

25.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace of performance. Apply ergonomic principles applicable to the configuration of computer workstations.
26.0 Demonstrate language arts knowledge and skills.
27.0 Demonstrate mathematics knowledge and skills.
28.0 Demonstrate science knowledge and skills.
29.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas.
30.0 Solve problems using critical thinking skills, creativity and innovation.
31.0 Apply communication skills (reading, writing, speaking, listening, and viewing) in a courteous, concise and correct manner on personal and professional levels.
32.0 Use technology to enhance the effectiveness of communications in order to accomplish job objectives and enhance workplace performance.
33.0 Practice quality performance in the learning environment and the workplace.
34.0 Incorporate appropriate customer service strategies to accomplish job objectives and enhance workplace performance.
35.0 Incorporate appropriate leadership and supervision techniques and standards of personal ethics to accomplish job objectives and enhance workplace performance.
36.0 Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals.
37.0 Demonstrate human relations/interpersonal skills appropriate for the workplace.
38.0 Perform administrative office functions and responsibilities to accomplish job objectives and enhance workplace performance.
39.0 Use technology to increase administrative office support productivity and enhance workplace performance.
40.0 Describe the importance of professional ethics and legal responsibilities.
41.0 Use information technology tools.
42.0 Participate in work-based learning experiences.
43.0 Perform medical office functions and responsibilities to accomplish job objectives and enhance workplace performance.
44.0 Participate in work-based learning experiences.
45.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
46.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
47.0 Perform medical office functions and responsibilities to accomplish job objectives and enhance workplace performance.
48.0 Use technology to increase medical office support productivity and enhance workplace performance.
49.0 Participate in work-based learning experiences.
50.0 Demonstrate employability skills.
51.0 Explain the importance of employability skill and entrepreneurial skills.
52.0 Demonstrate business management skills.
53.0 Demonstrate positive human relations and leadership skills in the workplace.
54.0 Demonstrate business ethics.
55.0 Describe the importance of professional ethics and legal responsibilities.
56.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
57.0 Demonstrate personal money-management concepts, procedures, and strategies.
58.0 Perform medical office functions and responsibilities to accomplish job objectives and enhance workplace performance.
59.0 Perform medical office functions and responsibilities to accomplish job objectives and enhance workplace performance.
60.0 Use technology to increase medical office support productivity and enhance workplace performance.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

**Assessment of Student Learning**

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Vocational Certificate

Program Title: Massage Therapy
Major Code: 5281
CIP: 0351350100

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate knowledge of the human body systems.
2. Understand and show knowledge of anatomy (structure and/or location), physiology (function), pathology (disease) and kinesiology (movement).
3. Understand and apply therapeutic massage and bodywork assessment methods.
4. Construct and implement a massage session plan for each client using theory (physiological, emotional/psychological, energetic), methods, tools and techniques (strokes) of therapeutic massage therapy.
5. Show understanding of professional standards, ethics, boundary setting, business and legal practices in massage.
6. Demonstrate the ability to use computer information technology to gather resource information, organize business bookkeeping records and help maintain client notes and documentation.
7. Use effective interpersonal skills to model listening, nurturing, genuine concern and empathy critical to touch therapy.
8. Demonstrate proficiency in client interviewing, record keeping and oral communication.
9. Discuss the scope, definition, history and approaches of massage therapy as compared to other health professionals.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Vocational Certificate

Program Title: Broward County Correctional Probation Officer
Major Code: 5282
CIP: 0743010202
FLDOE: [link]

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:
Demonstrate mastery of the core skills as determined by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission and Florida Department of Education. Students will also be eligible to take the Florida Correctional Probation Officer State Certification Exam. These core skills include the ability to:

1. Describe and discuss the criminal justice system.
2. Describe and discuss civil and criminal liability.
3. Describe and discuss essential skills needed for courtroom presentation.
4. Describe and discuss laws related to court sentences and the purpose of sentencing guidelines.
5. Describe and discuss different types of use of force and statutes pertaining to force; as well as liability and effects as a result of using force.
6. Demonstrate appropriate technique to aid in effective interpersonal relationships.
7. Demonstrate effective communications verbally and in written form.
8. Describe and discuss the field of criminal law.
9. Identify, discuss and demonstrate officer safety and survival skills.
10. Identify professional response when working in a diverse community.

Some related learning outcomes include, but are not limited to, the ability to:

1. Know the basic concept of correctional probation and comprehend the various components of the Florida criminal justice system
2. Understand the importance of unbiased responses when dealing with citizens or other officers; identify appropriate attitude, behavior and professionalism when interacting with members of the community; and identify and preserve individual’s safety and security.
3. Identify the importance of an officer’s professional response in community relations; discuss cultural and other differences in a diverse community and how the officer’s response and behavior can affect the officer’s safety.
4. Firearms familiarization, fundamentals of marksmanship, and weapons malfunctions.
5. Increase their physical fitness and improve their score on the final fitness evaluation

In addition, students will demonstrate mastery of (1) in the use of a firearm (2) writing clearly and coherently; (3) demonstrate appropriate defensive tactics techniques as well as the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Vocational Certificate

Program Title: Correctional Probation Officer Crossover to Florida CMS Law Enforcement

Major Code: 5296
CIP: 0743010703

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:
Demonstrate mastery of the core skills as determined by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission and Florida Department of Education. Students will also be eligible to take the Florida State Officer Certification Exam.

These core skills include the ability to:

1. Describe and discuss the criminal justice system and its components
2. Describe and discuss applicable criminal statutes, ordinances, violations, civil and criminal liability to officers.
3. Describe and discuss essential skills to maintain their safety and security by being aware of their surroundings; legalities in the use of force.
4. Describe and demonstrate use radio equipment properly, identify the communication audience, and how to conduct basic interview
5. Demonstrate effective communications verbally and in written form.
6. Understand officer safety issues, identify and avoid fatal errors, identify and manage stress, and maintain mental and physical fitness

Some related learning outcomes include, but are not limited to, the ability to:

1. Demonstrate how respond to a call, approach a suspect, make an arrest, transport a prisoner, and process
2. Understand and demonstrate responses to persons with mental disabilities.
3. Should be able to understand local emergency response plans, law enforcement duty-to-act requirements, and their role as first responders

In addition, students will demonstrate mastery of (1) the use of a firearm (2) and essentials of being physically fit, as well as the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Vocational Certificate

Program Title: Legal Administrative Specialist

Major Code: 5297

CIP: 0507060403

FLDOE: Unavailable

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:


01.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.
02.0 Demonstrate comprehension and communication skills.
03.0 Use technology to enhance the effectiveness of communication skills.
04.0 Develop an awareness of management functions and organizational structures as they relate to today’s workplace and employer/employee roles.
05.0 Perform e-mail activities.
06.0 Demonstrate proficiency using slide presentation software.

AND

Computer and Business Skills/Applied Computer Business Skills II competencies:

01.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.
02.0 Use computer networks, internet and online databases to facilitate collaborative or individual learning and communication.
03.0 Use database and spreadsheet applications.
04.0 Apply mathematical operations and processes as well as financial planning strategies to commonly occurring situations in the workplace to accomplish job objectives and enhance workplace performance.
05.0 Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals.
06.0 Demonstrate personal and interpersonal skills appropriate for the workplace

OR
Computing for College and Careers competencies:

01.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.
02.0 Demonstrate comprehension and communication skills.
03.0 Use technology to enhance the effectiveness of communication skills.
04.0 Use computer networks, internet and online databases to facilitate collaborative or individual learning and communication.
05.0 Use database and spreadsheet applications.
06.0 Develop an awareness of management functions and organizational structures as they relate to today’s workplace and employer/employee roles.
07.0 Apply mathematical operations and processes as well as financial planning strategies to commonly occurring situations in the workplace to accomplish job objectives and enhance workplace performance.
08.0 Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals.
09.0 Demonstrate personal and interpersonal skills appropriate for the workplace.
10.0 Perform e-mail activities.
11.0 Demonstrate proficiency using slide presentation software.

OR

Introduction to IT Competencies:

01.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.
02.0 Demonstrate Comprehension and communication skills.
03.0 Use technology to enhance the effectiveness of communication skills.
04.0 Develop an awareness of management functions and organizational structures as they relate to today’s workplace and employer/employee roles.
05.0 Practice quality performance in the learning environment and the workplace.
06.0 Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance.
07.0 Apply mathematical operations and processes as well as financial planning strategies to commonly occurring situations in the workplace to accomplish job objectives and enhance workplace performance.
08.0 Assess personal strengths and weaknesses as they relate to job objectives, career exploration, personal development, and life goals.
09.0 Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals.
learning, and personal and professional goals.

10.0 Demonstrate human relations/interpersonal skills appropriate for the workplace.
11.0 Participate in work-based learning experiences.
12.0 Perform e-mail activities.
13.0 Demonstrate knowledge of different operating systems.
14.0 Demonstrate proficiency navigating the Internet, intranet, and the WWW.
15.0 Demonstrate proficiency using HTML commands.
16.0 Demonstrate proficiency in page design applicable to the WWW.
17.0 Demonstrate proficiency using specialized web design software.
18.0 Develop an awareness of the information technology industry.
19.0 Develop an awareness of microprocessors and digital computers.
20.0 Develop an awareness of programming languages.
21.0 Develop an awareness of emerging technologies.
22.0 Demonstrate an understanding of the seven layers of the Open Systems Interface (OSI) model.
23.0 Demonstrate proficiency using common software applications.
24.0 Demonstrate proficiency using specialized software applications.

Technical Competencies

25.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance. Apply ergonomic principles applicable to the configuration of computer workstations.
26.0 Demonstrate language arts knowledge and skills.
27.0 Demonstrate mathematics knowledge and skills.
28.0 Demonstrate science knowledge and skills.
29.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas.
30.0 Solve problems using critical thinking skills, creativity and innovation.
31.0 Apply communication skills (reading, writing, speaking, listening, and viewing) in a courteous, concise and correct manner on personal and professional levels.
32.0 Use technology to enhance the effectiveness of communications in order to accomplish job objectives and enhance workplace performance.
33.0 Practice quality performance in the learning environment and the workplace.
34.0 Incorporate appropriate customer service strategies to accomplish job objectives and enhance workplace performance.
35.0 Incorporate appropriate leadership and supervision techniques and standards of personal ethics to accomplish job objectives and enhance workplace performance.
36.0 Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals.
37.0 Demonstrate human relations/interpersonal skills appropriate for the workplace.
38.0 Perform administrative office functions and responsibilities to accomplish job objectives and enhance workplace performance.
39.0 Use technology to increase administrative office support productivity and enhance workplace performance.
40.0 Describe the importance of professional ethics and legal responsibilities.
41.0 Use information technology tools.
42.0 Participate in work-based learning experiences.
43.0 Participate in work-based learning experiences.
44.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
45.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
46.0 Participate in work-based learning experiences.
47.0 Demonstrate employability skills.
48.0 Explain the importance of employability skill and entrepreneurial skills.
49.0 Demonstrate business management skills.
50.0 Demonstrate positive human relations and leadership skills in the workplace.
51.0 Demonstrate business ethics.
52.0 Describe the importance of professional ethics and legal responsibilities.
53.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
54.0 Demonstrate personal money-management concepts, procedures, and strategies.
55.0 Perform medical office functions and responsibilities to accomplish job objectives and enhance workplace performance.
56.0 Perform medical office functions and responsibilities to accomplish job objectives and enhance workplace performance.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Vocational Certificate (PSAV)

Program Title: Customer Assistance Technology

Major Code: 5298

CIP: 0507999902

FLDOE: Unavailable

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to (sourced from Customer Assistance Tech CIP 0552041102 Link: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp):

Keyboarding and Business Skills/Applied Computer Business Skills I competencies:

01.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.
02.0 Demonstrate comprehension and communication skills.
03.0 Use technology to enhance the effectiveness of communication skills.
04.0 Develop an awareness of management functions and organizational structures as they relate to today’s workplace and employer/employee roles.
05.0 Perform e-mail activities.
06.0 Demonstrate proficiency using slide presentation software.

AND

Computer and Business Skills/Applied Computer Business Skills II competencies:

01.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.
02.0 Use computer networks, internet and online databases to facilitate collaborative or individual learning and communication.
03.0 Use database and spreadsheet applications.
04.0 Apply mathematical operations and processes as well as financial planning strategies to commonly occurring situations in the workplace to accomplish job objectives and enhance workplace performance.
05.0 Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals.
06.0 Demonstrate personal and interpersonal skills appropriate for the workplace

OR
Computing for College and Careers competencies:

01.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.
02.0 Demonstrate comprehension and communication skills
03.0 Use technology to enhance the effectiveness of communication skills.
04.0 Use computer networks, internet and online databases to facilitate collaborative or individual learning and communication.
05.0 Use database and spreadsheet applications.
06.0 Develop an awareness of management functions and organizational structures as they relate to today’s workplace and employer/employee roles.
07.0 Apply mathematical operations and processes as well as financial planning strategies to commonly occurring situations in the workplace to accomplish job objectives and enhance workplace performance.
08.0 Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals.
09.0 Demonstrate personal and interpersonal skills appropriate for the workplace.
10.0 Perform e-mail activities.
11.0 Demonstrate proficiency using slide presentation software.

OR

Introduction to IT Competencies:

01.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.
02.0 Demonstrate comprehension and communication skills.
03.0 Use technology to enhance the effectiveness of communication skills.
04.0 Develop an awareness of management functions and organizational structures as they relate to today’s workplace and employer/employee roles.
05.0 Practice quality performance in the learning environment and the workplace.
06.0 Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance.
07.0 Apply mathematical operations and processes as well as financial planning strategies to commonly occurring situations in the workplace to accomplish job objectives and enhance workplace performance.
08.0 Assess personal strengths and weaknesses as they relate to job objectives, career exploration, personal development, and life goals.
09.0 Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals.
10.0 Demonstrate human relations/interpersonal skills appropriate for the workplace.
11.0 Participate in work-based learning experiences.
12.0 Perform e-mail activities.
13.0 Demonstrate knowledge of different operating systems.
14.0 Demonstrate proficiency navigating the Internet, intranet, and the WWW.
15.0 Demonstrate proficiency using HTML commands.
16.0 Demonstrate proficiency in page design applicable to the WWW.
17.0 Demonstrate proficiency using specialized web design software.
18.0 Develop an awareness of the information technology industry.
19.0 Develop an awareness of microprocessors and digital computers.
20.0 Develop an awareness of programming languages.
21.0 Develop an awareness of emerging technologies.
22.0 Demonstrate an understanding of the seven layers of the Open Systems Interface (OSI) model.
23.0 Demonstrate proficiency using common software applications.
24.0 Demonstrate proficiency using specialized software applications.

Technical Competencies

25.0 Demonstrate language arts knowledge and skills.
26.0 Apply communication skills (reading, writing, speaking, listening, and viewing) in a courteous, concise, and correct manner on personal and professional levels.
27.0 Demonstrate procedures for customer care.
28.0 Apply mathematical operations and processes as well as financial planning strategies to commonly occurring situations in the workplace to accomplish job objectives and enhance workplace performance.
29.0 Demonstrate mathematics knowledge and skills.
30.0 Demonstrate science knowledge and skills.
31.0 Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals.
32.0 Participate in work-based learning experiences.
33.0 Demonstrate human relations and interpersonal skills necessary for customer care services.
34.0 Perform problem-solving activities relevant to customer care services.
35.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas.
36.0 Develop telephone skills and techniques relevant to customer care services.
37.0 Demonstrate an understanding of global concepts relevant to customer care services.
38.0 Perform technology applications relevant to customer care services.
39.0 Explain the importance of employability skill and entrepreneurship skills.
40.0 Describe the importance of professional ethics and legal responsibilities.
41.0 Apply communication skills (reading, writing, speaking, listening, and viewing) in a courteous, concise, and correct manner on personal and professional levels.
42.0 Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance.
43.0 Apply mathematical operations and processes as well as financial planning strategies to commonly occurring situations in the workplace to accomplish job objectives and enhance workplace performance.

44.0 Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals.

45.0 Participate in work-based learning experiences.

46.0 Demonstrate human relations and interpersonal skills necessary for customer care services.

47.0 Perform problem solving activities relevant to customer care services.

48.0 Develop telephone skills and techniques relevant to customer care services.

49.0 Perform technology applications relevant to customer care services.

50.0 Use information technology tools.

51.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.

52.0 Solve problems using critical thinking skills, creativity and innovation.

53.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.

54.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.

55.0 Demonstrate personal money-management concepts, procedures, and strategies.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

**Assessment of Student Learning**

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Vocational Certificate

Program Title: Avionics

Major Code: 5299

CIP: 0647060901

FLDOE: See Florida Department of Education website and then scroll down to “Transportation, Distribution & Logistics” click to “Transportation, Distribution & Logistics Career Cluster Curriculum Frameworks” “Secondary/PSAV Programs/Courses” and click on “Avionics 2 (PSAV - T640200)”

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate proficiency in AM and FM transmitters.
2. Demonstrate proficiency in AM and FM receivers.
3. Demonstrate proficiency in AM and FM transceivers.
4. Demonstrate proficiency in electromagnetic wave emissions.
5. Demonstrate proficiency in avionics radio repair station regulations and procedures.
6. Demonstrate proficiency in aircraft electrical systems and ground safety.
7. Demonstrate proficiency in line and bench maintenance of airborne communication systems.
8. Demonstrate proficiency in line and bench maintenance of airborne radio navigation systems and equipment.
9. Demonstrate proficiency in line and bench maintenance of airborne radar systems
10. Demonstrate proficiency in the principles of operation of area navigation (R-NAV) systems.
11. Demonstrate proficiency in installing avionics systems.
12. Demonstrate proficiency in the calibration of test equipment.
13. Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
14. Explain the importance of employability and entrepreneurship skills.

Some related learning outcomes include, but are not limited to, the ability to:

1. Understand and demonstrate the following elements of the Avionics industry; planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.
2. Successfully pass licensing/certification tests required by industry.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Vocational Certificate

Program Title: Law Enforcement Auxiliary Academy

Major Code: 5301

CIP: 0743010701


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:
Demonstrate mastery of the core skills as determined by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission and Florida Department of Education.

These core skills include the ability to:

1. Describe and discuss the criminal justice system and its components
2. Describe and discuss statutory authority of the FDLE Criminal Justice Standards and Training Commission
4. Describe and discuss investigation, law enforcement operations, regulations of arrest and search and seizure.
5. Discuss and demonstrate traffic control and direction; DUI enforcement.
5. Demonstrate effective communications verbally and in written form.

Some related learning outcomes include, but are not limited to, the ability to:

1. Discuss the importance of ethics, values and professionalism, both in their personal lives and in their role as auxiliary officers.
2. Understand and demonstrate responses to persons with mental disabilities, elderly and juveniles.
3. Discuss patrol procedures, citations and court procedures.

In addition, students will demonstrate mastery of (1) the use of a firearm (2) emergency vehicle operations; (3) appropriate defensive tactics (4) first aid techniques, as well as the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
# ACCOUNTING TECHNOLOGY
## Accounting Technology Associate in Science Major Code 2100 (2100E)

### Program Description
The Associate in Science degree in Accounting Technology is designed for students who intend to seek employment in the accounting field and for those who are presently employed in accounting and desire advancement. Some of the careers, to which this sequence may lead, are accounting, banking, real estate, and general management. All courses are available online.

### Related Programs
Accounting Applications Technical Certificate Major Code 62140 (6214E)

### Entrance Requirements
- HS Diploma or GED
- PERT

The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college coursework. Recent ACT or SAT score may also be used for placement. For more information, see [www.broward.edu/admissions/testing/](http://www.broward.edu/admissions/testing/). Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

### First Year Term I
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<td>CGS1060C</td>
<td>Computer and Internet Literacy</td>
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<td>GEB1011</td>
<td>Introduction to Business</td>
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### First Year Term III
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2071</td>
<td>Managerial Accounting*</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Business Elective**</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Term Semester Hours</strong></td>
<td></td>
<td><strong>6</strong></td>
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</table>

### Second Year Term I
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ACG2100</td>
<td>Intermediate Accounting I*</td>
<td>3</td>
</tr>
<tr>
<td>ENC1101</td>
<td>Composition I*</td>
<td>3</td>
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<tr>
<td>ECO2013</td>
<td>Principles of Economics I</td>
<td>3</td>
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<tr>
<td>BUL2242</td>
<td>Business Law II</td>
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<tr>
<td>GEB2430</td>
<td>Business Ethics</td>
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### Second Year Term II
<table>
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<tr>
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<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ACG2110</td>
<td>Intermediate Accounting II*</td>
<td>3</td>
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<tr>
<td>GE Course</td>
<td>General Education Science*</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Business Elective**</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Humanities*</td>
<td>3</td>
</tr>
<tr>
<td>SPC1608</td>
<td>Public Speaking or</td>
<td></td>
</tr>
<tr>
<td>SPC1024</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
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<td><strong>Total Term Semester Hours</strong></td>
<td></td>
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<tr>
<td><strong>Total Program Semester Hours</strong></td>
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<td><strong>64</strong></td>
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</tbody>
</table>

* General Education courses must be selected from the list of AS Degree courses found in the College Catalog/posted online at [www.broward.edu/studentresources/advising/Pages/gened.aspx](http://www.broward.edu/studentresources/advising/Pages/gened.aspx).

** Business Electives are satisfied by taking any two of the following courses: ECO2023, FIN1100, GEB2112, MAN2021, MAN2604, MAR1011, MNA1161, REE1040.

*** CGS1060C must be completed within the first 15 hours of Broward College coursework.

It is strongly recommended that students see an advisor every term.

**Note:** The Major Code 2100E is for students who take this program on-line.
ACCOUNTING TECHNOLOGY PROGRAMS

Accounting Applications Technical Certificate Major Code 62140 (6214E)

Program Description
The Accounting Applications Technology Certificate, offered at all BC locations, is designed to qualify successful completers for jobs as accounting clerks or positions in corporate training departments. All courses are available online.

Related Programs
Accounting Technology Associate in Science Major Code 2100 (2100E)

First Year Term I
ACG2001 Principles of Accounting I  3
CGS1060C Computer and Internet Literacy**  3
GEB1011 Introduction to Business  3
MTB1103 Business Mathematics  3
Total Term Semester Hours  12

First Year Term II
ACG2011 Principles of Accounting II*  3
TAX2000 Income Tax I  3
BUL2241 Business Law I  3
OST2335 Communications in the Workforce  3
Total Term Semester Hours  12

First Year Term III
ACG2071 Managerial Accounting*  3
Total Term Semester Hour  3
Total Certificate Semester Hours  27

* Requires a pre-requisite. See course description online at www.broward.edu/admissions/Pages/Health-Sciences-Admissions.aspx.

** CGS1060C must be completed within the first 15 hours of Broward College coursework.

Note: The Major Code 6214E is for students who take this program on-line.

It is strongly recommended that students see an advisor every term.
AUTOMOTIVE SERVICE MANAGEMENT TECHNOLOGY
Associate in Applied Science Technician Service Major Code A004

Program Description
This Automotive Service Management Technology program, offered at South Campus, is designed both to prepare entry-level automotive technicians and to provide academic background for advancement to management positions in the automotive service industry.

Corporate Programs: Automotive Technology Programs sponsored by Automobile Manufacturers are limited enrollment programs and require an internship at a dealership.

Master Technician Program: ASE (National Institute for Automotive Service Excellence) Certified Automotive Technicians may be eligible for up to 41 college credits based on lifelong learning and work experience.

For additional information about the programs listed above, contact the BC Automotive Technology Advisor at (954) 201-8616 or email autotech@broward.edu.

Related Programs
Dealer Specific Automotive Technology A037

General Entrance Requirements
• HS Diploma or GED
• PERT
The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/.

Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

Academic Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>Composition I *</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Humanities †</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Social/Behavioral Sciences ‡</td>
<td>3</td>
</tr>
<tr>
<td>MTB1310</td>
<td>Applied Mathematics *</td>
<td>3</td>
</tr>
<tr>
<td>SPC1024</td>
<td>Intro to Speech Communication or SPC1608</td>
<td>3</td>
</tr>
<tr>
<td>MNA2345</td>
<td>Principles of Supervision or MNA1161</td>
<td>3</td>
</tr>
<tr>
<td>AER2949</td>
<td>Cooperative Education (Internship)</td>
<td>6</td>
</tr>
</tbody>
</table>

* Requires a pre- or co-requisite. See course descriptions online at www.broward.edu/zext/ext/CourseDescDepartmentList.js.

† General Education courses must be selected from the list of AS Degree courses found in the College Catalog/posted online at www.broward.edu/studentresources/advising/Pages/gened.aspx

‡ Credit is awarded for completion of a NATEF accredited Automotive Service Technology Program at Broward or Miami-Dade County Public Schools Technical Centers. Contact the program manager for Additional details.

Total Academic Core Credits 24

Technical Course Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AER1081C</td>
<td>Introduction to Automotive Technology #</td>
<td>4</td>
</tr>
<tr>
<td>AER1198C</td>
<td>Engine Repair #</td>
<td>4</td>
</tr>
<tr>
<td>AER1698C</td>
<td>Electrical Systems #</td>
<td>4</td>
</tr>
<tr>
<td>AER1695C</td>
<td>Electronics #</td>
<td>4</td>
</tr>
<tr>
<td>AER2398C</td>
<td>Manual Drive Train and Axles #</td>
<td>4</td>
</tr>
<tr>
<td>AER2298C</td>
<td>Automatic Transmissions #</td>
<td>4</td>
</tr>
<tr>
<td>AER2895C</td>
<td>Advanced Engine Performance #</td>
<td>4</td>
</tr>
<tr>
<td>AER2598C</td>
<td>Brake Systems #</td>
<td>4</td>
</tr>
<tr>
<td>AER2898C</td>
<td>Engine Performance #</td>
<td>4</td>
</tr>
<tr>
<td>AER2758C</td>
<td>Heating and Air Conditioning Theory #</td>
<td>4</td>
</tr>
<tr>
<td>AER2498C</td>
<td>Steering and Suspension #</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Technical Service Credits 44

Total Technical Service Degree Credits 68

Students must fulfill the College’s computer literacy requirement within the first 15 hours of BC credit by successfully completing the basic student technology test or pass the CGS1060C to earn the degree.

It is strongly recommended that students see an advisor every term.
# Automotive Technology, Dealer Specific

**Associate in Applied Science Automotive Technology, Dealer Specific Major Code A037**

## Program Description
The Automotive Technology Dealer Specific program, offered at the South Campus’ Maroone Automotive & Marine Center, is designed both to prepare entry-level dealership automotive technicians and to provide academic background for advancement to management positions in the automotive service industry.

## Entrance Requirements
- **HS Diploma or GED**
- **PERT**
  The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see [www.broward.edu/admissions/testing/](http://www.broward.edu/admissions/testing/). Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

## Corporate Programs
Automotive Technology Programs sponsored by Automobile Manufacturers are limited enrollment programs and require an internship at a dealership.
- The General Motors Automobile Service Educational Program (GM-ASEP) is taught at the BC Maroone Automotive & Marine Center 954-201-8616.
- The Ford Automotive Student Service Educational Program (Ford ASSET) and the Daimler Chrysler College Automotive Program (Chrysler CAP) are taught in conjunction with Sheridan Technical Center (754) 321-5400.
- The Toyota Technical Education Network (T-TEN) program courses are taught in conjunction with Atlantic Technical Center (754) 321-5188.
- The Honda Professional Automotive Career Training Program (Honda PACT) program courses are taught in conjunction with Robert Morgan Technical Education Center (305) 253-9920.

For additional information about the programs listed above, contact the BC Automotive Technology Program Manager at 954-201-8616 or email autotech@broward.edu

## Academic Core Courses Associate in Applied Science

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1101</td>
<td>English Composition *</td>
<td>3</td>
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<tr>
<td>GE Course</td>
<td>General Education Humanities*</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Social/Behavioral Sciences*</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Mathematics for AAS degrees*</td>
<td>3</td>
</tr>
<tr>
<td>SPC1024</td>
<td>Introduction to Speech Communication or</td>
<td>3</td>
</tr>
<tr>
<td>SPC1608</td>
<td>Introduction to Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MNA2345</td>
<td>Principles of Supervision or</td>
<td>3</td>
</tr>
<tr>
<td>MNA1161</td>
<td>Introduction to Customer Service</td>
<td>3</td>
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</table>

*Total Academic Core Credits: 18*

## Technical Course Requirements

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>AER1082C</td>
<td>Intro to GM Automotive Technology</td>
<td>4</td>
</tr>
<tr>
<td>AER1197C</td>
<td>Engine Repair</td>
<td>4</td>
</tr>
<tr>
<td>AER1396C</td>
<td>Manual Drive Train and Axles</td>
<td>4</td>
</tr>
<tr>
<td>AER1496C</td>
<td>Steering and Suspension</td>
<td>4</td>
</tr>
<tr>
<td>AER1594C</td>
<td>Brake Systems</td>
<td>4</td>
</tr>
<tr>
<td>AER1690C</td>
<td>Electrical Systems</td>
<td>4</td>
</tr>
<tr>
<td>AER1694C</td>
<td>Electronics</td>
<td>4</td>
</tr>
<tr>
<td>AER2291C</td>
<td>Automatic transmissions</td>
<td>4</td>
</tr>
<tr>
<td>AER2798C</td>
<td>Heating and Air Conditioning Theory</td>
<td>4</td>
</tr>
<tr>
<td>AER2896C</td>
<td>Engine Performance</td>
<td>4</td>
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<tr>
<td>AER2899C</td>
<td>Advanced Engine Performance</td>
<td>4</td>
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<tr>
<td>AER2951</td>
<td>Internship I</td>
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<tr>
<td>AER2952</td>
<td>Internship II</td>
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<tr>
<td>AER2953</td>
<td>Internship III</td>
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<tr>
<td>AER2954</td>
<td>Internship IV</td>
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</table>

*Total Technical Service Credits: 56*

*Total Technical Service Degree Credits: 74*

* General Education courses must be selected from the list of AAS Degree courses found in the College Catalog/ posted online at [www.broward.edu/studentresources/advising/Pages/ged.aspx](http://www.broward.edu/studentresources/advising/Pages/ged.aspx)*

* Requires a pre- or co-requisite or proper score in placement test. See course description on-line for additional information.

NOTE: Students must fulfill the College’s computer literacy requirement within the first 15 hours of BC credit by successfully completing the basic student technology test or pass the CGS1060C to earn the degree.

It is strongly recommended that students see an advisor every term.
AVIATION INSTITUTE

Airport Operations Management Associate in Science Major Code 21051

Program Description
The Airport Operations Management Associate in Science degree prepares students for an operations agent position. Operations agents are responsible for airfield inspections, communications and emergency centers of airports. They apply regulatory requirements of the airport and the security, safety and legal concerns of aviation on the ground. Students can gain real world experience of the day-to-day activities in the field while learning the certification requirements of airports.

Entrance Requirements
- HS Diploma or GED
- PERT
  The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

Related Programs
- Professional Pilot Technology Associate in Science Major Code 2107
- Air Traffic Control Associate in Applied Science Major Code A039
- Aviation Operations Associate in Science Major Code 2105 (2105E)
- Airport Management Certificate Major Code 6304
- Aviation Maintenance Management Associate in Science Major Code 2204
- Aircraft Airframe Mechanics Vocational Certificate Major Code 5272
- Aircraft Power Plant Mechanics Vocational Certificate Major Code 5273
- Avionics Vocational Certificate Major Code 5299

Students can earn a degree from 2105 (2105E) or 21051, but not from both of these programs.

First Year Term I
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ATT1100</td>
<td>Aeronautical Science*</td>
<td>3</td>
</tr>
<tr>
<td>ASC1100</td>
<td>Navigation Science I*</td>
<td>3</td>
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<tr>
<td>ENC1101</td>
<td>Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>SPC1024</td>
<td>Introduction to Speech or</td>
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</tr>
<tr>
<td>SPC1608</td>
<td>Introduction to Public Speaking</td>
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<tr>
<td>CGS1060C</td>
<td>Computer and Internet Literacy or</td>
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<td>Elective</td>
<td>Aviation Elective**</td>
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First Year Term II
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>AVM2301</td>
<td>General Aviation Marketing and Management</td>
<td>3</td>
</tr>
<tr>
<td>BUL2241</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>OST2335</td>
<td>Communications in the Workforce* or</td>
<td></td>
</tr>
<tr>
<td>ENC2210</td>
<td>Professional and Technical Writing*</td>
<td>3</td>
</tr>
<tr>
<td>AVM2410</td>
<td>Airport Management</td>
<td>3</td>
</tr>
<tr>
<td>ASC2870</td>
<td>Aviation Safety*</td>
<td>3</td>
</tr>
<tr>
<td>Total Term Semester Hours</td>
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First Year Term III
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<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>AVM1940</td>
<td>A/P Ops Internship I ***</td>
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Second Year Term I
<table>
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<th>Course Title</th>
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<tbody>
<tr>
<td>AVM2510</td>
<td>Airline Management</td>
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<td>ACG2001</td>
<td>Principles of Accounting I</td>
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<td>AVM1440</td>
<td>Airport/Airline Security</td>
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<td>GE Course</td>
<td>General Education Humanities*</td>
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<tr>
<td>AVM2450</td>
<td>Airport Planning &amp; Design</td>
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Second Year Term II
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<tr>
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<th>Course Title</th>
<th>Hours</th>
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<tbody>
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<td>ECO2013</td>
<td>Principles of Economics I</td>
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</tr>
<tr>
<td>ASC2320</td>
<td>Aviation Law and Regulations</td>
<td>3</td>
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<tr>
<td>PHY 1001</td>
<td>Applied Physics*</td>
<td>3</td>
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<td>PHY 1001L</td>
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<tr>
<td>MAC 1105</td>
<td>College Algebra* or</td>
<td></td>
</tr>
<tr>
<td>MAC 2233</td>
<td>Business Calculus* or</td>
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<tr>
<td>MGF 1106</td>
<td>Mathematics for Liberal Arts 1* or</td>
<td></td>
</tr>
<tr>
<td>MGF 1107</td>
<td>Mathematics for Liberal Arts II *</td>
<td>3</td>
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<tr>
<td>Total Term Semester Hours</td>
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<td>16</td>
</tr>
<tr>
<td>Total Program Semester Hours</td>
<td></td>
<td>64</td>
</tr>
</tbody>
</table>

It is strongly recommended students see a technical advisor every term.

* General Education courses must be selected from the list of AS Degree courses found in the College Catalog/posted online at www.broward.edu/studentresources/advising/Pages/gened.aspx

** CGS 1060C must be completed within the first 15 hours of Broward College coursework. Students who successfully complete the Student Technology Literacy Exam may select from the following list of ‘Aviation Elective’ courses to complete the degree requirement:
- ASC 1550 Aerodynamics
- ASC 2472 Human Factors in Flight and ATC
- Elective A Flight Course: ATF 1100, ATF 2200, ATF 2210, or ATF 2300 for which Flight training costs apply

*** Requires application and criminal background check.
AVIATION INSTITUTE
Airport Management Certificate Major Code 6304

Program Description
Airport Management certificate is offered as a concentration of specific aviation operations and airport operations management courses combined with one business course to prepare students who are seeking employment in the airport operations field. The certificate provides insight into the day-to-day operational/managerial aspects of the airport environment and expands upon several topics concerning airport operations to include: investigation of incident and accidents, aviation safety on the ground, human factors in aviation, hazardous materials and the identification of hazards, passenger safety, land use, wildlife control, airport security, and overall working knowledge of airports.

Related Programs
Professional Pilot Technology Associate in Science Major Code 2107
Air Traffic Control Associate in Applied Science Major Code A039
Aviation Operations Associate in Science Major Code 2105 (2105E)‡
Airport Operations Management Associate in Science Major Code 21051‡
Aviation Maintenance Management Associate in Science Major Code 2204
Aircraft Airframe Mechanics Vocational Certificate Major Code 5272
Aircraft Power Plant Mechanics Vocational Certificate Major Code 5273
Avionics Vocational Certificate Major Code 5299
‡ Students can earn a degree from 2105 (2105E) or 21051, but not from both of these programs.

Entrance Requirements
- HS Diploma or GED
- PERT
  The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/.
  Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

AVM2450 Airport Planning and Design 3
ASC2870 Aviation Safety 3
AVM1440 Airport and Airline Security 3
AVM2410 Airport Management 3
ASC2320 Aviation Law and Regulations 3
GEB2430 Business Ethics 1

Total Semester Hours 16

The Airport Management Certificate is available to both US citizens and non-citizens

It is strongly recommended that students see an advisor every term.
AVIATION INSTITUTE
Air Traffic Control Associate in Applied Science Major Code A039

Program Description
The Air Traffic Control program is designed to provide qualified applicants to fill developmental air traffic control specialist (ATCS) positions. Broward College is one of the colleges selected by the FAA to participate in the Air Traffic Collegiate Training Initiative (AT-CTI) program. All ATC training is done in our state-of-the-art facility in Miramar Town Center where the college has a $1 million laboratory that includes radar, enroute and tower simulators to provide students with the technical and academic skills necessary to succeed.

Related Programs
Professional Pilot Technology Associate in Science Major Code 2107
Aviation Operations Associate in Science Major Code 2105 (2105E)$
Airport Operations Management Associate in Science Major Code 21051$ Airport Management Certificate Major Code 6304
Aviation Maintenance Management Associate in Science Major Code 2204
Aircraft Airframe Mechanics Vocational Certificate Major Code 5272
Aircraft Power Plant Mechanics Vocational Certificate Major Code 5273
Avionics Vocational Certificate Major Code 5299
$ Students can earn a degree from 2105 (2105E) or 21051, but not from both of these programs.

General Entrance Requirements
- HS Diploma or GED
- PERT
  The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

<table>
<thead>
<tr>
<th>First Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATT1100 Aeronautical Science ³</td>
</tr>
<tr>
<td>ASC1100 Navigational Science ³</td>
</tr>
<tr>
<td>ATT1810 Environment of the ATC ³</td>
</tr>
<tr>
<td>ATT2820 Introduction to ATC ¹</td>
</tr>
<tr>
<td>CGS1060C* Computer and Internet Literacy* or Aviation Elective**</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASC1210 Aviation Weather</td>
</tr>
<tr>
<td>ASC1610 Aircraft Engines, Structures &amp; Systems or</td>
</tr>
<tr>
<td>ASC1550 Aerodynamics</td>
</tr>
<tr>
<td>ATT2822C VFR Tower Operations with Lab</td>
</tr>
<tr>
<td>Elective Aviation Elective**</td>
</tr>
<tr>
<td>MAT1033 Intermediate Algebra***</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATT2821C ATC Radar Procedure with Lab</td>
</tr>
<tr>
<td>Elective Aviation Elective**</td>
</tr>
<tr>
<td>ASC2472 Psychology/Physiology of Flight</td>
</tr>
<tr>
<td>SPC1024 Introduction to Speech Communications</td>
</tr>
<tr>
<td>GE Course General Education Humanities*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATT2825C ATC Enroute Operations with Lab</td>
</tr>
<tr>
<td>ASC2870 Aviation Safety</td>
</tr>
<tr>
<td>Elective Aviation Elective**</td>
</tr>
<tr>
<td>ENC1101 English Composition I</td>
</tr>
<tr>
<td>GE Course General Education Social/Behavioral Science*</td>
</tr>
<tr>
<td>ATT2890 ATC Capstone Project</td>
</tr>
<tr>
<td>Total Semester Hours</td>
</tr>
</tbody>
</table>

* General Education courses must be selected from the list of AAS Degree courses found in the College Catalog/posted on line at www.broward.edu/studentresources/advising/Pages/gened.aspx
³ Co requisites, or department / instructor permission required.
* CGS1060C must be completed within the first 15 hours of Broward College coursework. Students who successfully complete the Basic Student Technology literacy Test may select from the following list of courses to complete the degree requirements:

** Aviation Elective Courses
- ASC2320 Aviation Law and Regulations | 3 |
- ASC1010 Aviation History | 3 |
- AVM1440 Airport / Airline Security | 3 |
- AVM1940 Airport Operations Internship I | 3 |
- AVM2941 Airport Operations Internship II | 3 |
- AVM2450 Airport Planning and Design | 3 |
- AVM2410 Airport Management | 3 |

*** MAC1105 may be substituted for MAT 1033 if student plans to transfer to upper-level College or university

It is strongly recommended that students see an advisor every term.
AVIATION INSTITUTE
Aviation Operations Associate in Science Major Code 2105 (2105E)

Program Description
The Aviation Operations Associate in Science Degrees, offered at the Judson A. Samuels South Campus, are designed for individuals whose career objectives include operational and management positions within the aviation industry. The program also provides the foundation to pursue a bachelor’s degree in management. Selected aviation knowledge is provided together with general business management courses.

It is strongly recommended students see the Admissions Coordinator at the Aviation Institute for additional information.

Entrance Requirements
- HS Diploma or GED
- PERT
  The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college coursework. Recent ACT or SAT score may be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

Related Programs
Professional Pilot Technology Associate in Science Major Code 2107
Air Traffic Control Associate in Applied Science Major Code A039
Airport Operations Management Associate in Science Major Code 21051
Airport Management Certificate Major Code 6304
Aviation Maintenance Management Associate in Science Major Code 2204
Aircraft Airframe Mechanics Vocational Certificate Major Code 5272
Aircraft Power Plant Mechanics Vocational Certificate Major Code 5273
Avionics Vocational Certificate Major Code 5299

It is strongly recommended that students see an advisor every term.

<table>
<thead>
<tr>
<th>First Year Term I</th>
<th>Second Year Term I</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATT1100  Aeronautical Science*</td>
<td>AVM2510 Airline Management</td>
</tr>
<tr>
<td>ASC1100  Navigational Science I*</td>
<td>ASC1210 Aviation Weather*</td>
</tr>
<tr>
<td>ENC1101  Composition I*</td>
<td>ECO2013 Principles of Economics I (1)</td>
</tr>
<tr>
<td>SPC1024  Introduction to Speech or</td>
<td>ACG2001 Principles of Accounting I (6)</td>
</tr>
<tr>
<td>SPC1608  Introduction to Public Speaking</td>
<td>STA2023 Elementary Statistics*</td>
</tr>
<tr>
<td>CGS1060C Computer and Internet Literacy or</td>
<td></td>
</tr>
<tr>
<td>Elective  Aviation Elective **</td>
<td>Total Term Semester Hours 15</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>**Total Term Semester Hours 15</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Year Term II</th>
<th>Second Year Term II</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVM2301  General Aviation Marketing and Management</td>
<td>ECO2023 Principles of Economics II * (1)</td>
</tr>
<tr>
<td>ENC1102  Composition II* or</td>
<td>ACG2011 Principles of Accounting II * (1)</td>
</tr>
<tr>
<td>ENC2210  Technical Report Writing*</td>
<td>PHY1001 Applied Physics * (2)</td>
</tr>
<tr>
<td>ASC1010  Aviation History</td>
<td>PHY1001L Applied Physics Lab * (2)</td>
</tr>
<tr>
<td>AVM2410  Airport Management</td>
<td>ASC2870 Aviation Safety *</td>
</tr>
<tr>
<td>MAC1105  College Algebra*</td>
<td>Total Term Semester Hours 13</td>
</tr>
<tr>
<td></td>
<td>Total Program Semester Hours 64</td>
</tr>
</tbody>
</table>

| First Year Term III                |                                    |
|-----------------------------------|                                    |
| POS2041  National Government       |                                    |
| GE Course  General Education Humanities* |                                    |
|                                    | Total Term Semester Hours 6        |

|                                    |                                  |
|                                    |                                  |
|                                    |                                  |

|                                    |                                  |

|                                    |                                  |

* Requires a pre- or co-requisite or proper score on placement test. See course description online at www.broward.edu/zest/ext/CourseDescDepartmentList.jsp.

Continued on next page
AVIATION INSTITUTE
Aviation Operations Associate in Science Major Code 2105 (2105E)

** CGS1060C must be completed within the first 15 hours of Broward College coursework. Students who successfully complete the Basic Student Technology literacy Test may select from the following list of Aviation Electives to complete the degree requirement:

- AVM1440 Airport/Airline Security
- ASC1550 Aerodynamics
- AVM2450 Airport Planning and Design
- ASC2320 Aviation Law
- ASC2472 Human Factors in Flight and ATC

(1) Student interested in flight operations may substitute the following courses for those marked with (1):

- ASC2110 Navigational Science II;
- ATT2120 Instrument Flight Theory;
- ATT2110 Commercial Flight Theory, or
- Elective A Flight Course: ATF 1100, ATF 2200, ATF 2210, or ATF 2300 for which Flight training costs apply.

(2) PHY2053 General Physics I and PHY2053L General Physics I Lab may be substituted by students who have the appropriate math pre-requisites. Some universities require General Physics.

Since 1966 our aviation school has been preparing students for careers in: Professional Pilot Technology, Aviation Maintenance Management, Aviation Operations, Airport Operations Management, and Air Traffic Control.
AVIATION INSTITUTE
Aviation Maintenance Management Associate in Science Major Code 2204

Program Description
The Aviation Maintenance Management Associate in Science degree provides students with the academic skills to complement their technical training. The plan of study complies with the Federal Aviation Regulations Part 147 for an approved aviation maintenance technician's school, and, in addition, offers the advantages of college level academic and management courses.

Students seeking an Associate in Science degree in Aviation Maintenance Management must complete the general requirements for both the Airframe Mechanics and Power Plant Mechanics diplomas or possess a valid FAA A & P certificate.

Related Programs
Professional Pilot Technology Associate in Science Major Code 2107
Air Traffic Control Associate in Applied Science Major Code A039
Aviation Operations Associate in Science Major Code 2105 (2105E)
Airport Operations Management Associate in Science Major Code 21051

Airport Management Certificate Major Code 6304
Aircraft Airframe Mechanics Vocational Certificate Major Code 5272
Aircraft Power Plant Mechanics Vocational Certificate Major Code 5273
Avionics Vocational Certificate Major Code 5299

Students can earn a degree from 2105 (2105E) or 21051, but not from both of these programs.

Entrance Requirements
• HS Diploma or GED
• PERT
• The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

| First Year Term I (General) | AMT1001 Basic Electricity * | 2 | AMT1010 Aircraft Drawings * | 1 | AMT1020 Weight & Balance * | 1 | AMT1030 Fluid Lines & Fittings * | 1 | AMT1040 Material Processes * | 2 | AMT1050 Ground Operations and Servicing * | 1 | AMT1060 Cleaning and Corrosion Control * | 1 | AMT1070 Applied Mathematics * | 1 | AMT1081 FAR's, Forms and Privileges. * | 1 | AMT1090 Basic Physics * | 1 |
|                            | Total Term Semester Hours   | 12 |
| First Year Term II (Airframe I) | AMT1110 Aircraft Wood Structures * | 1 | AMT1115 Aircraft Covering * | 1 | AMT1120 Aircraft Finishes * | 1 | AMT1130 Sheet Metal Structures * | 4 | AMT1140 Aircraft Welding * | 1 | AMT1155 Assembly and Rigging * | 2 | AMT1200 Landing Gear Systems * | 2 |
|                            | Total Term Semester Hours   | 12 |
| Term III (Airframe II)      | AMT1160 Airframe Inspection * | 1 | AMT1210 Hydraulic and Pneumatic System * | 2 | AMT1220 Cabin Atmosphere Control Systems * | 1 | AMT1230 Aircraft Instrument Systems * | 1 | AMT1240 Communications and Navigation Systems * | 1 | AMT1250 Aircraft Fuel Systems * | 1 | AMT1260 Aircraft Electrical Systems * | 3 | AMT1270 Position and Warning Systems * | 1 | AMT1285 Ice/Rain/Fire Protection * | 1 |
|                            | Total Term Semester Hours   | 12 |
| Second Year Term I (Power Plant I) | AMT2300 Reciprocating Engines * | 5 | AMT2312 Turbine Engines & Turbine Engine Troubleshooting * | 4 | AMT2400 Engine Instrument Systems * | 1 | AMT2420 Engine Electrical Systems * | 2 |
|                            | Total Term Semester Hours   | 12 |
|                            | Total Term Semester Hours   | 12 |
| Total Airframe & Power Plant Credits | 60 |
| ENC1101 Composition I * | 3 | CGS1060C Computer and Internet Literacy ** or ASC1010 History of Aviation or ATT1100 Aeronautical Science -Non Part 141 Section 3 |
| SPC1024 Introduction to Speech or SPC1608 Introduction to Public Speaking | 3 | GE Course General Education Humanities * | 3 | GE Course General Education Social/Behavioral Sciences * | 3 |
| GE Course General Education Sciences * | 3 | GE Course General Education Sciences * | 3 | GE Course General Education Mathematics * | 3 |
| Elective Business Elective ‡ | 1 | Elective Business Elective ‡ | 1 |
| Total Semester Credits      | 23 |
| Total Program Semester Hours** | 83 |

Continued on next page
General Education courses must be selected from the list of AS Degree courses found in the College Catalog/posted online at www.broward.edu/studentresources/advising/Pages/gened.aspx.

* Requires a pre- or co-requisite or proper score on placement test. See course description online at www.broward.edu/zext/ext/CourseDescDepartmentList.jsp.

**Students must fulfill the College’s computer literacy requirement within the first 15 hours of BC credit by successfully completing the basic student technology test or pass the CGS1060C to earn the degree.

‡ Business Elective select from the following courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
</table>
| GEB2430     | Business Ethics| 1
| OST1330     | Business English| 1
| OST2053     | Successful Job Search| 1
| BCT1767     | OSHA Standards| 1

Note: Students may enter the program during any term but must register for the AMT certificate courses as a block during a particular term. Enrollment for individual AMT courses will be permitted with special permission from the Associate Dean.

It is strongly recommended that students see an advisor every term.
AVIATION INSTITUTE
Aircraft Airframe Mechanics Vocational Certificate Major Code 5272

Program Description
The Airframe Maintenance certificate program leads to a Federal Aviation Administration (FAA) airframe license. The course of study complies with FAR 147 and the program is FAA certified. A completion of the program is contingent upon student satisfying the requirements of the test of Adult Basic Education (TABE) in math, reading, and language. The TABE test, if required, must be taken within six weeks of enrollment into the general portion of the program. These courses are offered in 400 hour blocks and require an interview with the Aviation Admissions Coordinator or the Aviation Maintenance Associate Dean prior to enrollment.

Related Programs
Professional Pilot Technology Associate in Science Major Code 2107
Air Traffic Control Associate in Applied Science Major Code A039
Aviation Operations Associate in Science Major Code 2105 (2105E)
Airport Operations Management Associate in Science Major Code 21051
Aviation Maintenance Management Associate in Science Major Code 2204
Aircraft Power Plant Mechanics Vocational Certificate Major Code 5273
Avionics Vocational Certificate Major Code 5299

5 Students can earn a degree from 2105 (2105E) or 21051, but not from both of these programs.

Entrance Requirements
• HS Diploma or GED
• TABE
The TABE test, or Test of Adult Basic Education, is used to demonstrate the level of basic education in English and Math require by the program. The TABE test must be (first) taken prior to the end of the sixth week of the program and student must successfully complete the TABE test in order to graduate. See the College catalog for more details.

BLOCK I (GENERAL)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMT0070C</td>
<td>Applied Mathematics</td>
<td>21.00</td>
</tr>
<tr>
<td>AMT0090C</td>
<td>Basic Physics</td>
<td>26.25</td>
</tr>
<tr>
<td>AMT0100C</td>
<td>Aircraft Drawings</td>
<td>21.00</td>
</tr>
<tr>
<td>AMT0050C</td>
<td>Ground Operations and Servicing</td>
<td>31.50</td>
</tr>
<tr>
<td>AMT0040C</td>
<td>Materials and Processes</td>
<td>84.00</td>
</tr>
<tr>
<td>AMT0030C</td>
<td>Fluid Lines and Fittings</td>
<td>26.25</td>
</tr>
<tr>
<td>AMT0081C</td>
<td>FARs, Forms, Privilege</td>
<td>42.00</td>
</tr>
<tr>
<td>AMT0020C</td>
<td>Weight and Balance</td>
<td>27.25</td>
</tr>
<tr>
<td>AMT0060C</td>
<td>Corrosion Control</td>
<td>26.25</td>
</tr>
<tr>
<td>AMT0001C</td>
<td>Basic Electricity</td>
<td>94.50</td>
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Total Clock Hours 400.00

BLOCK 2 (AIRFRAME I)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMT0130C</td>
<td>Sheet Metal and Non-Metallic</td>
<td>157</td>
</tr>
<tr>
<td>AMT0110C</td>
<td>Wood Structures</td>
<td>11</td>
</tr>
<tr>
<td>AMT0115C</td>
<td>Aircraft Covering</td>
<td>12</td>
</tr>
<tr>
<td>AMT0120C</td>
<td>Aircraft Finishes</td>
<td>30</td>
</tr>
<tr>
<td>AMT0140C</td>
<td>Welding</td>
<td>40</td>
</tr>
<tr>
<td>AMT0155C</td>
<td>Assembly and Rigging</td>
<td>65</td>
</tr>
<tr>
<td>AMT0200C</td>
<td>Landing Gear Systems</td>
<td>85</td>
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</table>

Total Clock Hours 400

BLOCK 3 (AIRFRAME II)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMT0160C</td>
<td>Airframe Inspection</td>
<td>20</td>
</tr>
<tr>
<td>AMT0210C</td>
<td>Hydraulic Pneumatics Systems</td>
<td>75</td>
</tr>
<tr>
<td>AMT0220C</td>
<td>Cabin Atmosphere Control Systems</td>
<td>50</td>
</tr>
<tr>
<td>AMT0230C</td>
<td>Aircraft Instrument Systems</td>
<td>25</td>
</tr>
<tr>
<td>AMT0240C</td>
<td>Communications/Navigation Systems</td>
<td>30</td>
</tr>
<tr>
<td>AMT0250C</td>
<td>Aircraft Fuel Systems</td>
<td>40</td>
</tr>
<tr>
<td>AMT0260C</td>
<td>Aircraft Electrical Systems</td>
<td>100</td>
</tr>
<tr>
<td>AMT0270C</td>
<td>Position and Warning</td>
<td>30</td>
</tr>
<tr>
<td>AMT0285C</td>
<td>Ice, Rain and Fire Protection</td>
<td>30</td>
</tr>
</tbody>
</table>

Total Clock Hours 400

Total Program Clock Hour 1,200

It is strongly recommended that students see an advisor every term.
AVIATION INSTITUTE
Aircraft Powerplant Mechanics Vocational Certificate Major Code 5273

Program Description
The Powerplant Maintenance certificate program leads to a Federal Aviation Administration (FAA) Powerplant license. The course of study complies with FAR 147 and the program is FAA certified. A completion of the program is contingent upon student satisfying the requirements of the test of Adult Basic Education (TABE) in math, reading and language. The TABE test, if required, must be taken within six weeks of enrollment into the general portion of the program. These courses are offered in 400 hour blocks and require an interview with the Aviation Admissions Coordinator or the Aviation Maintenance Associate Dean prior to enrollment.

Related Programs
Professional Pilot Technology Associate in Science Major Code 2107
Air Traffic Control Associate in Applied Science Major Code A039
Aviation Operations Associate in Science Major Code 2105 (2105E)
Airport Operations Management Associate in Science Major Code 21051
Airport Management Certificate Major Code 6304
Aviation Maintenance Management Associate in Science Major Code 2204
Aircraft Airframe Mechanics Vocational Certificate Major Code 5272
Avionics Vocational Certificate Major Code 5299

Entrance Requirements
- HS Diploma or GED
- TABE

The TABE test, or Test of Adult Basic Education, is used to demonstrate the level of basic education in English and Math required by the program. The TABE test must be (first) taken prior to the end of the sixth week of the program and student must successfully complete the TABE test in order to graduate. See the College catalog for more details.

BLOCK 1 (GENERAL)
AMT0070C Applied Mathematics 21.00
AMT0090C Basic Physics 26.25
AMT0010C Aircraft Drawings 21.00
AMT0050C Ground Operations and Servicing 31.50
AMT0040C Materials and Processes 84.00
AMT0030C Fluid Lines and Fittings 26.25
AMT0081C FARs, Forms, Privileges 42.00
AMT0020C Weight and Balance 27.25
AMT0060C Corrosion Control 26.25
AMT0001C Basic Electricity 94.50
Total Clock Hours 400.00

BLOCK 2 (POWERPLANT I)
AMT0300C Reciprocating Engines 152.25
AMT0312C Turbine Engines 147.00
AMT0400C Engine Instrument Sys. 31.50
AMT 0420C Engine Electrical and APUs 69.25
Total Clock Hours 400.00

BLOCK 3 (POWERPLANT II)
AMT0460C Induction Systems 26.25
AMT0450C Engine Fuel Systems 21.00
AMT0451C Fuel Metering Systems 63.00
AMT0440C Ignition Systems 84.00
AMT0435C Lubrication Systems 42.00
AMT0475C Engine Cooling and Exhaust Systems 26.25
AMT0410C Engine Fire Protection 15.75
AMT0490C Propellers and Unducted Fans 89.25
AMT0320C Engine Inspection 32.50
Total Clock Hour 400.00
Total Program Clock Hours 1,200.00

It is strongly recommended that students see an advisor every term.
AVIATION INSTITUTE
Avionics Vocational Certificate Major Code 5299

Program Description
Broward College’s Aviation Institute is proud to offer a 720 hour (two terms) certificate program. It’s a blended course that meets twice weekly on campus and three times a week online. On campus days will be dedicated to NIDA electronics labs, aircraft visits and projects. State-of-the-art NIDA electronics training equipment is utilized for this program and FCC testing is available on site. Avionics systems’ testing is accomplished utilizing B727 aircraft.

Avionics systems are an integral part of aircraft design and have vastly increased aircraft capability. As a result, the growing use of technology in aviation is requiring technicians to spend more time on repairing electronic systems, such as computerized controls. The course content includes, but is not limited to, troubleshooting, repair and installation of airborne radio communications, radio navigation and radar equipment systems in accordance with regulatory and industry standards. Also included is instruction in basic AM and FM transmitters/receivers and avionics equipment. Skills preparation for passing licensing/certification tests required by industry forms an integral part of the curriculum.

These courses are offered in 360 hour blocks and require an interview with the Aviation Admissions Coordinator or the Aviation Maintenance Associate Dean prior to enrollment.

Related Programs
Professional Pilot Technology Associate in Science Major Code 2107
Air Traffic Control Associate in Applied Science Major Code A039
Aviation Operations Associate in Science Major Code 2105 (2105E)
Airport Operations Management Associate in Science Major Code 21051
Airport Management Certificate Major Code 6304

Block I
AVS0090C Avionics Fundamentals 180
AVS0091C Avionics Installer 180
Total Clock Hours 360

Block II
AVS0092C Avionics Communication Systems 180
AVS0093C Navigation/Support Systems Items 180
Total Clock Hours 360
*Program Clock Hours 720

It is strongly recommended that students see an advisor every term.

Aviation Maintenance Management Associate in Science Major Code 2204
Aircraft Airframe Mechanics Vocational Certificate Major Code 5272
Aircraft Power Plant Mechanics Vocational Certificate Major Code 5273
‡ Students can earn a degree from 2105 (2105E) or 21051, but not from both of these programs.

Entrance Requirements
• HS Diploma or GED
• TABE
The TABE test, or Test of Adult Basic Education, is used to demonstrate the level of basic education in English and Math require by the program. The TABE test must be (first) taken prior to the end of the sixth week of the program and student must successfully complete the TABE test in order to graduate. See the College catalog for more details
• There are three optional entry points into this program:
  1. Completion of Airframe Powerplant training or Certification.
  2. Electronics training to include:
     EET1015C DC Circuits
     CET1114C Digital Techniques
     MTB1325 Engineering Tech. Mathematics I
     EET1025C AC Circuits
     EET1141C Linear Techniques I
     MBT1326 Engineering Tech. Mathematics II
     CET1117C Microprocessors I
  3. Previous Industry experience: To be evaluated by the Aviation Maintenance Associate Dean.

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AVIATION INSTITUTE
Professional Pilot Technology Associate in Science Major Code 2107

Program Description
The Professional Pilot Program, offered at Judson A. Samuels South Campus, provides the flight and ground school requirement for the private and commercial pilot certificates with instrument rating as well as an Associate in Science degree. The multi-engine rating and/or flight instructor certificate is optional. The pilot ground school is fully approved by the FAA and the College is certified as an FAA Air Agency under Federal Aviation Regulations Part 141. BC’s Aviation Institute partners with a contracted flight training provider for flight courses assisting BC students with flight-related career development opportunities. BC graduates who have chosen to also complete the Flight Instructor Certificates will be eligible to interview to become a Flight Instructor in the program. Students who wish to obtain a bachelor’s degree can transfer BC’s credits to a four-year institution.

It is strongly recommended students see the Admissions Coordinator at the Aviation Institute for additional information.

Professional Pilot Technology
Prepares students for FAA certification as private pilot and commercial pilot with instrument rating with career-path opportunities to include multi-engine rating and certified flight instructor. Career path graduates are provided job interviews and job placement opportunities

Related Programs
Aviation Operations Associate in Science Major Code 2105(2105E)
Air Traffic Control Associate in Applied Science Major Code A039
Airport Operations Management Associate in Science Major Code 21051
Airport Management Certificate Major Code 6304
Aviation Maintenance Management Associate in Science Major Code 2204
Aircraft Airframe Mechanics Vocational Certificate Major Code 5272
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Avionics Vocational Certificate Major Code 5299

$ Students can earn a degree from 2105 (2105E) or 21051, but not from both of these programs.

Entrance Requirements
• HS Diploma or GED
• PERT
The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

First Year Term I
ATT1100 Aeronautical Science* 3
ASC1100 Navigational Science * 3
ATF1100 Primary Flight *(1) 3
ASC1010 History of Aviation* 3
CGS1060C Computer and Internet Literacy** or Aviation Elective *(2) 3
Total Term Semester Hours 15
First Year Term II
ASC1210 Aviation Weather * 3
ASC2110 Navigational Science II* 3
ATT2120 Instrument Flight Theory* 3
ATF2200 Commercial Flight I*(1) 3
ATF2600 Flight Simulator Training* 1
Total Term Semester Hours 13
First Year Term III
GE Course General Education Humanities* 3
GE Course General Education Social/Behavioral Sciences *(3) 3
Total Term Semester Hours 6
Second Year Term I
ASC1610 Aircraft Engines, Structures, and Systems* 3
ATF2210 Commercial Flight II*(1) 3
ATT2110 Commercial Flight Theory* 3
MAC 1105 College Algebra * or
MAC 2233 Business Calculus *(10) or
MGF 1106 Mathematics for Liberal Arts I * or
MGF 1107 Mathematics for Liberal Arts II * 3
ENC1101 Composition I* 3
Total Term Semester Hours 15
Second Year Term II
ATT2300 Commercial Flight III*(1) 3
Elective Aviation Elective *(2) 2
ASC2870 Aviation Safety* 3
PHY1001 Applied Physics*(3) 3
PHY1001L Applied Physics Lab*(3) 1
SPC1024 Introduction to Speech or
SPC1608 Introduction to Public Speaking 3
Total Term Semester Hours 15
Total Program Semester Hours 64

Continued on next page
AVIATION INSTITUTE
Professional Pilot Technology Associate in Science Major Code 2107 (cont.)

* Requires a pre- or co-requisite or proper score on placement test. See course description online at www.broward.edu/zext/ext/CourseDescDepartmentList.jsp.

** CGS1060C must be completed within the first 15 hours of Broward College coursework. Students who successfully complete the Basic Student Technology literacy Test may select from the following list of courses to complete the degree requirement:

- AVM1440 Airport/Airline Security,
- ASC2410 Airport Management,
- ASC1550 Aerodynamics,
- AVM2450 Airport Planning and Design,
- ASC2320 Aviation Law and Regulations,
- AVM2510 Airline Management, or
- AVM2301 General Aviation Marketing and Management

1. Flight training costs apply.

2. **Aviation Elective**: Students may select ATF 2500, Flight Instructor Training; or ATF2400, Multi-Engine, with ATF2630, Multi-Engine Simulator, or select another Aviation course as an elective. See Aviation Department for other options.

3. Students transferring to Florida Atlantic University (FAU), Bachelor of Business Administration, major in Management (BBA) should take ECO2013 for their General Education Social/Behavioral Science and MAC 2233 for their General Education Mathematics course. They also may complete the following courses at BC:

- ENC1102, Composition II;
- STA 2023, Introduction to Statistics,
- ACG2001, Accounting I;
- ACG 2011, Accounting II, and
- ECO, Economics II

4. PHY2053, General Physics I and PHY2053L, General Physics I Lab may be substituted by students with the appropriate math pre-requisites. Some universities require General Physics.

General Education courses must be selected from the list of AS Degree courses found in the College Catalog/posted online at www.broward.edu/studentresources/advising/Pages/gened.aspx

Credit for Experiential Learning: Students who possess an FAA certificate or rating obtained before enrolling in the Professional Pilot program should contact the department to request credit for certain courses.

It is strongly recommended that students see an advisor every term.
BUILDING CONSTRUCTION TECHNOLOGY
Associate in Science Major Code 2184

Program Description
The Building Construction Technology Program, offered at the Willis Holcombe Center (Downtown), prepares students for employment in the construction industry as assistant building inspectors, estimators, plan examiners, schedulers and project managers. The courses emphasize fundamentals and techniques of building construction.

Entrance Requirements
- HS Diploma or GED
- PERT

The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

First Year Term I
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS1060C Computer and Internet Literacy **</td>
<td>3</td>
</tr>
<tr>
<td>ENC1101 Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>MAC1105 College Algebra*</td>
<td>3</td>
</tr>
<tr>
<td>FFP1510 Codes and Standards</td>
<td>2</td>
</tr>
<tr>
<td>BCN1272 Building Construction Plans Interpretation</td>
<td>2</td>
</tr>
<tr>
<td>BCT1767 OHSA Standards</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Term Semester Hours 14

First Year Term II
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BCN1251C Building Construction Drawing I*</td>
<td>4</td>
</tr>
<tr>
<td>ARC2461 Materials and Methods Construction</td>
<td>4</td>
</tr>
<tr>
<td>BCT2760 Building Codes and Regulations</td>
<td>3</td>
</tr>
<tr>
<td>BCT2040 MEP Plans Interpretation</td>
<td>2</td>
</tr>
<tr>
<td>BCT1770 Construction Estimating I</td>
<td>2</td>
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</table>

Total Term Semester Hours 15

First Year Term III, Session II
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE Course General Education Social &amp; Behavioral Science*</td>
<td>3</td>
</tr>
<tr>
<td>GE Course General Education Humanities*</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Term Semester Hours 6

Second Year Term I
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHY1001 Applied Physics</td>
<td>3</td>
</tr>
<tr>
<td>BCN2253C Building Construction Drawing II*</td>
<td>4</td>
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<tr>
<td>BCN2560 Mechanical and Electrical Systems</td>
<td>3</td>
</tr>
<tr>
<td>BCN2614C Construction Estimating II</td>
<td>3</td>
</tr>
<tr>
<td>BCN1706 Construction Documents</td>
<td>2</td>
</tr>
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</table>

Total Term Semester Hours 15

Second Year Term II
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT2787C MEP Drawing</td>
<td>3</td>
</tr>
<tr>
<td>SPC1608 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>SPC1024 Introduction to Speech Communications</td>
<td>3</td>
</tr>
<tr>
<td>BCT1743 Construction Law</td>
<td>2</td>
</tr>
<tr>
<td>GRA2403 Project Management</td>
<td>3</td>
</tr>
<tr>
<td>BCT2941L Building Construction Field Experience</td>
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</tr>
<tr>
<td>BCT2710 Infrastructure Coordination</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Term Semester Hours 14

Total Program Semester Hours 64

* Requires a pre- or co-requisite. See course description online at www.broward.edu/zext/ext/CourseDescDepartmentList.jsp

** CGS1060C must be completed within the first 15 hours of Broward College coursework.

General Education courses must be selected from the list of AS Degree courses found in the College Catalog/posted on line at www.broward.edu/studentresources/advising/Pages/gened.aspx.

It is strongly recommended that students see an advisor every term.
# BUSINESS ADMINISTRATION
International Business Management Specialization Associate in Applied Science Major Code A007

## Program Description
The Associate in Applied Science degree in International Business Management is designed for students seeking to enter management training and entry-level jobs in international businesses such as manufacturers, wholesalers, exporters, banks, freight forwarders, transportation firms, and importers.

## Related Programs
- Business Administration Associate in Science Major Code 2119 (2119E)
- Business Management Technical Certificate Major Code 62671 (6267E)
- Customer Service Specialization Technical Certificate Major Code 62670
- Sports Management Specialization Technical Certificate Major Code 62673
- Business Specialist Technical Certificate Major Code 6288
- Entrepreneurship Technical Certificate Major Code 62674

◊ Students can earn a certificate from 62671, 62672, 62673, or 62674, but not from two or more of these programs.

## General Entrance Requirements
- HS Diploma or GED
- PERT

The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see [www.broward.edu/admissions/testing/](http://www.broward.edu/admissions/testing/). Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

## First Year Term I
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO2013</td>
<td>Principles of Macroeconomics *</td>
<td>3</td>
</tr>
<tr>
<td>GEB1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MAR2141</td>
<td>International Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MTB1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Term Semester Hours**: 12

## First Year Term II
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG2001</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>MAN2604</td>
<td>International Business Environment #</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Business Elective</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Business or Co-op Work Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Term Semester Hours**: 12

## First Year Term III
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>Composition I *</td>
<td>3</td>
</tr>
<tr>
<td>CGS1060C</td>
<td>Computer and Internet Literacy**</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Term Semester Hours**: 6

## Second Year Term I
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUL2241</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>ECO2023</td>
<td>Principles of Microeconomics *</td>
<td>3</td>
</tr>
<tr>
<td>FIN1100</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>GEA2000</td>
<td>World Geography</td>
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**Total Term Semester Hours**: 12

## Second Year Term II
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>FIN2051</td>
<td>Finance of International Trade #</td>
<td>3</td>
</tr>
<tr>
<td>GEB2955</td>
<td>International Current Business Practices</td>
<td>3</td>
</tr>
<tr>
<td>MAN2021</td>
<td>Introduction to Management</td>
<td>3</td>
</tr>
<tr>
<td>SPC1608</td>
<td>Introduction to Public Speaking</td>
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<tr>
<td>Language</td>
<td>Foreign Language §</td>
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**Total Term Semester Hours**: 16

## Second Year Term III
<table>
<thead>
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<tbody>
<tr>
<td>GE Course</td>
<td>General Education Humanities *</td>
<td>3</td>
</tr>
<tr>
<td>MTB1310</td>
<td>Applied Mathematics §</td>
<td>3</td>
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</table>

**Total Term Semester Hours**: 6

**Total Program Semester Hours**: 64

* Requires a pre- or co-requisite. See course description online at [www.broward.edu/zext/ext/CourseDescDepartmentList.jsp](http://www.broward.edu/zext/ext/CourseDescDepartmentList.jsp).

** CGS1060C must be completed within the first 15 hours of Broward College coursework

+ Business Electives are satisfied by taking one (1) of the following courses: ACG 2011, BUL 2242, MAR 1011, MKA 1021 or MKA 1511.

# Bi-yearly, North Campus only

§ Language level is determined by a placement test. Students may satisfy the 4 credit foreign language requirements by demonstrating proficiency through an examination. Contact the Business Department for additional information.

* General Education courses must be selected from the list of AS Degree courses found in the College Catalog/posted online at [www.broward.edu/studentresources/advising/Pages/ge ned.aspx](http://www.broward.edu/studentresources/advising/Pages/ge ned.aspx).

It is strongly recommended that students see an advisor every term.
BUSINESS ADMINISTRATION
Business Administration Associate in Science Major Code 2119 (2119E)

Program Description
The Associate in Science degree in Business Administration, offered at A. Hugh Adams Central, North, and Judson A. Samuels South Campuses, trains individuals to assume management or supervisory positions in business, industry, and government. It provides basic skills in a broad range of business functions including accounting, computer usage, management, and marketing. Successful completion of this program earns the student entry into any university in the State University System as part of the AS to BS program. All courses are available on-line.

Related Programs
International Business Management Specialization Associate in Applied Science Major Code A007
BUSINESS MANAGEMENT CERTIFICATES
Business Management Technical Certificate Major Code 62671 (6267E)
 Customer Service Specialization Technical Certificate Major Code 62672
 Sports Management Specialization Technical Certificate Major Code 62673

Student can earn a certificate from 62671, 62672, 62673, or 62674, but not from two or more of these programs.

Entrance Requirements
- HS Diploma or GED
- PERT

The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

General Education

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PHI 2600</td>
<td>Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Science</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Science Lab</td>
<td>1</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAC 2233</td>
<td>Business Calculus</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>Introduction to Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1024</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
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</tbody>
</table>

Total Hours 25

Professional Core:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2001</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2011</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2071</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1060C</td>
<td>Computer and Internet Literacy</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>QMB 2100</td>
<td>Quantitative Mth. of Business or</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2241</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1510C</td>
<td>Electronic Spreadsheet or</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1225C</td>
<td>Excel Specialist</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2220</td>
<td>Money and Banking or</td>
<td>3</td>
</tr>
<tr>
<td>FIN 1100</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>OST 2335</td>
<td>Communication in the Workforce</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Introduction to Management</td>
<td>3</td>
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<tr>
<td>MAR 1011</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Business Elective</td>
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</table>

Total Professional Core Semester Hours 39

Total Program Semester Hours 64

# Course counts as a General Education and as a Program pre-requisite.
### Any ACG, GEB, MKA, MNA, MAN, MAR, TRA, FIN, BUL, or ECO course.

Transfer AS to BS:
BS General Business – UCF, USF
BS Business Administration and Management – FAMU, FAU, FGCU, FIU, FSU, UF, UNF, UWF

General Education 12 Semester Credit Hours
Courses Required to Complete Degree 56 Semester Credit Hours
Total University 68 Semester Hours

Note: Some courses may require a “C” or higher to transfer to some universities.
BUSINESS ADMINISTRATION

BUSINESS MANAGEMENT CERTIFICATES

Business Management Technical Certificate Major Code 62671 (6267E) *

Program Description
The Business Management Technical Certificate, offered at North, A. Hugh Adams Central, and Judson A. Samuels South Campuses, is a program designed to prepare students to become small business owners and managers. Upon successful completion of this program, the student can also proceed toward completion of an AS or AAS Degree in either Business Administration or Marketing Management. All courses are available on-line.

Related Programs
International Business Management Specialization Associate in Applied Science Major Code A007†
Business Administration Associate in Science Major Code 2119 (2119E)
Customer Service Specialization Technical Certificate Major Code 62672
Sports Management Specialization Technical Certificate Major Code 62673
Business Specialist Technical Certificate Major Code 6288 (6288E)
Entrepreneurship Technical Certificate Major Code 62674

‡ Students can earn a degree from A007 or A032, but not from both of these programs.
◊ Students can earn a certificate from 62671, 62672, 62673, or 62674, but not from two or more of these programs.

Entrance Requirements
- HS Diploma or GED
- PERT‡

† The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

BUL2241 Business Law I 3
CGS1060C Computer and Internet Literacy* 3
GEB1011 Introduction to Business 3
MTB1103 Business Mathematics 3
MAR1011 Principles of Marketing 3
ACG2001 Principles of Accounting I 3
OST2335 Communications in the Workforce or MNA2335
MNA1134 Contact Center Operations 3
MNA2345 Principles of Supervision 3

Total Certificate Semester Hours 24

*CGS1060C must be completed within the first 15 hours of Broward College coursework.

Note: The Major Code 6267E is for students who take this program on-line.

It is strongly recommended that students see an advisor every term.
BUSINESS ADMINISTRATION
Business Specialist Technical Certificate Major Code 6288 (6288E)

Program Description
The purpose of these certificate programs is to prepare students for specialist or supervisory positions in a variety of business environments, or to provide supplemental training for persons previously or currently employed in management and supervisory occupations. Upon successful completion of this program, the student can proceed toward completion of an advanced certificate or an A.S. or A.A.S. degree. The content of instruction includes the areas of planning, organizing, directing, and controlling of a business, with the emphasis on selected theories of management and decision making and, the knowledge and understanding necessary for managing people and functions. All courses are available on-line.

Entrance Requirements
- HS Diploma or GED
- PERT
  The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

Related programs
International Business Management Specialization Associate in Applied Science Major Code A007
Business Administration Associate in Science Major Code 2119
Business Management Technical Certificate Major Code 62671
Customer Service Specialization Technical Certificate Major Code 62672
Sports Management Specialization Technical Certificate Major Code 62673
Entrepreneurship Technical Certificate Major Code 62674

Option 1 International Business Option
The purpose of this certificate is to prepare students for employment in specialist or supervisory occupations in such areas as: documentation/billing, international trade, traffic/transportation/warehousing, or other mid-management or specialist positions in the international business field.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG2001</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>CGS1060C</td>
<td>Computer and Internet Literacy</td>
<td>3</td>
</tr>
<tr>
<td>MAN2604</td>
<td>International Business Environment</td>
<td>3</td>
</tr>
<tr>
<td>MTB1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Certificate Semester Hours**: 12

**Note**: The Major Code 6288E is for students who take this program on-line.

It is strongly recommended that students see an advisor every term.

Option 2: Small Business Management Option
The purpose of this certificate is to prepare students for employment in specialist or supervisory occupations in such areas as: customer service, employee relations, merchandising, production, distribution, or other management positions.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG2001</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>GEB1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MNA2345</td>
<td>Principles of Supervision</td>
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</tr>
<tr>
<td>OST2335</td>
<td>Communications in the Workplace</td>
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</tbody>
</table>

**Total Certificate Semester Hours**: 12

**Note**: The Major Code 6288E is for students who take this program on-line

It is strongly recommended that students see an advisor every term.
BUSINESS ADMINISTRATION

BUSINESS MANAGEMENT CERTIFICATES
Entrepreneurship Technical Certificate Major Code 62674

Program Description
The Entrepreneurship Technical Certificate, offered at A. Hugh Adams Central, North, and Judson A. Samuels South Campuses, is a program designed to prepare students to become small business owners and managers. Upon successful completion of this program, the student can also proceed toward completion of an AS or AAS Degree in either Business Administration or Marketing Management.

Related Program
International Business Management Specialization Associate in Applied Science Major Code A007
Business Administration Associate in Science Major Code 2119 (2119E)
Business Management Technical Certificate Major Code 62671 (6267E)
Customer Service Specialization Technical Certificate Major Code 62672
Sports Management Specialization Technical Certificate Major Code 62673
Business Specialist Technical Certificate Major Code 6288 (6288E)

Entrance Requirements
- HS Diploma or GED
- PERT

The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKA1021</td>
<td>Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>MNA1821C</td>
<td>Introduction to E-Commerce</td>
<td>3</td>
</tr>
<tr>
<td>MAR1011</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MNA1161</td>
<td>Introduction to Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>MAN2021</td>
<td>Introduction to Management</td>
<td>3</td>
</tr>
<tr>
<td>GEB2112</td>
<td>Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>ACG2001</td>
<td>Principles of Accounting 1 or</td>
<td>3</td>
</tr>
<tr>
<td>ACG1003</td>
<td>Accounting Survey</td>
<td>3</td>
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<tr>
<td>Elective</td>
<td>Entrepreneurship Elective*</td>
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</table>

Total Certificate Semester Hours 24

* Choose one from the following electives:
  - BUL2241 Business Law 1
  - CGS1006C Computer and Internet Literacy
  - GEB1011 Introduction to Business
  - MKA1930 Seminar 1/Marketing in Perspective
  - OST2335 Communications in the Workforce

It is strongly recommended that students see an advisor every term.
COMPUTER INFORMATION ADMINISTRATOR
Computer Systems Specialist Associate in Science Major Code 21491

Program Description
The Computer Systems Specialist Associate in Applied Science Degree, offered at North and A. Hugh Adams Central Campus, is designed to prepare for the growing business market of microcomputer applications, Internet, security, programming, networking, and troubleshooting.

Related Programs
Tech Support Specialist Associate in Science Major Code 21493
Help Desk Specialist Technical Certificate Major Code 62822
Microsoft Office Specialist (MOS) Technical Certificate Major Code 62823
Support Technician Technical Certificate Major Code 6284

Entrance Requirements
- HS Diploma or GED
- PERT

The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

First Year Term I
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAC1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Science</td>
<td>3</td>
</tr>
<tr>
<td>CGS1060C</td>
<td>Computer and Internet Literacy</td>
<td>3</td>
</tr>
<tr>
<td>CS Elective</td>
<td>Computer Science Elective (1)</td>
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</tr>
<tr>
<td>CGS1557C</td>
<td>Internet Site Design</td>
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<tr>
<td><strong>Total Term Semester Hours</strong></td>
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First Year Term II
<table>
<thead>
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<tbody>
<tr>
<td>CTS1133C</td>
<td>A+ Essentials</td>
<td>3</td>
</tr>
<tr>
<td>CTS2131C</td>
<td>A+ Practical (1)</td>
<td>3</td>
</tr>
<tr>
<td>COP1334C</td>
<td>Introduction to C++ Programming</td>
<td>3</td>
</tr>
<tr>
<td>ENC2210</td>
<td>Professional and Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Humanities*</td>
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First Year Term III
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<tr>
<td>CGS1510</td>
<td>Electronic Spreadsheet (1)</td>
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<tr>
<td>CTS1225C</td>
<td>Microsoft Specialist: Advanced Excel</td>
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</tr>
<tr>
<td>CTS2383</td>
<td>Managing A Server Network Operating System</td>
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Second Year Term I
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<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CET2486C</td>
<td>Networking Technology</td>
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</tr>
<tr>
<td>CGS1540C</td>
<td>Database Management (1)</td>
<td></td>
</tr>
<tr>
<td>CTS1431C</td>
<td>Microsoft Specialist: Advanced Access</td>
<td>3</td>
</tr>
<tr>
<td>COP2171C</td>
<td>Visual Basic Programming (1)</td>
<td>3</td>
</tr>
<tr>
<td>SPC1024</td>
<td>Intro to Speech Communication (1)</td>
<td></td>
</tr>
<tr>
<td>SPC1608</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Social &amp; Behavioral Science*</td>
<td>3</td>
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<tr>
<td><strong>Total Term Semester Hours</strong></td>
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Second Year Term II
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<thead>
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<th>Hours</th>
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<tr>
<td>CET2742C</td>
<td>Advanced Networking (1)</td>
<td>3</td>
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<tr>
<td>CTS1106</td>
<td>UNIX (1)</td>
<td>3</td>
</tr>
<tr>
<td>CTS2120C</td>
<td>Security Plus (1)</td>
<td>4</td>
</tr>
<tr>
<td>EET2355C</td>
<td>Data Communications</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Term Semester Hours</strong></td>
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<td><strong>Total Program Semester Hours</strong></td>
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* Requires a pre- or co-requisite. See course description online at www.broward.edu/zext/ext/CourseDescDepartmentList.jsp

(1) Computer Science Elective: Any course with a CDA, CEN, CET, CGS, CIS, COP, or CTS prefix

Note: Students must fulfill the College’s computer literacy requirement within the first 15 hours of BC credit by successfully completing the basic student technology test or pass the CG1060C to earn the degree.

◊ General Education courses must be selected from the list of AS Degree courses found in the College Catalog/posted online at www.broward.edu/studentresources/advising/Pages/gened.aspx

Technical courses should be taken in the sequence and term suggested unless approved by the Department’s Associate Dean. It is strongly recommended that students see an advisor every term.
COMPUTER INFORMATION TECHNOLOGY
Tech Support Specialist Associate Science
Specializations: Support Technician and Microsoft Office Specialist

Program Description
The Technical Support Specialist Associate in Science degree, offered at the A. Hugh Adams Central Campus, prepares students for employment opportunities as technical support specialist. It is designed for students seeking the skills necessary to be successful in their careers as tech support specialist ranging from Microsoft Office Specialist (MOS), to CompTIA system, network, and security (A+, Net+ and Security+).

Related Programs
Computer Systems Specialist Associate in Science Major Code 21491
Help Desk Specialist Technical Certificate Major Code 62822
Microsoft Office Specialist (MOS) Technical Certificate Major Code 62823
Support Technician Technical Certificate Major Code 6284

Students can earn a degree from 21491, 21493 or 21495, but not from two or more of these programs.

Students can earn a certificate from either 62822 or 62823, but not from both programs.

Entrance Requirements
- HS Diploma or GED
- PERT
The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

General Education Requirements: 18 credits
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAC1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>SPC1024</td>
<td>Introduction to Speech Communications or</td>
<td>3</td>
</tr>
<tr>
<td>SPC1608</td>
<td>Public Speaking</td>
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</tr>
<tr>
<td>GE Course</td>
<td>General Education Humanities*</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Social &amp; Behavioral Science*</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Science*</td>
<td>3</td>
</tr>
</tbody>
</table>

Tech Support Specialist Core Courses: 27 credits
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTS1133C</td>
<td>A+Essentials</td>
<td>3</td>
</tr>
<tr>
<td>CTS2131C</td>
<td>A+Practical¹</td>
<td>3</td>
</tr>
<tr>
<td>CTS1134C</td>
<td>Network+</td>
<td>4</td>
</tr>
<tr>
<td>CTS1851C</td>
<td>Certified Internet Webmaster Foundations²</td>
<td>4</td>
</tr>
<tr>
<td>CTS2156C</td>
<td>Microsoft Enterprise Desktop Support³</td>
<td>3</td>
</tr>
<tr>
<td>CIS1000C</td>
<td>Introduction to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>ENC2210</td>
<td>Professional &amp; Technical Writing⁴</td>
<td>3</td>
</tr>
</tbody>
</table>

Tech Support Specialist Areas of Specialization
(Choose one): 18 credits

(1) Support Technician (Major Code 21493)
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTS1327C</td>
<td>Microsoft Windows Client⁶</td>
<td>4</td>
</tr>
<tr>
<td>CGS2100C</td>
<td>Computer Applications⁷</td>
<td>3</td>
</tr>
<tr>
<td>COP1000C</td>
<td>Introduction to Computer Programming⁸ or</td>
<td>3</td>
</tr>
<tr>
<td>COP1334C</td>
<td>Introduction to C++³</td>
<td>3</td>
</tr>
<tr>
<td>CTS1111C</td>
<td>Linux⁴</td>
<td>4</td>
</tr>
<tr>
<td>CTS2120C</td>
<td>Security⁸</td>
<td>4</td>
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</table>

(2) Microsoft Office Specialist (Major Code 21495)
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTS1213C</td>
<td>Microsoft Specialist: Windows and Outlook for Business²</td>
<td>3</td>
</tr>
<tr>
<td>CTS1220C</td>
<td>Microsoft Specialist: Word²</td>
<td>3</td>
</tr>
<tr>
<td>CTS1225C</td>
<td>Microsoft Specialist: Excel²</td>
<td>3</td>
</tr>
<tr>
<td>CTS1230C</td>
<td>Microsoft Specialist: Powerpoint²</td>
<td>3</td>
</tr>
<tr>
<td>CTS1431C</td>
<td>Microsoft Specialist: Access²</td>
<td>3</td>
</tr>
<tr>
<td>CTS1362C</td>
<td>Microsoft Specialist: Sharepoint²</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Program Credits 63

* General Education courses must be selected from the list of AS Degree courses found in the College Catalog/posted online at www.broward.edu/studentresources/advising/Pages/gened.aspx

**CGS1060C or any course with a CIS, COP, or CTS prefix

Note: Students must fulfill the College’s computer literacy requirement within the first 15 hours of BC credit by successfully completing the basic student technology test or pass the CG1060C to earn the degree

It is strongly recommended that students see an advisor every term

1 Prerequisite – CTS1133C (with a grade of C or higher)
2 Prerequisite – CGS1060C (with a grade of C or higher) or placement.
3 Prerequisites – CTS1327C or (CTS1213C and CTS1134C and CTS2131C) each with a grade of C or higher
4 Prerequisite – ENC1101
5 Prerequisites – CTS1133C and CTS2131C (each with a grade of C or higher)
6 Prerequisite – MAT0028
7 Prerequisite – MAT1033 or MTB1310
8 Prerequisite – CTS1134C (with a grade of C or higher)
COMPUTER INFORMATION TECHNOLOGY
Help Desk Specialist Technical Certificate Major Code 62822

Program Description
The Help Desk Specialist technical certificate program, offered at the A. Hugh Adams Central Campus, prepares students for employment opportunities as help desk specialists. It is designed for students seeking the skills set necessary to be successful in their careers ranging from advance knowledge of Microsoft Office to Microsoft Enterprise Desktop Support and CompTIA system and network (A+ and Net+).

Related Programs
Computer Systems Specialist Associate in Science Major Code 21491
Computer Information Technology Tech Support Specialist Associate in Science Option Major Code 21493
Microsoft Office Specialist (MOS) Technical Certificate Major Code 62823
Support Technician Technical Certificate Major Code 6284

◊ Students can earn a degree from 21491, 21493 or 21495, but not from two or more of these programs.
◊ Students can earn a certificate from either 62822 or 62823, but not from both programs.

Entrance Requirements
• HS Diploma or GED
• PERT
The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

Required Courses
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTS1133C</td>
<td>A+ Essentials</td>
<td>3</td>
</tr>
<tr>
<td>CTS2131C</td>
<td>A+ Practical¹</td>
<td>3</td>
</tr>
<tr>
<td>CTS1134C</td>
<td>Network+</td>
<td>4</td>
</tr>
<tr>
<td>CGS2100C</td>
<td>Computer Applications²</td>
<td>3</td>
</tr>
<tr>
<td>CTS2156C</td>
<td>Microsoft Enterprise Desktop Support³</td>
<td>4</td>
</tr>
<tr>
<td>Elective</td>
<td>College-Level Course Elective*</td>
<td>1</td>
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</tbody>
</table>

Total Program Semester Hours 18

¹ Prerequisite – CTS1133C (with a grade of C or higher)
² Prerequisite – CGS1060C (with a grade of C or higher) or placement
³ Prerequisites – CTS1327C or (CTS1213C and CTS1134C and CTS2131C) each with a grade of C or higher

* College-Level Course Elective: any college-level, transferable course.
It is strongly recommended that students see an advisor every term.
COMPUTER INFORMATION TECHNOLOGY
Microsoft Office Specialist (MOS) Technical Certificate Major Code 62823◊

Program Description
Information Technology Support Specialist – Microsoft Office Specialist certificate program, offered at the A. Hugh Adams Central Campus, prepares students for employment opportunities as Microsoft Office specialists. It is designed for students seeking the skills set necessary to be successfully in their careers as Microsoft Office Specialist (MOS).

Related Programs
Computer Systems Specialist Associate in Science Major Code 21491§
Computer Information Technology Tech Support Specialist Associate in Science Option Major Code 21493.§
Help Desk Specialist Technical Certificate Major Code 62822◊
Support Technician Technical Certificate Major Code 6284
§ Students can earn a degree from 21491, 21493 or 21495, but not from two or more of these programs.
◊ Students can earn a certificate from either 62822 or 62823, but not from both programs.

Entrance Requirements
• HS Diploma or GED
• PERT
The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTS1213C</td>
<td>Microsoft Specialist: Windows and Outlook for Business(^1)</td>
<td>3</td>
</tr>
<tr>
<td>CTS1220C</td>
<td>Microsoft Specialist: Word(^1)</td>
<td>3</td>
</tr>
<tr>
<td>CTS1225C</td>
<td>Microsoft Specialist: Excel(^1)</td>
<td>3</td>
</tr>
<tr>
<td>CTS1230C</td>
<td>Microsoft Specialist: Powerpoint(^1)</td>
<td>3</td>
</tr>
<tr>
<td>CTS1362C</td>
<td>Microsoft Specialist: Sharepoint(^1)</td>
<td>3</td>
</tr>
<tr>
<td>CTS1431C</td>
<td>Microsoft Specialist: Access(^1)</td>
<td>3</td>
</tr>
</tbody>
</table>

\[^1\] Prerequisite – CGS1060C (with a grade of C or higher) or placement.

It is strongly recommended that students see an advisor every term.

Total Program Semester Hours 18
COMPUTER INFORMATION TECHNOLOGY
Support Technician Technical Certificate Major Code 6284

Program Description
The Information Technology Analysis –Support Technician certificate program, offered at the A. Hugh Adams Central Campus, prepares students for employment opportunities as support technicians. It is designed for students seeking the skills set necessary to be successful in their careers ranging from advance knowledge of Microsoft Office to, Microsoft Windows Client, to Microsoft Enterprise Desktop Support, and CompTIA system and network (A+ and Net+).

Related Programs
Computer Systems Specialist Associate in Science Major Code 21491
Computer Information Technology Tech Support Specialist Associate in Science Option Major Code 21493
Help Desk Specialist Technical Certificate Major Code 62822
Microsoft Office Specialist (MOS) Technical Certificate Major Code 62823
§ Students can earn a degree from 21491, 21493 or 21495 but not from two or more of these programs.
◊ Students can earn a certificate from either 62822 or 62823, but not from both programs.

Entrance Requirements
- HS Diploma or GED
- PERT
  The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/.
  Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

Required Courses
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTS1133C</td>
<td>A+ Essentials</td>
<td>3</td>
</tr>
<tr>
<td>CTS2131C</td>
<td>A+ Practical¹</td>
<td>3</td>
</tr>
<tr>
<td>CTS1134C</td>
<td>Network+</td>
<td>4</td>
</tr>
<tr>
<td>CTS1327C</td>
<td>Microsoft Windows Client²</td>
<td>4</td>
</tr>
<tr>
<td>CET1630C</td>
<td>Network Cabling Technologies</td>
<td>4</td>
</tr>
<tr>
<td>CGS2100C</td>
<td>Computer Applications³</td>
<td>3</td>
</tr>
<tr>
<td>CTS2156C</td>
<td>Microsoft Enterprise Desktop Support¹</td>
<td>4</td>
</tr>
<tr>
<td>Elective</td>
<td>College-Level Course Elective*</td>
<td>2</td>
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</tbody>
</table>

Total Program Semester Hours 27

* College-Level Course Elective: any college-level, transferable course.

¹ Prerequisite – CTS 1133C (with a grade of C or higher)
² Prerequisites – CTS 1133C and CTS 2131C (each with a grade of C or higher)
³ Prerequisite – CGS 1060C (with a grade of C or higher) or placement
⁴ Prerequisites – CTS1327C or (CTS1213C and CTS1134C and CTS2131C) each with a grade of C or higher

It is strongly recommended that students see an advisor every term.
COMPUTER PROGRAMMING AND ANALYSIS
Computer Programming and Analysis Associate in Science Major Code 2195

Program Description
The Associate in Science Degree in Computer Programming & Analysis, offered at the A. Hugh Adams Central Campus, is designed to prepare students for the dynamic world of applications development, while also permitting the student to tailor the degree to their educational goals. Areas of choice include a wide variety of topic areas such as business and engineering programming, hardware and software support, computer applications, computer aided design, computer networking, database management, accounting, business, management, marketing, mathematics, physics, and statistics.

Entrance Requirements
- HS Diploma or GED/Associate Degree
- PERT

The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

First Year Term I
CIS1000C Introduction to Computer Science\(^1\) 3
COP1334C Introduction to C++ Programming\(^2\) 3
ENC1101 Composition I 3
MAC1105 College Algebra 3
SPC1024 Intro to Speech Communication or SPC1608 Intro to Public Speaking 3
Total Term Semester Hours 15

First Year Term II
CIS2321C Systems Analysis & Design\(^3\) 3
COP1335C Intermediate C++ Programming\(^4\) 3
CGS1540C Database Management or CTS1431C Microsoft Specialist: Access\(^1\) 3
ENC1102 Composition II or ENC2210 Professional and Technical Writing\(^5\) 3
GE Course General Education Humanities\(^*\) 3
Total Term Semester Hours 15

First Year Term III
COP2361C Object-Oriented Analysis & Design\(^6\) 3
OOP Elective Object-Oriented Programming Elective\(^*\) 3
Total Term Semester Hours 6

Second Year Term I
CIS1513C Project Management\(^1\) 3
COP Elective Computer Programming ** 3
CS Elective Computer Science *** 3
GE Course Science Elective 3
GS Course General Education Social/Behavioral Science\(^*\) 3
Total Term Semester Hours 15

Second Year Term II
COP Elective Computer Programming Elective ** 3
CS Elective Computer Science Elective *** 3
Elective Field Elective**** 3
Total Term Semester Hours 12
Total Program Semester Hours 63

* OOP Electives: COP2360C or COP2800C
** COP Electives: Any course with a COP prefix or CTS1851C, CTS2403C, CTS2445C, CTS2446C, CTS2420C, CTS2423C, CTS2464C, CTS2465C, CTS2803C, CTS2852C, or CTS2857C
*** CS Electives: CGS1060C or any 1000 or 2000-level course with a CIS, COP, or CTS prefix
**** Field Electives: Any Computer Science (CS) Elective or ACG1003, ACG2001, ACG2011, BUL2241, EGS1001, ETD1320, ETD2350C, GEB1011, GEB2112, MAC2311, MAC2312, MAC2313, MAN2021, MAR1011, PHY1001, PHY2048, PHY2049, PHY2053, PHY2054, or STA2023

Note: Students must fulfill the College’s computer literacy requirement within the first 15 hours of BC credit by successfully completing the basic student technology test or pass the CG1060C to earn the degree.

1 Prerequisite – CGS1060C (with a grade of C or higher) or Placement
2 Prerequisite – MAT1033 or MTB1310
3 Pre/Co-requisite – CIS1000C
4 Prerequisite – CIS1000C and COP1334C (each with a grade of C or higher)
5 Prerequisite – CTS1851C

It is strongly recommended that students see an advisor every term.
Program Description
An AS degree in Criminal Justice may be earned by completing the General Education and Criminal Justice Core Requirements and courses indicated in the emphasis selected. The associate degree does not qualify students for state certification as corrections or law enforcement officers. A student must complete the Florida Criminal Justice Standards and Training Commission Basic Recruit Training Program for state certification.

Related Programs
Criminal Justice Certificates (restricted admission)
- Broward County Correctional Probation Academy Major Code 5282
- Broward County Police Academy Major Code 5269
- Corrections Officer Academy Major Code 5270
- Corrections Officer Crossover to Florida CMS Law Enforcement Major Code 5278

Entrance Requirements
- HS Diploma or GED
- PERT
The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

Criminal Justice Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>ENC1102</td>
<td>Composition II or Technical Report Writing*</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Science</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Mathematics*</td>
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<td>GE Course</td>
<td>General Education Humanities*</td>
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<td>POS2041</td>
<td>National Government or</td>
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<td>POS2112</td>
<td>State and Local Government</td>
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<tr>
<td>PSY2012</td>
<td>General Psychology or General Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SPC1024</td>
<td>Intro to Speech Communications or</td>
<td></td>
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<tr>
<td>SPC1608</td>
<td>Public Speaking</td>
<td>3</td>
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<tr>
<td>CGS1060C</td>
<td>Computer and Internet Literacy or</td>
<td></td>
</tr>
<tr>
<td>CCJ1020</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJL1062</td>
<td>Constitutional Law</td>
<td>3</td>
</tr>
<tr>
<td>CCJ2191</td>
<td>Human Behavior in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJE2600</td>
<td>Criminal Investigation</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Core Semester Hours 39

- General Education courses must be selected from the list of AS Degree courses found in the College Catalog/ posted online at www.broward.edu/studentresources/advising/Pages/gened.aspx.
- Requires a pre/ co-requisite. See course description online at www.broward.edu/zext/ext/CourseDescDepartmentList.jsp
- It is strongly recommended that students see an advisor every term.

Criminal Justice Emphasis Major Code 21101

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJC2000 Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CJC2162 Probation and Parole Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CJJ2001 Juvenile Justice</td>
<td>3</td>
</tr>
<tr>
<td>CCJ2933 Corrections Practicum*</td>
<td>3</td>
</tr>
<tr>
<td>CJC1140 Correctional Law</td>
<td>3</td>
</tr>
<tr>
<td>CJE1300 Introduction to Criminal Justice</td>
<td></td>
</tr>
<tr>
<td>Administration and Management</td>
<td>3</td>
</tr>
<tr>
<td>CJE2170 Comparative World Police</td>
<td>3</td>
</tr>
<tr>
<td>CJE2400 Police Community Relations</td>
<td>3</td>
</tr>
<tr>
<td>CJL1100 Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CJL1130 Criminal Evidence</td>
<td>3</td>
</tr>
<tr>
<td>CJE2060 Civil Rights</td>
<td>3</td>
</tr>
<tr>
<td>CJE2640 Introduction to Criminalistics</td>
<td>3</td>
</tr>
<tr>
<td>DSC1002 Terrorism &amp; Domestic Security</td>
<td>3</td>
</tr>
<tr>
<td>DSC2590 Intelligence &amp; Security</td>
<td>3</td>
</tr>
<tr>
<td>DSC2242 Transportation &amp; Border Security</td>
<td>3</td>
</tr>
<tr>
<td>FES2010 Intro to Emergency Management</td>
<td>3</td>
</tr>
<tr>
<td>CCJ2949, Criminal Justice Co-op and/or any transferable any College Level Courses.</td>
<td></td>
</tr>
</tbody>
</table>

Total Program Semester Hours 64

- Electives Credits to be selected from CCJ 2949, Criminal Justice Co-op and/or any transferable any College Level Courses.
### INSTITUTE OF PUBLIC SAFETY

Criminal Justice Technology Associate In Science (continued)

#### Crime Scene Emphasis Major Code 21102§

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJE2640</td>
<td>Introduction to Criminalistics</td>
<td>3</td>
</tr>
<tr>
<td>CJE2770</td>
<td>Forensics Photography and Visual Documentation</td>
<td>3</td>
</tr>
<tr>
<td>CJE2642</td>
<td>Criminalistics Practicum</td>
<td>3</td>
</tr>
<tr>
<td>CJE2643</td>
<td>Advanced Forensic Investigation</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Crime Scene Emphasis Semester Hours**: 25

**Total Program Semester Hours**: 64

§ Students can earn a degree from 21101, 21102, or 21104, but not from two or more of these emphases.

Science and science lab elective courses must be selected from the list of AA Degree Science courses found in the College Catalog/ posted online at [www.broward.edu/studentresources/advising/Pages/gened.aspx](http://www.broward.edu/studentresources/advising/Pages/gened.aspx).

* Requires a pre- or co-requisite. See course description online at [www.broward.edu/zext/ext/CourseDescDepartmentList.jsp](http://www.broward.edu/zext/ext/CourseDescDepartmentList.jsp).

### Polygraph Emphasis Major Code 21104§

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJE2580</td>
<td>Interviews and Interrogations</td>
<td>3</td>
</tr>
<tr>
<td>CJE2722</td>
<td>Polygraph Theory and Application</td>
<td>3</td>
</tr>
<tr>
<td>CJE2723</td>
<td>Test Questions Construction and Semantics, Personnel Screening</td>
<td>3</td>
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<tr>
<td>CJE2724</td>
<td>Test Questions Construction and Semantics, Criminal Cases</td>
<td>3</td>
</tr>
<tr>
<td>CJE2725</td>
<td>Chart Analysis, Validity and Reliability</td>
<td>4</td>
</tr>
<tr>
<td>CJE2726</td>
<td>Polygraph Operations Practicum</td>
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</table>

**Total Polygraph Emphasis Semester Hours**: 19

**Total Program Semester Hours**: 64

§ Students can earn a degree from 21101, 21102, or 21104, but not from two or more of these emphases.

* Requires a pre- or co-requisite. See course description online at [www.broward.edu/zext/ext/CourseDescDepartmentList.jsp](http://www.broward.edu/zext/ext/CourseDescDepartmentList.jsp).

# Polygraph Coursework

The credits for the Polygraph courses are awarded to a student through Experiential Learning for completing the polygraph training at Deception Control, Inc., Fort Lauderdale. Applicants must submit verification of completion of approved polygraph training to the Director of the Criminal Justice Degree Programs and to Experiential Learning.

It is strongly recommended that students see an advisor every term.
**Program Description**
The Florida Criminal Justice Standards and Training Commission recognizes the Broward College Institute of Public Safety, located at A. Hugh Adams Central Campus, as a Law Enforcement and Corrections Training Center. As an authorized Training Center, the Institute of Public Safety offers seven certificate of achievement programs: The Broward County Police Academy Basic Recruit Certificate Program, The Broward County Correctional Officer Academy Basic Recruit Certificate Program, The Broward County Correctional Probation Officer Academy Certificate Program, Law Enforcement Officer-crossover from Correction Officer Certificate Program, Law Enforcement Crossover from Correctional Probation Officer; Auxiliary Law Enforcement Officer and the Police Service Aide Certificate Program.

**Criteria for Admissions to the Correctional Probation Officer Program**
- High School diploma or GED.
- Person must be hired or sponsored by the Department of Corrections before being enrolled in this program
- Contact the Department of Corrections for information on hiring: www.dc.state.fl.us
- A Baccalaureate degree

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Clock Hours</th>
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</thead>
<tbody>
<tr>
<td>CJK0271</td>
<td>Criminal Justice Legal II Corrections</td>
<td>57</td>
</tr>
<tr>
<td>CJK0272</td>
<td>Criminal Justice Communications Corrections</td>
<td>44</td>
</tr>
<tr>
<td>CJK0273</td>
<td>Correctional Probation Caseload Management</td>
<td>40</td>
</tr>
<tr>
<td>CJK0274</td>
<td>Correctional Probation Supervision</td>
<td>88</td>
</tr>
<tr>
<td>CJK0275</td>
<td>Correctional Probation Investigations</td>
<td>39</td>
</tr>
<tr>
<td>CJK0276</td>
<td>Correctional Probation Investigations</td>
<td>27</td>
</tr>
<tr>
<td>CJK0051</td>
<td>Criminal Justice Defensive Investigations</td>
<td>80</td>
</tr>
<tr>
<td>CJK0255</td>
<td>Correctional Probation Firearms</td>
<td>16</td>
</tr>
<tr>
<td>CJK0031</td>
<td>CMS First Aid for Criminal Justice Officers</td>
<td>40</td>
</tr>
<tr>
<td>CJK0281</td>
<td>Criminal Justice Officer Physical Fitness Training</td>
<td>34</td>
</tr>
</tbody>
</table>

**Total Clock Hours**: 465

Upon successful completion of the Correctional Probation Officer Academy, the student is eligible to take the state certification exam to become a certified Florida Correctional Probation Officer.
INSTITUTE OF PUBLIC SAFETY
CRIMINAL JUSTICE CERTIFICATES (RESTRICTED ADMISSION)
Correctional Probation Officer Cross-Over to Florida CMS Law Enforcement Major Code 5296

Program Description
The Florida Criminal Justice Standards and Training Commission recognizes the Broward College Institute of Public Safety, located at A. Hugh Adams Central Campus, as a Law Enforcement and Corrections Training Center. As an authorized Training Center, the Institute of Public Safety offers seven certificate of achievement programs: The Broward County Police Academy Basic Recruit Certificate Program, The Broward County Correctional Officer Academy Basic Recruit Certificate Program, The Broward County Correctional Probation Officer Academy Certificate Program, Law Enforcement Officer-crossover from Correction Officer Certificate Program, Law Enforcement Crossover from Correctional Probation Officer; Auxiliary Law Enforcement Officer and the Police Service Aide Certificate Program.

Criteria for Admissions to Correctional Probation Officer Cross-Over to Florida CMS Law Enforcement
- High School diploma or GED.
- BAT (Basic Abilities Test)
- Must be a Florida Certified Correctional Probation Officer
- Certification must be currently active and not exceed a four year break in service.
- Fingerprints via Live Scan
- For more information on testing, please call 954-201-6931 or 954-201-6790.

Related Programs

<table>
<thead>
<tr>
<th>AS Degrees</th>
<th>211015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice Emphasis Major</td>
<td>Crime Scene Emphasis Major</td>
</tr>
<tr>
<td>Polygraph Emphasis Major Code 211024</td>
<td>Polygraph Emphasis Major</td>
</tr>
</tbody>
</table>

$ Students can earn a degree from 21101, 21102, or 21104, but not from two or more of these emphases.

Criteria for Admissions to Correctional Probation Officer Cross-Over to Law Enforcement

Upon successful completion of the Correctional Probation Officer Cross-over to Law Enforcement Officer program the student will be eligible to take the Florida Department of Law Enforcement, state officer certification exam to become a certified Florida Law Enforcement Officer.
INSTITUTE OF PUBLIC SAFETY
CRIMINAL JUSTICE CERTIFICATES (RESTRICTED ADMISSION)
Corrections Officer Academy Major Code 5270

Program Description
The Florida Criminal Justice Standards and Training Commission recognizes the Broward College Institute of Public Safety, located at A. Hugh Adams Central Campus, as a Law Enforcement and Corrections Training Center. As an authorized Training Center, the Institute of Public Safety offers seven certificate of achievement programs: The Broward County Police Academy Basic Recruit Certificate Program, The Broward County Correctional Officer Academy Basic Recruit Certificate Program, The Broward County Correctional Probation Officer Academy Certificate Program, Law Enforcement Officer-crossover from Correction Officer Certificate Program, Law Enforcement Crossover from Correctional Probation Officer, Auxiliary Law Enforcement Officer and the Police Service Aide Certificate Program.

Criteria for Admissions to the Police Academy Program
- High School diploma or GED.
- BAT (Basic Abilities Test)
- For more information on testing, please call 954-201-6931 or 954-201-6790.

Related Programs
- AS Degrees
  - Criminal Justice Emphasis Major Code 21101
  - Crime Scene Emphasis Major Code 21102
  - Polygraph Emphasis Major Code 21104
- $ Students can earn a degree from 21101, 21102, or 21104, but not from two or more of these emphases.
- Criminal Justice Certificates (restricted admission)
  - Correctional Probation Officer Academy Major Code 5282
  - Correctional Officer Cross-Over to Florida CMS Law Enforcement Major Code 5278
  - Correctional Probation Officer Cross-over Training to Florida CMS Law Enforcement Major Code 5296
  - Police Academy Major Code 5269
  - Police Service Aide Academy Major Code 5271
  - CMS Law Enforcement Auxiliary Officer Major Code 5301

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJK0270</td>
<td>Criminal Justice Legal 1</td>
<td>46</td>
</tr>
<tr>
<td>CJK0285</td>
<td>Criminal Justice Legal 2</td>
<td>22</td>
</tr>
<tr>
<td>CJK0286</td>
<td>Criminal Justice Communications</td>
<td>42</td>
</tr>
<tr>
<td>CJK0100</td>
<td>Interpersonal Skills 1</td>
<td>62</td>
</tr>
<tr>
<td>CJK0031</td>
<td>First Aid for Criminal Justice Officers</td>
<td>40</td>
</tr>
<tr>
<td>CJK0040</td>
<td>Criminal Justice Firearms</td>
<td>80</td>
</tr>
<tr>
<td>CJK0051</td>
<td>Criminal Justice Defensive Tactics</td>
<td>80</td>
</tr>
<tr>
<td>CJK0095</td>
<td>Criminal Justice Special Topics</td>
<td>20</td>
</tr>
<tr>
<td>CJK0101</td>
<td>Interpersonal Skills 2</td>
<td>50</td>
</tr>
<tr>
<td>CJK0480</td>
<td>Emergency Preparedness</td>
<td>26</td>
</tr>
<tr>
<td>CJK0102</td>
<td>Correctional Operations</td>
<td>64</td>
</tr>
<tr>
<td>CJK0280</td>
<td>Criminal Justice Officer Physical Fitness</td>
<td>40</td>
</tr>
</tbody>
</table>

Total Clock Hours 552

Upon successful completion of the Correctional Officer Academy, a student is eligible to take the State Certification exam to become a certified Florida Corrections Officer. Correction officers typically are employed in state prisons or county and city jails or stockades. A person must be hired or sponsored by a corrections or law enforcement agency before being enrolled in the Corrections Academy.
CRIMINAL JUSTICE CERTIFICATES (RESTRICTED ADMISSION)
Correctional Officer Cross-Over to Florida CMS Law Enforcement Major Code 5278

Program Description
The Florida Criminal Justice Standards and Training Commission recognizes the Broward College Institute of Public Safety, located at A. Hugh Adams Central Campus, as a Law Enforcement and Corrections Training Center. As an authorized Training Center, the Institute of Public Safety offers seven certificate of achievement programs: The Broward County Police Academy Basic Recruit Certificate Program, The Broward County Correctional Officer Academy Basic Recruit Certificate Program, The Broward County Correctional Probation Officer Academy Certificate Program, Law Enforcement Officer-crossover from Correction Officer Certificate Program, Law Enforcement Crossover from Correctional Probation Officer; Auxiliary Law Enforcement Officer and the Police Service Aide Certificate Program.

Criteria for Admissions to the Correctional Officer Cross-over Program
• High School diploma or GED.
• BAT (Basic Abilities Test)
• Must be a Certified Corrections officer
• Fingerprints via Live Scan
For more information on testing, please call 954-201-6931 or 954-201-6790

Related Programs
AS Degrees
- Criminal Justice Emphasis Major Code 21101
- Crime Scene Emphasis Major Code 21102
- Polygraph Emphasis Major Code 21104
- Students can earn a degree from 21101, 21102, or 21104, but not from two or more of these emphases.

Criminal Justice Certificates (restricted admission)
- Correctional Probation Officer Academy Major Code 5282
- Corrections Officer Academy Major Code 5270
- Correctional Probation Officer Cross-over Training to Florida CMS Law Enforcement Major Code 5296
- Police Service Aide Academy Major Code 5271
- Police Academy Major Code 5269
- CMS Law Enforcement Auxiliary Officer Major Code 5301

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJK0290</td>
<td>Correctional Crossover to Law Enforcement Introduction</td>
<td>48</td>
</tr>
<tr>
<td>CJK0291</td>
<td>Correctional Crossover to Law Enforcement Human Interaction and Communications</td>
<td>56</td>
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<tr>
<td>CJK0292</td>
<td>Correctional Crossover to Law Enforcement Human Response to Human Issues</td>
<td>24</td>
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<tr>
<td>CJK0061</td>
<td>Patrol 1</td>
<td>58</td>
</tr>
<tr>
<td>CJK0294</td>
<td>Correctional Crossover to Law Enforcement Patrol 2</td>
<td>20</td>
</tr>
<tr>
<td>CJK0076</td>
<td>Crime Scene Investigations</td>
<td>24</td>
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<tr>
<td>CJK0071</td>
<td>Criminal Investigations</td>
<td>56</td>
</tr>
<tr>
<td>CJK0082</td>
<td>Traffic Stops</td>
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<tr>
<td>CJK0083</td>
<td>DUI Traffic Stops</td>
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<tr>
<td>CJK0086</td>
<td>Traffic Crash Investigations</td>
<td>32</td>
</tr>
<tr>
<td>CJK0393</td>
<td>Crossover Program Updates</td>
<td>8</td>
</tr>
<tr>
<td>CJK0020</td>
<td>Vehicle Operations</td>
<td>48</td>
</tr>
<tr>
<td>CJK0422</td>
<td>Dart-Firing Stun Gun</td>
<td>8</td>
</tr>
<tr>
<td>CJK0295</td>
<td>Correctional Crossover to Law Enforcement Officer Wellness</td>
<td>35</td>
</tr>
<tr>
<td>CJK0392</td>
<td>Crossover Handgun Transition Course</td>
<td>24</td>
</tr>
</tbody>
</table>

Total Clock Hours: 489

Upon successful completion of the Law Enforcement Officer-crossover from Correctional Officer program, a currently certified Corrections Officer will be eligible to take the state certification exam to become a certified Florida Law Enforcement Officer.
INSTITUTE OF PUBLIC SAFETY
CRIMINAL JUSTICE CERTIFICATES (RESTRICTED ADMISSION)
Police Academy Major Code 5269

Program Description
The Florida Criminal Justice Standards and Training Commission recognizes the Broward College Institute of Public Safety, located at A. Hugh Adams Central Campus, as a Law Enforcement and Corrections Training Center. As an authorized Training Center, the Institute of Public Safety offers seven certificate of achievement programs: The Broward County Police Academy Basic Recruit Certificate Program, The Broward County Correctional Officer Academy Basic Recruit Certificate Program, The Broward County Correctional Probation Officer Academy Certificate Program, Law Enforcement Officer-crossover from Correction Officer Certificate Program, Law Enforcement Crossover from Correctional Probation Officer, Auxiliary Law Enforcement Officer and the Police Service Aide Certificate Program.

Criteria for Admissions to the Police Academy Program
- High School diploma or GED.
- BAT (Basic Abilities Test)
- For more information on testing, please call 954-201-6931 or 954-201-6790.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Clock Hours</th>
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</thead>
<tbody>
<tr>
<td>CJK0007</td>
<td>Introduction to Law Enforcement</td>
<td>11</td>
</tr>
<tr>
<td>CJK0008</td>
<td>Legal</td>
<td>69</td>
</tr>
<tr>
<td>CJK0017</td>
<td>Communications</td>
<td>76</td>
</tr>
<tr>
<td>CJK0011</td>
<td>Human Issues</td>
<td>40</td>
</tr>
<tr>
<td>CJK0020</td>
<td>CMS Vehicle Operations</td>
<td>48</td>
</tr>
<tr>
<td>CJK0031</td>
<td>CMS First Aid for Criminal Justice Officers</td>
<td>40</td>
</tr>
<tr>
<td>CJK0040</td>
<td>CMS Criminal Justice Firearms</td>
<td>80</td>
</tr>
<tr>
<td>CJK0051</td>
<td>Defensive Tactics</td>
<td>80</td>
</tr>
</tbody>
</table>

Upon successful completion of the Police Academy, a student is eligible to take the State Certification exam to become a certified Florida Law Enforcement Officer. A person must be hired or sponsored by a law enforcement agency before being enrolled in the Police Academy.
Program Description
The Florida Criminal Justice Standards and Training Commission recognizes the Broward College Institute of Public Safety, located at A. Hugh Adams Central Campus, as a Law Enforcement and Corrections Training Center. As an authorized Training Center, the Institute of Public Safety offers seven certificate of achievement programs: The Broward County Police Academy Basic Recruit Certificate Program, The Broward County Correctional Officer Academy Basic Recruit Certificate Program, The Broward County Correctional Probation Officer Academy Certificate Program, Law Enforcement Officer-crossover from Correction Officer Certificate Program, Law Enforcement Crossover from Correctional Probation Officer; Auxiliary Law Enforcement Officer and the Police Service Aide Certificate Program.

Criteria for Admissions to the Police Service Aide Program

- Complete an application for entry to Broward College-https://www.broward.edu/FCCSC/student/applogon.jsp.
- Must be 18 years of age or older.
- High School diploma or GED.
- Must possess a valid Florida Driver's License- applicants must provide a copy of their current driving history for review. Contact the Florida Department of Highway Safety and Motor Vehicles.
- Be a citizen of the United States of America or if an international student, must have your student visa.
- Possess a social security card.
- Be of Good Moral Character; having no felony convictions; no misdemeanor convictions involving moral character, perjury ,false statement as outlined in Florida State Statute.
- Not have been dishonorably discharged from the Armed Forces of the United States and provide copy of military documents.
- Must successfully pass the TABE test. Test Registration is to be completed on line at www.broward.edu/ips. For more information on testing call 954-201-6931 or 954-201-6790.
- **Live scan:** All students must schedule an appointment for the Live Scan.(fingerprinting)
  - Contact Barbara Green (954) 201-6793 or Lynn Zipoli at (954) 201-6792

The completed Police Service Aide application must be submitted TWO WEEKS PRIOR TO START DATE. Applications and projected dates for academy are available on our website www.broward.edu/ips

Click on the Police Service Aide link or visit our office at the Central Campus, Building 21, Institute of Public Safety.

The Police Service Aide Academy trains students who are civilian employees of law enforcement agencies as well as students who sponsor themselves. A Police Service Aide typically performs police duties that relate to non-criminal activities, such as parking enforcement or traffic accident investigations. The Police Service Aide Academy meets the basic training requirements established by the Florida Criminal Justice Standards and Training Commission and Florida Department of Education. A student who is accepted into the Police Service Aide Academy will take the following post-secondary adult vocational courses:

**Related Programs**

**AS Degrees**
- Criminal Justice Emphasis Major Code 21101
- Crime Scene Emphasis Major Code 21102
- Polygraph Emphasis Major Code 21104

Students can earn a degree from 21101, 21102, or 21104, but not from two or more of these emphases.

**Criminal Justice Certificates (restricted admission)**
- Correctional Probation Officer Academy Major Code 5282
- Corrections Officer Academy Major Code 5270
- Correctional Officer Cross-Over to Florida CMS Law Enforcement Major Code 5278
- Correctional Probation Officer Cross-over Training to Florida CMS Law Enforcement Major Code 5296
- Police Academy Major Code 5269
- CMS Law Enforcement Auxiliary Officer Major Code 5301

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJK0441C</td>
<td>Police Service Aide</td>
<td>110</td>
</tr>
<tr>
<td>CJK0442</td>
<td>Traffic Accident/Crash Investigator</td>
<td>80</td>
</tr>
<tr>
<td>CJK0451</td>
<td>Parking Enforcement Specialist</td>
<td>16</td>
</tr>
<tr>
<td><strong>Total Clock Hours</strong></td>
<td></td>
<td><strong>206</strong></td>
</tr>
</tbody>
</table>

Upon successful completion students will receive a certificate of completion for the above listed courses.
In accordance with State law, students must score at least 80 percent to successfully complete the Academy. Students must also maintain excellent attendance and cannot miss more than 10 percent of scheduled class sessions. Students will wear uniforms and must follow Police Service Aide Academy Rules of Conduct and Broward College Policy/Student Code of Conduct.

INSTITUTE OF PUBLIC SAFETY
CRIMINAL JUSTICE CERTIFICATES
CMS Law Enforcement Auxiliary Officer Major Code 5301

Program Description
The Florida Criminal Justice Standards and Training Commission recognize the Broward College, Institute of Public Safety, located at A. Hugh Adams Central Campus, as a Law Enforcement and Corrections Training Center. As an authorized Training Center, the Institute of Public Safety offers seven certificates of achievement programs: Broward County Police Academy Basic Recruit Certificate Program, Broward County Correctional Officer Academy Basic Recruit Certificate Program, Broward County Correctional Probation Officer Academy Certificate Program, Correctional Probation Officer Crossover to Law Enforcement, Law Enforcement Officer-Crossover from Correction Officer Certificate Program, Police Service Aide Certificate Program and the Law Enforcement Auxiliary Officer Programs.

Criteria for Admission to the Auxiliary Officer Program
- The student must be hired or sponsored by a law enforcement agency or fire department before being enrolled in the program
- High School diploma or GED.
- BAT (Basic Abilities Test)
- For more information on testing, please call 954-201-6931 or 954-201-6790.

Related Programs
Criminal Justice Technology Associate in Science:
- Criminal Justice Emphasis Major Code 21101
- Crime Scene Emphasis Major Code 21102
- Polygraph Emphasis Major Code 21104

Students can earn a degree from 21101, 21102, or 21104, but not from two or more of these emphases.

Criminal Justice Certificates (restricted admission)
- Correctional Probation Officer Academy Major Code 5282
- Police Academy Major Code 5269
- Corrections Officer Academy Major Code 5270
- Correctional Officer Cross-Over to Florida CMS Law Enforcement Major Code 5278
- Correctional Probation Officer Cross-over Training to Florida CMS Law Enforcement Major Code 5296
- Police Service Aide Academy Major Code 5271

<table>
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<th>Course Code</th>
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<tbody>
<tr>
<td>CJK0240</td>
<td>Law Enforcement Auxiliary Introduction</td>
<td>27</td>
</tr>
<tr>
<td>CJK0241</td>
<td>Law Enforcement Auxiliary Patrol and Traffic</td>
<td>19</td>
</tr>
<tr>
<td>CJK0242</td>
<td>Law Enforcement Auxiliary Investigations</td>
<td>17</td>
</tr>
<tr>
<td>CJK0422</td>
<td>Dart-Firing Stun Gun</td>
<td>8</td>
</tr>
<tr>
<td>CJK0031</td>
<td>CMS First Aid for Criminal Justice Officer</td>
<td>40</td>
</tr>
<tr>
<td>CJK0040</td>
<td>CMS Criminal Justice Firearms</td>
<td>80</td>
</tr>
<tr>
<td>CJK0051</td>
<td>CMS Criminal Justice Defensive Tactics</td>
<td>80</td>
</tr>
<tr>
<td>CJK0020</td>
<td>CMS Criminal Justice Vehicle Operations</td>
<td>48</td>
</tr>
<tr>
<td>Total Clock Hours</td>
<td></td>
<td>319</td>
</tr>
</tbody>
</table>

Upon successful completion of the Law Enforcement Auxiliary Officer program, the student will possess the skills necessary to volunteer at a Florida law enforcement agency.
CULINARY ARTS MANAGEMENT

Culinary Arts Management Associate in Science Major Code 2203

Program Description
The Associate in Science degree in Culinary Arts Management emphasizes the development of practical culinary and management skills. The program is a joint program between Broward College and Broward Technical Centers (Atlantic, McFatter, and Sheridan Technical Centers). Students who enroll in this program are required to complete the Commercial Foods & Culinary Arts program at one of the Broward Technical Centers, in which 39 college credits will be awarded toward the Culinary Arts Management AS degree at Broward College. Students are also required to complete the Broward College courses listed below.

Upon successful completion of all required course work at Broward College and a Broward Technical Center students will be awarded an AS degree in Culinary Arts Management.

Entrance Requirements
- HS Diploma or GED
- PERT

The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

For additional information contact the Program Manager at 954-201-6710

General Education Courses
- ENC1101 Composition I 3
- SPC1024 Intro to Speech Communication 3
- or
- SPC1608 Public Speaking 3
- GE Course General Education Humanities 3
- ECO2013 Macroeconomics 3
- GE Course General Education Mathematics 3
- GE Course General Education Science 3
- Total General Education Credits 18

Required BC Courses
- GEB1011 Introduction to Business 3
- HFT2460 Financial Management 3
- GEB2430 Business Ethics 1
- Total Required BC Credits 7

Technical Course Requirements
- HFT1210 Supervisory Management 3
- FOS2201 Food Service Sanitation & Safety 3
- FSS2251 Food & Beverage Management 3
- FSS1203C Quantity of Food Production I 3
- FSS1246C Baking & Pastries I 3
- FSS1284 Catering & Banquet Management 3
- FSS2204C Quantity Food Production II 3
- FSS2247C Baking & Pastries II 3
- FSS1240C Classical Cuisine 3
- FSS2242C International & Regional Foods 3
- FSS2500 Food & Beverage Cost 3
- FSS2248C Garden Manager 3
- FSS2205C Quantity Food Production III 3
- Total Technical Course Credits 39
- Total AS Degree Credits 64

General Education courses must be selected from the list of AS Degree courses found in the College Catalog posted on line at www.broward.edu/studentresources/advising/Pages/gened.aspx.

Special Note:
Placement in English, Reading, Math, and Computer Literacy is required.

Note: Students must fulfill the College’s computer literacy requirement within the first 15 hours of BC credit by successfully completing the basic student technology test or pass the CG1060C to earn the degree.

For the AS program, forty two (42) credits will be awarded to students who successfully complete the Commercial Foods and Culinary Arts program at the Broward Technical Centers: Atlantic Technical Center 754-321-5100, McFatter Technical Center 954-321-5700, or Sheridan Technical Center 754-321-5400.
Program Description
The Database Technology Associate in Science degree, offered at the A. Hugh Adams Central Campus, prepares students for employment opportunities as database application developers and database administrators. Students will gain knowledge in areas such as designing, operating, developing and implementing databases, as well as managing, maintaining and distributing the stored information. Students will also become proficient in programming, SQL and database security.

Entrance Requirements
- HS Diploma or GED
- PERT
  The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/.
  Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

General Education Requirements:
- ENC 1101 Composition 3
- MAC 1105 College Algebra 3
- SPC 1608 Public Speaking or SPC 1024 Introduction to Speech Communications 3
- GE Course General Education Humanities 3
- GE Course General Education Social / Behavioral Science 3
- GE Course General Education Science 3

Total General Education Hours 18

Database Technology Core Courses:
- CIS 1000C Intro to Computer Science 1
- COP 1334C Introduction to C++ 2
- CIS 2321C Systems Analysis & Design 3
- COP 1335C Intermediate C++ 3
- COP 2071C Database Design & SQL Programming 3
- COP 2361C Object-Oriented Analysis & Design 3
- CIS 1513C Project Management 1
- ENC 2210 Professional and Technical Writing 6

Total Database Technology Core 24

Database Specializations (choose one):

Oracle
- CTS 2441C Oracle Database Administration I 7
- CTS 2442C Oracle Database Administration II 8
- CTS 2445C Oracle Developer I 9
- CTS 2446C Oracle Developer II 10
- CTS 1111C Linux+ 4
- COP 2800C Java Programming 11

Total Oracle Specialization Hours 21

Microsoft SQL Server
- CTS 2434C Microsoft SQL Server Developer I 9
- CTS 2435C Microsoft SQL Server Developer II 12
- CTS 2437C Microsoft SQL Server Administration I 13
- CTS 2438C Microsoft SQL Server Administration II 14
- CIS 1134C Network+ 4
- COP 2360C C# Programming 11

Total Microsoft SQL Specialization Hours 21

Total Program Hours 63

Note: Students must fulfill the College’s computer literacy requirement within the first 15 hours of BC credit by successfully completing the basic student technology test or pass the CGS1060C to earn the degree.

It is strongly recommended that students see an advisor every term.

1. Prerequisite – CGS 1060C or placement
2. Prerequisite – MAT 1033; Pre- or Co- Requisite – CIS 1000C
3. Prerequisites – CIS 1000C and COP 1334C (each with a grade of C or higher)
4. Prerequisite – COP 1334C (with a grade of C or higher); Pre- or Co- Requisite – CIS 2321C
5. Prerequisites – CIS 2321C and COP 1335C (each with a grade of C or higher)
6. Prerequisite – ENC 1101
7. Prerequisites – CTS 1111C and COP 2071C (each with a grade of C or higher)
8. Prerequisite – CTS 2441C (with a grade of C or higher)
9. Prerequisites – CIS 2321C and COP 2071C (each with a grade of C or higher)
10. Prerequisite – CTS 2445C (with a grade of C or higher)
11. Prerequisites – COP 1335C and CIS 2321C (each with a grade of C or higher)
12. Prerequisite – CTS 2434C (with a grade of C or higher)
13. Prerequisites – CTS 1134C and COP 2071C (each with a grade of C or higher)
14. Prerequisite – CTS 2437C (with a grade of C or higher)
Program Description
The Dental Assisting/Hygiene Program is a two-phase curriculum that gives the student two career options. This career ladder curriculum was designed to offer students employable skills as a dual trained dental auxiliary. You must first complete the 10 month American Dental Association (ADA) accredited Dental Assisting Program. The Dental Assisting program must be listed in the Florida Department of Education database of post-secondary courses at public vocational-technical centers, community colleges, colleges, universities and participating non-public institutions. Graduates from the Dental Assisting Program are qualified to take the Dental Assisting National Board (DANB) Examination. Upon successful completion of this examination, the graduate becomes a Certified Dental Assistant (CDA).

With the completion of the Dental Assisting Program and the appropriate course pre-requisites, the CDA student may apply to continue to the 12 month Dental Hygiene Program. The student has up to three years from the date of graduation from the dental assisting program for first time application to this program. Students in the Dental Hygiene Program will be qualified to take the Dental Hygiene National Board and upon graduation the Florida State Board examination. Upon passing both examinations, the graduate is licensed as a Registered Dental Hygienist (RDH) in the State of Florida. A final grade of "C" or higher must be achieved in each Dental Hygiene course for continuance in the Program. A student who withdraws or is withdrawn from a Dental Hygiene course shall contact the Health Science Admissions Department for reentry to the Program. Reentry to a Program will be based upon space availability. Only one reentry will be allowed. The student who reenters must maintain a “C” or higher in each Dental Hygiene course to continue in a Program. The student receiving a grade of D OR F in any course after reentry will result in permanent dismissal from the BC Dental Programs.

The Dental Hygiene Program is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education.

Admission information can be obtained at 954-201-6111. Applicants should call the Associate Dean at (954) 201-6904 for additional information. Program is offered at Health Sciences, A. Hugh Adams Central Campus.

Entrance Requirements
- HS Diploma or GED
- PERT
  The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.
- This program has a limited number of seats available per year and students are selected based upon the criteria announced on the www.broward.edu/admissions/Pages/Health-Sciences-Admissions.aspx.

Related Programs
Dental Assisting Vocational Certificate Major Code 5217
Starting Fall 2014:
- Dental Assisting Applied Technical Diploma Major Code B007
- Dental Assisting Associate in Science Degree Major Code 2215

Program Graduation Requirements
- Completion of all courses in the degree program with a grade of “C” or higher.
- Completion of 88 semester hours with a degree grade point average of 2.0 or higher.
- Completion of the 22 clock hours of HSC/CAE course work required by the first day of dental hygiene classes (HSC0591, HSC0522, HSC0405, HSC0691 and HSC0692/CAE0528),

Continued on next page
DENTAL HYGIENE
Associate in Science Major Code 2145

**Complete an ADA accredited Dental Assistant Program that is listed in the database of the Florida Department of Education. This will provide credits for the following courses** (an experiential learning fee may be charged):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DES0021</td>
<td>Dental Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>DES0103</td>
<td>Dental Materials</td>
<td>2</td>
</tr>
<tr>
<td>DES0103L</td>
<td>Dental Materials Lab</td>
<td>1</td>
</tr>
<tr>
<td>DES0205</td>
<td>Dental Radiography</td>
<td>2</td>
</tr>
<tr>
<td>DES0205L</td>
<td>Dental Radiography Lab</td>
<td>1</td>
</tr>
<tr>
<td>DES0830</td>
<td>Expanded Functions I</td>
<td>2</td>
</tr>
<tr>
<td>DES0831</td>
<td>Expanded Function II</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Semester Hours**: 14

**Complete the pre requisite general education courses prior to submitting an application to the program**:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM1032</td>
<td>Chemistry for Health Sciences*</td>
<td>3</td>
</tr>
<tr>
<td>BSC2085</td>
<td>Anatomy and Physiology I*</td>
<td>3</td>
</tr>
<tr>
<td>BSC2085L</td>
<td>Anatomy and Physiology I Lab*</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Semester Hours**: 7

**Complete the following courses prior to admission into the program**:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>SPC1608</td>
<td>Introduction to Public Speaking or</td>
<td></td>
</tr>
<tr>
<td>SPC1024</td>
<td>Introduction to Speech Communications</td>
<td>3</td>
</tr>
<tr>
<td>PSY2012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SYG2000</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Mathematics*</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Humanities*</td>
<td>3</td>
</tr>
<tr>
<td>BSC2086</td>
<td>Anatomy and Physiology II*</td>
<td>3</td>
</tr>
<tr>
<td>BSC2086L</td>
<td>Anatomy and Physiology II Lab*</td>
<td>1</td>
</tr>
<tr>
<td>MCB2010</td>
<td>Microbiology*</td>
<td>3</td>
</tr>
<tr>
<td>MCB2010L</td>
<td>Microbiology Lab*</td>
<td>1</td>
</tr>
<tr>
<td>HUN1202</td>
<td>Essentials of Nutrition</td>
<td>3</td>
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</tbody>
</table>

**Total Semester Hours**: 29

**Complete the following Dental Hygiene Courses**:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEH1002</td>
<td>Preclinical Dental Hygiene I*</td>
<td>2</td>
</tr>
<tr>
<td>DEH1002L</td>
<td>Preclinical Dental Hygiene I Lab*</td>
<td>2</td>
</tr>
<tr>
<td>DEH1800</td>
<td>Dental Hygiene I*</td>
<td>2</td>
</tr>
<tr>
<td>DEH1800L</td>
<td>Dental Hygiene I Clinic*</td>
<td>2</td>
</tr>
<tr>
<td>DEH1802</td>
<td>Dental Hygiene II*</td>
<td>4</td>
</tr>
<tr>
<td>DEH1802L</td>
<td>Dental Hygiene II Clinic*</td>
<td>3</td>
</tr>
<tr>
<td>DES1050</td>
<td>Pain Control and Dental Anesthesia*</td>
<td>1</td>
</tr>
<tr>
<td>DEH1130</td>
<td>Oral Histology and Embryology*</td>
<td>2</td>
</tr>
<tr>
<td>DEH1602</td>
<td>Periodontology*</td>
<td>3</td>
</tr>
<tr>
<td>DEH1602L</td>
<td>Periodontology Laboratory*</td>
<td>1</td>
</tr>
<tr>
<td>DEH2300</td>
<td>Dental Pharmacology*</td>
<td>2</td>
</tr>
<tr>
<td>DEH2400</td>
<td>General and Oral Pathology*</td>
<td>2</td>
</tr>
<tr>
<td>DEH2701</td>
<td>Community Dental Health*</td>
<td>2</td>
</tr>
<tr>
<td>DEH2701L</td>
<td>Community Dental Health Lab*</td>
<td>1</td>
</tr>
<tr>
<td>DEH2804L</td>
<td>Dental Hygiene III Clinic*</td>
<td>3</td>
</tr>
<tr>
<td>DEH 2806</td>
<td>Dental Hygiene IV*</td>
<td>2</td>
</tr>
<tr>
<td>DEH2806L</td>
<td>Dental Hygiene IV Clinic*</td>
<td>3</td>
</tr>
<tr>
<td>DEH2840L</td>
<td>Advanced Dental Technology Lab*</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Semester Hours**: 38

**Total Program Semester Hours**: 88

* Requires a pre- or co-requisite. See the course description in this catalog or online at [www.broward.edu/zext/ ext/CourseDescDepartmentList.jsp](http://www.broward.edu/zext/ext/CourseDescDepartmentList.jsp).

* General Education courses must be selected from the list of AS Degree courses found in the College Catalog/posted online at [www.broward.edu/studentresources/advising/Pages/ged.aspx](http://www.broward.edu/studentresources/advising/Pages/ged.aspx).

It is strongly recommended that students see an advisor every term.
DENTAL ASSISTING
Vocational Certificate Major Code 5217

Starting in the Fall of 2013, the Dental Assisting Program will change to an Advanced Technical Diploma (ATD)

Program Description
A career in Dental Assisting has developed into a rewarding and challenging opportunity for men and women of today. A Dental Assistant is a member of a highly qualified health team, working to improve the health of the community. The varied duties and responsibilities of the dental assistant require knowledge of the basic dental sciences, proficiency in office management procedures, and practical experience involving specialized skill

It is a 10-month full-time day program. Successful completion of this program enables students to receive a dental assisting Post Secondary Adult Vocational Certificate (PSAV), enables the student to take the Dental Assisting National Board (CDA) and have expanded duties certification according to the Board of Dentistry of the State of Florida. The Commission on Dental Accreditation of the American Dental Association accredits the Dental Assisting Program, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education. Broward College’s Dental Assisting program is listed in the Florida Department of Education database of post-secondary courses at public vocational-technical centers, community colleges, universities and participating non-public institutions. A final grade of “C” or higher must be achieved in each Dental Assisting course for continuance in the Program. A student who withdraws or is withdrawn from a Dental course shall refer to College Policy 6Hx2-5.33 and Procedure A6Hx2-5.33 on Re-entry into a Health Sciences Program and/or program guidelines.

Entrance Requirements for the 2013-14 ATD Program
• HS Diploma or GED
• PERT

The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/ . Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

• This program has a limited number of seats available per year and students are selected based upon the criteria announced online at www.broward.edu/admissions/Pages/Health-Sciences-Admissions.aspx).

Requirements for the Dental Assisting Vocational Certificate (2013):
• Students shall complete an entry-level basic skills examination, TABE, within the first six (6) weeks after admission into the program (State Board of Education rule 6A-10.040)
• Students must meet the TABE test score requirements at the time of graduation.
• Students must take the Certified Dental Assisting (CDA) dental assisting national board examination through DANB the Dental Assisting National Board prior to program completion
• Complete 1,209 clock hours and 6 semester hours of credit with a certificate grade point average of 2.0 or higher.
• Complete the following courses with a grade of “C” or higher:

Continued on next page
DENTAL ASSISTING  
Vocational Certificate Major Code 5217  
Starting in the Fall of 2013, the Dental Assisting Program will change to an Advanced Technical Diploma (ATD)

<table>
<thead>
<tr>
<th>Term I</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEA0025 Preclinical *</td>
<td>60</td>
</tr>
<tr>
<td>DEA0025L Preclinical Laboratory *</td>
<td>120</td>
</tr>
<tr>
<td>DEA0000 Introduction to Dentistry *</td>
<td>30</td>
</tr>
<tr>
<td>DES0021 Dental Anatomy and Physiology *</td>
<td>45</td>
</tr>
<tr>
<td>DES0103 Dental Materials *</td>
<td>35</td>
</tr>
<tr>
<td>DES0103L Dental Materials Laboratory *</td>
<td>45</td>
</tr>
<tr>
<td>DES0844 Preventive Dentistry *</td>
<td>40</td>
</tr>
<tr>
<td>DES0205 Dental Radiography *</td>
<td>40</td>
</tr>
<tr>
<td>DES0205L Dental Radiography Laboratory *</td>
<td>60</td>
</tr>
<tr>
<td>DES0830 Expanded Functions I *</td>
<td>60</td>
</tr>
<tr>
<td><strong>Total Term Clock Hours</strong></td>
<td><strong>535</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Term II</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DES0831 Expanded Functions II *</td>
<td>30</td>
</tr>
<tr>
<td>DES0831L Expanded Functions II Lab *</td>
<td>60</td>
</tr>
<tr>
<td>DES0801 Clinical Procedures I *</td>
<td>30</td>
</tr>
<tr>
<td>DES0801L Clinical Procedures I Lab *</td>
<td>165</td>
</tr>
<tr>
<td>DEA0130 Allied Dental Theory *</td>
<td>30</td>
</tr>
<tr>
<td>DES0501 Dental Office Management *</td>
<td>39</td>
</tr>
<tr>
<td>DES0400 Basic Anatomy and Physiology #</td>
<td>30</td>
</tr>
<tr>
<td>DEA0150 Dental Psychology *</td>
<td>30</td>
</tr>
<tr>
<td><strong>Total Term Clock Hours</strong></td>
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<td><strong>Total Term Semester Hours</strong></td>
<td><strong>6</strong></td>
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<table>
<thead>
<tr>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC1024 Introduction to Speech</td>
</tr>
<tr>
<td>ENC1101 Composition I *</td>
</tr>
<tr>
<td><strong>Total Term Clock Hours</strong></td>
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<tr>
<td><strong>Total Term Semester Hours</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term III</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DES0802 Clinical Procedures II *</td>
<td>30</td>
</tr>
<tr>
<td>DES0802L Clinical Procedures II Lab *</td>
<td>135</td>
</tr>
<tr>
<td><strong>Total Term Clock Hours</strong></td>
<td><strong>165</strong></td>
</tr>
<tr>
<td><strong>Pre Health Core hours</strong></td>
<td><strong>95</strong></td>
</tr>
<tr>
<td><strong>Total Program Clock Hours</strong></td>
<td><strong>1,114</strong></td>
</tr>
<tr>
<td><strong>Total Program Semester Hours (6 cr)</strong></td>
<td><strong>96</strong></td>
</tr>
<tr>
<td><strong>Total PSAV Certificate Hours</strong></td>
<td><strong>1,305</strong></td>
</tr>
</tbody>
</table>

* Requires a pre- or co-requisite. See the course description online at [www.broward.edu/zext/ext/CourseDescDepartmentList.jsp](http://www.broward.edu/zext/ext/CourseDescDepartmentList.jsp).

# Students are exempt from taking this course if they received a grade of “C” or higher in all of the following courses:

- BSC2085 Anatomy and Physiology I *
- BSC2085L Anatomy and Physiology I Lab *
- BSC2086 Anatomy and Physiology II *
- BSC2086L Anatomy and Physiology II Lab *

It is strongly recommended that students see an advisor every term.
**Program Description**

A career in Dental Assisting is a rewarding and challenging opportunity for men and women of today. A Dental Assistant is a member of a highly qualified health team, working to improve the health of the community. The varied duties and responsibilities of the dental assistant require knowledge of the basic dental sciences, proficiency in office management procedures, and practical experience involving specialized skills.

This is a 3-semester full-time day program. Successful completion of this program enables students to receive a dental assistant Applied Technical Diploma (ATD). Students completing the ATD program will be awarded 50 college credits. The Associate in Science Degree in Dental Assisting can be earned by completing the ATD course (50 credits), the required general education courses (15 credits) and specialty elective courses (5 credits). The total credits for the AS in Dental Assisting are 70 credits. Per the Florida Department of Education the transfer of the ATD credits to college credits is guaranteed for a period of three years following the date of the award of the ATD. Students are required to take the Dental Assisting National Board (CDA) Examinations prior to completion of the program. Successful completion of the Dental Assisting program enables the students to receive the Expanded Duties and Dental Radiographer Certifications according to the Board of Dentistry of the State of Florida. The Commission on Dental Accreditation of the American Dental Association accredits the Dental Assisting Program, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education. Broward College’s Dental Assisting program is listed in the Florida Department of Education database of post-secondary courses at public vocational-technical centers, community colleges, universities and participating non-public institutions. A final grade of "C" or higher must be achieved in each Dental Assisting course for continuance in the Program. A student who withdraws or is withdrawn from a Dental course shall refer to College Policy 6Hx2-5.33 and Procedure A6Hx2-5.33 on Re-entry into a Health Sciences Program and/or program guidelines.

**Entrance Requirements**

- HS Diploma or GED
- PERT

The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

- This program has a limited number of seats available per year and students are selected based upon the criteria announced online at www.broward.edu/admissions/Pages/Health-Sciences-Admissions.aspx.

**Requirements for the Dental Assisting Applied Technical Diploma:**

- Students must meet the TABE test score requirements at the time of graduation.
- Students must take the Certified Dental Assisting (CDA) dental assisting national board examination through DANB the Dental Assisting National Board prior to program completion
- Complete dental assisting ATD 50 semester hours with a grade point average of 2.0 or higher.
- Complete the dental assisting ATD courses with a grade of “C” or higher.

**Requirements for the Associate in Science Degree in Dental Assisting:**

- Dental Assisting ATD of 50 semester hours from a Dental Assisting Program accredited by the American Dental Association Commission on Dental Accreditation. The transfer of ATD credits is guaranteed for 3 years following the ATD award date.
- 20 required general education credits
- Complete all courses with a grade of “C” or higher.

**Related Programs**

Dental Hygiene Associate in Science Degree Major Code 2145

Continued on next page
## ATD Dental Assisting:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEA1030</td>
<td>Preclinical</td>
<td>4</td>
</tr>
<tr>
<td>DEA1030L</td>
<td>Preclinical Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>DEA1003</td>
<td>Introduction to Dentistry</td>
<td>2</td>
</tr>
<tr>
<td>DES1020</td>
<td>Dental Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>DES1100</td>
<td>Dental Materials</td>
<td>2</td>
</tr>
<tr>
<td>DES1100L</td>
<td>Dental Materials Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>DES1840</td>
<td>Preventive Dentistry</td>
<td>2</td>
</tr>
<tr>
<td>DES1200</td>
<td>Dental Radiography</td>
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</tr>
<tr>
<td>DES1200L</td>
<td>Dental Radiography Laboratory</td>
<td>2</td>
</tr>
<tr>
<td>DES1832</td>
<td>Expanded Functions I</td>
<td>4</td>
</tr>
<tr>
<td>DES1833</td>
<td>Expanded Functions II</td>
<td>2</td>
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<td>DES1833L</td>
<td>Expanded Functions II Lab</td>
<td>2</td>
</tr>
<tr>
<td>DES1805</td>
<td>Clinical Procedures I</td>
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<tr>
<td>DES1805L</td>
<td>Clinical Procedures I Lab</td>
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<tr>
<td>DEA1131</td>
<td>Allied Dental Theory</td>
<td>2</td>
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<tr>
<td>DES1502</td>
<td>Dental Office Management</td>
<td>2</td>
</tr>
<tr>
<td>DES1404</td>
<td>Basic Anatomy and Physiology</td>
<td>2</td>
</tr>
<tr>
<td>DEA1155</td>
<td>Dental Psychology</td>
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<tr>
<td>DES1807</td>
<td>Clinical Procedures II</td>
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<tr>
<td>DES1807L</td>
<td>Clinical Procedures II Lab</td>
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</table>

**Total Credits:** 50

## AS Dental Assisting:

<table>
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<tr>
<td>ENC1101</td>
<td>Composition I</td>
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<tr>
<td>SPC1024</td>
<td>Introduction to Speech or Public speaking</td>
<td>3</td>
</tr>
<tr>
<td>SPC1608</td>
<td>Communication/Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Humanities*</td>
<td>3</td>
</tr>
<tr>
<td>CHM1032</td>
<td>Chemistry for Health Sciences</td>
<td>3</td>
</tr>
<tr>
<td>PSY2012</td>
<td>General Psychology or</td>
<td></td>
</tr>
<tr>
<td>SYG2000</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Mathematics*</td>
<td>3</td>
</tr>
<tr>
<td>HLP1081</td>
<td>Total Wellness</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total General Education requirements:** 20

**Total semester hours:** 70

It is strongly recommended that students see an advisor every term.

* Requires a pre- or co-requisite. See the course description online at [www.broward.edu/zext/ext/CourseDescDepartmen](http://www.broward.edu/zext/ext/CourseDescDepartmen).

# Specialty Option 3 per the Florida Department of Education Curriculum Frameworks – Dental Practice Management is satisfied with the course DES1501 Dental Practice Management as part of the 50 ATD credits.

## General Education courses must be selected from the list of AS Degree courses found in the College Catalog/posted online at [www.broward.edu/studentresources/advising/Pages/gened.a](http://www.broward.edu/studentresources/advising/Pages/gened.a).
**Diagnostic Medical Sonography Technology (Ultrasound)**

**Program Description**
The Diagnostic Medical Sonography Program prepares individuals meeting certain qualifications to work with medical practitioners in the management, control and care of patients referred for ultrasound studies. The Diagnostic Medical Sonography program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, Florida 33756; Phone 727-210-2350, upon recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography.

Clinical education is performed in local clinics/hospitals and is offered concurrently with the didactic courses. On completion of the 24-month program, students will be eligible to apply to sit for the exams of the American Registry of Diagnostic Medical Sonographers.

All didactic courses are taught in Building 41, Broward College, North Campus, 1000 Coconut Creek Boulevard, Coconut Creek, Florida. Clinical affiliation sites are located throughout Broward and Palm Beach counties as well as counties serving Edison State College.

**Entrance Requirements**
- HS Diploma or GED
- PERT

The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

- This program has a limited number of seats available per year and students are selected based upon the criteria announced online at www.broward.edu/admissions/Pages/Health-Sciences-Admissions.aspx.

**Requirements for the Associate in Science in Diagnostic Medical Sonography:**
- Completion of 72 semester hours with a grade point average of 2.0 or higher.
- Completion of all courses in the degree program with a grade of “C” or higher

---

### First Year – Spring Term Session II
- PHY1001 Applied Physics or Radiographic Physics 3
- MGF1106 Liberal Arts Math I *or 3
- MAC1105 College Algebra* or 3
- STA2023 Statistics* 3
- ENC1101 Composition I 3
- SPC1608 Public Speaking or 3
- SPC1024 Intro to Speech Communications 3
- BSC2085 Anatomy and Physiology I 3
- BSC2085L Anatomy and Physiology I Lab 1

**Total Term Semester Hours 16**

### First Year-Summer Session Term III
- BSC2086 Anatomy and Physiology II * 3
- BSC2086L Anatomy and Physiology II Lab * 1
- SON1170 Sonography of the Circulatory System 2
- SON1100L Principles and Protocols of Sonographic Imaging 2

**Total Term Semester Hours 8**

### Term I, Fall Term, First Year
- SON1211 Medical Sonographic Physics I * 3
- SON1111 Abdominal Sonography I * 2
- SON1121 OB/GYN Sonography I * 2
- SON1003L Fundamentals of Sonography Lab * 1
- SON1804 Clinical Education * 2

**Total Term Semester Hours 10**

### Term II, Spring Term, First Year
- SON1212 Medical Sonographic Physics II * 3
- SON1122 OB/GYN Sonography II * 2
- SON1112 Abdomen Sonography II * 2
- SON1214 Practical Aspects of Sonography I * 2
- SON2013L Fundamentals of Sonography Lab II * 1
- SON1814 Clinical Education * 2

**Total Term Semester Hours 12**

### Term III, Summer Term, Second Year
- SON1141 Small Parts Sonography * 2
- SON1824 Clinical Education * 3

**Total Term Semester Hours 5**

### Term I, Fall Term, Second Year
- SON2400 Introduction to Echocardiography * 2
- SON2400L Intro to Echocardiography Lab * 1
- SON1215 Practical Aspects of Sonography II * 2
- SON2834 Clinical Education * 3
- GE Course General Education Humanities * 3

**Total Term Semester Hours 11**

### Term II, Spring Term, Second Year
- SON2401 Echocardiography II * 2
- SON2401L Echocardiography II Lab * 1
- SON2061 Seminar in Sonography * 1
- GE Course General Education Social/Behavioral Science * 3
- SON2844 Clinical Education * 3

**Total Term Semester Hours 10**

**Total Program Semester Hours 72**

Continued on next page
DIAGNOSTIC MEDICAL SONOGRAPHY TECHNOLOGY (ULTRASOUND)
Diagnostic Medical Sonography Associate in Science Major Code 2176 (cont.)

* Requires a pre- or co-requisite. Refer to the course descriptions found at www.broward.edu/zext/ext/CourseDescDepartmentList.jsp.

** Successful completion of the basic student technology literacy test, or passing CGS1060C, is required to earn the degree.

General Education courses must be selected from the list of AS Degree courses found in the College Catalog/posted online at www.broward.edu/advisingcounseling/advising/edplanning/page18233.html.

It is strongly recommended that students see an advisor every term.
**DIGITAL MEDIA/MULTIMEDIA TECHNOLOGY**
Digital Media/Multimedia Technology Associate in Applied Science Major Code A018

**Program Description**
The Digital Media/Multimedia Technology Associate in Applied Science Degree, offered at South Campus, is designed to prepare students to enter the emerging field of multimedia as a Multimedia Production Specialist.

**Related programs**
- Digital Media Web Production Technical Certificate Major Code 6286
- Digital Media/Multimedia Production Technical Certificate Major Code 6287
- Project Manager in Digital/Design Technology Advanced Technical Certificate Major Code 4279

**General Entrance Requirements**
- HS Diploma or GED
- PERT
  The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see [www.broward.edu/admissions/testing/](http://www.broward.edu/admissions/testing/).
  Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

**First Year Term I**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>Composition I*</td>
<td>3</td>
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<tr>
<td>CSG 1060C</td>
<td>Computer and Internet Literacy</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2109C</td>
<td>Digital Publishing with InDesign</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2100C</td>
<td>Web Development I</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2115C</td>
<td>Digital Imaging Fundamentals Using Photoshop</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Term Semester Hours</strong></td>
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**First Year Term II**

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<thead>
<tr>
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<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>DIG 2101C</td>
<td>Web Development 2 Using Dreamweaver</td>
<td>3</td>
</tr>
<tr>
<td>OST 2335</td>
<td>Communications in the Workforce</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2500C</td>
<td>Multimedia Authoring</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2280C</td>
<td>Digital Video/Audio Editing</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2132C</td>
<td>Digital Art &amp; Design with Illustrator</td>
<td>3</td>
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<tr>
<td><strong>Total Term Semester Hours</strong></td>
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**First Year Term III, Session I or Session II**

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<tbody>
<tr>
<td>GE Course</td>
<td>General Education Humanities*</td>
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<tr>
<td>DIG 2302C</td>
<td>3D Animation I</td>
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**Second Year Term I**

<table>
<thead>
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<tr>
<td>DIG 2303C</td>
<td>3D Animation II</td>
<td>3</td>
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<tr>
<td>DIG 2116C</td>
<td>Digital Imaging Advanced</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Mathematics or Science*</td>
<td>3</td>
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<tr>
<td>DIG 2580C</td>
<td>Digital Media Portfolio</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2292C</td>
<td>Digital Post Production with After Effects</td>
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**Second Year Term II**

<table>
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<tr>
<td>DIG 2304C</td>
<td>3D Animation III</td>
<td>3</td>
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<tr>
<td>DIG 2940</td>
<td>Internship in Digital Media</td>
<td>4</td>
</tr>
<tr>
<td>DIG 2311C</td>
<td>Fundamentals of Digital Media Using Flash Animation</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Social/Behavioral Science*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Term Semester Hours</strong></td>
<td><strong>13</strong></td>
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</tr>
<tr>
<td><strong>Total Program Semester Hours</strong></td>
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</tbody>
</table>

♦ General Education courses must be selected from the list of AAS Degree courses found in the College Catalog/posted online at [www.broward.edu/studentresources/advising/Pages/gened.aspx](http://www.broward.edu/studentresources/advising/Pages/gened.aspx)

♦ Requires a pre- or co-requisite or proper score on placement test. See course description in this catalog or at [www.broward.edu/zext/ext/CourseDescDepartmentList.jsp](http://www.broward.edu/zext/ext/CourseDescDepartmentList.jsp)

**CGS1060C must be completed within the first 15 hours of Broward College coursework.**

**It is strongly recommended that students see an advisor every term.**
DIGITAL MEDIA/MULTIMEDIA TECHNOLOGY
Digital Media Web Production Technical Certificate Major Code 6286

Program Description
This program is designed to prepare students for initial employment as Web production assistants, Web production artists, or to provide supplemental training for those already employed in the field. This basic-to-intermediate certificate provides students with the computer, digital media, and graphic production skills needed to create web sites.

Related Programs
Digital Media/Multimedia Technology Associate in Applied Science Major Code A018
Multimedia Web Development Advanced Technical Certificate Major Code 4278
Digital Media/Multimedia Production Technical Certificate Major Code 6287
Project Manager in Digital/Design Technology Advanced Technical Certificate Major Code 4279

Entrance Requirements
- HS Diploma or GED
- PERT
The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

Core Courses
DIG2100C Web Development 1  3
DIG2115C Digital Imaging Fundamentals Using Photoshop  3
DIG2101C Web Development 2 using Dreamweaver  3
DIG2311C Fundamentals of Digital Media Using Flash Animation  3

Total Core Course Semester Hours  12

Select one from the following two courses:
DIG2116C Digital Imaging Advanced  3
DIG2132C Digital Art & Design with Illustrator  3

Total Program Semester Hours  15

It is strongly recommended that students see an advisor every term.
DIGITAL MEDIA/MULTIMEDIA TECHNOLOGY
Digital Media/Multimedia Production Technical Certificate Major Code 6287

Program Description
This program is designed to prepare students for initial employment as Digital Media/Multimedia Production Technicians or Digital Media/Multimedia Developers, or to provide supplemental training for those already employed in the field. This basic-to-intermediate certificate provides students with the computer, production, and digital media skills needed to create digital media/multimedia projects.

Related Programs
Digital Media/Multimedia Technology Associate in Applied Science Major Code A018
Digital Media Web Production Technical Certificate Major Code 6286
Multimedia Web Development Advanced Technical Certificate Major Code 4278
Project Manager in Digital/Design Technology Advanced Technical Certificate Major Code 4279

Entrance Requirements
- HS Diploma or GED
- PERT

The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

DIG2115C Digital Imaging Fundamentals Using Photoshop 3
DIG2100C Web Development 1 3
DIG2280C Digital Video/Audio Editing 3
DIG2500C Multimedia Authoring 3
DIG2302C 3D Animation 1 3

Total Program Semester Hours 15

It is strongly recommended that students see an advisor every term.
DIGITAL MEDIA/MULTIMEDIA TECHNOLOGY
Multimedia Web Development Advanced Technical Certificate Major Code 4278

Program Description
The courses in Multimedia Web Development are offered on Judson A. Samuel South Campus to graduates of Multimedia Technology A.S. degree who require additional coursework to be employed in Internet positions. An Advanced Technical Certificate in Multimedia Web Development will be awarded after 15 credit hours are completed from the following courses:

Related Programs
Digital Media/Multimedia Technology Associate in Applied Science Major Code A018
Digital Media Web Production Technical Certificate Major Code 6286
Digital Media/Multimedia Production Technical Certificate Major Code 6287
Project Manager in Digital/Design Technology Advanced Technical Certificate Major Code 4279

Entrance Requirements
• HS Diploma or GED/Associate Degree
• PERT
The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

Select 15 Credits from the following:
CGS1540C Database Management 3
DIG2360C Advanced Web Animation with Flash Animation 3
GRA2134C Advanced Multimedia Animation 3
COP2801C Java Scripting 3
CGS2554C Web Development III 3
GRA2723C Adv. Web Site Design 3

Program Semester 15

It is strongly recommended that students see an advisor every term.
### Program Description
The Project Manager in Digital/Design Technology Advanced Technical Certificate, offered at South Campus, is designed for those with an AS/AA or higher degree who wish to advance in digital/design technology fields as project managers. Students in this program will gain a comprehensive understanding of the nature of project management and leadership techniques.

### Related Programs
- Digital Media/Multimedia Technology Associate in Applied Science Major Code A018
- Digital Media Web Production Technical Certificate Major Code 6286
- Digital Media/Multimedia Production Technical Certificate Major Code 6287

### Entrance Requirements
- An Associate Degree

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>CGS1577C</td>
<td>Presentation Systems</td>
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</tr>
<tr>
<td>GRA2143C</td>
<td>Web Publishing II</td>
<td>3</td>
</tr>
<tr>
<td>GRA2403</td>
<td>Principles of Project Management</td>
<td>3</td>
</tr>
<tr>
<td>GRA2404C</td>
<td>Project Management II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Program Semester Hours**: 12

If you have not already taken these courses, it is strongly recommended that you take the following courses to enhance your skills:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>SPC2300</td>
<td>Intro to Interpersonal Communication</td>
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</tr>
<tr>
<td>INP1390</td>
<td>Human Relations in Business and Industry</td>
<td>3</td>
</tr>
</tbody>
</table>

It is strongly recommended that students see an advisor every term.
EARLY CHILDHOOD EDUCATION
Early Childhood Education Associate in Science Major Code 2166

Program Description
Opportunities for a rewarding career in the early childhood field abound for the well trained professional interested in being a teacher of young children, supervisor of children's programs, or owner of a child care facility.

The Associate in Science degree combines classroom and field experience to give the student the necessary background for success in the job market. Course work provides graduates with the ability to design an effective educational curriculum, manage children in a classroom setting, supervise early childhood personnel, and efficiently administer childcare business operations. This program is offered at North Campus; general education courses are taught at all BC locations.

Entrance Requirements

- HS Diploma or GED
- PERT

The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see [www.broward.edu/admissions/testing/](http://www.broward.edu/admissions/testing/). Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

General Education and Technical Courses

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
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<td>ENC 1101</td>
<td>English Composition*</td>
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</tr>
<tr>
<td>ENC 1102</td>
<td>Composition II* or</td>
<td>3</td>
</tr>
<tr>
<td>ENC 2210</td>
<td>Technical Report Writing*</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1024</td>
<td>Introduction to Speech</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>DEP 2002</td>
<td>Child Psychology</td>
<td>3</td>
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<tr>
<td>HLP 1081</td>
<td>Total Wellness</td>
<td>2</td>
</tr>
<tr>
<td>CGS 1060C</td>
<td>Computer and internet Literacy**</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Humanities*</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Science</td>
<td>3</td>
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<tr>
<td>GE Course</td>
<td>General Education Lab</td>
<td>1</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Mathematics</td>
<td></td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Humanities</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Social/</td>
<td></td>
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<tr>
<td>Electives</td>
<td>Any college-level course</td>
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<td>Total Semester Hours</td>
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* General Education courses must be selected from the list of AAS Degree courses found in the College Catalog/posted online at [www.broward.edu/studentresources/advising/Pages/gened.aspx](http://www.broward.edu/studentresources/advising/Pages/gened.aspx)

* Requires a pre- or co-requisite. See course description online at [www.broward.edu/zext/ext/CourseDescDepartmentList.jsp](http://www.broward.edu/zext/ext/CourseDescDepartmentList.jsp).

** CGS1060C must be completed within the first 15 hours of Broward College coursework.

Early Childhood Education courses do not have to be taken in any sequence.

It is strongly recommended that students see an advisor every term.

Articulation Agreements

There is an articulation between BC’s Early Childhood Education AS degree program and the Bachelor’s in Early Care and Education (BECE) at FAU.
EMERGENCY MANAGEMENT
Emergency Management Associate in Science Major Code 2200 (2200E)

Program Description
The Emergency Management AS degree, offered through the BC Institute of Public Safety located at the Central Campus 954-201-6791, is designed for current Public Safety employees (Law Enforcement, Fire Service or Public Health) seeking to become effective Emergency Managers within their area of expertise. This program is also for those seeking entry-level positions in the area of Public Safety/Emergency Management.

Related Programs
Emergency Management Technical Certificate Major Code 6303 (6303E)

Entrance Requirements
- HS Diploma or GED
- PERT

The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

General Education and Technical Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENC1102</td>
<td>Composition II or</td>
<td></td>
</tr>
<tr>
<td>ENC2210</td>
<td>Technical Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>SPC1024</td>
<td>Intro to Speech or</td>
<td></td>
</tr>
<tr>
<td>SPC1608</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>POS2112</td>
<td>State &amp; Local Government or</td>
<td>3</td>
</tr>
<tr>
<td>POS2041</td>
<td>National Government</td>
<td></td>
</tr>
<tr>
<td>PSY2012</td>
<td>Psychology or</td>
<td></td>
</tr>
<tr>
<td>SYG2000</td>
<td>Sociology</td>
<td>3</td>
</tr>
<tr>
<td>CGS1060C*</td>
<td>Computer &amp; Internet Literacy or elective</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Humanities*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recommended: PHI 2600, Intro to Ethics</td>
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<tr>
<td>GE Course</td>
<td>General Education Mathematics*</td>
<td>3</td>
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<tr>
<td>GE Course</td>
<td>General Education Science*</td>
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</table>

Total Credit Hours 27

Emergency Management Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>FES2010</td>
<td>Intro to Emergency Management</td>
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</tr>
<tr>
<td>FFP1830</td>
<td>Intro to Hazards</td>
<td>3</td>
</tr>
<tr>
<td>FFP2831</td>
<td>Hazard Planning &amp; Mitigation</td>
<td>3</td>
</tr>
<tr>
<td>FFP2840</td>
<td>Disaster Response &amp; Recovery</td>
<td>3</td>
</tr>
<tr>
<td>FFP2800</td>
<td>Emergency Management Public Education Programs</td>
<td>3</td>
</tr>
<tr>
<td>DSC1002</td>
<td>Terrorism &amp; Domestic Security</td>
<td>3</td>
</tr>
<tr>
<td>FFP2801</td>
<td>Introduction to Command (Incident Command System)</td>
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</tr>
<tr>
<td>FFP2841</td>
<td>Emergency Planning for Business &amp; Industry</td>
<td>3</td>
</tr>
<tr>
<td>MNA2345</td>
<td>Principles of Supervision</td>
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</tr>
<tr>
<td>MAN2021</td>
<td>Intro to Management or</td>
<td></td>
</tr>
<tr>
<td>PAD2002</td>
<td>Intro to Public Administration or</td>
<td></td>
</tr>
<tr>
<td>CJE1300</td>
<td>Criminal Justice Administration or</td>
<td></td>
</tr>
<tr>
<td>FFP2710</td>
<td>Fire Department Supervision or</td>
<td></td>
</tr>
<tr>
<td>HIM2512</td>
<td>Healthcare Supervision &amp; Organization</td>
<td>3</td>
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<tr>
<td>Elective</td>
<td>Emergency Management Elective*</td>
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Total Emergency Management Credit Hours 33

Total Term Semester Hours 60

* General Education courses must be selected from the list of AS Degree courses found in the College Catalog/ posted online at www.broward.edu/studentresources/advising/Pages/gened.aspx.

# Emergency Management Elective: any college-level, transferable course.

* Students must fulfill the College’s computer literacy requirement within the first 15 hours of BC credit by successfully completing the basic student technology test or pass the CGS1060C to earn the degree.

It is strongly recommended that students see an advisor every term.
EMERGENCY MANAGEMENT
Emergency Management Technical Certificate Major Code 6303 (6303E)

Program Description
The Emergency Management vocational certificate, offered through the Institute of Public Safety located at the Central Campus, is designed for current Public Safety employees (Law Enforcement, Fire Service or Public Health) seeking career advancement by obtaining the knowledge and skills to become effective Emergency Managers within their area of expertise. This program is also appropriate for students seeking entry-level positions in the area of Public Safety / Emergency Management. Students who successfully complete the certificate program may use the credits earned toward the AS in Emergency Management degree.

Related Programs
Emergency Management Associate in Science Major Code 2200 (2200E)

Entrance Requirements
- HS Diploma or GED
- PERT
  The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

FES2010 Intro to Emergency Management 3
FFP1830 Intro to Hazards 3
FFP2831 Hazard Planning & Mitigation 3
FFP2840 Disaster Response & Recovery 3
FFP2800 Emergency Management Public Education Programs 3
DSC1002 Terrorism & Domestic Security 3
FFP2801 Introduction to Command 3
FFP2841 Emergency Planning for Business & Industry 3

Total Semester Hours 24

This certificate program is composed of 8 courses (24 credits total). The 8 courses do not have to be taken in any particular order. However, it is recommended that FES 2010 and FFP 1830 be the first two courses taken by the student.

It is strongly recommended that students see an advisor every term.
EMERGENCY MEDICAL SERVICES PROGRAMS
Emergency Medical Services - Associate in Science Major Code 2160

Program Description
Broward College has developed a six (6) semester program in Emergency Medical Services that contains three (3) milestones to meet the needs of the community. The Applied Technology Diploma for the EMT (milestone 1) and the Technical Certificate for the Paramedic (milestone 2) are included in the two-year Associate in Science Degree in Emergency Medical Services (milestone 3). Satisfactory completion of the EMT Technical Diploma will enable the student to take the Florida State EMT Examination. Satisfactory completion of the advanced courses in the Paramedic Technical Certificate Program will enable students to take the Florida State Paramedic and National Registry Examination. An Associate in Science degree in Emergency Medical Services can be earned by completion of six (6) general education courses (18 credit hours) and one (1) specialized EMS course. Students are encouraged to take one general education course per semester during the six (6) semesters in the program. This program is offered at Health Sciences, Central and North campuses.

Entrance Requirements
- HS Diploma or GED
- PERT

The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

- This program has a limited number of seats available per year and students are selected based upon the criteria announced online at www.broward.edu/admissions/Pages/Health-Sciences-Admissions.aspx.

Applicants should call 954-201-6920 or go to www.broward.edu/academics/programs/emt/Pages/default.aspx for additional information.

Related Programs
Emergency Medical Technician Applied Technology Diploma
Major Code B003
Paramedic Technical Certificate Major Code 6208

General Education and Technical Courses:

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<tr>
<th>ENCL01</th>
<th>Composition I#</th>
<th>3</th>
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<tr>
<td>GE Course</td>
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</tr>
<tr>
<td>GE Course</td>
<td>General Education Science*</td>
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</tr>
<tr>
<td>GE Course</td>
<td>General Education Mathematics*</td>
<td>3</td>
</tr>
<tr>
<td>SPC1204</td>
<td>Intro to Speech Communications or SPC1608</td>
<td>3</td>
</tr>
<tr>
<td>PSY2012</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>CGS1060C</td>
<td>Computer and Internet Literacy**</td>
<td>3</td>
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</table>

**Total Semester Hours 21**

EMS courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>EMS1119</td>
<td>EMT Lecture*</td>
<td>6</td>
</tr>
<tr>
<td>EMS1119L</td>
<td>EMT Skills Lab*</td>
<td>1</td>
</tr>
<tr>
<td>EMS1411</td>
<td>EMT Hospital Clinical*</td>
<td>1</td>
</tr>
<tr>
<td>EMS1421</td>
<td>EMT Field Clinical*</td>
<td>2</td>
</tr>
<tr>
<td>EMS2010</td>
<td>Body Systems for the Paramedic*</td>
<td>3</td>
</tr>
<tr>
<td>EMS2631</td>
<td>Paramedic Science I, Lecture*</td>
<td>3</td>
</tr>
<tr>
<td>EMS2631L</td>
<td>Paramedic Science I, Skills Lab*</td>
<td>1</td>
</tr>
<tr>
<td>EMS2650</td>
<td>Paramedic Science I, Field Clinical*</td>
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<tr>
<td>EMS2632</td>
<td>Paramedic Science II Lecture *(1)</td>
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</tr>
<tr>
<td>EMS2632L</td>
<td>Paramedic Science II Skills Lab*</td>
<td>1</td>
</tr>
<tr>
<td>EMS2633</td>
<td>Paramedic Science II</td>
<td>3</td>
</tr>
<tr>
<td>EMS2641</td>
<td>Cardio Respiratory Lecture*</td>
<td>3</td>
</tr>
<tr>
<td>EMS2651</td>
<td>Paramedic Science II Field Clinical*</td>
<td>3</td>
</tr>
<tr>
<td>EMS2653</td>
<td>Paramedic Science III Trauma Lecture*</td>
<td>3</td>
</tr>
<tr>
<td>EMS2634L</td>
<td>Paramedic Science III Skills Lab*</td>
<td>1</td>
</tr>
<tr>
<td>EMS2635</td>
<td>Paramedic Science III Medical Emergency Lecture*</td>
<td>3</td>
</tr>
<tr>
<td>EMS2642</td>
<td>Paramedic Science Hospital Clinical</td>
<td>1</td>
</tr>
<tr>
<td>EMS2652</td>
<td>Paramedic Science III - Field Clinical</td>
<td>3</td>
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<tr>
<td>EMS2636</td>
<td>Paramedic Science IV Lecture*</td>
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<td>Paramedic Science IV Skills Lab*</td>
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</tr>
<tr>
<td>EMS2643</td>
<td>Paramedic Science Hospital Clinical III*</td>
<td>2</td>
</tr>
<tr>
<td>EMS2653</td>
<td>Paramedic Science IV Field Internship*</td>
<td>4</td>
</tr>
<tr>
<td>EMS2631L</td>
<td>Leadership Practicum*</td>
<td>2</td>
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</tbody>
</table>

**Total EMS Semester Hours 52**

**Total Program Hours 73**

# Pre-requisite course for entry to the program.

* General Education courses must be selected from the list of AAS Degree courses found in the College Catalog/posted online at www.broward.edu/advisingcounseling/advising/edplanning/page18233.html

* Requires a pre- or co-requisite. See course description online at www.broward.edu/zext/extern/CourseDescDepartmentList.jsp.

(1) Pre-requisite: Florida State EMT I certification

** CGS1060C must be completed within the first 15 hours of Broward College coursework.

It is strongly recommended that students see an advisor every term.

Students who test into college preparatory courses must successfully complete all required college preparatory courses to qualify for graduation.
Program Description
Broward College has developed a six (6) semester program in Emergency Medical Services that contains three (3) milestones to meet the needs of the community. The Applied Technology Diploma for the EMT (milestone 1) and the Technical Certificate for the Paramedic (milestone 2) are included in the two-year Associate in Science Degree in Emergency Medical Services (milestone 3). Satisfactory completion of the EMT Technical Diploma will enable the student to take the Florida State EMT Examination. Satisfactory completion of the advanced courses in the Paramedic Technical Certificate Program will enable students to take the Florida State Paramedic and National Registry Examination. An Associate in Science degree in Emergency Medical Services can be earned by completion of six (6) general education courses (18 credit hours) and one (1) specialized EMS course. Students are encouraged to take one general education course per semester during the six (6) semesters in the program. This program is offered at Health Sciences, Central and North campuses.

This program is accredited by the Joint Review Committee on Education Programs for the EMT-Paramedic.

Entrance Requirements
• HS Diploma or GED
• This program has a limited number of seats available per year and students are selected based upon the criteria announced online at www.broward.edu/admissions/Pages/Health-Sciences-Admissions.aspx or call (954) 201-6920

Related Programs
Paramedic Technical Certificate Major Code 6208
Emergency Medical Services - Associate in Science Major Code 2160

Graduation Requirements for EMT-Applied Technology Diploma:
• Completion of 11 semester hours with a grade of “C” or higher in all EMS courses listed below. Students are strongly encouraged to take one (1) general education course in additional to the EMS program courses.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>EMS1119</td>
<td>Emergency Medical Technician, Basic*</td>
<td>6</td>
</tr>
<tr>
<td>EMS1119L</td>
<td>EMS Skills Lab*</td>
<td>1</td>
</tr>
<tr>
<td>EMS1411</td>
<td>Hospital Clinical*</td>
<td>2</td>
</tr>
<tr>
<td>EMS1421</td>
<td>Field Clinical*</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Semester Hours</strong></td>
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<td><strong>11</strong></td>
</tr>
<tr>
<td>General Education course**</td>
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<tr>
<td><strong>Recommended Semester Hours</strong></td>
<td></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

* Requires a pre- or co-requisite. See course description online at www.broward.edu/zext/zext/CourseDescDepartmentList.jsp

** Students are strongly encouraged to take one (1) general education course in additional to the EMS program courses
EMERGENCY MEDICAL SERVICES PROGRAMS
Paramedic Technical Certificate Major Code 6208

Program Description
Broward College has developed a six (6) semester program in Emergency Medical Services that contains three (3) milestones to meet the needs of the community. The Applied Technology Diploma for the EMT (milestone 1) and the Technical Certificate for the Paramedic (milestone 2) are included in the two-year Associate in Science Degree in Emergency Medical Services (milestone 3). Satisfactory completion of the EMT Technical Diploma will enable the student to take the Florida State EMT Examination. Satisfactory completion of the advanced courses in the Paramedic Technical Certificate Program will enable students to take the Florida State Paramedic and National Registry Examination. An Associate in Science degree in Emergency Medical Services can be earned by completion of six (6) general education courses (18 credit hours) and one (1) specialized EMS course. Students are encouraged to take one general education course per semester during the six (6) semesters in the program. This program is offered at Health Sciences, Central, and North campuses.

This program is accredited by the Joint Review Committee on Education Programs for the EMT-Paramedic. Program is offered at the Central and North campuses.

Related Programs
Emergency Medical Technician Applied Technology Diploma
Major Code B003
Emergency Medical Services - Associate in Science Major Code 2160

Entrance Requirements
- HS Diploma or GED
- PERT
  The PERT test places students into preparatory level reading, writing, and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.
- This program has a limited number of seats available per year and students are selected based upon the criteria announced online at www.broward.edu/admissions/Pages/Health-Sciences-Admissions.aspx.

Applicants should call 954-201-6920 or go to www.broward.edu/academics/programs/emt/Pages/default.aspx for additional information.

Requirements for the Paramedic Technical Certificate Program:
Completion of 54 semester hours with a grade of “C” or higher in all EMS courses listed below. Students are strongly encouraged to take one (1) general education course in additional to the EMS program courses.

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<tr>
<th>Term I</th>
<th>Term II</th>
<th>Term III</th>
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<tbody>
<tr>
<td>EMS2010 Body Systems for the Paramedic</td>
<td>EMS2632 Paramedic Science II-Lecture *(1)</td>
<td>EMS2634 Paramedic Science III, Trauma Lecture *</td>
</tr>
<tr>
<td>EMS2631 Paramedic Science I – Lecture *</td>
<td>EMS2632L Paramedic Science II, Skills Lab *</td>
<td>EMS2634L Paramedic Science III, Lab *</td>
</tr>
<tr>
<td>EMS2631L Paramedic Science I – Skills Lab *</td>
<td>EMS2633 Paramedic Science II, Cardio</td>
<td>EMS2635 Paramedic Science III, Medical</td>
</tr>
<tr>
<td>EMS2650 Paramedic Science I, Field Clinical *</td>
<td>Respiratory Lecture *</td>
<td>Emergencies – Lecture *</td>
</tr>
<tr>
<td></td>
<td>EMS2641 Paramedic Science, Hospital Clinical I *</td>
<td>EMS2642 Paramedic Science, Hospital Clinical II *</td>
</tr>
<tr>
<td></td>
<td>EMS2651 Paramedic Science II, Field Clinical *</td>
<td>EMS2652 Paramedic Science III, Field Clinical *</td>
</tr>
<tr>
<td><strong>Total Term Semester Hours 8</strong></td>
<td><strong>Total Term Semester Hours 12</strong></td>
<td><strong>Total Term Semester Hours 12</strong></td>
</tr>
</tbody>
</table>

* Requires a pre- or co-requisite. See course descriptions online at www.broward.edu/zext/ ext/CourseDescDepartmentList.jsp.

(1) Pre-requisite: Florida State EMT I certification

**Students are strongly encouraged to take one (1) general education course in additional to the EMS program courses.

Students must fulfill the College’s computer literacy requirement within the first 15 hours of BC credit by successfully completing the basic student technology test or pass the CGS1060C to earn the degree.

It is strongly recommended that students see an advisor every term.
ENGINEERING TECHNOLOGY
Engineering Technology Associate in Science Major Code 2207

Program Description
The purpose of this program is to prepare students for employment or provide additional training for persons previously or currently employed in the manufacturing, medical, electronics, aerospace, or other related industries. This degree is a planned sequence of instruction consisting of the three specializations; electronics, alternative energy, and biomedical systems with one common core. It is recommended that students complete the core before advancing to the courses in the next level of specialization. The coverage includes communication skills, technical competency, safe and efficient work practices and a combination of theory and laboratory activities to gain the necessary cognitive and manipulative skills to support engineering design, processes, production, testing, and product quality.

The 18 credit hour technical core has also been aligned with the Manufacturing Skills Standards Council’s (MSSC) skills standards. The MSSC skill standards define the knowledge, skills, and performance needed for positions in manufacturing. After completing this core and the General Education requirements, the students will be eligible to take the exam for the MSSC Production Technician Certification. The graduates of the Engineering Technology Program can transfer to universities offering the B.S. degree in Engineering Technology.

Related Programs
- Biomedical Engineering Technology Advanced Technical Certificate Major Code 4268
- Basic Solar Technician Technical Certificate Major Code 6305
- Electronics Solar Technician Technical Certificate Major Code 6307

Entrance Requirements
- HS Diploma or GED
- PERT

The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/.

Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

<table>
<thead>
<tr>
<th>General Education</th>
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<tbody>
<tr>
<td>ENC1101 Composition I</td>
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</tr>
<tr>
<td>PHY1001 Applied Physics</td>
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</tr>
<tr>
<td>GE Course General Education Mathematics</td>
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<tr>
<td>GE Course General Education Humanities</td>
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<td></td>
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<tr>
<td>GE Course General Education Social/Behavioral Science</td>
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<tr>
<td>SPC1608 Public Speaking or SPC1024 Introduction to Speech Communication</td>
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<tr>
<td>EET1084C Introduction to Electronics</td>
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<tr>
<td>ETD1320 Introduction to CAD</td>
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<tr>
<td>ETL1110 Introduction to Quality</td>
<td>3</td>
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</tr>
<tr>
<td>ETL1420 Process &amp; Materials</td>
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<tr>
<td>ETL1701 Safety</td>
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<td>ETM1010C Measurement Instrumentation</td>
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<table>
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<tbody>
<tr>
<td>EET1025C AC Circuits</td>
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<td></td>
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<tr>
<td>EET1141C Linear Techniques I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CET1117C Microprocessors I</td>
<td>3</td>
<td></td>
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<tr>
<td>CET1114C Digital Techniques</td>
<td>4</td>
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<tr>
<td><strong>Total Semester Hours</strong></td>
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<tr>
<th>Engineering Specialization (choose one)</th>
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<tbody>
<tr>
<td>Biomedical</td>
</tr>
<tr>
<td>HSC1531 Medical Terminology</td>
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<tr>
<td>EST2436C Biomedical Instrumentation I</td>
</tr>
<tr>
<td>EST2940 Biomedical Internship</td>
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<thead>
<tr>
<th>Electronics</th>
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</thead>
<tbody>
<tr>
<td>EET2142C Linear Techniques II</td>
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<tr>
<td>EST2224C Fiber Optic Communication</td>
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<tr>
<td>EET2358C Advanced Communication Technology</td>
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<tr>
<th>Alternative Energy</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETP2402C Introduction to Solar Photovoltaic Systems</td>
</tr>
<tr>
<td>ETP2410C Installation of Solar Photovoltaic Systems</td>
</tr>
<tr>
<td>EET2326C Electronic Communications</td>
</tr>
<tr>
<td><strong>Total Semester Hours</strong></td>
</tr>
</tbody>
</table>

| **Total Program Semester Hours**         | **60** |

** Students must fulfill the College’s computer literacy requirement within the first 15 hours of BC credit by successfully completing the basic student technology test or pass the CGS1060C to earn the degree.

Technical courses should be taken in sequence unless approved by the Department Head.

This program of study applies to students who enroll in Broward College for the first time during the 20012-13 academic year. Other students should refer to their applicable catalog.

It is strongly recommended that students see an advisor every term.
Program Description
This certificate provides individuals the opportunity to learn industry standard terms and procedures relating to basic solar photovoltaic systems. Students completing this program will have the skills and knowledge required to successfully certify as a solar photovoltaic system installer through the North American Board of Certified Energy Practitioners (NABCEP).

Related Programs
Engineering Technology Associate in Science Major Code 2207
Electronics Solar Technician Technical Certificate Major Code 6307

Entrance Requirements
- HS Diploma or GED
- PERT
- The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

First Year Term I
ETP2402C  Introduction to solar photovoltaic systems  3
MTB1325   Engineering Technology Math 1*  4
EET1015C  DC Circuits  5
**Total Term Semester Hours**  12

First Year Term II
EET1025C  AC Circuits*  4
ETP2410C  Installation of solar photovoltaic systems*  3
**Total Term Semester Hours**  7
**Total Program Semester Hours**  19

* Requires a pre- or co-requisite. See course descriptions online at www.broward.edu/zext/ext/CourseDescDepartmentList.jsp.

Technical courses should be taken in the sequence and term suggested unless approved by the Department Head. It is strongly recommended that students see an advisor every term.

This program of study applies to students who enroll in Broward College for the first time during the 2010/11 academic year or later.
# ENGINEERING TECHNOLOGY

Electronics Solar Technician Technical Certificate Major Code 6307

## Program Description
This certificate provides individuals the opportunity to learn industry standard methods and terms relating to the installation of solar photovoltaic systems. Students completing this program will have the skills and knowledge required to successfully certify as a solar photovoltaic system installer through the North American Board of Certified Energy Practitioners (NABCEP).

## Related Programs
- Engineering Technology Associate in Science Major Code 2207
- Basic Solar Technician Technical Certificate Major Code 6305

## Entrance Requirements
- HS Diploma or GED
- PERT
  The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see [www.broward.edu/admissions/testing/](http://www.broward.edu/admissions/testing/). Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

## First Year Term I
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETP2402C</td>
<td>Introduction to Solar Photovoltaic Systems</td>
<td>3</td>
</tr>
<tr>
<td>MTB1325</td>
<td>Engineering Technology Math 1*</td>
<td>4</td>
</tr>
<tr>
<td>EET1015C</td>
<td>DC Circuits</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total Term Semester Hours</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

## First Year Term II
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTB1326</td>
<td>Engineering Technology Math 2*</td>
<td>4</td>
</tr>
<tr>
<td>EET1025C</td>
<td>AC Circuits</td>
<td>4</td>
</tr>
<tr>
<td>ETP2410C</td>
<td>Installation of solar photovoltaic systems</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Term Semester Hours</strong></td>
<td></td>
<td><strong>11</strong></td>
</tr>
</tbody>
</table>

## Summer Term I
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET1114C</td>
<td>Digital Techniques</td>
<td>4</td>
</tr>
<tr>
<td>EET1141C</td>
<td>Linear Techniques 1*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Term Semester Hours</strong></td>
<td></td>
<td><strong>7</strong></td>
</tr>
<tr>
<td><strong>Total Program Semester Hours</strong></td>
<td></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

* Requires a pre- or co-requisite. See course descriptions online at [www.broward.edu/zext/ext/CourseDescDepartmentList.jsp](http://www.broward.edu/zext/ext/CourseDescDepartmentList.jsp)

Technical courses should be taken in the sequence and term suggested unless approved by the Department Head.

It is strongly recommended that students see an advisor every term.
### Program Description

The Biomedical Engineering Technology Advanced Technical Certificate courses are offered to Associate in Applied Science Degree graduates of the Biomedical Engineering Technology Program. The Advanced Certificate will be awarded upon completion of the following 20 credit hours:

### Entrance Requirements

- HS Diploma or GED
- PERT

The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see [www.broward.edu/admissions/testing/](http://www.broward.edu/admissions/testing/).

Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

### Related Programs

Engineering Technology Associate in Science Degree Major Code 2207

### Course List

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EST2438C</td>
<td>Adv. Biomedical Instrumentation</td>
<td>3</td>
</tr>
<tr>
<td>CNT2001</td>
<td>Local Area Networking</td>
<td>3</td>
</tr>
<tr>
<td>CTS1133C</td>
<td>PC Support-Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CTS2131C</td>
<td>A+ Advanced^1</td>
<td>3</td>
</tr>
<tr>
<td>CET2123C</td>
<td>Microprocessors II</td>
<td>4</td>
</tr>
<tr>
<td>EET2326C</td>
<td>Electronic Communications</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Semester Hours:** 20

* Requires a pre- or co-requisite or proper score on placement test. See course description online at [www.broward.edu/zext/ext/CourseDescDepartmentList.jsp](http://www.broward.edu/zext/ext/CourseDescDepartmentList.jsp).

It is strongly recommended that students see an advisor every term.
**ENVIRONMENTAL SCIENCE TECHNOLOGY**

Environmental Science Technology Associate in Science Major Code 2182

**Program Description**
This program, offered at the A. Hugh Adams Central Campus, prepares students for employment in various positions such as environmental laboratory technicians, environmental samplers, environmental health inspectors, instrumentation technicians, pollution control technicians, groundwater contamination technicians and geology technicians.

**Related Programs**
Geographic Information Systems Advanced Technical Certificate Major Code 4277

**Entrance Requirements**
- HS Diploma or GED
- PERT

The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see [www.broward.edu/admissions/testing/](http://www.broward.edu/admissions/testing/). Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

**First Year Term I**
- ENC1101 Composition I* 3
- CHM1025 Introduction to Chemistry 3
- CHM1025L Introduction to Chemistry Lab 1
- BSC1005 General Biology 3
- BSC1005L General Biology Lab 1
- SPC1024 Introduction to Speech Communications 3
- EVR2930 Environmental Science Seminar# 1

**Total Term Semester Hours** 15

**First Year Term II**
- ENC2210 Professional and Technical Writing* 3
- EVR1009 Environmental Science* 3
- ORH1523 Native Upland Plants 2
- ORH1524 Native Wetland Plants 2
- EVS8293C Environmental Sampling and Analysis* 5

**Total Term Semester Hours** 15

**First Year Term III, Session II or III**
- GE Course General Education Mathematics* 3
- Elective Environmental Science Elective† 3

**Total Term Semester Hours** 6

**Second Year Term I**
- EVR1858 Environmental Regulations 3
- EVR2930 Environmental Science Seminar# 1
- SWS2242C Wetlands Management I 3
- MCB2010 Microbiology* 3
- MCB2010L Microbiology Lab* 1
- GE Course General Education Humanities* 3

**Total Term Semester Hours** 14

**Second Year Term II**
- EVR2949 Co-op Internship 3
- GIS1040C Introduction to Geographic Information Systems I 4
- PSC1121 Physical Science* or PHY1001 Applied Physics* 3
- PSC1121L Physical Science Lab or PHY1001L Applied Physics Lab* 1
- GEO2370 Conservation of Natural Resources or other General Education Social Science course* 3

**Total Term Semester Hours** 14

**Total Program Semester Hours** 64

* General Education courses must be selected from the list of AS Degree courses found in the College Catalog/ posted online at [www.broward.edu/studentresources/advising/Pages/gened.aspx](http://www.broward.edu/studentresources/advising/Pages/gened.aspx).

* Requires a pre- or co-requisite. See course description online at [www.broward.edu/zext/ext/CourseDescDepartmentList.jsp](http://www.broward.edu/zext/ext/CourseDescDepartmentList.jsp).

# Students are required to take this course twice.

† Environmental Science Elective: Students may consider the following recommended electives: GLY 1010, ZOO 2010, or ETD 1320. Students who are not computer literate are advised to take ETD 1320 prior to enrolling in GIS 1040C.

** Students must fulfill the College’s computer literacy requirement within the first 15 hours of BC credit by successfully completing the basic student technology test or pass the CGS1060C to earn the degree.

** It is strongly recommended that students see an advisor every term.
## ENVIRONMENTAL SCIENCE TECHNOLOGY
Geographic Information Systems Advanced Technical Certificate Major Code 4277

### Related Programs
Environmental Science Technology Associate in Science Major Code 2182

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIS1042C</td>
<td>Introduction to Geographic Information Systems II</td>
<td>3</td>
</tr>
<tr>
<td>GIS1030</td>
<td>Remote Sensing and Applications</td>
<td>3</td>
</tr>
<tr>
<td>GIS1047C</td>
<td>Applications of Geographic Information Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Semester credits**: 9

It is strongly recommended that students see an advisor every term.

Pre-requisite: Associate in Science Degree in Environmental Science Technology or departmental approval of related degrees

### Entrance Requirements
- HS Diploma or GED/Associate Degree
- PERT

The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see [www.broward.edu/admissions/testing/](http://www.broward.edu/admissions/testing/).

Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.
FIRE SCIENCE TECHNOLOGY
Associate in Science Major Code 2118

Program Description
The Associate in Science Degree in Fire Science Technology, located on A. Hugh Adams Central Campus, is designed for fire service or fire protection related professionals, to enhance technical competencies, and prepare them for career advancement through participation in appropriate courses of study. The program provides options for concentrated study including Arson Investigator, Fire Officer, and Municipal Fire Inspector specialties. Accelerated programs are offered in a series of required (3) credit courses, to prepare students for State Fire Officer I, Municipal Fire Inspector, or Arson Investigator certification.
For additional information call 954-201-6791.

Entrance Requirements
- HS Diploma or GED
- PERT
The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

Fire Science General Education Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Humanities*</td>
<td>3</td>
</tr>
<tr>
<td>POS 2112</td>
<td>State and Local Government or</td>
<td>3</td>
</tr>
<tr>
<td>POS 2041</td>
<td>National Government</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Science*</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Mathematics*</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Semester Hours 15

Fire Science Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFP 1505</td>
<td>Fire Prevention Practices</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2120</td>
<td>Fire Service Building Construction</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1810</td>
<td>Firefighting Tactics and Strategy 1</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1540</td>
<td>Private Fire Protection Systems</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2720</td>
<td>Company Officer</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1740</td>
<td>Fire Service Course Delivery</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2811</td>
<td>Firefighting Tactics &amp; Strategy 2*</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Fire Science Elective*</td>
<td>9</td>
</tr>
</tbody>
</table>

Total Semester Hours 30

Total Program Credit Hours 60

Technical/Other Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1102</td>
<td>English Composition II* or</td>
<td></td>
</tr>
<tr>
<td>ENC 2210</td>
<td>Technical Report Writing*</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1024</td>
<td>Introduction to Speech or</td>
<td></td>
</tr>
<tr>
<td>SPC 1608</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>CGS1060C</td>
<td>Computer and Internet Literacy** or</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>any college-level transferable course*</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Semester Hours 15

* General Education courses must be selected from the list of AS Degree courses found in the College Catalog/ posted online at www.broward.edu/studentresources/advising/Pages/ge ned.aspx.

* Requires a pre or co-requisite. See course description online at www.broward.edu/zext/ext/CourseDescDepartmentList.jsp.

** Students must fulfill the College's computer literacy requirement within the first 15 hours of BC credit by successfully completing the basic student technology test or pass the CGS1060C to earn the degree.

+ Recommended courses: STA2023, PHI2600, SYG2010, PSY2012, ECO2013, CHM1025, and/or EVR1009.

It is strongly recommended that students see an advisor every term.

# The following courses satisfy Fire Science Elective requirements. Regardless of the number of FFP elective courses the student has completed, a maximum of nine (9) credits may be used toward the Fire Science degree:
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFP1000</td>
<td>Introduction to Fire Science</td>
<td>3</td>
</tr>
<tr>
<td>FFP2801</td>
<td>Introduction to Command</td>
<td>3</td>
</tr>
<tr>
<td>FFP2741</td>
<td>Fire Service Course Design</td>
<td>3</td>
</tr>
<tr>
<td>FFP2780</td>
<td>Fire Department Administration</td>
<td>3</td>
</tr>
<tr>
<td>FFP1510</td>
<td>Codes and Standards</td>
<td>2</td>
</tr>
<tr>
<td>FFP2111</td>
<td>Fire Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>FFP2781</td>
<td>Fire Administration II</td>
<td>3</td>
</tr>
<tr>
<td>FFP2610</td>
<td>Origin and Cause</td>
<td>3</td>
</tr>
<tr>
<td>FFP2630</td>
<td>Latent Investigation</td>
<td>3</td>
</tr>
<tr>
<td>FFP2670</td>
<td>Legal Issues for Investigators</td>
<td>3</td>
</tr>
<tr>
<td>FFP2690</td>
<td>Fire Service Photography</td>
<td>3</td>
</tr>
<tr>
<td>FFP2521</td>
<td>Construction Documents &amp; Plans Review</td>
<td>3</td>
</tr>
<tr>
<td>FFP2401</td>
<td>Hazardous Materials I</td>
<td>3</td>
</tr>
<tr>
<td>FFP2402</td>
<td>Hazardous Materials II</td>
<td>3</td>
</tr>
<tr>
<td>FFP2541</td>
<td>Private Fire Protection Systems II</td>
<td>3</td>
</tr>
<tr>
<td>FFP1793</td>
<td>Fire/Life Safety Educator</td>
<td>3</td>
</tr>
<tr>
<td>FFP2706</td>
<td>Public Information Officer</td>
<td>3</td>
</tr>
<tr>
<td>FFP2770</td>
<td>Ethical &amp; legal Issues in Fire Service</td>
<td>3</td>
</tr>
</tbody>
</table>
GLOBAL TRADE AND LOGISTICS
Global Trade and Logistics Associate in Science Major Code 2205

Program Description
The Global Trade and Logistics Associate Science Degree prepares students for initial employment with the basic and cross-functional skills necessary for working in areas such as planning, acquisition, flow and distribution of goods and services. Occupations in this industry include: Integrated Logistics Planner, Purchasing Analyst, Cargo Scheduler, International Logistics Specialist, Quality Manager, Claims Associate, Inventory Control Manager, Rail Fleet Management Specialist, Contract Specialist, Logistics Analyst, Sourcing Agent, Customer Service Manager, Materials Analyst, Supply Chain Engineer, Director of Inventory Management, Materials Manager, Supply Program Manager, Dispatcher, Operations Research Manager, Supply Technician, Distribution Area Manager, Operations Supervisor, Traffic Manager, Distribution Center Operations Manager, Order Fulfillment Supervisor, Transportation Coordinator, Distribution Planning Analyst, Packaging Supervisor, Transportation Manager, Expedited Cargo Sales, Plant Receiving/Shipping Supervisor, Transportation Solutions Director, Facilities Supervisor, Procurement Clerk/Technician, Warehouse Operations Supervisor, Forecaster Product Manager-Tracing and Tracking, Warehouse Shift Supervisor, Import/Export Analyst, Purchasing Agent.

Entrance Requirements
- HS Diploma or GED
- PERT

The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

Related Programs
Logistics & Transportation Specialist Technical Certificate Major Code 6308

General Education Requirements:
- SPC1024 Intro to Speech Communication 3
- ENC1101 Composition I 3
- GEA2000 World Geography 3
- ECO2013 Macroeconomics 3
- EVR1009 Environmental Science 3
- GE Course General Education Mathematics 3
- PHI2600 Introduction to Ethics 3

Total General Education Credits: 21

Business Core Requirements:
- CGS1060C Computer and Internet Literacy** or CGS1540C Database Management. 3
- ACG2001 Principles of Accounting I 3
- ACG2011 Principles of Accounting II * 3
- ACG2071 Managerial Accounting * 3
- BUL2241 Business Law I 3
- CGS1510C Electronic Spreadsheet 3
- GEB1011 Introduction to Business 3
- GEB2949 Co-Op Work Experience 3
- MAN2021 Introduction to Management 3
- MAR2141 International Marketing 3
- QMB2100 Quantitative Methods of Business 3

Total Business Core Credits: 33

Transportation Core Credits:
- TRA1010 Transportation and Logistics 3
- TRA1154 Supply Chain Management 3
- TRA2131 Purchasing for Logistics Managers 3
- TRA2930 Seminar in Global Trade 1

Total Transportation Credits: 10

Total Program Credits: 64

* General Education courses must be selected from the list of AS Degree courses found in the College Catalog/posted on line at www.broward.edu/studentresources/advising/Pages/gened.aspx.

** CGS1060C must be completed within the first 15 hours of Broward College coursework or proper score on placement test. Students electing to “test-out” of CGS1060C are required to take CGS1540C Database Management.

It is strongly recommended that students see an advisor every term.
GLOBAL TRADE AND LOGISTICS
Logistics & Transportation Specialist Technical Certificate Major Code 6308

Program Description
The Logistics & Transportation Specialist Technical Certificate prepares students for initial employment with an occupational title or to provide supplemental training for persons previously or currently employed in these occupations with cross-functional skills necessary for planning, acquisition, flow and distribution of goods and services. This certificate prepares students for occupations as: Integrated Logistics Planner, Purchasing Agent, Cargo Scheduler, International Logistics Specialist, Rail Fleet Management Specialist, Contract specialist, Logistics Analyst, Sourcing agent, Customer Distribution Area Manager, Operations Supervisor, Traffic Manager, Distribution Center Operations Manager, Order Fulfillment Supervisor, Transportation Coordinator, Distribution Planning Analyst, Packaging Supervisor, Transportation Manager, Expedited Cargo Sales, Plant Receiving/Shipping supervisor, Transportation Solutions Director, Facilities Supervisor, Procurement Clerk/Technician, Warehouse Operations Supervisor, Forecaster Product Manager-Tracing and Tracking, Warehouse Shift Supervisor, Import/Export Analyst, Purchasing Agent.

Entrance Requirements
- HS Diploma or GED
- PERT
  The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

Related Programs
Global Trade and Logistics Associate in Science Major Code 2205

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUL2241</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>MAN2021</td>
<td>Introduction to Management</td>
<td>3</td>
</tr>
<tr>
<td>QMB2100</td>
<td>Quantitative Methods of Business</td>
<td>3</td>
</tr>
<tr>
<td>TRA1010</td>
<td>Transportation and Logistics</td>
<td>3</td>
</tr>
<tr>
<td>TRA1154</td>
<td>Supply Chain Management</td>
<td>3</td>
</tr>
<tr>
<td>TRA2131</td>
<td>Purchasing for Logistics Managers</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 18

It is strongly recommended that students see an advisor every term.
# Graphic Design

## Program Description
The Graphics Design Program, offered at the Willis Holcombe Center (Downtown), is designed to prepare students for the rapidly changing computer driven graphics design industry. Primary job titles include, Web Designer, Graphic Artist, Publication Designer, Illustrator, Packaging Designer, and Advertising Creative.

## Entrance Requirements
- HS Diploma or GED
- PERT

The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see [www.broward.edu/admissions/testing/](http://www.broward.edu/admissions/testing/).

Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

## Related Programs
- Graphic Design Production Certificate Major Code 6289
- Graphic Design Support Certificate Major Code 6290

## Entrance Requirements
- HS Diploma or GED
- PERT

The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see [www.broward.edu/admissions/testing/](http://www.broward.edu/admissions/testing/).

Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

<table>
<thead>
<tr>
<th>First Year Term I (Fall)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ART1201C 2-D Design</td>
<td>3</td>
</tr>
<tr>
<td>ART1300C Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ARH2000 Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>ARH2050 Art History I or</td>
<td>3</td>
</tr>
<tr>
<td>ARH2051 Art History II (recommended)</td>
<td>3</td>
</tr>
<tr>
<td>GE Course General Education Mathematics*</td>
<td>3</td>
</tr>
<tr>
<td>ENC1101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Term Semester Credits</strong></td>
<td><strong>15</strong></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>First Year Term II (Winter)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PGY1801C Photoshop Design</td>
<td>3</td>
</tr>
<tr>
<td>GRA1110C Applied Design</td>
<td>3</td>
</tr>
<tr>
<td>GRA1201C Typographic Design</td>
<td>3</td>
</tr>
<tr>
<td>GRA1144C Web Design 1 *</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Term Semester Credits</strong></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term III (Summer)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC1024 Intro to Speech Communication or</td>
<td>3</td>
</tr>
<tr>
<td>SPC1608 Introduction to Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>PSY2012 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Term Semester Credits</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

**Completion of the Graphics Technology Program will satisfy the College's computer literacy requirement.**

* Requires a pre- or co-requisite. See course description in this catalog or online at [www.broward.edu/zext/ext/CourseDescDepartmentList.jsp](http://www.broward.edu/zext/ext/CourseDescDepartmentList.jsp).

General Education courses must be selected from the list of AS Degree courses found in the College Catalog/posted online at [www.broward.edu/studentresources/advising/Pages/gened.aspx](http://www.broward.edu/studentresources/advising/Pages/gened.aspx).

It is strongly recommended that students see an advisor every term.
GRAPHIC DESIGN
Graphic Design Production Certificate Major Code 6289

Program Description
The purpose of this certificate is to prepare students for employment as a graphic design assistant, graphic production artist or to provide supplemental training for persons previously or currently employed in these occupations.

Related Programs
Graphics Design AS Degree Major Code 2192
Graphic Design Support Certificate Major Code 6290

Entrance Requirements
• HS Diploma or GED
• PERT
The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/.

Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

Certificate Requirements
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART1201C</td>
<td>2-D Design</td>
<td>3</td>
</tr>
<tr>
<td>ART1300C</td>
<td>Drawing</td>
<td>3</td>
</tr>
<tr>
<td>PGY1801C</td>
<td>Photoshop Design</td>
<td>3</td>
</tr>
<tr>
<td>GRA1201C</td>
<td>Typographic Design</td>
<td>3</td>
</tr>
<tr>
<td>GRA1151C</td>
<td>Illustration Design 1</td>
<td>3</td>
</tr>
<tr>
<td>GRA1144C</td>
<td>Web Design 1</td>
<td>3</td>
</tr>
<tr>
<td>GRA2121C</td>
<td>Publication Design</td>
<td>3</td>
</tr>
<tr>
<td>PGY1802C</td>
<td>Digital Photography OR</td>
<td></td>
</tr>
<tr>
<td>GRA2171C</td>
<td>Branding &amp; Ad Design OR</td>
<td></td>
</tr>
<tr>
<td>GRA2157C</td>
<td>Illustration Design 2*</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Certificate Credits 24

* Requires a pre- or co-requisite. See course description online at www.broward.edu/zext/ext/CourseDescDepartmentList.jsp.

It is strongly recommended that students see an advisor every term.
GRAPHIC DESIGN
Graphic Design Support Certificate Major Code 6290

Program Description
The purpose of this certificate is to prepare students for employment as a graphic design assistant, graphic production artist or to provide supplemental training for persons previously or currently employed in these occupations.

Related Programs
Graphics Design Technology Associate in Science Major Code 2192
Graphic Design Production Certificate Major Code 6289

Entrance Requirements
- HS Diploma or GED
- PERT†

† The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college coursework. The PERT test may be replaced by other test or coursework; see the College catalog for more details. All preparatory courses must be completed in order to graduate.

Certificate requirements
- ART1201C  2-D Design  3
- ART1300C  Drawing  3
- PGY1801C  Photoshop Design  3
- GRA2121C  Publication Design  3
- GRA1151C  Illustration Design 1  3

Total Certificate Credits  15

It is strongly recommended that students see an advisor every term.
HEALTH INFORMATION AND INFORMATICS TECHNOLOGY
Associate in Science Major Code 2179

Program Description
This full time two-year program of study prepares the student for employment as a health information technician (HIT) in a variety of settings and eligibility to write the national certifying examination to become a Registered Health Information Technician (RHIT). The program will also provide the student the edibility to sit for the AAPC or AHIMA coding credentialing examinations.

Responsibilities include coding of diagnoses and procedures; as well as processing, storage and retrieval of health information in ether paper or electronic health records. Areas covered in the course work include, but not limited to, confidentiality of protected health information, health information and electronic health records systems, legal aspects, statistical reporting, reimbursement methodology, healthcare informatics, performance improvement, and supervision of daily department activities comprise other functions taught in the program. Professional practice experiences are provided in local health care facilities, by simulation or in combination under the supervision of qualified professional personnel. The program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

The program has an articulation agreement with Atlantic and Sheridan Technical Centers for students completing the full-time Transcription or Medical Coder/Biller programs. Articulation applicants should call the Program Manager at 954-201-2084 for information. Students from other educational facilities should contact the Program Manager to determine if course work and/or work experience credits are available.

Program is offered at North campus only.

Entrance Requirements
- HS Diploma or GED
- PERT
  The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.
- This program has a limited number of seats available per year and students are selected based upon the criteria announced online at www.broward.edu/admissions/Pages/Health-Sciences-Admissions.aspx.

Requirements for the Associate in Science in Health Information and Informatics Technology
- Courses must be completed in the sequence as outlined in the program of study.
- Completion of 70 program semester hours of credit and a minimum degree grade point average of 2.0 “C” or higher for all courses.

Continues on next page
## HEALTH INFORMATION AND INFORMATICS TECHNOLOGY

### Associate in Science Major Code 2179 (cont.)

**Pre-requisite Courses:**
- HSC1531 Medical Terminology 3
- ENC1101 Composition I 3
- BSC1005 General Biology 3
- SPC1024 Introduction to Speech or SPC1608 Introduction to Public Speaking 3

**Total Semester Hours**: 12

<table>
<thead>
<tr>
<th>First Year Term I</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIM1000 Introduction to Health Information Management 3</td>
</tr>
<tr>
<td>HIM1430 Survey of Human Structure &amp; Disease I 3</td>
</tr>
<tr>
<td>GE Course General Education Mathematics 3</td>
</tr>
<tr>
<td>HIM 2512 Supervision and Organizational Life 2</td>
</tr>
</tbody>
</table>

**Total Semester Hours**: 11

<table>
<thead>
<tr>
<th>First Year Term II</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIM1435 Survey of Human Structure &amp; Disease II 3</td>
</tr>
<tr>
<td>HIM1110 Health Data Concepts 3</td>
</tr>
<tr>
<td>HIM1110L Health Data Concepts Lab 1</td>
</tr>
<tr>
<td>HIM1253 Coding I 3</td>
</tr>
<tr>
<td>HIM2214L Health Statistics 1</td>
</tr>
</tbody>
</table>

**Total Semester Hours**: 11

<table>
<thead>
<tr>
<th>First Year Term III</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS1540C Database Management 3</td>
</tr>
<tr>
<td>HIM1800 Professional Practice I 2</td>
</tr>
<tr>
<td>HIM1253L Coding I Lab 1</td>
</tr>
</tbody>
</table>

**Total Semester Hours**: 6

<table>
<thead>
<tr>
<th>Second Year Term I</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIM2012 Health Records Law 3</td>
</tr>
<tr>
<td>HIM1260 Reimbursement Methodology 2</td>
</tr>
<tr>
<td>HIM2232 Coding II 2</td>
</tr>
<tr>
<td>HIM2232L Coding II Lab 1</td>
</tr>
<tr>
<td>HIM2652 Health Information Systems* 3</td>
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</tbody>
</table>

**Total Semester Hours**: 11

<table>
<thead>
<tr>
<th>Second Year Term II</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIM2728 Coding III 2</td>
</tr>
<tr>
<td>HIM2728L Coding III Lab 1</td>
</tr>
<tr>
<td>HIM2112C Electronic Health Record 3</td>
</tr>
<tr>
<td>HIM2500 Performance Improvement 2</td>
</tr>
<tr>
<td>PSY2012 General Psychology 3</td>
</tr>
</tbody>
</table>

**Total Semester Hours**: 11

<table>
<thead>
<tr>
<th>Second Year Term III</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIM2234C Advanced Coding Lab 2</td>
</tr>
<tr>
<td>HIM2810 Professional Practice II 2</td>
</tr>
<tr>
<td>HIM2930L Transition Seminar 1</td>
</tr>
<tr>
<td>PHI2600 Introduction to Ethics 3</td>
</tr>
</tbody>
</table>

**Total Semester Hours**: 8

**Total Program Semester Hours**: 70

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* Requires a pre- or co-requisite. See course description in this catalog or online at [www.broward.edu/zext/ext/CourseDescDepartmentList.jsp](http://www.broward.edu/zext/ext/CourseDescDepartmentList.jsp).

† General Education courses must be selected from the list of AS Degree courses found in the College Catalog/posted on-line at [www.broward.edu/advisingcounseling/advising/edplanning/page18233.html](http://www.broward.edu/advisingcounseling/advising/edplanning/page18233.html).

It is strongly recommended that students see an advisor every term.
## HOSPITALITY AND TOURISM MANAGEMENT

**Hospitality and Tourism Management Associate in Science Degree Major Code 2121**

### Program Description
The Hospitality and Tourism Management programs, offered at A. Hugh Adams Central Campus, emphasize the development of management skills needed in the hospitality industry. The general education requirements of the program develop students' abilities in communications and interpersonal skills. This program is only offered at A. Hugh Adams Central Campus. For more information, please contact the Program Manager at 954-201-6710.

### Related Programs
- Food & Beverages Management Certificate Major Code 6301
- Guest Services Specialist Certificate Major Code 6300 (6300E)
- Rooms Division Management Certificate Major Code 6302

### Entrance Requirements
- HS Diploma or GED
- PERT
  The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see [www.broward.edu/admissions/testing/](http://www.broward.edu/admissions/testing/). Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

### General Education Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>Public Speaking or</td>
<td></td>
</tr>
<tr>
<td>SPC 1024</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Humanities*</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Science*</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Science Lab†</td>
<td>1</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Mathematics*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total General Education Hours</strong></td>
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<td>22</td>
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### Major Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2250</td>
<td>Hotel Management</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2410</td>
<td>Front Office Systems/Procedures</td>
<td>3</td>
</tr>
<tr>
<td>HFT 1050</td>
<td>Introduction to Tourism Industries</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1060C</td>
<td>Computer and Internet Literacy**</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Business Elective##</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Business Elective##</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total General Education Hours</strong></td>
<td></td>
<td>24</td>
</tr>
</tbody>
</table>

**Complete 1 of the following courses:**
- HFT 2600 Hospitality Law 3
- BUL 2241 Business Law 1 3

**Complete 2 of the following courses:**
- MAN 2021 Introduction to Management 3
- MNA 2345 Principles of Supervision 3
- HFT 2220 Organization and Personnel Management 3
- HFT 1210 Supervisory Development 3

**Complete 1 of the following courses:**
- HFT 2460 Financial Management 3
- ACG 2001 Introduction to Accounting 3

**Complete 2 of the following courses:**
- HFT 2500 Marketing (Hospitality) 3
- HFT 2511 Convention and Group Business 3
- Elective Any college-level course with a MKA prefix 3
- Elective Any college-level course with a MAR prefix 3

**Complete 1 of the following courses:**
- HFT 2500 Marketing (Hospitality) 3
- HFT 2511 Convention and Group Business 3
- Elective Any college-level course with a MKA prefix 3
- Elective Any college-level course with a MAR prefix 3

**Total Program Semester Hours 64**

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* General Education courses must be selected from the list of AS Degree courses found in the College Catalog/posted on-line at [www.broward.edu/advisingcounseling/advising/cdplanning/page18233.html](http://www.broward.edu/advisingcounseling/advising/cdplanning/page18233.html)

** CGS1060C must be completed within the first 15 hours of Broward College coursework

### Business Elective
Any college-level course with any of the following prefixes: ACG, BUL, ECO, FIN, FSS, GEB, HFT, MAN, MAR, MKA, or MNA prefixed course.

It is strongly recommended that students see an advisor every term.
## Program Description
The Food & Beverages Management Certificate is designed to qualify successful completers for upwardly mobile positions in the food & beverages industry.

## Related Programs
- Hospitality and Tourism Management Associate in Science Degree Major Code 2121
- Guest Services Specialist Certificate Major Code 6300 (6300E)
- Rooms Division Management Certificate Major Code 6302

## Entrance Requirements
- HS Diploma or GED
- PERT
  The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see [www.broward.edu/admissions/testing/](http://www.broward.edu/admissions/testing/).
  Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

## First Year Term I
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HFT1210</td>
<td>Supervisory Development</td>
<td>3</td>
</tr>
<tr>
<td>CGS1060C</td>
<td>Computer and Internet Literacy*</td>
<td>3</td>
</tr>
<tr>
<td>HFT2600</td>
<td>Hospitality Law</td>
<td>3</td>
</tr>
<tr>
<td>MTB1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Term Semester Hours</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

## First Year Term II
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HFT2250</td>
<td>Hotel Management</td>
<td>3</td>
</tr>
<tr>
<td>HFT2410</td>
<td>Front Office Systems/Procedures</td>
<td>3</td>
</tr>
<tr>
<td>MNA1161</td>
<td>Introduction to Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>OST2335</td>
<td>Communications in the Workforce</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Term Semester Hours</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

## First Year Term III
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HFT2220</td>
<td>Organization and Personnel Management</td>
<td>3</td>
</tr>
<tr>
<td>FSS2500</td>
<td>Food Service Costing &amp; Controls</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Term Semester Hours</strong></td>
<td></td>
<td><strong>6</strong></td>
</tr>
<tr>
<td><strong>Total Certificate Semester Hours</strong></td>
<td></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

* CGS1060C must be completed within the first 15 hours of Broward College coursework.

*It is strongly recommended that students see an advisor every term.*
HOSPITALITY AND TOURISM MANAGEMENT
Guest Services Specialist Certificate Major Code 6300 (6300E)

Program Description
The Guest Services Specialist Certificate is designed to qualify successful completers for upwardly mobile positions in the lodging industry.

Related Programs
Hospitality and Tourism Management Associate in Science Degree Major Code 2121
Food & Beverages Management Certificate Major Code 6301
Rooms Division Management Certificate Major Code 6302

Entrance Requirements
- HS Diploma or GED
- PERT
The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

First Year Term I
HFT1210 Supervisory Development 3
MTB1103 Business Mathematics 3
Total Term Semester Hours 6

First Year Term II
HFT2250 Hotel Management 3
HFT2410 Front Office Systems/Procedures 3
Total Term Semester Hours 6

First Year Term III
HFT2220 Organization and Personnel Management 3
Total Term Semester Hours 3
Total Certificate Semester Hours 15

It is strongly recommended that students see an advisor every term.
HOSPITALITY AND TOURISM MANAGEMENT
Rooms Division Management Certificate Major Code 6302

Program Description
The Rooms Division Management Certificate is designed to qualify successful completers for upwardly mobile positions in the lodging industry.

Related Programs
Hospitality and Tourism Management Associate in Science Degree Major Code 2121
Food & Beverages Management Certificate Major Code 6301
Guest Services Specialist Certificate Major Code 6300
(6300E)

Entrance Requirements
- HS Diploma or GED
- PERT
  The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

First Year Term I
HFT1210 Supervisory Development 3
HFT1050 Introduction to Tourism Industry 3
HFT2600 Hospitality Law 3
MTB1103 Business Mathematics 3
Total Term Semester Hours 12

First Year Term II
HFT2250 Hotel Management 3
HFT2410 Front Office Systems/Procedures 3
MNA1161 Introduction to Customer Service 3
OST2335 Communications in the Workforce 3
Total Term Semester Hours 12

First Year Term III
HFT2220 Organization and Personnel Management 3
HFT2500 Hospitality Marketing 3
Total Term Semester Hours 6
Total Certificate Semester Hours 30

It is strongly recommended that students see an advisor every term.
INDUSTRIAL MANAGEMENT TECHNOLOGY
Industrial Management Associate in Science Degree Major Code 2194

Program Description
This program provides students, who have obtained competency in a variety of fields, an opportunity to pursue college level education that is appropriate for management roles and upward mobility in their respective fields.

For additional information and the procedure for the transfer of credits for this program, contact the Industrial Management Technology Academic Advisor at 954-201-8611 or e-mail cedgecom@broward.edu

Entrance Requirements
- HS Diploma or GED
- PERT

The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

General Education Core Courses Required

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101 English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>GE Course General Education Humanities</td>
<td>3</td>
</tr>
<tr>
<td>GE Course General Education Social/Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>GE Course General Education Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>GE Course General Education Science</td>
<td>3</td>
</tr>
<tr>
<td>SPC1024 Intro to Speech Communication or SPC1608 Introduction to Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Total Academic Core Credits</td>
<td>18</td>
</tr>
</tbody>
</table>

Additional Course Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAN2021 Introduction to Management</td>
<td>3</td>
</tr>
<tr>
<td>MNA1161 Introduction to Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>MNA2345 Principles of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>ENCC2210 Professional and Technical Writing* or OST2335 Communications in the Workforce</td>
<td>3</td>
</tr>
<tr>
<td>CGS1060C Computer and Internet Literacy** or Industrial Management Elective</td>
<td>3</td>
</tr>
<tr>
<td>MNA1948 Industrial Technical Practicum#</td>
<td>27</td>
</tr>
<tr>
<td>Total Technical Course Credits</td>
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</tr>
<tr>
<td>Total AS Degree Credits</td>
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</table>

Special Note:

- Twenty seven (27) credits will be awarded to students who successfully complete one of the 1300 clock hour or greater technical programs listed below at Atlantic Technical Center 754-321-5100, McFatter Technical Center 954-321-5700, or Sheridan Technical Center 754-321-5400 or any of their Apprenticeship Programs within two years of starting their BC coursework. Contact the IMT program manager at 954-201-8601 for the procedure to obtain 27 credits for MNA 1948.

1300 or greater PSAV Clock Hour Programs

- Air Conditioning, Heating and Refrigeration Technology
- Automotive Collision Repair and Refinishing
- Commercial Photography Technology
- Court Reporting
- Drafting
- Machining
- Television Production

Apprenticeship Programs

- Air Conditioning, Heating and Refrigeration Technology
- Building Construction Technology
- Carpentry
- Commercial Sign Design and Fabrication
- Electrician
- Electric Line Service and Repair
- Elevator Constructor Mechanic
- Fire Sprinkler System Technology
- Glazing
- Heavy Equipment Operation
- Industrial Machinery Maintenance and Repair
- Machining
- Painting and Decorating
- Plastering
- Plumbing Technology
- Sheet Metal Fabrication
- Structural Steel Work
- Surveying and Mapping Technology
- Tile-setting

Technical education teachers who have completed the Broward County Public Schools ACTIVE Program may substitute vocational education coursework for Technical Education Core Courses

- General Education courses must be selected from the list of AS Degree courses found in the College Catalog/ posted online at www.broward.edu/studentresources/advising/Pages/gened.aspx.

- Requires a pre- or co-requisite. See course description online at www.broward.edu/zext/ext/CourseDescDepartmentList.jsp.

** CGS1060C must be completed within the first 15 hours of Broward College coursework. Students who successfully complete the Basic Student Technology literacy Test may select from the following list of courses to complete the degree requirement:
- MNA2905 Independent Studies in Industrial Management
- MAR1011 Principles of Marketing
- MKA1021 Salesmanship

It is strongly recommended that students see an advisor every term.
INTERNET SERVICES TECHNOLOGY
Internet Services Technology Associate in Science Major Code 2196

Program Description
The Internet Services Technology Associate in Science degree, offered at the A. Hugh Adams Central Campus, prepares students for employment opportunities in web site development and design. The program focuses on the latest web technologies and the practical skills to apply those technologies.

Related Programs
Web Development Specialist Technical Certificate
Major Code 6285

Entrance Requirements
- HS Diploma or GED
- PERT

The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/.

Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

First Year, Term I
ART1201C 2D Design 3
CTS1851C Certified Internet Webmaster Foundations1 4
CTS1800C Adobe Dreamweaver2 3
ENC1101 Composition 3
MAC1105 College Algebra 3
Total Term Semester Hours 16

First Year, Term II
CIS1000C Introduction to Computer Science1 3
COP1000C Introduction to Computer Programming3 or COP1334C Introduction to C++ 3
CTS1801C Adobe Flash2 3
CTS1802C Cascading Style Sheets2 3
ENC1102 Composition II5 or ENC2210 Professional and Technical Writing5 3
Total Term Semester Hours 15

First Year, Term III
CTS2854 CIW E-Commerce Strategies and Practices I2 3
CTS2855C CIW E-Commerce Strategies and Practices II3 4
Term Semester Hours 7

Second Year, Term I
CTS1212C Adobe Photoshop1 3
CTS2852C Client-side Scripting7 3
GEB2430 Business Ethics 1
GE Course General Education Social/Behavioral Science* 3
SPC1024 Introduction to Speech Communications or SPC1608 Public Speaking 3
Term Semester Hours 13

Second Year, Term II
CIS1513C Project Management1 3
CTS2857C Server-side Scripting7 3
GE Course General Education Humanities* 3
GE Course General Education Science* 3
Term Semester Hours 12
Total Program Semester Hours 63

* General Education courses must be selected from the list of AS Degree courses found in the College Catalog/ posted online at www.broward.edu/studentresources/advising/Pages/gened.aspx.

** Students must fulfill the College’s computer literacy requirement within the first 15 hours of BC credit by successfully completing the basic student technology test or pass the CGS1060C to earn the degree.

1 Prerequisite – CGS1060C (with a grade of C or higher) or Placement
2 Prerequisite – CTS1851C (with a grade of C or higher)
3 Prerequisite – MAT0028 or higher
4 Prerequisite – MAT1033 or higher; Pre-/Co-requisite – CIS1000C
5 Prerequisite – ENC1101
6 Prerequisite – CTS2854 (with a grade of C or higher)
7 Prerequisites – CTS1851C and (COP1000C or COP1334C) (each with a grade of C or higher)

It is strongly recommended that students see an advisor every term.
INTERNET SERVICES TECHNOLOGY
Web Development Specialist Technical Certificate Major Code 6285

Program Description
The Web Development Specialist certificate program, offered at the A. Hugh Adams Central Campus, prepares students for employment opportunities in web site design. The program's practical skills approach emphasizes the latest web design technologies.

Related Programs
Internet Services Technology Associate in Science Major Code 2196

Entrance Requirements
- HS Diploma or GED
- PERT

The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ART1201C</td>
<td>2D Design</td>
<td>3</td>
</tr>
<tr>
<td>CTS1212C</td>
<td>Adobe Photoshop¹</td>
<td>3</td>
</tr>
<tr>
<td>CTS1851C</td>
<td>Certified Internet Webmaster Foundations¹</td>
<td>4</td>
</tr>
<tr>
<td>CTS1800C</td>
<td>Adobe Dreamweaver²</td>
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<tr>
<td>CTS1801C</td>
<td>Adobe Flash²</td>
<td>3</td>
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<tr>
<td>CTS1802C</td>
<td>Cascading Style Sheets²</td>
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<tr>
<td>CTS2854</td>
<td>CIW E-Commerce Strategies and Practices I²</td>
<td>3</td>
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<tr>
<td>CTS2855C</td>
<td>CIW E-Commerce Strategies and Practices II³</td>
<td>4</td>
</tr>
<tr>
<td>CIS1513C</td>
<td>Project Management¹</td>
<td>3</td>
</tr>
<tr>
<td>CS Elective</td>
<td>Computer Science Elective*</td>
<td>3</td>
</tr>
<tr>
<td>ENC1101</td>
<td>Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Program Semester Hours 35

* Computer science Elective: CGS1060C, ART2205, or any 1000 or 2000-level course with a CIS, COP, or CTS prefix
¹ Prerequisite – CGS1060C (with a grade of C or higher) or Placement
² Prerequisite – CTS1851C (with a grade of C or higher)
³ Prerequisite – CTS2854 (with a grade of C or higher)

It is strongly recommended that students see an academic advisor every term.
LEGAL ASSISTING (Paralegal Studies)  
Associate in Science Major Code 2172

**Program Description**  
The Legal Assisting (Paralegal Studies) Associate in Science Degree, offered at the South and North Campuses, is a program designed for students seeking a career in a law-related field as a paraprofessional. This program is approved by the American Bar Association (ABA). Upon successful completion of this program, a student will be able to work under the supervision of an attorney and perform many vital functions as a legal assistant (paralegal). Legal Assistants may be responsible for interviewing, investigation, research, document preparation, and other tasks. They cannot, however, engage in the actual practice of law by doing such activities as giving legal advice, setting fees, negotiating, or representing clients in court. Legal assistants work in law firms, legal departments of major corporations, government agencies (federal, state and local), real estate departments of large businesses, trust departments of banks, brokerage houses, and insurance companies.

**Entrance Requirements**  
- HS Diploma or GED  
- PERT  

The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see [www.broward.edu/admissions/testing/](http://www.broward.edu/admissions/testing/). Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

**General Provisions**  
Broward College's Legal Assisting Program honors credits for courses taken at other institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education, participate in the Florida statewide course numbering system and, are judged by the appropriate common course designation and numbering system faculty task forces to be academically equivalent to legal specialty courses offered at Broward College. All other legal specialty courses that are completed and transcripted from either an accredited institution or an ABA-approved program will be evaluated by the Program Manager for specific course equivalencies and how accepted credit will be applied toward specific degree requirements. No student shall be awarded credit for legal specialty courses by exam or experiential learning.

For additional information, contact the Program Manager at Judson A. Samuels South Campus, 954-201-8930 or the Business Administration office at Judson A. Samuels South Campus 954-201-8933 or the Business Administration office at North Campus, 954-201-2360.

**Program Graduation Requirements**  
- Meet BC's graduation requirements as listed in the Academic Programs and Graduation Requirements section of the College Catalog.  
- Completion of 64 semester credit hours curriculum plan listed below with a degree GPA of 2.0 or higher.  
- Complete all courses with a grade of "C" or higher.  
- At least 25% of the total credits for the Associate in Science degree in Legal Assisting must be earned at Broward College, of which at least 12 credit hours must comprise Broward College legal specialty courses.

### First Year Term I

<table>
<thead>
<tr>
<th>Course/Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENC1101 Composition I *</td>
<td>3</td>
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<tr>
<td>CGS1060C Computer and Internet Literacy ** or</td>
<td>3</td>
</tr>
<tr>
<td>OST2764 Info/Word Processing #</td>
<td>3</td>
</tr>
<tr>
<td>BUL2241 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>PLA1003 Introduction to Legal Assisting *</td>
<td>3</td>
</tr>
<tr>
<td>PLA1104 Law Library *</td>
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<td><strong>Total Term Semester Hours</strong></td>
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### First Year Term II

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<thead>
<tr>
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<tbody>
<tr>
<td>PLA1303 Criminal Litigation *</td>
<td>3</td>
</tr>
<tr>
<td>PLA1435 Corporations *</td>
<td>3</td>
</tr>
<tr>
<td>PLA2466 Debtor/Creditor Relations *</td>
<td>3</td>
</tr>
<tr>
<td>PLA1201 Civil Litigation *</td>
<td>3</td>
</tr>
<tr>
<td>PLA2114 Legal Writing and Drafting *</td>
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</tr>
<tr>
<td><strong>Total Term Semester Hours</strong></td>
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### First Year Term III, Session II and/or Session III

<table>
<thead>
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<th>Course/Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>GE Course General Education Humanities#</td>
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<tr>
<td>GEB2430 Business Ethics</td>
<td>1</td>
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<td><strong>Total Term Semester Hours</strong></td>
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### Second Year Term I

<table>
<thead>
<tr>
<th>Course/Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PLA1841 Immigration Law *</td>
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<tr>
<td>GE Course General Education Mathematics*</td>
<td>3</td>
</tr>
<tr>
<td>ECO2013 Principles of Economics</td>
<td>3</td>
</tr>
<tr>
<td>PLA1610 Procedures for Real Estate Title Closing *</td>
<td>3</td>
</tr>
<tr>
<td>PSY2012 General Psychology or</td>
<td></td>
</tr>
<tr>
<td>SYG2000 Principles of Sociology</td>
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<tr>
<td><strong>Total Term Semester Hours</strong></td>
<td><strong>15</strong></td>
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### Second Year Term II

<table>
<thead>
<tr>
<th>Course/Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SPC1608 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>PLA1600 Probate Practice *</td>
<td>3</td>
</tr>
<tr>
<td>PLA1800 Domestic Relation Law *</td>
<td>3</td>
</tr>
<tr>
<td>GE Course General Education Science*</td>
<td>3</td>
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<tr>
<td>Elective Legal Assisting Elective (1)</td>
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<td><strong>Total Term Semester Hours</strong></td>
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</tr>
<tr>
<td><strong>Total Program Semester Hours</strong></td>
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</table>

Continued on next page
LEGAL ASSISTING (Paralegal Studies)
Associate in Science Major Code 2172 (cont.)

* Requires a pre- or co-requisite. See course description in this catalog or online at www.broward.edu/zext/ext/CourseDescDepartmentList.jsp

** CGS1060C must be completed within the first 15 hours of Broward College coursework.

♦ General Education courses must be selected from the list of AS Degree courses found in the College Catalog/posted online at www.broward.edu/studentresources/advising/Pages/gened.aspx

# OST2764C, Info/Word Processing Applications is not transferable to A.A. Degree.

(1) The Legal Assisting Elective is satisfied by taking one (1) of the following courses:

- BUL2242 Business Law II 3
- CJL1062 Constitutional Law 3
- MTB1103 Business Mathematics 3
- FIN1100 Personal Finance 3
- OST2335 Communication in the Workforce 3
- PLA2930 Selected Topics in Paralegal Studies* 3
- PLA2762C Paralegal Office Systems* 3
- PLA2940 Legal Assisting Practicum* 3
- SPN1000 Elem. Spanish Conversation 3
**Program Description**
The Marine Engineering Management degree is designed to prepare students interested in a career in the large yacht maintenance, repair and retrofit industry. Broward County is the world leader in the yacht industry and is in high demand of qualified technicians to work on yachts with diesel engines and sophisticated sustainable systems. Completers of the program may be employed in boat yards working on multi-million dollar vessels and the latest technology in marine equipment. The lifestyle may also include being part of the on-board crew and traveling around the world. Career advancement in management is a probable progression in the field.

For additional information about the programs listed above, contact the Marine Department at (954) 201- 8616 for more information.

**Technical Course Requirements**
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>MTE1004C</td>
<td>Intro to Marine Technology</td>
<td>3</td>
</tr>
<tr>
<td>MTE1400C</td>
<td>Marine Electricity</td>
<td>3</td>
</tr>
<tr>
<td>MTE2490C</td>
<td>Marine Electronics</td>
<td>3</td>
</tr>
<tr>
<td>MTE1018C</td>
<td>Rigging &amp; Make Ready</td>
<td>3</td>
</tr>
<tr>
<td>MTE1040C</td>
<td>Marine Diesel 1</td>
<td>3</td>
</tr>
<tr>
<td>MTE2041C</td>
<td>Marine Diesel 2</td>
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</tr>
<tr>
<td>MTE1542C</td>
<td>A/C &amp; Refrigeration Systems</td>
<td>3</td>
</tr>
<tr>
<td>MTE2541C</td>
<td>Marine Aux Systems</td>
<td>3</td>
</tr>
<tr>
<td>MTE1167C</td>
<td>Marine Fuel Systems, Diesel and Gas</td>
<td>3</td>
</tr>
<tr>
<td>MTE2234C</td>
<td>Inboard/Outboard Saildrive</td>
<td>3</td>
</tr>
<tr>
<td>MTE1312C</td>
<td>Advanced Marine Composites</td>
<td>3</td>
</tr>
<tr>
<td>MTE2420C</td>
<td>Advanced Electricity</td>
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<tr>
<td>MTE2949</td>
<td>Marine Internship Co-op</td>
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**Academic Core Courses**
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ENC1101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MNA1161</td>
<td>Intro to Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>SPC1024</td>
<td>Intro to Speech or</td>
<td></td>
</tr>
<tr>
<td>SPC1608</td>
<td>Intro to Public Speaking</td>
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<tr>
<td>CHM1025</td>
<td>Intro to Chemistry with CHM1025L or</td>
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<td>PHY1001</td>
<td>Applied Physics with PHY1001L</td>
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<td>GE Course</td>
<td>General Education Humanities</td>
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<td>MNA2345</td>
<td>Principles of Supervision</td>
<td>3</td>
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<tr>
<td>MAC1105</td>
<td>College Algebra</td>
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<tr>
<td>MAN2021</td>
<td>Intro to Management</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Social &amp; Behavioral Science</td>
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</tr>
</tbody>
</table>

**Total Semester Hours** 66

* General Education courses must be selected from the list of AS Degree courses found in the College Catalog/posted on line at www.broward.edu/studentresources/advising/Pages/gened.aspx

**Note:** Students must fulfill the College’s computer literacy requirement within the first 15 hours of BC credit by successfully completing the basic student technology test or pass the CGS1060C to earn the degree.

It is recommended that students see an advisor, every term.
MARINE ENGINEERING
Marine Technology – Technical Certificate Major Code 6306

Program Description
The Marine Technology Certificate is designed to prepare students interested in a career in the large yacht maintenance, repair and retrofit industry. Broward County is the world leader in the yacht industry and is in high demand of qualified technicians to work on yachts with diesel engines and sophisticated sustainable systems. Completers of the program may be employed in boat yards working on multi-million dollar vessels and the latest technology in marine equipment. The lifestyle may also include being part of the on-board crew and traveling around the world. Career advancement in management is a probable progression in the field.

For additional information about the programs listed above, contact the Marine Department at (954) 201-8616 for more information.

Related Programs
Marine Engineering Management - Associate in Science Major Code 2198

Entrance Requirements
- HS Diploma or GED
- PERT

The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MTE1004C</td>
<td>Introduction to Marine Technology</td>
<td>3</td>
</tr>
<tr>
<td>MTE1018C</td>
<td>Rigging and Make Ready</td>
<td>3</td>
</tr>
<tr>
<td>MTE1040C</td>
<td>Marine Diesel Engines I</td>
<td>3</td>
</tr>
<tr>
<td>MTE1167C</td>
<td>Marine Fuel Systems, Diesel &amp; Gas</td>
<td>3</td>
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<td>MTE1312C</td>
<td>Advanced Marine Composites, Painting &amp; Refinish</td>
<td>3</td>
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<td>MTE1400C</td>
<td>Marine Electricity</td>
<td>3</td>
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<tr>
<td>MTE2041C</td>
<td>Diesel Engines II</td>
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</tr>
<tr>
<td>MTE2234C</td>
<td>Inboard/Outboard Saildrive and Transmissions</td>
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<tr>
<td>MTE2420C</td>
<td>Advanced Electrical Systems</td>
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<td>MTE2490C</td>
<td>Marine Electronics</td>
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<tr>
<td>MTE1651C</td>
<td>Basic Welding</td>
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</table>

Total Semester Hours 34

It is strongly recommended that students see an advisor every term.
MARKETING MANAGEMENT
Marketing Management Associate in Science Major Code 2126

Program Description
The Associate in Science degree in Marketing Management, offered at all BC locations, emphasizes the development of management and leadership skills needed in marketing occupations such as advertising, selling, entrepreneurship, and international business. This program may enable students to transfer to senior institutions that offer a bachelor's degree in marketing.

Related Programs
Marketing Operations Technical Certificate Major Code 6240

Entrance Requirements
- HS Diploma or GED
- PERT

The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

General Education
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<th>Course</th>
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<td>ENC1101</td>
<td>Composition I*</td>
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<tr>
<td>GE Course</td>
<td>General Education Humanities♦</td>
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<tr>
<td>ECO2013</td>
<td>Principles of Macroeconomics</td>
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<tr>
<td>GE Course</td>
<td>General Education Mathematics ♦♦</td>
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<tr>
<td>GE Course</td>
<td>General Education Science</td>
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<tr>
<td>SPC1024</td>
<td>Introduction to Speech Communications</td>
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Total Semester Hours 18

Specialized Courses
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<tr>
<td>ACG2001</td>
<td>Principles of Accounting I</td>
<td>3</td>
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<tr>
<td>CGS1060C</td>
<td>Computer and Internet Literacy**</td>
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<tr>
<td>MKA1930</td>
<td>Seminar I: Marketing in Perspective</td>
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<tr>
<td>GEB2430</td>
<td>Business Ethics</td>
<td>1</td>
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<tr>
<td>GEB1011</td>
<td>Introduction to Business</td>
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<tr>
<td>GEB2112</td>
<td>Entrepreneurship</td>
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<td>OST2335</td>
<td>Communications in the Workforce</td>
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<td>MAN2021</td>
<td>Introduction to Management</td>
<td>3</td>
</tr>
<tr>
<td>MNA1161</td>
<td>Introduction to Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>MKA2042</td>
<td>Retailing</td>
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<tr>
<td>Elective</td>
<td>Business Elective</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Business Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Semester Hours 46

Total Program Semester Hours 64

Business Electives are satisfied by taking three (3) of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUL2241</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUL2242</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>ECO2023</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>FIN1100</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>FIN2051</td>
<td>Finance of International Trade</td>
<td>3</td>
</tr>
<tr>
<td>MAN2604</td>
<td>International Business Environment</td>
<td>3</td>
</tr>
<tr>
<td>MAR2141</td>
<td>International Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKA2931</td>
<td>Seminar II: Research in Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKA2932</td>
<td>Seminar III: Marketing Management</td>
<td>3</td>
</tr>
<tr>
<td>MKA2949</td>
<td>Co-Op Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>MNA1821C</td>
<td>Introduction to E-Commerce</td>
<td>3</td>
</tr>
<tr>
<td>MTB1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

Students who test into college preparatory courses must successfully complete all required college preparatory courses to qualify for graduation.

** CGS1060C can be waived by passing the computer literacy exam. If waived, students may take another elective from the Business Electives above list in its place.

* Requires a pre-requisite or proper score on placement test. See course description online at www.broward.edu/zext/ext/CourseDescDepartmentList.jsp.

1 Must be college-level, transferable elective.

General Education courses must be selected from the list of AS Degree courses found in the College Catalog/posted online at www.broward.edu/studentresources/advising/Pages/gened.aspx.

It is strongly recommended that students see an advisor every term.
## BUSINESS ADMINISTRATION

### BUSINESS MANAGEMENT CERTIFICATES

**Customer Service Specialization Technical Certificate**
Major Code 62672

### Program Description

The Customer Service Specialization Technical Certificate, offered at North, A. Hugh Adams Central, and Judson A. Samuel South Campuses, is designed to prepare students for immediate employment or advancement in customer service. The courses include materials that teach theory, develop skills and address practical applications for such employment. This certificate is designed to allow the student to participate in numerous activities that lead to strong employable skills. The courses in the certificate can also be applied toward an Associate in Science degree in Business Administration.

### Related Programs

- Business Administration Associate in Science Major Code 2119 (2119E)
- Business Management Technical Certificate Major Code 62671 (6267E)
- Sports Management Specialization Technical Certificate Major Code 62673
- Business Specialist Technical Certificate Major Code 6288 (6288E)
- Entrepreneurship Technical Certificate Major Code 62674

Students can earn a certificate from 62671, 62672, 62673, or 62674, but not from two or more of these programs.

### Entrance Requirements

- HS Diploma or GED
- PERT

† The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see [www.broward.edu/admissions/testing/](http://www.broward.edu/admissions/testing/). Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

### Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MNA1161</td>
<td>Introduction to Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>MTB1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>CGS1060C</td>
<td>Computer and Internet Literacy</td>
<td>3</td>
</tr>
<tr>
<td>OST2335</td>
<td>Communications in the Workforce or</td>
<td>3</td>
</tr>
<tr>
<td>MNA1134</td>
<td>Contact Center Operations</td>
<td>3</td>
</tr>
<tr>
<td>GEB1011</td>
<td>Introduction to Business or</td>
<td>3</td>
</tr>
<tr>
<td>GEB2949</td>
<td>Co-op-Specialization Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>ACG2001</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUL2241</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>MNA2345</td>
<td>Principles of Supervision</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Certificate Semester Hours** 24

It is strongly recommended that students see an advisor every term.
## MARKETING MANAGEMENT
### Marketing Operations Technical Certificate Major Code 6240

**Related Programs**

Marketing Management Associate in Science Major Code 2126

**Entrance Requirements**

- HS Diploma or GED
- PERT

The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see [www.broward.edu/admissions/testing/](http://www.broward.edu/admissions/testing/).

Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

<table>
<thead>
<tr>
<th>First Year Term I</th>
<th>First Year Term II</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAR1011 Principles of Marketing 3</td>
<td>MBA1511 Advertising 3</td>
</tr>
<tr>
<td>MKA1021 Salesmanship 3</td>
<td>MAR2141 International Marketing 3</td>
</tr>
<tr>
<td>MKA1930 Seminar I: Marketing in Perspective 3</td>
<td>MNA1161 Introduction to Customer Service 3</td>
</tr>
<tr>
<td>MNA1821C Introduction to E-Commerce 3</td>
<td>MBA2042 Retailing or GEB2112 Entrepreneurship 3</td>
</tr>
</tbody>
</table>

* Requires a pre-requisite. See course description online at [www.broward.edu/zext/ext/CourseDescDepartmentList.jsp](http://www.broward.edu/zext/ext/CourseDescDepartmentList.jsp).

+ Offered once per year at North Campus only.

# Offered at A. Hugh Adams Central Campus and North Campus.

It is strongly recommended that students see an advisor every term.
MASSAGE THERAPY
Vocational Certificate Major Code 5281

Program Description
The Massage Therapy Program is one of over twenty (20) health career programs offered at the Center for Health Science Education of Broward College, North Campus. The program was approved by the Florida Board of Massage to grant Vocational Certificates allowing our graduates to sit for the licensing examination; and upon achieving a passing score, apply to the Board for licensure. Our program is dedicated to developing therapists who are quality-minded and who will ultimately make unique contributions to the field of massage therapy.

The Massage Therapist is a skilled professional who administers massage for compensation to patients/clients directly or by physician’s prescription. “Massage” means the manipulation of the soft tissues of the human body with the hand, foot, arm, or elbow, whether or not such manipulation is aided by hydrotherapy, including colonic irrigation, or thermal therapy; any electrical or mechanical devise; or the application to the human body of a chemical or herbal preparation. [Florida State Statutes Chapter 480.033(3)]

For application information please call advisement at 954-201-2305 to make an appointment with our advisor. For specific program information please call the Program Manager at 954 201-2074.

Please see our web site for more information: www.broward.edu/academics/programs/massage/Pages/default.aspx

Criteria for the Vocational Certificate in Massage Therapy:
- Apply and meet requirements for admission to Broward College
- Apply and meet requirements of the Health Science Admissions Application for Massage Therapy
- Obtain TABE assessment scores at or above the state mandated grade level unless exempt
- Complete the Health Science Prerequisite Courses by the end of the first semester
- Complete all lecture courses with a grade of “C” or higher
- Complete all lab courses with a grade of “S”
- Maintain a minimum program GPA of 2.0

<table>
<thead>
<tr>
<th>Summer</th>
<th>Term I</th>
<th>Term II</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCP0001 Health Careers Core</td>
<td>MSS0250 Introduction to Massage Therapy *</td>
<td>MSS0156 Anatomy &amp; Physiology II *</td>
</tr>
<tr>
<td>HSC0405 Basic Life Support</td>
<td>MSS0250L Introduction to Massage Therapy Lab *</td>
<td>MSS0156L Anatomy &amp; Physiology II Lab *</td>
</tr>
<tr>
<td>HSC0591 HIV/AIDS</td>
<td>MSS0001 Medical Ethics &amp; Standards *</td>
<td>MSS0281 Allied Modalities *</td>
</tr>
<tr>
<td>HSC0691 Domestic Violence</td>
<td>MSS0150 Anatomy &amp; Physiology of Body Systems *</td>
<td>MSS0281L Allied Modalities Lab *</td>
</tr>
<tr>
<td>HSC0522 OSHA/TB</td>
<td>MSS0301 Hydrotherapy Modalities *</td>
<td>MSS0803L Massage Therapy Clinical Practicum *</td>
</tr>
<tr>
<td>HSC0692 Medical Errors</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Term Clock Hours</strong></td>
<td><strong>Total Term Clock Hours</strong></td>
<td><strong>Total Program Clock Hours</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>350</td>
</tr>
<tr>
<td>75</td>
<td>45</td>
<td>750</td>
</tr>
<tr>
<td>8</td>
<td>15</td>
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</tr>
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<td>4</td>
<td>15</td>
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<td>2</td>
<td>45</td>
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</tr>
<tr>
<td><strong>Total Term Clock Hours</strong></td>
<td><strong>Total Term Clock Hours</strong></td>
<td><strong>Total Program Clock Hours</strong></td>
</tr>
<tr>
<td>95</td>
<td>305</td>
<td>750</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Requires a Pre- or co-requisite course. See course description online at www.broward.edu/zext/ext/CourseDescDepartmentList.jsp.

It is strongly recommended that students see an advisor every term.
MEDICAL ASSISTING
Vocational Certificate Major Code 5215

Program Description
The Medical Assisting Program is a 10-month vocational certificate program. The Broward College Medical Assisting Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727-210-2350

Students are placed into practicums in physicians' offices throughout Broward County which offer maximum flexibility. The practicum course has been especially designed to meet the individual needs of the student, thus allowing for the development of specific skills within a chosen interest or specialty area. The role of the Medical Assistant within the physician's office is varied, demanding, and complex. Duties and responsibilities may encompass those skills of administrator, clinician, or technician. In many instances, the Medical Assistant functions in all three areas while also serving as a public relations specialist.

Upon completion of this ten (10) month program the student will be eligible to write the national certification exam of the American Association of Medical Assistants to obtain the credential of Certified Medical Assistant (CMA-AAMA).

Entrance Requirements
- HS Diploma or GED
- PERT

The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

- This program has a limited number of seats available per year and students are selected based upon the criteria announced online at www.broward.edu/admissions/Pages/Health-Sciences-Admissions.aspx.

Requirements for the Vocational Certificate in Medical Assisting:
Completion of 1204 clock hours, 6 college semester hours (96 contact hours), a grade point average of 2.0 or higher and obtain TABE Assessment scores at or above the state mandated grade level (for TABE test information please call the Central Campus Testing Center at 954-201-6982). No grade lower than “C” will be acceptable in ALL courses required for the Medical Assisting Certificate.

Note: To successfully progress through the Medical Assisting Program, students must achieve a grade of "C" or above in all didactic courses, an "S" (satisfactory) grade in all clinical and laboratory courses, maintain an overall degree GPA of at least 2.0.

Health Science Pre-requisite Courses: Clock Hours

<table>
<thead>
<tr>
<th>Health Science Pre-requisite Courses</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCP0001 Health Careers Core Curriculum</td>
<td>75</td>
</tr>
<tr>
<td>HSC0405 Basic Life Support</td>
<td>8</td>
</tr>
<tr>
<td>HSC0591 HIV/AIDS</td>
<td>4</td>
</tr>
<tr>
<td>HSC0691 Domestic Violence</td>
<td>2</td>
</tr>
<tr>
<td>HSC0522 OSHA/TB</td>
<td>6</td>
</tr>
<tr>
<td>HSC0692 Prevention of Medical Errors</td>
<td>2</td>
</tr>
<tr>
<td>HSC0693 All Hazards Training</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Clock Hours</strong></td>
<td><strong>101</strong></td>
</tr>
</tbody>
</table>

Term I Session I(0)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC1531 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MEA0233 Anatomy and Physiology</td>
<td>48</td>
</tr>
<tr>
<td>MEA0334 Admin Office Procedures *</td>
<td>64</td>
</tr>
<tr>
<td>MEA0334L Admin. Office Proc. Lab *</td>
<td>48</td>
</tr>
<tr>
<td>MEA0258 Radiology for Med Assist I</td>
<td>64</td>
</tr>
<tr>
<td><strong>Total Term Clock Hours</strong></td>
<td><strong>224</strong></td>
</tr>
</tbody>
</table>

Term I Session II(0)

<table>
<thead>
<tr>
<th>Course</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEA0255 Basic Lab Procedures I *</td>
<td>48</td>
</tr>
<tr>
<td>MEA0255L Basic Lab Procedures I Lab *</td>
<td>48</td>
</tr>
<tr>
<td><strong>Total Term Clock Hours</strong></td>
<td><strong>96</strong></td>
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</tbody>
</table>

Term I Session IV(0)

<table>
<thead>
<tr>
<th>Course</th>
<th>Clock Hours</th>
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</thead>
<tbody>
<tr>
<td>MEA0256 Basic Lab Procedures II *</td>
<td>48</td>
</tr>
<tr>
<td>MEA0256L Basic Lab Procedures II Lab *</td>
<td>48</td>
</tr>
<tr>
<td>MEA0005 Intro to Medical Assisting *</td>
<td>32</td>
</tr>
<tr>
<td><strong>Total Term Clock Hours</strong></td>
<td><strong>128</strong></td>
</tr>
</tbody>
</table>

Continued on next page
## MEDICAL ASSISTING
Vocational Certificate Major Code 5215 (cont.)

<table>
<thead>
<tr>
<th>Term II, Session I</th>
<th>Clock Hours</th>
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<tbody>
<tr>
<td>MEA0204</td>
<td>Clinical Proc I</td>
</tr>
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<td>MEA0204L</td>
<td>Clinical Proc I Lab</td>
</tr>
<tr>
<td>MEA0259</td>
<td>Radiography for MA II</td>
</tr>
<tr>
<td>MEA0259L</td>
<td>Radiography for MA II Lab</td>
</tr>
<tr>
<td>MEA0242</td>
<td>Pharmacology for MA</td>
</tr>
<tr>
<td>MEA0540</td>
<td>Electrocardiography for MA</td>
</tr>
<tr>
<td>MEA0540L</td>
<td>Electrocardiography Lab</td>
</tr>
</tbody>
</table>

**Total Term Clock Hours**: 379

<table>
<thead>
<tr>
<th>Term II Session II</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEA0382</td>
<td>Law and Ethics *</td>
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</tbody>
</table>

**Total Semester Clock Hours**: 32

<table>
<thead>
<tr>
<th>Term III Session II</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEA0800</td>
<td>Practicum in Medical Assisting</td>
</tr>
<tr>
<td>MEA0952</td>
<td>Seminar in Medical Assisting</td>
</tr>
</tbody>
</table>

**Total Semester Clock Hours**: 244

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>CGS1060C</td>
<td>Computer and Internet Literacy**</td>
</tr>
</tbody>
</table>

**Total Semester Credits**: 6

**Total Clock Hours**: 1204

**Total Program Clock Hours**: 1300

---

* Requires a pre- or co-requisite. Refer to the course descriptions found online at [www.broward.edu/zext/ext/CourseDescDepartment1st.jsp](http://www.broward.edu/zext/ext/CourseDescDepartment1st.jsp).

** Students must fulfill the College’s computer literacy requirement within the first 15 hours of BC credit by successfully completing the basic student technology test or pass the CGS1060C to earn the degree.

1. Students must submit proof of typing 35 WPM to the Medical Assisting Department before the end of Term I. Failure to provide this documentation will prevent the student from continuing in the Program.

2. Verification of CPR is required before graduating. CPR and First Aid will be taught by the Continuing Education Department.
MUSIC TECHNOLOGY
Music Technology Associate in Science Major Code 2206

Program Description
The Associate in Science degree in Music Technology is designed for students who intend to seek employment in the commercial music field and for those who are presently employed in the music technology field and desire advancement. Some of the careers, to which this sequence may lead, are recording engineer, sound designer, live sound reinforcement engineer and producer.

Related Programs
Audio Technology Certificate Major Code 6309

Entrance Requirements
- HS Diploma or GED
- PERT

The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/.

Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

First Year, Term I
MUS1360 Introduction to Music Technology 3
MUT1111 Music Theory I 3
MUT1241 Sight Singing 1
Elective Applied Music Elective* 1
MVK1111 Piano Class 1
MGF1106 Mathematics for Liberal Arts I or MGF1107 Mathematics for Liberal Arts II 3
Total Semester Hours: 12

First Year, Term II
MUS2342C Digital Audio I 3
MUS2344C Midi Systems 3
MUT1112 Theory II 3
MUT1242 Sight Singing II 1
Elective Any Applied Music Class* 1
MVK2221 Secondary Piano 1
Elective Music Ensemble Elective+ 1
Total Semester Hours: 13

First Year, Term III
ENC1101 Composition I 3
GE Course General Education Social/Behavioral Science* 3
GE Course General Education Science♦ 3
SPC1024 Speech Requirement or SPC1608 Public Speaking 3
Total Semester Hours: 12

Second Year, Term I
MUM1600C Intro to Rec. Studio Procedures 3
MUS2348C Digital Audio Music Prod II 3
MUM2700 Music Business 3
MUH2111 Music History I 3
MUS2332C Live Sound Reinforcement 3
Total Semester Hours: 15

Second Year, Term II
MUM2601C Recording Studio Techniques II 3
MUM2730 Music Marketing 3
MUS2349C Advanced Projects in Music Production 3
MUS2940 Internship 3
Total Semester Hours: 12
Total Program Semester Hours 64

* Applied Music Elective: Any course with a MVB or MVJ or MVK or MVO* or MVP or MVS or MVV or MVW prefix
+ Music Ensemble Elective: Any course with the MUN prefix
♦ General Education courses must be selected from the list of AS Degree courses found in the College Catalog/posted on line at www.broward.edu/advisingcounseling/advising/edplanning/page18233.html

It is strongly recommended that students see an advisor every term.
**Program Description**  
The purpose of this program is to prepare students for initial employment as a sound technician or recording technician, or to provide supplemental training for persons previously or currently employed in these occupations. The content includes, but is not limited to, set up and configuration of a computer for audio applications, and the operation of basic reproduction, reinforcement and recording audio equipment.

**Related Programs**  
Music Technology AS degree 2206

**Entrance Requirements**  
- HS Diploma or GED  
- PERT  
The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see [www.broward.edu/admissions/testing/](http://www.broward.edu/admissions/testing/). Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

<table>
<thead>
<tr>
<th>First Year, Term I</th>
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</tr>
</thead>
<tbody>
<tr>
<td>MUS1360 Introduction to Music Technology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Hours:</strong></td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Year, Term II</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS2342C Digital Audio I</td>
<td>3</td>
</tr>
<tr>
<td>MUS2344 Introduction to Midi Systems and Sound Design I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Hours:</strong></td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Year, Term I</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MUM1600C Intro to Rec. Studio Procedures</td>
<td>3</td>
</tr>
<tr>
<td>MUS2348C Digital Audio Music Prod II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Hours:</strong></td>
<td>6</td>
</tr>
<tr>
<td><strong>Total Program Semester Hours</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

It is strongly recommended that students see an advisor every term.
NETWORKING SERVICES TECHNOLOGY
Network Services Technology Associate in Science Major Code 2201

Program Description
The Networking Services Technology Associate in Science degree, offered at the A. Hugh Adams Central Campus, prepares students for employment opportunities as network administrators. It is designed for students seeking the skills sets necessary to be successful in their careers as Microsoft MCITP Enterprise Administrators or Cisco Certified Networking Professionals (CCNP).

Related Programs
Cisco CCNA Technical Certificate Major Code 62387
Microsoft MCITP – Server Administrator Technical Certificate Major Code 6283
Network Support Technician Technical Certificate Major Code 6282

Entrance Requirements
- HS Diploma or GED
- PERT

The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

General Education Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ENC1101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAC1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>SPC1024</td>
<td>Introduction to Speech Communications</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Humanities</td>
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</tr>
<tr>
<td>GE Course</td>
<td>General Education Social/Behavioral Science</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Science</td>
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Networking Services Core Courses

<table>
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<tr>
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<tr>
<td>CTS1133C</td>
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Areas of Specialization (choose one)

Microsoft MCITP – Enterprise Administrator

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<tr>
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<td>CTS2120C</td>
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<tr>
<td>CTS1327C</td>
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<td>Implementing Windows Infrastructure</td>
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<tr>
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<td>CTS2346C</td>
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<td>CTS2343C</td>
<td>Microsoft Windows Application</td>
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Cisco CCNP

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<td>Cisco CCNA Security</td>
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<td>CET2625C</td>
<td>Cisco CCNP I - Routing</td>
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<td>CET2627C</td>
<td>Cisco CCNP II - Switching</td>
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<td>CET2628C</td>
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or

Network Support Specialist

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<td>CTS1327C</td>
<td>Microsoft Windows Client</td>
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Total Program Credits 63
NETWORKING SERVICES TECHNOLOGY
Network Services Technology Associate in Science Major Code 2201

General Education courses must be selected from the list of AS Degree courses found in the College Catalog/posted on line at www.broward.edu/studentresources/advising/Pages/gened.aspx.

* CGS1060C or any 1000 or 2000-level course with a CIS, COP, or CTS prefix

Note: Students must fulfill the College’s computer literacy requirement within the first 15 hours of BC credit by successfully completing the basic student technology test or pass the CG1060C to earn the degree.

1. Prerequisite – CIS1000C (with a grade of C or higher) or Placement
2. Prerequisite – CTS1133C (with a grade of C or higher)
3. Prerequisite – CTS1134C (with a grade of C or higher)
4. Prerequisites – CTS1133C and CTS2131C (each with a grade of C or higher)
5. Prerequisites – CTS1327C and CTS1134C (each with a grade of C or higher)
6. Prerequisite – CTS1347C (with a grade of C or higher)
7. Prerequisite – CTS2345C (with a grade of C or higher)
8. Prerequisite – CTS2346C (with a grade of C or higher)
9. Prerequisite – CTS2343C (with a grade of C or higher)
10. Prerequisite – CET1600C (with a grade of C or higher)
11. Prerequisite – CET1610C (with a grade of C or higher)
12. Prerequisite – CET1615C (with a grade of C or higher)
13. Prerequisite – CET1620C (with a grade of C or higher)
14. Prerequisite – CET2625C (with a grade of C or higher)
15. Prerequisites – CET2625C and CET2627C (each with a grade of C or higher)

It is strongly recommended that students see an advisor every term.
**NETWORKING SERVICES TECHNOLOGY**
Cisco CCNA Technical Certificate Major Code 62387

**Program Description**
The Information Technology Management –Cisco CCNA certificate program, offered at the A. Hugh Adams Central Campus, prepares students for employment opportunities as network support specialists. It is designed for students seeking the skills set necessary to be successful in their careers Cisco Certified Networking Associates (CCNAs).

**Related Programs**
Network Services Technology Associate in Science Major Code 2201
Microsoft MCITP – Server Administrator Technical Certificate Major Code 6283
Network Support Technician Technical Certificate Major Code 6282

§ Students can earn a certificate from 6282, 6283, or 62387, but not from two or more of these programs.

**Entrance Requirements**
- HS Diploma or GED
- PERT
  The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

**Required Courses**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>CTS1133C</td>
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<tr>
<td>CTS2131C</td>
<td>A+Practical</td>
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</tr>
<tr>
<td>CET1600C</td>
<td>Cisco Networking I</td>
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<td>CET2660C</td>
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<tr>
<td>Elective</td>
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</table>

**Total Program Semester Hours** 30

* Any 1000 or 2000-level course with a CIS, COP, or CTS prefix
1. Prerequisite – CTS1133C (with a grade of C or higher)
2. Prerequisite – CTS1133C and CTS2131C (each with a grade of C or higher); Pre-/Co-requisite – CET1630C
3. Prerequisite – CET1600C and CET1630C (each with a grade of C or higher)
4. Prerequisite – CET1610C (with a grade of C or higher)
5. Prerequisite – CET1615C (with a grade of C or higher)
6. Prerequisite – CET1620C (with a grade of C or higher)

It is strongly recommended that students see an advisor every term.
NETWORKING SERVICES TECHNOLOGY
Microsoft MCITP – Server Administrator Technical Certificate Major Code 6283

Program Description
The Information Technology Management –Microsoft MCITP Server Administration certificate program, offered at the A. Hugh Adams Central Campus, prepares students for employment opportunities as network support specialists. It is designed for students seeking the skills set necessary to be successful in their careers as Microsoft MCITP Server Administrators.

Related Programs
Network Services Technology Associate in Applied Science Major Code A038
Network Services Technology Associate in Science Major Code 2201
Cisco CCNA Technical Certificate Major Code 62387
Network Support Technician Technical Certificate Major Code 6282

§ Students can earn a certificate from 6282, 6283, or 62387, but not from two or more of these programs.

Entrance Requirements
• HS Diploma or GED
• PERT

The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

Required Courses

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
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<tr>
<td>CTS2131C</td>
<td>A+ Practical</td>
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<tr>
<td>CTS1134C</td>
<td>Network+</td>
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<tr>
<td>CTS1327C</td>
<td>Microsoft Windows Client</td>
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<td>CTS1347C</td>
<td>Implementing Windows Infrastructure</td>
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<td>CTS2345C</td>
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<td>CTS2346C</td>
<td>Microsoft Windows Server Administration</td>
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</tr>
<tr>
<td>CS Elective</td>
<td>Computer Science Elective*</td>
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</table>

Total Program Semester Hours 30

1. Prerequisite-CTS 1133C (with grade of C or higher)
2. Prerequisites-CTS 1133C and CTS 2131C (each with grade of C or higher)
3. Prerequisites-CTS 1327C and CTS 1134C (each with grade of C or higher)
4. Prerequisite – CTS 1347C (with grade of C or higher)
5. Prerequisite – CTS 2345C (with grade of C or higher)

* CS Elective: Any course with a CIS, COP, or CTS prefix

It is strongly recommended that students see an advisor every term.
NETWORKING SERVICES TECHNOLOGY
Network Support Technician Technical Certificate Major Code 6282

Program Description
The Information Technology Management – Network Support Technician certificate program, offered at the A. Hugh Adams Central Campus, prepares students for employment opportunities as network support specialists. It is designed for students seeking the skills set necessary to be successfully in their careers in network support ranging from Microsoft Windows (MCP), to Cisco routing and switching (CCENT), to CompTIA system, network, and security (A+, Net+ and Security+).

Related Programs
Network Services Technology Associate in Science Major Code 2201
Cisco CCNA Technical Certificate Major Code 62387
Microsoft MCITP – Server Administrator Technical Certificate Major Code 6283

Students can earn a certificate from 6282, 6283, or 62387, but not from two or more of these programs.

Entrance Requirements
- HS Diploma or GED
- PERT
  The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

Required Courses
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<td>CTS1134C</td>
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<td>CET1630C</td>
<td>Network Cabling Technologies</td>
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</tr>
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<td>CTS1327C</td>
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<td>CTS1111C</td>
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<td>CTS2120C</td>
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<td>CS Elective</td>
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</table>

Total Program Semester Hours: 30

* Computer Science Elective: any course with a CIS, COP, or CTS prefix

1. Prerequisite-CTS 1133C (with grade of C or higher)
2. Prerequisites-CTS 1133C and CTS 2131C (each with grade of C or higher)
3. Prerequisite-CTS 1134C (with grade of C or higher)

It is strongly recommended that students see an advisor every term.
NUCLEAR MEDICINE TECHNOLOGY
Nuclear Medicine Technology Associate in Science Major Code 2102

Program Description
Nuclear Medicine Technologists prepare and administer radiopharmaceuticals to patients and perform diagnostic procedures on virtually every organ system in the human body by using highly sophisticated computerized detection systems to produce and process images.

Clinical Education is performed in medical facilities such as outpatient centers and hospitals and is offered concurrently with the didactic courses.

The program maintains regional accreditation through the Southern Association of Colleges and Schools.

This Associate in Science degree program is a two-year program. Applicants shall complete the first year General Education Requirements prior to the second year of the program. Upon completion of this degree program, the student will be eligible for the Nuclear Medicine National Board Certification Exam. They are offered by the American Registry of Radiologic Technologists (ARRT) and/or the Nuclear Medicine Technology Certification Board (NMTCB).

The program is offered in Building 41, BC North Campus, 1000 Coconut Creek Boulevard, Coconut Creek, FL.

Related Programs
Hospital-Based Nuclear Medicine Associate in Science Degree Major Code 2102 $ Nuclear Medicine Technology Specialist Technical Certificate Major Code 6224

$ Students can earn a degree from either 2102 or 21021, but not both programs.

Entrance Requirements
- HS Diploma or GED
- PERT
  The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.
- This program has a limited number of seats available per year and students are selected based upon the criteria announced online at www.broward.edu/admissions/Pages/Health-Sciences-Admissions.aspx.

Requirements for the Associate in Science Degree in Nuclear Medicine Technology:
- Complete 75 hours of credit with a degree grade point average of 2.0 or higher.
- No grade lower than a “C” will be acceptable in all degree courses.

Note: In order to successfully progress through the AS Nuclear Medicine Technology Program, students must achieve a grade of "C" or above in all didactic courses and an "S" (satisfactory) grade in all clinical and laboratory courses. This requirement is in addition to maintaining an overall degree GPA of at least 2.0.

Pre-requisite Courses
- ENCl101 Composition I* 3
- CHM1032 Chemistry for Health Sciences* 3
- CHM1032L Chemistry for Health Sciences Lab* 1
- BSC2085 Anatomy and Physiology I* 3
- BSC2085L Anatomy and Physiology Lab I* 1
- GE Course General Education Mathematics* 3
- PHY1001 Applied Physics* 3

Total Semester Hours 17

First Year Term I
- NMT1002 Introduction to Nuclear Medicine* 3
- NMT1002L Nuclear Medicine Lab* 1
- NMT1430 Radiation Safety and Radiobiology* 3
- CGS1060C Computer and Internet Literacy 3
- SPC1024 Introduction to Speech Communications or
- SPC1608 Public Speaking 3

Total Term Semester Hours 13

First Year Term II
- NMT1804 Nuclear Medicine Clinical Education I* 2
- NMT1630 Nuclear Medicine Physics and Math App* 3
- NMT1714 Nuclear Medicine Pathology 2
- BSC2086 Anatomy and Physiology II* 3
- BSC2086L Anatomy and Physiology Lab II* 1
- GE Course General Education Humanities* 3

Total Term Semester Hours 14

First Year Term III
- GE Course General Education Social & Behavioral Science* 3
- NMT1814 Nuclear Medicine Clinical Education II* 2

Total Term Semester Hours 5

Second Year Term I
- NMT2713 Nuclear Medicine Methodology I* 2
- NMT2713L Nuclear Medicine Methodology I Lab* 1
- NMT2130 Nuclear Medicine Radiopharmacy* 2
- NMT2824 Nuclear Medicine Clinical Education III* 3
- NMT2779 Intro to Multiple Modalities* 2

Total Term Semester Hours 10

Continued on next page
NUCLEAR MEDICINE TECHNOLOGY
Nuclear Medicine Technology Associate in Science Major Code 2102

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<tr>
<td>NMT2102 Nuclear Medicine Administration*</td>
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<td>NMT2844 Nuclear Medicine Clinical Education V*</td>
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<td>NMT2534 Nuclear Medicine Instrumentation*</td>
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* Requires a pre- or co-requisite. Refer to the course descriptions found online at www.broward.edu/zext/ext/CourseDescDepartmentList.js p.

** CGS1060C must be completed within the first 15 hours of Broward College coursework.

*** Only to be used in emergency cases.

- General Education courses must be selected from the list of AS Degree courses found in the College Catalog/posted on line at www.broward.edu/studentresources/advising/Pages/ged.aspx

It is strongly recommended that students see an advisor every term.
NUCLEAR MEDICINE TECHNOLOGY
Nuclear Medicine Technology Specialist Technical Certificate Major Code 6224

Program Description
Applicants for the Nuclear Medicine Technology Technical Certificate Program must be a graduate of an accredited two-year Health Science Program which leads to registration and/or licensure. Upon completion of the twelve (12) months full-time day program, the student will be eligible for the Nuclear Medicine National Board Certification Exam offered by, and become certified by, the American Registry of Radiologic Technologists (ARRT) and/or the Nuclear Medicine Technology Certification Board (NMTCB). The program is offered in building 41, BC North Campus, 1000 Coconut Creek Boulevard, Coconut Creek, FL.

Entrance Requirements
• HS Diploma or GED
• PERT
  The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

Requirements for Nuclear Medicine Technology-Technical Certificate Program:
• Complete 48 semester credit hours with a GPA of 2.0 or higher.
• No grade lower than a “C” in all certificate course

Note: In order to successfully progress through the Nuclear Medicine Technology Specialist Technical Certificate Program, students must achieve a grade of "C" or above in all didactic courses and an "S" (satisfactory) grade in all clinical and laboratory courses. This requirement is in addition to maintaining an overall degree GPA of at least 2.0.

Prerequisites

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Total Semester Hours 11

First Year Term I

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<td>NMT2130</td>
<td>Nuclear Medicine Radiopharmacy *</td>
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<td>Nuclear Medicine Methodology I *</td>
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<td>NMT2713L</td>
<td>Nuclear Medicine Methodology I Lab *</td>
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<td>NMT2824</td>
<td>Nuclear Medicine Clinical Education III *</td>
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<td>NMT2779</td>
<td>Intro to Multiple Modalities *</td>
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<td>NMT1430</td>
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Total Term Semester Hours 15

First Year Term II

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<td>Nuclear Medicine Instrumentation *</td>
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<td>Nuclear Medicine Methodology II Lab *</td>
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<td>NMT1630</td>
<td>Nuclear Medicine Physics and Math App *</td>
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<td>NMT2960</td>
<td>Nuclear Medicine Advance Applications *</td>
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Total Term Semester Hours 16

First Year Term III

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<td>NMT2844</td>
<td>Nuclear Medicine Clinical Education V *</td>
<td>or</td>
</tr>
<tr>
<td>NMT2905</td>
<td>Nuclear Medicine Independent Study **</td>
<td>3</td>
</tr>
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Total Term Semester Hours 6

Total Program Hours 48

It is strongly recommended that students see an advisor every term.

* Requires a pre- or co-requisite. See course description online at www.broward.edu/zext/ext/CourseDescDepartmentList.js.

** Only to be used in emergency cases.
NUCLEAR MEDICINE TECHNOLOGY
Hospital-Based Nuclear Medicine Associate in Science Degree Major Code 21021

Program Description
This program provides a means for graduates of an accredited hospital-based program to obtain an Associate in Science Degree in Nuclear Medicine. To qualify for this program, applicants must be currently nationally registered as a nuclear medicine technologist and currently hold a valid license in the field.

The general education courses in this degree are offered at all BC locations.

Related Programs
Nuclear Medicine Associate in Science Degree
Major Code 2102
Nuclear Medicine Technology Specialist Technical Certificate
Major Code 6224

5 Students can earn a degree from either 2102 or 21021, but not both programs.

Entrance Requirements
• HS Diploma or GED
• PERT
The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.
• This program has a limited number of seats available per year and students are selected based upon the criteria announced online at www.broward.edu/admissions/Pages/Health-Sciences-Admissions.aspx.

Requirements for the Associate in Science Degree for Hospital-Based Nuclear Medicine Graduates:
• Meet BC’s graduation requirements as listed in the Academic Programs and Graduation Requirements section of the College Catalog.
• Completion of a minimum of 75 credits hours which includes 42 semester hours of credit for previous training or experience with a degree GPA of 2.0 or higher.
• Complete the following with a grade of “C” or higher in all degree courses.

ENC1101 Composition I* 3
CHM1032 Chemistry for Health Sciences* 3
CHM1032L Chemistry for Health Sciences Lab* 1
BSC2085 Anatomy and Physiology I* 3
BSC2085L Anatomy and Physiology Lab I* 1
GE Course General Education Mathematics* 3
PHY1001 Applied Physics* 3
CGS1060C Computer and Internet Literacy 3
SPC1608 Introduction to Public Speaking or SPC1024 Introduction to Speech Communications 3
BSC2086 Anatomy and Physiology II* 3
BSC2086L Anatomy and Physiology Lab II* 1
GE Course General Education Humanities* 3
GE Course General Education Social & Behavioral Science* 3

Total General Education Hours 33
Experiential Learning Credits 42
Total Program Hours 75

* Requires a pre- or co-requisite. Refer to the course descriptions found online at www.broward.edu/zext/ext/CourseDescDepartmentList.jsp.

** Students must fulfill the College’s computer literacy requirement within the first 15 hours of BC credit by successfully completing the basic student technology test or pass the CGS1060C to earn the degree.

It is strongly recommended that students see an advisor every term.
NURSING (R.N.)
Nursing (R.N.) Associate in Science Degree Major Code 2127
LPN-RN Transition Major Code 21271

Program Description
The Associate in Science Degree Nursing Program is designed to prepare the individual student for a career as a professional nurse. The program’s mission is to prepare competent, compassionate, and culturally sensitive entry-level nursing graduates, whose professional practice encompasses legal and ethical decision-making in the promotion of health in the community. The practice of professional nursing requires the performance of those acts, which require substantial specialized knowledge, critical judgment, critical thinking, and nursing skill, based upon applied scientific principles. The graduate nurse is prepared to practice holistic nursing incorporating biophysical, psychosocial, spiritual, cultural, and wellness concepts.

The Nursing Program is approved by the Florida Board of Nursing, accredited by the National League for Nursing Accrediting Commission Inc. (NLNAC), and holds membership in both the Associate Degree Council of the National League for Nursing and the National Organization for Associate Degree Nursing (N-OADN). The Florida Board of Nursing mailing address is 4052 Bald Cypress Way, Tallahassee, Florida 32399-3257. www.doh.state.fl.us. NLNAC is located at 3343 Peachtree Road, NE, Suite 500, Atlanta, Georgia, 30326. www.nlnac.org.

The student who has met all educational and institutional requirements for an Associate in Science Degree in Nursing from Broward College is eligible to have his/her name submitted to the Florida Board of Nursing to be considered as a candidate for the National Council Licensure Examination for the Registered Nurse (NCLEX-RN). The Florida Board of Nursing is the state agency authorized to determine if the applicant qualifies to take the National Council Licensure Examination (NCLEX-RN) for licensure as a Registered Nurse in Florida. For licensure requirements, refer to sections 464.008 and 464.009, Florida Statutes (F. S.), Rules 64B9-3.002 and 3.008, Florida Administrative Code (F.A.C.).

The Florida Board of Nursing, in accordance with the Rules and Regulations of the Nurse Practice Act, will determine if a nursing program graduate is eligible for licensure when there is an arrest/conviction record. All individuals with a criminal or discipline history should read Chapter 464, Florida Statutes (F.S.) and Chapter 64B9, Florida Administrative Code (F.A.C.) as they pertain to the practice of nursing. The Board of Nursing encourages all individuals with a criminal or discipline history to fully understand these requirements. For more information refer to the Florida Board of Nursing web site www.doh.state.fl.us/mqa/nursing or call 850-488-0595 or email MQA_Nursing@doh.state.fl.us.

Entrance Requirements
• HS Diploma or GED
• PERT

The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

This program has a limited number of seats available per year and students are selected based upon the criteria announced online at www.broward.edu/admissions/Pages/Health-Sciences-Admissions.aspx.

General Program Information
The Nursing Program offers two full time program options for the Associate in Science Degree in Nursing: The Generic Option and the LPN-RN Transition Option. Both program options are offered in the traditional classroom setting and the online/internet setting. The Generic Option is for those student applicants who have no previous nursing education. The LPN-RN Transition Option is for those students who already hold a current Florida Practical Nursing License without restrictions. The LPN-RN Transition program recognizes the Florida Licensed Practical Nurses’ knowledge and skill level, and provides them the opportunity to receive experiential learning credits for Nursing Process I/II (Fundamentals of Nursing) and the specialty lab nursing courses.

The Generic Option and LPN-RN Transition Option are both offered in the traditional classroom setting or via the Internet (Online Option). The Online Option offers the nursing program theory as a Flexible Learning course designed for students who prefer a blend of online and on campus learning. The online program objectives and program completion requirements are identical to the traditional nursing program.

Online nursing courses are equivalent to courses taken in the standard contact hour format. The cost of tuition is the same as for those courses offered in the traditional classroom setting. However, students enrolled in online nursing courses may be assessed special fees.

Online nursing is a Hybrid method of delivery for courses and requires on campus meetings for orientations, labs, instruction, and proctored exams. Required meeting dates are listed in the course schedule and in course syllabi. Students enrolled in the online nursing courses must be able to attend clinical experiences in Broward County and come to campus for exams and lab activities.

Continued on next page
The nursing program combines studies in general education and nursing education at the college with selected clinical experiences in hospitals and other community facilities. Nursing courses require students to spend a combined 20 to 36 hours per week in the classroom and clinical settings. The program consists of 72 credits. The ratio of clock hours to credit hours in the clinical courses is 3.5 to 1. There are 56 hours of clinical practicum for each credit and 16 hours of theory for each credit. Generic students attend 1008 hours of clinical. LPN-RN Transition students attend 728 hours of clinical. Clinical hours are a combination of nursing experiences in acute care and extended care facilities and nursing campus lab setting. All clinical hours are mandatory and it is expected that students will have made arrangements to meet the total required hours. All nursing students must have internet access and the capability to perform basic computer skills such as word processing, sending and receiving emails, and file management.

Criminal Background and Drug Screenings
Clinical affiliating agency sites require students to be fingerprinted, pass drug screening and background checks, and clear the HHS/OIG list of excluded individuals and the GSA list of parties excluded from federal programs. Compliance with this requirement and satisfactory findings are essential for clinical placement and progression. Students who fail to submit to a background check or students whose background checks indicate a conviction as specified in Florida Statutes Title XXXI, Chapter 435.04; Level 2 Screening Standards may not be eligible for admission and/or may be dismissed from the nursing program or would not be eligible for clinical agency placement and/or not eligible to take NCLEX-RN for licensure. A history of past arrest and conviction may prohibit students from being licensed in Florida. Students should contact the Florida Board of Nursing to determine their eligibility for licensure based on the criminal background prior to submitting an application to the nursing program.

Broward College Nursing Program acknowledges the problem of substance abuse in our society and perceives this problem as a serious threat to employees, students, and patients. It is the intent of the College to establish and maintain a drug-free educational setting and work place. The College policies related to zero tolerance for substance abuse can be found in the current Broward College Student Handbook.

Incoming students for the Nursing Program shall be drug screened through arrangements made by the school and the screening agency. Students are responsible for the cost of all screenings. A student needs to be aware that he/she may be denied participation and placement at a clinical agency based on the background or drug screening findings and the clinical agency’s pre-employment screening policy. Withdrawal from the program will be necessary if a student cannot be placed in a clinical agency to meet program practicum requirements.

A negative drug screen will be required to be eligible to enroll in any nursing course. Drug screening and background checks will be required at the time of admission or reinstatement into the Nursing Program. Annual updates for background and drug screens are required while enrolled in the program. Students may be drug tested at any time while enrolled in the program. The student will be responsible for the cost of the required screenings. Evidence of chemical/substance abuse will result in immediate administrative dismissal from the program and outcome per the College policies related to zero tolerance for substance abuse. College Policy related to substance abuse can be found in the current Broward College Student Handbook. If a nursing student is dismissed from the nursing program for substance abuse, this action may be reported, if appropriate, to the Intervention Project for Nurses of the Florida Board of Nursing and/or another appropriate assisting agency. Nursing students’ physicals are to note if they are taking prescription drugs that have the potential to affect performance in the clinical area. Medical clearance would be requested from the prescribing physician.

ALL NURSING STUDENTS SEEKING ADMISSION OR RE-INSTATEMENT TO THE NURSING PROGRAM SHALL ADHERE TO ALL CURRENT DEPARTMENTAL REQUIREMENTS:

Graduation Requirements for the Associate in Science Degree in Nursing (RN):
- Completion of 72 semester credit hours curriculum plan listed below with a degree GPA of 2.0 or higher.
- Complete all courses with a grade of “C” or higher.
- Refer to AS Degree Requirements outlined in the college catalog (BC Webpage)

Continued on next page
## NURSING (R.N.)

Nursing (R.N.) Associate in Science Degree Major Code 2127 (cont.)

### LPN-RN Transition Major Code 21271 (cont.)

### Nursing Prerequisite ‡

<table>
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<th>Credit Hours</th>
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<tr>
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<tr>
<td>GE Course</td>
<td>General Education Mathematics*</td>
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<tr>
<td>BSC2085</td>
<td>Human Anatomy &amp; Physiology I*</td>
<td>3</td>
</tr>
<tr>
<td>BSC2085L</td>
<td>Human Anatomy &amp; Physiology Lab*</td>
<td>1</td>
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<tr>
<td>BSC2086</td>
<td>Human Anatomy &amp; Physiology II*</td>
<td>3</td>
</tr>
<tr>
<td>BSC2086L</td>
<td>Human Anatomy &amp; Physiology II Lab*</td>
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</table>

**Total Semester Credit Hours 14**

‡ See [www.broward.edu/admissions/Pages/Health-Sciences-Admissions.aspx](http://www.broward.edu/admissions/Pages/Health-Sciences-Admissions.aspx) for complete details

HCP 0001, Health Career Core is also required

### Additional Courses Required

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tr>
<td>MCB2010</td>
<td>Microbiology*</td>
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<td>MCB2010L</td>
<td>Microbiology Lab*</td>
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<tr>
<td>HSC1149</td>
<td>Pharmacology*</td>
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</tr>
<tr>
<td>MTB1370</td>
<td>Mathematics for Health Related Professions*</td>
<td>1</td>
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<tr>
<td>GE Course</td>
<td>General Education Humanities</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Social/Behavioral Science*</td>
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</table>

**Total Semester Credit Hours 13**

### Generic (RN) Option (Major Code 2127)

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<thead>
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<th>Title</th>
<th>Credit Hours</th>
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<td>NUR1020</td>
<td>Nursing Process I*</td>
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</tr>
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<td>NUR1020L</td>
<td>Nursing Process Clinical Lab*</td>
<td>2</td>
</tr>
<tr>
<td>NUR1210</td>
<td>Nursing Process II*</td>
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</tr>
<tr>
<td>NUR1210L</td>
<td>Nursing Process II Clinical Lab*</td>
<td>2</td>
</tr>
<tr>
<td>NUR1220</td>
<td>Health Alterations I</td>
<td>3</td>
</tr>
<tr>
<td>NUR1220L</td>
<td>Health Alterations I Clinical Lab*</td>
<td>2</td>
</tr>
<tr>
<td>NUR1421</td>
<td>Health Care of Women*</td>
<td>3</td>
</tr>
<tr>
<td>NUR1421L</td>
<td>Health Care of Women Clinical Lab*</td>
<td>2</td>
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<tr>
<td>NUR1520</td>
<td>Nursing Care of the Psychiatric Patient*</td>
<td>3</td>
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<tr>
<td>NUR1520L</td>
<td>Nursing Care of the Psychiatric Patient Clinical Lab*</td>
<td>2</td>
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<td>NUR1310</td>
<td>Pediatric Nursing*</td>
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<tr>
<td>NUR1310L</td>
<td>Pediatric Nursing Clinical Lab*</td>
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<td>NUR2221</td>
<td>Health Alterations II</td>
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</tr>
<tr>
<td>NUR2221L</td>
<td>Health Alterations II Clinical Lab*</td>
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</tr>
<tr>
<td>NUR2222</td>
<td>Health Alterations III</td>
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<tr>
<td>NUR2222L</td>
<td>Health Alterations III Clinical Lab*</td>
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<tr>
<td>NUR2811L</td>
<td>Trends, Practices and Roles Clinical Lab*</td>
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<tr>
<td>NUR2811</td>
<td>Trends, Practices and Roles</td>
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</table>

**Total Semester NUR Credit Hours 45**

**Total Program Semester Credit Hours 72**

### LPN-to-RN Transition Option (Major Code 21271)**

<table>
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<th>Course</th>
<th>Title</th>
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</thead>
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<tr>
<td>NUR2000</td>
<td>Transition Nursing I *</td>
<td>2</td>
</tr>
<tr>
<td>NUR2000L</td>
<td>Transition Nursing Clinic Lab *</td>
<td>2</td>
</tr>
<tr>
<td>NUR1220</td>
<td>Health Alterations I</td>
<td>3</td>
</tr>
<tr>
<td>NUR1220L</td>
<td>Health Alterations I Clinical Lab*</td>
<td>2</td>
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<tr>
<td>NUR1421</td>
<td>Health Care of Women*</td>
<td>3</td>
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<tr>
<td>NUR1400L</td>
<td>Transition Health Care of Women</td>
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<tr>
<td>NUR1520</td>
<td>Nursing Care of the Psychiatric Patient*</td>
<td>3</td>
</tr>
<tr>
<td>NUR1500L</td>
<td>Transition Nursing Care of the Psychiatric Patient Clinical Lab*</td>
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<tr>
<td>NUR1310</td>
<td>Pediatric Nursing*</td>
<td>3</td>
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<tr>
<td>NUR1304L</td>
<td>Transition Pediatric Nursing Clinical Lab*</td>
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<tr>
<td>NUR2221</td>
<td>Health Alterations II</td>
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<tr>
<td>NUR2221L</td>
<td>Health Alterations II Clinical Lab*</td>
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<tr>
<td>NUR2222</td>
<td>Health Alterations III</td>
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<td>NUR2222L</td>
<td>Health Alterations III Clinical Lab*</td>
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<tr>
<td>NUR2801</td>
<td>Transition Nursing IV</td>
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<td>NUR2801L</td>
<td>Transition Nursing IV</td>
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</table>

**Total Semester NUR Credit Hours 36**

**Total Program Semester Credit Hours 72**

* Requires a pre- or co-requisite. Refer to the course descriptions found online at [world.broward.edu/zext/ext/CourseDescDepartmentList.jsp](http://www.broward.edu/zext/ext/CourseDescDepartmentList.jsp).

** LPN-to-RN Transition students will be eligible for up to 13 Nursing Course Credits for experiential learning. The experiential learning credits are awarded in the final nursing course.

◊ General Education courses must be selected from the list of AS Degree courses found in the College Catalog/posted online at [www.broward.edu/advisingcounseling/advising/edplanning/page18233.html](http://www.broward.edu/advisingcounseling/advising/edplanning/page18233.html).

It is strongly recommended that students see an advisor every term.

### Articulation Agreements

There is a statewide articulation between all state supported Associate in Science Degree in Nursing programs and Bachelors in Science in Nursing degree programs.

**NOTE:** Students majoring in Nursing at the college will meet the College’s oral communication and computer literacy requirements by successfully completing all required Nursing (NUR) courses.
OFFICE ADMINISTRATION
Office Administration Associate in Science
Specializations: Office Management; Office Software; Medical Office; Legal Office

Program Description
The Office Administration Associate in Science Degree emphasizes competencies used by various office support personnel. Students will have the opportunity to develop expert skills in keyboarding, software applications, business ethics and communications, and office management. Students may choose a specific career path in Legal, Medical, or Office Management. This program is currently offered at the South and North campuses.

Technical Certificates that may lead to an Office Administration AAS degree are: Office Management Technical Certificate (6237); Medical Office Management Technical Certificate (6281); Office Specialist Technical Certificate (6280); and Office Support Technical Certificate (6279). (See catalog or program sheet for more information.).

Related Programs
Medical Office Management Technical Certificate Major Code 6281 (6281E)
Office Management Technical Certificate Major Code 6237 (6237E)
Office Specialist Technical Certificate Major Code 6280 (6280E)
Office Support Technical Certificate Major Code 6279 (6279E)

Entrance Requirements
- HS Diploma or GED
- PERT
  The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/.
  Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

Graduation Requirements
- Complete the prescribed college preparatory and English as a Second Language Program courses, if required, with a grade of "C" or higher.
- Complete 25% of the prescribed college-level semester credit hours at Broward College.
- Earn a cumulative degree grade point average of 2.0 or higher at BC, including transfer credits, in courses that comprise the AS degree.

General Education Requirements:
*ENC1101 Composition I 3
GE Course General Education Humanities * 3
PSY2012 General Psychology 3
GE Course General Education Science* 3
GE Course General Education Mathematics* 3

Total General Education Credits: 15

Program Core Requirements:
OST1100C Keyboarding and Document Processing I 3
CGS1060C Computer and Internet Literacy** 3
GEB2430 Business Ethics 3
MTB1103 Business Math 3
OST1330 Business English 3
OST1355 Records Management 3
ACG1003 Accounting Survey 3
ACG2450C Computerized Accounting Applications* 3
OST2764C Information Word Process Applications* 3
OST2335 Communications in the Workforce 3
OST2501 Office Management 3
MNA2345 Principles of Supervision 3
OST2053 Successful Job Search 3
OST2949 Co-op or Elective* 3

Total Program Core Credits: 36

Legal Office Specialization (Major Codes 22111 & 2211E5)
OST2431 Legal Office Tech I 3
OST2432 Legal Office Tech II* 3
BUL2241 Business Law I 3
PLA1003 Introduction to Legal Assisting 3

or
Medical Office Specialization (Major Codes 22112 & 2212E5)
OST1257C Medical Terminology for the Administrative Assistant 3
OST2455C Medical Billing & Coding I * 3
OST2456C Medical Billing & Coding II * 3
OST2464C Medical Computer Application * 3

or
Office Management Specialization (Major Codes 22113 & 2213E5)
MAN2021 Introduction to Management 3
CBG1540C Database Management 3
OST1811C Desktop Publishing 3
CGS1510 Electronic Spreadsheet 3

or
Office Software Specialization (Major Codes 22114 & 2214E5)
CGS1510 Electronic Spreadsheet 3
CBG1557C Internet Site Design or 3
DIG2100C Web Development 1 3
OST1811C Desktop Publishing 3
DIG2580C Digital Media Portfolio 3

Total Specialization Credits: 12
Total Program Credits 63

§ The Major Codes 22111E, 22112E, 2213E, 2214E are for students who take these program specializations on-line. Students can earn a degree from 22111(E), 22112(E), 22113(E), or 22114(E), but not from two or more of these programs.

Continued on next page
OFFICE ADMINISTRATION
Office Administration Associate in Science (cont.)
Specializations: Office Management; Office Software; Medical Office; Legal Office

◊ General Education courses must be selected from the list of
AS Degree courses found in the College Catalog/posted
online at
www.broward.edu/studentresources/advising/Pages/gened.aspx

* Requires a pre- or co-requisite or proper score on placement
test. See course descriptions in this catalog or online at
www.broward.edu/zext/ext/CourseDescDepartmentList.jsp.

** Students must fulfill the computer literacy requirement
within the first 15 credit hours of enrollment at BC by
successfully completing the CGS1060C course or passing
the basic student technology test. Students passing the basic
student technology test will be required to take Keyboarding
II in replacement of the 3 credits.

# May take elective credit from the following courses:
OST1110L, FIN1100, GEB1011, ACG2450C

It is strongly recommended that students see an advisor
every term.
## OFFICE ADMINISTRATION

### TECHNICAL CERTIFICATES

**Medical Office Management Technical Certificate 6281**  
**Office Management Technical Certificate Major Code 6237**  
**Office Specialist Technical Certificate Major Code 6280 (6280E)**  
**Office Support Technical Certificate Major Code 6279**

### Program Description

The technical certificates that articulate to the Office Administration Associate in Applied Science degree (A021) are designed to provide the necessary entry-level skills for students who plan to seek employment in office positions such as, file clerk, typist, data entry, receptionist, general office assistant, clerical service specialist, records management specialist, medical posting clerk, medical receptionist, medical secretary, medical records, or to provide supplemental training for persons previously or currently employed in these occupations.

### Entrance Requirements

- HS Diploma or GED
- PERT

The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see [www.broward.edu/admissions/testing/](http://www.broward.edu/admissions/testing/).

Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

### Related Programs

Office Administration Associate In Science Specializations
- Legal Office (22111 and 2211E) $^f$
- Medical Office (22112 and 2212E) $^f$
- Office Management (22113 and 2213E) $^f$
- Office Software Specialization (22114 and 2214E) $^f$

$^f$ Students can earn a degree from 22111(E), 22112(E), 22113(E) or 22114(E), but not from two or more of these programs.

### Office Specialist Technical Certificate (6280 & 6280E)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ACG1003</td>
<td>Accounting Survey</td>
<td>3</td>
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<tr>
<td>OST1100C</td>
<td>Keyboarding and Document Processing I*</td>
<td>3</td>
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<tr>
<td>OST2501</td>
<td>Office Management</td>
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<tr>
<td>OST1330</td>
<td>Business English</td>
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<tr>
<td>OST2053</td>
<td>Successful Job Search</td>
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<td>GEB2430</td>
<td>Business Ethics</td>
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<td>OST2335</td>
<td>Communications in the Workforce</td>
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<tr>
<td>OST1355</td>
<td>Records Management</td>
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<td><strong>Total Program Credits</strong></td>
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### Office Management TC (6237 & 6237E)

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<tbody>
<tr>
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<td>MTB1103</td>
<td>Business Math</td>
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<td>OST1100C</td>
<td>Keyboarding and Document Processing I*</td>
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<tr>
<td>OST2764C</td>
<td>Information Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>OST1355</td>
<td>Records Management</td>
<td>3</td>
</tr>
<tr>
<td>OST2501</td>
<td>Office Management</td>
<td>3</td>
</tr>
<tr>
<td>ACG1003</td>
<td>Accounting Survey</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Program Credits</strong></td>
<td></td>
<td><strong>27</strong></td>
</tr>
</tbody>
</table>

### Medical Office Management TC (6281 & 6281E)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>MTB1103</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>OST1100C</td>
<td>Keyboarding and Document Processing I*</td>
<td>3</td>
</tr>
<tr>
<td>OST1257C</td>
<td>Medical Terminology for the Administrative Assistant</td>
<td>3</td>
</tr>
<tr>
<td>OST2053</td>
<td>Successful Job Search</td>
<td>1</td>
</tr>
<tr>
<td>OST2335</td>
<td>Communications in the Workforce</td>
<td>3</td>
</tr>
<tr>
<td>OST2764C</td>
<td>Information Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>OST1355</td>
<td>Records Management</td>
<td>3</td>
</tr>
<tr>
<td>OST2501</td>
<td>Office Management</td>
<td>3</td>
</tr>
<tr>
<td>ACG1003</td>
<td>Accounting Survey</td>
<td>3</td>
</tr>
<tr>
<td>OST2455</td>
<td>Billing and Coding I</td>
<td>3</td>
</tr>
<tr>
<td>OST2456</td>
<td>Billing and Coding II</td>
<td>3</td>
</tr>
<tr>
<td>OST2464C</td>
<td>Medical Computer Apps</td>
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</tr>
<tr>
<td><strong>Total Program Credits</strong></td>
<td></td>
<td><strong>34</strong></td>
</tr>
</tbody>
</table>

*Requires a pre- or co-requisite or proper score on placement test. See course descriptions in this catalog or online at [www.broward.edu/zext/cst/CourseDescDepartmentList.jsp](http://www.broward.edu/zext/cst/CourseDescDepartmentList.jsp).

It is strongly recommended that students see an advisor every term.
## Program Description

The Sports, Fitness and Recreation Management Program, offered on A. Hugh Adams Central Campus, leads to an Associate in Science degree. It is designed for individuals seeking employment or advancements in the recreation field. **Required courses may be taken in any order.**

### Related Programs

Sports Management Specialization Technical Certificate Major Code 62673

◊ Students can earn a certificate from 62671, 62672, 62673, or 62674, but not from two or more of these programs.

## Entrance Requirements

- HS Diploma or GED
- PERT

The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see [www.broward.edu/admissions/testing/](http://www.broward.edu/admissions/testing/).

Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

## First Year Term

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>MGF 1106</td>
<td>Mathematics for Liberal Arts I*</td>
<td></td>
</tr>
<tr>
<td>MGF 1107</td>
<td>Mathematics for Liberal Arts II*</td>
<td></td>
</tr>
<tr>
<td>STA 2023</td>
<td>Elementary Statistics*</td>
<td>3</td>
</tr>
<tr>
<td>LEI 1000</td>
<td>Introduction to Recreation</td>
<td>3</td>
</tr>
<tr>
<td>HSC 2400</td>
<td>First Aid</td>
<td>3</td>
</tr>
<tr>
<td>PET 1303</td>
<td>Foundations of Exercise Science</td>
<td>3</td>
</tr>
<tr>
<td>PEO 1031C</td>
<td>Individual Sports and Activities</td>
<td>2</td>
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</table>

**Total Semester Hours** 17

## First Year Term II

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SYG 2000</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>HSC 2100</td>
<td>Personal and Community Health</td>
<td>3</td>
</tr>
<tr>
<td>HLP 1081</td>
<td>Health Fitness</td>
<td>2</td>
</tr>
<tr>
<td>PEO 1011C</td>
<td>Team Sports and Activities</td>
<td>2</td>
</tr>
<tr>
<td>LEI 1700</td>
<td>Recreation for Special Groups</td>
<td>3</td>
</tr>
<tr>
<td>PET 2622</td>
<td>Care/Prevention/Athletic Injuries</td>
<td>2</td>
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</table>

**Total Semester Hours** 15

## First Year Term III

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVR 1009</td>
<td>Environmental Science</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Semester Hours** 3

◊ General Education courses must be selected from the list of AS Degree courses found in the College Catalog/ posted online at [www.broward.edu/studentresources/advising/Pages/gened.asp](http://www.broward.edu/studentresources/advising/Pages/gened.asp).

## Second Year Term I

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>SPC 1024</td>
<td>Intro to Speech Communications or</td>
<td></td>
</tr>
<tr>
<td>SPC 1608</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2345</td>
<td>Principles of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>LEI 2401</td>
<td>Sports, Fitness and Recreation Management</td>
<td>3</td>
</tr>
<tr>
<td>LEI 1260</td>
<td>Introduction to Fitness and Outdoor Recreation</td>
<td>3</td>
</tr>
<tr>
<td>LEI 2731C</td>
<td>Sports, Fitness and Recreation Therapy</td>
<td>2</td>
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</tbody>
</table>

**Total Semester Hours** 14

## Second Year Term II

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE Course</td>
<td>General Education Humanities*</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2600</td>
<td>Hospitality Law</td>
<td>3</td>
</tr>
<tr>
<td>HFT 1050</td>
<td>Introduction to Tourism Industries Administration</td>
<td>3</td>
</tr>
</tbody>
</table>
| LEI 2861    | Sports, Fitness, Recreation \
Technology and Equipment | 3 |
| HLP 2949    | Co-op Work Experience             | 3     |

**Total Semester Hours** 15

**Total Program Semester Hours** 64

◊ Requires a pre- or co-requisite. See course descriptions online at [www.broward.edu/zext/ext/CourseDescDepartmentList.jsp](http://www.broward.edu/zext/ext/CourseDescDepartmentList.jsp).

It is strongly recommended that students see an advisor every term.
BUSINESS ADMINISTRATION
BUSINESS MANAGEMENT CERTIFICATES
Sports Management Specialization Technical Certificate Major Code 62673

Program Description
The Sports Management Technical Certificate Program, offered at A. Hugh Adams Central Campus, is designed for students seeking employment or advancement in careers in recreation. Potential employers include city, state, and national parks and recreation centers; hospitals and rehabilitation centers; retirement centers; fitness centers; youth organizations; tourism industry (hotels, cruise ships, adventure tours, etc.). Upon successful completion of this program, the student can also proceed toward completion of an AS degree in Sports, Fitness and Recreation Management.

Related Programs
Sports, Fitness and Recreation Management Associate in Science Degree, Major Code 2191
International Business Management Specialization Associate in Applied Science Major Code A007†
Business Administration Associate in Science Major Code 2119 (2119E)
Business Management Technical Certificate Major Code 62671 (6267E) ◊
Customer Service Specialization Technical Certificate Major Code 62672◊
Business Specialist Technical Certificate Major Code 6288 (6288E)
Entrepreneurship Technical Certificate Major Code 62674◊

† Students can earn a degree from A007 or A032, but not from both of these programs.
◊ Students can earn a certificate from 62671, 62672, 62673, or 62674, but not from two or more of these programs.

Entrance Requirements
- HS Diploma or GED
- PERT
The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>MNA2345</td>
<td>Principles of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>LEI1000</td>
<td>Introduction to Recreation</td>
<td>3</td>
</tr>
<tr>
<td>HSPC2400</td>
<td>First Aid</td>
<td>3</td>
</tr>
<tr>
<td>PET1303</td>
<td>Foundations of Exercise Science</td>
<td>3</td>
</tr>
<tr>
<td>HFT2600</td>
<td>Hospitality Law</td>
<td>3</td>
</tr>
<tr>
<td>LEI1700</td>
<td>Recreation for Special Groups</td>
<td>3</td>
</tr>
<tr>
<td>LEI2401</td>
<td>Recreation Management</td>
<td>3</td>
</tr>
<tr>
<td>HLP1081</td>
<td>Health Fitness</td>
<td>2</td>
</tr>
<tr>
<td>Elective</td>
<td>Activity Course</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Certificate Semester Hours 24

It is strongly recommended that students see an advisor every term.
PHYSICAL THERAPIST ASSISTANT
Physical Therapist Assistant Associate in Science Major Code 2153

Program Description
The Physical Therapist Assistant Program is delivered to students at BC and Edison State College (ESC) via distance learning technology. Lectures are broadcast in real time so that all sites participate in lecture classes together. The individual sites manage lab sessions. The clinical education component of the program is managed by the Academic Coordinator of Clinical Education at the Broward site. The program provides the student with the opportunity to develop technical skills relative to physical therapy through planned clinical, classroom and laboratory experiences. The graduate will be prepared to provide a variety of services under the direction and guidance of a supervising physical therapist. The program is a full-time day program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE). A licensing examination is required upon completion of the two-year program and the Physical Therapist Assistant shall be eligible for an appropriate membership category in the American Physical Therapy Association. The program is offered in Building 41 on North Campus, Coconut Creek, Florida and at ESC on the Lee County campus in Fort Myers, Florida. Applicants should access admission information online at www.broward.edu/healthsciences or call 954-201-2892. Applicants should review the program's web site at www.broward.edu/pta for additional information.

Entrance Requirements
• HS Diploma or GED
• PERT
The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.
• This program has a limited number of seats available per year and students are selected based upon the criteria announced online at www.broward.edu/admissions/Pages/Health-Sciences-Admissions.aspx.

Requirements for the Physical Therapist Assistant Associate in Science:
• Complete a minimum of 74 semester hours of credit and a degree grade point average of 2.0 or higher.
• Complete the Physical Therapy courses with a grade of “C” or higher.

First Year Term III – Summer – First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HSC1531</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>BSC2085</td>
<td>Anatomy and Physiology I *</td>
<td>3</td>
</tr>
<tr>
<td>BSC2085L</td>
<td>Anatomy and Physiology I Lab *</td>
<td>1</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Mathematics *</td>
<td>3</td>
</tr>
<tr>
<td>ENC1101</td>
<td>College Composition</td>
<td>3</td>
</tr>
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</table>

Total Term Semester Hours 13

First Year Term I – Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>BSC2086</td>
<td>Anatomy and Physiology II *</td>
<td>3</td>
</tr>
<tr>
<td>BSC2086L</td>
<td>Anatomy and Physiology II Lab *</td>
<td>1</td>
</tr>
<tr>
<td>PHT1200</td>
<td>Introduction to Physical Therapy</td>
<td>3</td>
</tr>
<tr>
<td>PHT1200L</td>
<td>Introduction to Physical Therapy Lab</td>
<td>1</td>
</tr>
<tr>
<td>PHT1103</td>
<td>Anatomy for the PTA *</td>
<td>2</td>
</tr>
<tr>
<td>PHT1103L</td>
<td>Anatomy for the PTA Lab *</td>
<td>1</td>
</tr>
<tr>
<td>PHT1300</td>
<td>Survey of Pathological Deficits *</td>
<td>3</td>
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</table>

Total Term Semester Hours 16

Second Year Term I – Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHT1010</td>
<td>Physical Principles for PTA *</td>
<td>2</td>
</tr>
<tr>
<td>PHT1211</td>
<td>Disabilities and Therapeutic Procedures I *</td>
<td>2</td>
</tr>
<tr>
<td>PHT1211L</td>
<td>Disabilities and Therapeutic Procedures I Lab *</td>
<td>2</td>
</tr>
<tr>
<td>PHT2224</td>
<td>Disabilities and Therapeutic Procedures II *</td>
<td>4</td>
</tr>
<tr>
<td>PHT2224L</td>
<td>Disabilities and Therapeutic Procedures II Lab*</td>
<td>2</td>
</tr>
<tr>
<td>PHT1020</td>
<td>Therapeutic Communication for PTA</td>
<td>2</td>
</tr>
<tr>
<td>PHT1801L</td>
<td>Clinical Practicum</td>
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Total Term Semester Hours 15

Second Year Term I – Fourth Semester

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PHT1350</td>
<td>Basic Pharmacology *</td>
<td>1</td>
</tr>
<tr>
<td>PHT2810L</td>
<td>Clinical Practicum II *</td>
<td>5</td>
</tr>
<tr>
<td>PHT2162</td>
<td>Survey of Neurological Deficits *</td>
<td>3</td>
</tr>
<tr>
<td>PHT2120</td>
<td>Applied Kinesiology</td>
<td>3</td>
</tr>
<tr>
<td>PHT2120L</td>
<td>Applied Kinesiology Lab *</td>
<td>1</td>
</tr>
<tr>
<td>PSY2012</td>
<td>General Psychology</td>
<td>3</td>
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</tbody>
</table>

Total Term Semester Hours 16

Second Year Term II – Fifth Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHT2704</td>
<td>Rehabilitative Procedures *</td>
<td>3</td>
</tr>
<tr>
<td>PHT2704L</td>
<td>Rehabilitative Procedures Lab *</td>
<td>1</td>
</tr>
<tr>
<td>PHT2820L</td>
<td>Clinical Practicum III *</td>
<td>5</td>
</tr>
<tr>
<td>PHT2931</td>
<td>Transition Seminar *</td>
<td>2</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Humanities *</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Term Semester Hours 14

Total Program Semester Hours 74

Continued on next page
PHYSICAL THERAPIST ASSISTANT
Physical Therapist Assistant Associate in Science Major Code 2153

* Requires a pre- or co- requisite. See course description in BC or Edison State College catalog, or online at www.broward.edu/zext/ext/CourseDescDepartmentList.jsp

General Education courses must be selected from the list of AS Degree courses found in the College Catalog/posted online at www.broward.edu/studentresources/advising/Pages/gened.aspx

Successful completion of the Physical Therapist Assistant Program will satisfy Broward College's Oral Communication Standard and basic computer skill requirement.

Upon successful completion of PHT1200 and PHT1200L, students will have met the Health Careers Core objectives.
RADIATION THERAPY PROGRAM
Radiation Therapy Associate in Science Major Code 2159

Program Description
The Radiation Therapy Programs prepare individuals to successfully perform as a radiation therapist. Radiation therapists are vital members of a team of health professionals including a radiation oncologist (physician), physicist, dosimetrist, and oncology nurse. Some of the many functions of a radiation therapist include: assisting the radiation oncologist in localizing the tumor and simulating treatment parameters, treating patients with malignant diseases using ionizing radiation, monitoring patient's physical condition and response to treatment and recognizing treatment complications. Clinical education is performed in Broward and Palm Beach County hospitals/clinics and is offered concurrently with the didactic courses. The program maintains regional accreditation through the Southern Association of Colleges and Schools.

This Associate in Science degree program is a two-year program. Applicants must complete all of the AS General Education course requirements prior to admission to the second year of the program. Upon completion of this degree program, the graduates are eligible to take the American Registry of Radiologic Technologists (ARRT) certification exam & subsequently apply to the state of Florida for licensure. Clinical education is performed in Palm Beach, Broward, and Martin County hospitals/radiation therapy centers and is offered concurrently with the didactic classes. The program maintains regional accreditation through the Southern Association of Colleges and Schools.

The program is offered in Building 41 on North Campus. Applicants should access admission information online at www.broward.edu/admissions/Pages/Health-Sciences-Admissions.aspx, or call 954-201-2890. Applicants should call the program manager at (954) 201-2352 for specific program information.

Radiation Therapy AS Program applicants who have criminal convictions or concerns must clear the ARRT ethics requirements through a pre-application review of eligibility process. The Pre-application Review of Eligibility process with the American Registry of Radiologic Technologists is done to avoid potential delays when applying to take the certification exam. Applicants should contact the ARRT directly at 651-687-0048 for further information.

Related Programs
Hospital-Based Radiation Therapy Associate in Science Degree Major Code 21591
Radiation Therapy Specialist Technical Certificate Major Code 6228

Students can earn a degree from either 2159 or 21591, but not both programs.

Entrance Requirements
• HS Diploma or GED
• PERT
The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.
• This program has a limited number of seats available per year and students are selected based upon the criteria announced online at www.broward.edu/admissions/Pages/Health-Sciences-Admissions.aspx.

Note: In order to successfully progress through the AS Radiation Therapy Program, students must achieve a grade of "C" or above in all didactic courses and clinical courses and an "S" (satisfactory) grade in all laboratory courses. This requirement is in addition to maintaining an overall degree GPA of at least 2.0.

Continued on next page
# Radiation Therapy Program

## Radiation Therapy Associate in Science Major Code 2159 (cont.)

### Pre-requisite Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>Composition I *</td>
<td>3</td>
</tr>
<tr>
<td>BSC2085</td>
<td>Anatomy and Physiology I *</td>
<td>3</td>
</tr>
<tr>
<td>BSC2085L</td>
<td>Anatomy and Physiology I Lab *</td>
<td>1</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Mathematics *</td>
<td>3</td>
</tr>
<tr>
<td>CGS1060C</td>
<td>Computer and Internet Literacy **</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Semester Hours:** 13

### First Year Term I

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAT1614</td>
<td>Introduction to Radiation Therapy Physics</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Humanities</td>
<td>3</td>
</tr>
<tr>
<td>BSC2086</td>
<td>Anatomy and Physiology II *</td>
<td>3</td>
</tr>
<tr>
<td>BSC2086L</td>
<td>Anatomy and Physiology II Lab *</td>
<td>1</td>
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</table>

**Total Term Semester Hours:** 10

### First Year Term II

<table>
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<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAT1111</td>
<td>Radiographic Process *</td>
<td>2</td>
</tr>
<tr>
<td>RAT1111L</td>
<td>Radiographic Process Lab *</td>
<td>1</td>
</tr>
<tr>
<td>RAT1123</td>
<td>Patient Care *</td>
<td>2</td>
</tr>
<tr>
<td>SPC1024</td>
<td>Intro to Speech Communications or</td>
<td>3</td>
</tr>
<tr>
<td>SPC1608</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Social &amp; Behavioral Science</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Term Semester Hours:** 11

### First Year Term III

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>RAT1001</td>
<td>Introduction to Radiation Therapy *</td>
<td>1</td>
</tr>
<tr>
<td>RAT1804</td>
<td>Clinic Education I *</td>
<td>1</td>
</tr>
<tr>
<td>RAT1002</td>
<td>Introduction to Radiation Therapy Clinical *</td>
<td>2</td>
</tr>
<tr>
<td>RAT1002L</td>
<td>Intro to Radiation Therapy Clinical Lab *</td>
<td>1</td>
</tr>
<tr>
<td>RAT1515</td>
<td>Radiation Pharmacology *</td>
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</table>

**Total Term Semester Hours:** 6

### Second Year Term I

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAT2021</td>
<td>Principles of Radiation Therapy I *</td>
<td>2</td>
</tr>
<tr>
<td>RAT2617</td>
<td>Advanced Physics I *</td>
<td>3</td>
</tr>
<tr>
<td>RAT2247</td>
<td>Oncology I *</td>
<td>3</td>
</tr>
<tr>
<td>RAT2814</td>
<td>Clinic Education II *</td>
<td>3</td>
</tr>
<tr>
<td>RAT2243</td>
<td>Radiation Oncology Sectional Anatomy *</td>
<td>4</td>
</tr>
<tr>
<td>RAT2004</td>
<td>Radiation Oncology Law *</td>
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</tr>
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</table>

**Total Term Semester Hours:** 16

### Second Year Term II

<table>
<thead>
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<th>Course Code</th>
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<tbody>
<tr>
<td>RAT2022</td>
<td>Principles of Radiation Therapy II *</td>
<td>2</td>
</tr>
<tr>
<td>RAT2618</td>
<td>Advanced Physics II *</td>
<td>2</td>
</tr>
<tr>
<td>RAT2241</td>
<td>Radiobiology *</td>
<td>2</td>
</tr>
<tr>
<td>RAT2824</td>
<td>Clinic Education III *</td>
<td>3</td>
</tr>
<tr>
<td>RAT2657</td>
<td>Quality Assurance *</td>
<td>2</td>
</tr>
<tr>
<td>RAT2005</td>
<td>Radiation Oncology Ethics *</td>
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</tr>
<tr>
<td>RAT2248</td>
<td>Oncology II *</td>
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**Total Term Semester Hours:** 15

### Second Year Term III

<table>
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<tr>
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<tbody>
<tr>
<td>RAT2619</td>
<td>Dosimetry and Computer Treatment Planning *</td>
<td>3</td>
</tr>
<tr>
<td>RAT2834</td>
<td>Clinic Education IV * or</td>
<td>3</td>
</tr>
<tr>
<td>RAT2905</td>
<td>Independent Study *</td>
<td>3</td>
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</table>

**Total Term Semester Hours:** 6

**Total Program Semester Hours:** 77

* Requires a pre- or co-requisite or proper score on placement test. Refer to the course descriptions found online at [www.broward.edu/zext/ext/CourseDescDepartmentList.jsp](http://www.broward.edu/zext/ext/CourseDescDepartmentList.jsp).

**CGS1060C must be completed within the first 15 hours of Broward College coursework.

* General Education courses must be selected from the list of AS Degree courses found in the College Catalog/posted online at [www.broward.edu/studentresources/advising/Pages/gened.aspx](http://www.broward.edu/studentresources/advising/Pages/gened.aspx).

It is strongly recommended that students see an advisor every term.
RADIATION THERAPY PROGRAM
Radiation Therapy Specialist Technical Certificate Major Code 6228

Program Description:
The Radiation Therapist Specialist Technical Certificate program prepares the Certified Radiologic Technologist (A.R.R.T.) for employment as a radiation therapist. Upon completion of this 15 month full-time day program the graduates are eligible to take the American Registry of Radiologic Technologists (ARRT) certification exam & subsequently apply to the state of Florida for licensure. The program is offered in Building 41 on North Campus.

Entrance Requirements
- HS Diploma or GED
- PERT
  The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

- This program has a limited number of seats available per year and students are selected based upon the criteria announced online at www.broward.edu/admissions/Pages/Health-Sciences-Admissions.aspx.

Applications can call 954-201-2890 for admission information. Applicants should call the program manager at 954-201-2352 for specific program information.

Requirements for Radiation Therapy Specialist-Technical Certificate Program: (For Radiologic Technologists)
- Complete 43 semester credit hours with a GPA of 2.0 or higher.
- Complete all certificate courses with a grade of “C” or higher.

Note: In order to successfully progress through the Radiation Therapy Specialist Program, students must achieve a grade of "C" or above in all didactic courses and clinical courses, and an "S" (satisfactory) grade in all laboratory courses. This requirement is in addition to maintaining an overall degree GPA of at least 2.0.

Related Programs
- Radiation Therapy Associate in Science Major Code 2159
- Hospital-Based Radiation Therapy Associate in Science Degree Major Code 21591

Students can earn a degree from either 2159 or 21591, but not both programs.

Program starts in May (Summer Term)
First Year Term III
RAT1001 Introduction to Radiation Therapy * 1
RAT1804 Clinic Education I * 1
RAT1002 Introduction to Radiation Therapy Clinical * 2
RAT1002L Intro to Radiation Therapy Clinical Lab * 1
RAT1515 Radiation Pharmacology * 1
Total Term Semester Hours 6

Term II
RAT2021 Principles of Radiation Therapy I * 2
RAT2617 Introduction to Radiation Therapy Physics I * 3
RAT2023 Oncology * 3
RAT2814 Clinic Education II * 3
RAT2243 Radiation Oncology Sectional Anatomy * 4
RAT2040 Radiation Oncology Law * 1
Total Term Semester Hours 15

Total Program Semester Hours 43

*Requires a pre or co-requisite. Refer to the course descriptions found online at www.broward.edu/zext/est/CourseDescDepartmentList.jsp.
RADIATION THERAPY
Hospital-Based Radiation Therapy Associate in Science Degree Major Code 21591

Program Description
This program provides a means for graduates of an accredited hospital-based program to obtain an Associate in Science Degree in Radiation Therapy. To qualify for this program, applicants must be currently nationally registered as a Radiation Therapist and currently hold a valid license in the field. The general education courses in this degree are offered at all BC locations.

Entrance Requirements
- HS Diploma or GED
- PERT
  The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.
- This program has a limited number of seats available per year and students are selected based upon the criteria announced online at www.broward.edu/admissions/Pages/Health-Sciences-Admissions.aspx.

Requirements for the Associate in Science Degree for Hospital-Based Radiation Therapy Graduates
- Meet BC's graduation requirements as listed in the Academic Programs and Graduation Requirements section of the College Catalog.
- Completion of a minimum of 77 credits hours which includes 51 semester hours of credit for previous training or experience with a degree GPA of 2.0 or higher.
- Complete the following with a grade of “C” or higher in all degree courses.

Related Programs
- Radiation Therapy Associate in Science Degree Major Code 2159

General Education

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENCI101</td>
<td>Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Humanities</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Social/Behavioral Science</td>
<td>3</td>
</tr>
<tr>
<td>BSC2085</td>
<td>Anatomy and Physiology I*</td>
<td>3</td>
</tr>
<tr>
<td>BSC2085L</td>
<td>Anatomy and Physiology I Lab*</td>
<td>1</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

* Requires a pre- or co-requisite. Refer to the course descriptions found online at www.broward.edu/zext/ext/CourseDescDepartmentList.jsp.

Technical Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS1060C</td>
<td>Computer and Internet Literacy</td>
<td>3</td>
</tr>
<tr>
<td>BSC2086</td>
<td>Anatomy and Physiology II*</td>
<td>3</td>
</tr>
<tr>
<td>BSC2086L</td>
<td>Anatomy and Physiology II Lab*</td>
<td>1</td>
</tr>
<tr>
<td>SPC1608</td>
<td>Public Speaking or</td>
<td></td>
</tr>
<tr>
<td>SPC1024</td>
<td>Intro to Speech Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

Total General Education/Technical Hours 26
Experiential Learning Credits  51
Total Program Hours  77

General Education courses must be selected from the list of AS Degree courses found in the College Catalog/posted online at www.broward.edu/studentresources/advising/Pages/gened.aspx.

Students must fulfill the College’s computer literacy requirement within the first 15 hours of BC credit by successfully completing the basic student technology test or pass the CGS1060C to earn the degree.

It is strongly recommended that students see an advisor every term.
RADIOGRAPHY
Radiography Associate in Science Major Code 2131

Program Description
This degree program prepares students to practice as radiographers. Radiographers manipulate x-ray equipment and provide patient care to produce images of the tissues, organs, bones, and vessels of the body. Radiographers work closely with radiologists, who are the physicians responsible for interpreting medical images. Graduates are eligible to take the American Registry of Radiologic Technologists (ARRT) certification exam & subsequently apply to the state of Florida for licensure. The Radiography Program maintains regional accreditation through the Southern Association of Colleges and Schools.

All radiography classes exclusive of clinical assignments are taught on the A. Hugh Adams Central Campus, 3501 SW Davie Road, Davie, FL. Most of the courses in the program also contain an online component. Clinical assignments are scheduled in local hospitals. The clinical component includes some evening rotations during the second year of the program.

Note: All accepted applicants are guaranteed a clinical placement during the program. However, there are no guarantees that the clinical facility will be located close to the applicant’s home. Students may have to drive up to one hour or more from their home to the clinical site for which they have been assigned. Students will rotate to three different clinical sites during the program.

The program is offered in Building 8 on Central Campus.

Note: Program applicants who have criminal convictions should clear the ARRT ethics requirements through a pre-application review of eligibility process prior to starting the program. This review process with the ARRT is done to avoid potential denial of eligibility to take the exam or delays when applying to take the certification exam. Applicants should contact the ARRT directly at 651-687-0048 for further information.

Related Programs
Hospital-Based Radiography Associate in Science Degree Major Code 21311

$ Students can earn a degree from either 2131 or 21311, but not both programs.

Entrance Requirements
• HS Diploma or GED
• PERT
The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

• This program has a limited number of seats available per year and students are selected based upon the criteria announced on the www.broward.edu/admissions/Pages/Health-Sciences-Admissions.aspx or call 954-201-2890. For specific program information call the Program Manager at 954-201-6902.

Requirements for Associate in Science Degree in Radiography
• Meet BC’s graduation requirements as listed in the Academic Programs and Graduation Requirements section of the College Catalog.
• Complete the pre-requisite courses with a GPA of 2.5 or higher.
• Complete 77 credit hours as listed with a degree GPA of 2.0 or higher.
• Maintain no less than a “C” grade in all degree courses.

Note: In order to successfully progress through the Radiography Program, students must achieve all cognitive, affective, and psychomotor objectives. This requires a grade of "C" or above to be earned in all didactic courses and an "S" (satisfactory) grade in all clinical/laboratory courses. This is in addition to maintaining an overall degree GPA of at least 2.0.
### Pre-requisite Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENCL101</td>
<td>Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>HSC1531</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>BSC2085</td>
<td>Anatomy and Physiology I*</td>
<td>3</td>
</tr>
<tr>
<td>BSC2085L</td>
<td>Anatomy and Physiology I Lab*</td>
<td>1</td>
</tr>
<tr>
<td>MGF1106</td>
<td>(Mathematic for Liberal Arts I) or</td>
<td></td>
</tr>
<tr>
<td>MAC1105</td>
<td>College Algebra* or</td>
<td></td>
</tr>
<tr>
<td>STA2023</td>
<td>Statistics*</td>
<td>3</td>
</tr>
<tr>
<td>CGS1060C</td>
<td>Computer &amp; Internet Literacy**</td>
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</table>

**Total Semester Hours 16**

### First Year Term I

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>RTE1503</td>
<td>Radiographic Procedures I*</td>
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<td>RTE1503L</td>
<td>Radiographic Procedures I Lab*</td>
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</tr>
<tr>
<td>RTE1100</td>
<td>Introduction to Radiologic Technology*</td>
<td>3</td>
</tr>
<tr>
<td>RTE1111</td>
<td>Patient Care, Law, &amp; Ethics*</td>
<td>2</td>
</tr>
<tr>
<td>RTE1804</td>
<td>Clinical Education I*</td>
<td>2</td>
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</table>

**Total Term Semester Hours 14**

### Second Year Term I

<table>
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<th>Course Code</th>
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<tbody>
<tr>
<td>RTE2533</td>
<td>Radiographic Procedures IV*</td>
<td>2</td>
</tr>
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<td>RTE2457</td>
<td>Imaging II*</td>
<td>2</td>
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<td>RTE2457L</td>
<td>Imaging II Lab*</td>
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<tr>
<td>RTE2385</td>
<td>Radiation Biology &amp; Protection*</td>
<td>2</td>
</tr>
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<td>RTE2834</td>
<td>Clinical Education IV*</td>
<td>3</td>
</tr>
<tr>
<td>SPC1024</td>
<td>Intro to Speech Communications or</td>
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<tr>
<td>SPC1608</td>
<td>Public Speaking</td>
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**Total Term Semester Hours 13**

### First Year Term II

<table>
<thead>
<tr>
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<th>Course Name</th>
<th>Hours</th>
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<tr>
<td>RTE1513</td>
<td>Radiographic Procedures II*</td>
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<td>RTE1513L</td>
<td>Radiographic Procedures II Lab*</td>
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<tr>
<td>RTE1418</td>
<td>Imaging I*</td>
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<td>RTE1418L</td>
<td>Imaging I Lab*</td>
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</tr>
<tr>
<td>RTE1613</td>
<td>Radiographic Physics*</td>
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<td>RTE1814</td>
<td>Clinical Education II*</td>
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<td>BSC2086</td>
<td>Anatomy and Physiology II*</td>
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</tr>
<tr>
<td>BSC2086L</td>
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**Total Term Semester Hours 15**

### Second Year Term II

<table>
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<th>Course Name</th>
<th>Hours</th>
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</thead>
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<tr>
<td>RTE2623</td>
<td>Radiographic Equipment &amp; Quality Assurance*</td>
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<tr>
<td>RTE2130</td>
<td>Pharmacology &amp; Venipuncture</td>
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<tr>
<td>RTE2130L</td>
<td>For Radiography*</td>
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<tr>
<td>RTE2130L</td>
<td>Pharmacology &amp; Venipuncture</td>
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<tr>
<td>RTE2782</td>
<td>Radiographic Pathology*</td>
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</tr>
<tr>
<td>RTE2844</td>
<td>Clinical Education V*</td>
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</tbody>
</table>

**Total Term Semester Hours 12**

### General Education courses

- **First Year Term II**: General Education Humanities* 3
- **Second Year Term II**: General Education Social & Behavioral Science* 3

* General Education courses must be selected from the list of AS Degree courses found in the College Catalog/posted online at [www.broward.edu/studentresources/advising/Pages/gened.aspx](http://www.broward.edu/studentresources/advising/Pages/gened.aspx)

**It is strongly recommended that students see an advisor every term.**
Program Description
This program provides a means for those currently enrolled in an accredited hospital-based program to obtain an Associate in Science Degree in Radiography. This program is also open to graduates of such programs.

The general education courses in this degree are offered at all BC locations.

Entrance Requirements

- HS Diploma or GED
- PERT

The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

- This program has a limited number of seats available per year and students are selected based upon the criteria announced online at www.broward.edu/admissions/Pages/Health-Sciences-Admissions.aspx or call (954) 201-6920

Requirements for the Associate in Science Degree for Hospital-Based Radiography Graduates

- Meet BC’s graduation requirements as listed in the Academic Programs and Graduation Requirements section of the College Catalog.
- Completion of a minimum of 77 credits hours which includes 48 semester hours of credit for previous training or experience with a degree GPA of 2.0 or higher.
- Complete the following with a grade of “C” or higher in all degree courses.

To apply for the experiential learning credit, students must provide an official transcript indicating graduation/completion date from a hospital-based Radiography program.

Related Programs
Radiography Associate in Science Degree Major Code 2131

Students can earn a degree from either 2131 or 21311, but not both programs.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
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<td>ENC1101</td>
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<tr>
<td>GE Course</td>
<td>General Education Humanities*</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Social/Behavioral Science*</td>
<td>3</td>
</tr>
<tr>
<td>MGF1106</td>
<td>Mathematics for Liberal Arts I or</td>
<td></td>
</tr>
<tr>
<td>MAC1105</td>
<td>College Algebra or</td>
<td></td>
</tr>
<tr>
<td>STA2023</td>
<td>Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BSC2085</td>
<td>Anatomy and Physiology I*</td>
<td>3</td>
</tr>
<tr>
<td>BSC2085L</td>
<td>Anatomy and Physiology I Lab*</td>
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</tr>
<tr>
<td>BSC2086</td>
<td>Anatomy and Physiology II*</td>
<td>3</td>
</tr>
<tr>
<td>BSC2086L</td>
<td>Anatomy and Physiology II Lab*</td>
<td>1</td>
</tr>
<tr>
<td>BSC2086</td>
<td>Anatomy and Physiology II*</td>
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</tr>
<tr>
<td>HSC1531</td>
<td>Medical Terminology</td>
<td>3</td>
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<tr>
<td>CGS1060C</td>
<td>Computer and Internet Literacy**</td>
<td>3</td>
</tr>
<tr>
<td>SPC1608</td>
<td>Public Speaking or</td>
<td></td>
</tr>
<tr>
<td>SPC1024</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Total BC Course Hours 29

Experiential Learning Credits 48

Total Program Hours 77

* Requires a pre- or co-requisite. Refer to the course descriptions found online at www.broward.edu/zext/ext/CourseDescDepartmentList.jsp.

**Students must fulfill the College’s computer literacy requirement within the first 15 hours of BC credit by successfully completing the basic student technology test or pass the CGS1060C to earn the degree.

† General Education courses must be selected from the list of AS Degree courses found in the College Catalog/ posted online at www.broward.edu/studentresources/advising/Pages/gened.aspx.

It is strongly recommended that students see an advisor every term.
# RESPIRATORY CARE
## Associate in Science Major Code 2132

**Program Description**
Respiratory Care is a specialty dealing with the diagnosis, treatment and rehabilitation of patients with cardiorespiratory diseases. The program is accredited by the Commission on Accreditation for Respiratory Care (CoARC). The degree satisfies the requirements established by the National Board for Respiratory Care and qualifies the graduate as a candidate for the national registry examination.

Refer to the Respiratory Care website for more information: [www.broward.edu/academics/programs/respiratory/Pages/default.aspx](http://www.broward.edu/academics/programs/respiratory/Pages/default.aspx)

**Entrance Requirements**
- HS Diploma or GED
- PERT
  - The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see [www.broward.edu/admissions/testing/](http://www.broward.edu/admissions/testing/). Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.
- This program has a limited number of seats available per year and students are selected based upon the criteria announced online at [www.broward.edu/admissions/Pages/Health-Sciences-Admissions.aspx](http://www.broward.edu/admissions/Pages/Health-Sciences-Admissions.aspx).

**Auditing Passed Courses is Required**
The program has an obligation to assure that any student who progresses in the program and is eventually assigned to a clinical rotation has demonstrated sufficient academic knowledge as well as competency in the skills that will be required in the clinical arena. A student repeating a respiratory course will be required to audit all respiratory courses already passed in the same year as the failed course. **All students must be aware that if they are receiving Financial Aid, these audited courses will not be included in the financial aid package.** The student must pay the full cost of the course including any fees that are part of the course.

**Auditing an already passed respiratory care course:**
The audited course must be successfully repeated (grade of “C” or higher) in order to continue in the respiratory program.

**Requirements for the Associate in Science Degree in Respiratory Care:**
- Completion of 76 semester hours.
- No grade lower that a “C” will be acceptable in any degree related course.

## Pre-requisite Courses
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>Composition I*</td>
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</tr>
<tr>
<td>BSC2085</td>
<td>Anatomy and Physiology I*</td>
<td>3</td>
</tr>
<tr>
<td>BSC2085L</td>
<td>Anatomy and Physiology I Lab*</td>
<td>1</td>
</tr>
<tr>
<td>CHM 1032</td>
<td>Chemistry for Health Sciences *</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>General Education Mathematics*</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Term Semester Hours** 13

## First Year Term I
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
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**Total Term Semester Hours** 13

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**Total Term Semester Hours** 9

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**Total Term Semester Hours** 12

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<td>GE Course</td>
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**Total Term Semester Hours** 15

**Total Program Semester Hours** 76

Continued on next page
RESPIRATORY CARE
Associate in Science Major Code 2132 (cont.)

• General Education courses must be selected from the list of AS Degree courses found in the College Catalog/posted online at www.broward.edu/studentresources/advising/Pages/gened.aspx.

* Requires a pre- or co-requisite or proper scores on placement test. See course description in this catalog or online at www.broward.edu/zext/ext/CourseDescDepartmentList.jsp.

It is strongly recommended that students see an advisor every term.
VISION CARE TECHNOLOGY
Vision Care Technology Opticianry Associate in Science – Major Code 21891

Program Description
The Associate Degree Programs in Vision Care Technology provides the student with the opportunity to develop competency in skills relative to caring for a patient's eyes. An Optician plays a vital role in the fitting and adapting of corrective lenses and other optical devices to aid people's vision and correct ocular deficiencies. To accomplish this, the optician must use scientific and clinical procedures and apply learned skills to correctly produce and fit quality eyewear and contact lenses. The curriculum has been designed to train the student in the laboratory techniques of measuring, grading, fitting, and adapting to eyewear.

The program is offered in Building 41 on North Campus. Applicants should call the Associate Dean at 954-201-2017 or 954-201-2080 for specific program information.

Entrance Requirements
- HS Diploma or GED
- PERT

The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see www.broward.edu/admissions/testing/. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.
- This program has a limited number of seats available per year and students are selected based upon the criteria announced online at www.broward.edu/admissions/Pages/Health-Sciences-Admissions.aspx.

Requirements for the Associate in Applied Science in Opticianry
- Completion of a minimum of 72 semester hours of credit and a degree GPA of 2.0 or higher.
- No grade lower than “C” will be acceptable in any course required for the degree.

| First Year Term I |  |
|-------------------|  |
| OPT1210 A and P of the Eye | 3 |
| OPT1110 Physical and Geometric Optics | 3 |
| OPT1110L Physical and Geometric Optics Lab | 1 |
| OPT1330 Orientation to Vision Care | 2 |
| ENC1101 Composition I* | 3 |
| MGF1106 Mathematics for Liberal Arts I or MAC1105 College Algebra | 3 |
| **Total Term Semester Hours** | **15** |

| First Year Term II |  |
|-------------------|  |
| OPT1150 Ophthalmic Lenses* | 2 |
| OPT1150L Ophthalmic Lenses Lab* | 2 |
| OPT2090 Orientation to Vision Care Clinic* | 1 |
| OPT2375 Refractometry* | 2 |
| OPT2879 Refractometry Practicum | 2 |
| CGS1060C Computer and Internet Literacy | 3 |
| GE Course General Education Humanities* | 3 |
| **Total Term Semester Hours** | **15** |

| Term III, Session II and Session III |  |
|------------------------------------|  |
| OPT1450 Ophthalmic Dispensing Procedures* | 2 |
| OPT1450L Ophthalmic Dispensing Procedures Lab* | 2 |
| OPT2500 Contact Lens Theory* | 2 |
| OPT2500L Contact Lens Theory Lab* | 2 |
| OPT2800L Vision Care Clinic I* | 2 |
| SPC1608 Public Speaking or SPC1024 Introduction to Speech Communication | 3 |
| **Total Term Semester Hours** | **13** |

| Second Year Term I |  |
|-------------------|  |
| OPT2420 Eyewear Fabrication I * | 1 |
| OPT2420L Eyewear Fabrication I Lab * | 2 |
| OPT2830L Contact Lens Clinic I * | 2 |
| OPT2460 Ophthalmic Dispensing Clinic I * | 2 |
| OPT2875 Ophthalmic Dispensing Practicum I * | 2 |
| BSC1005 General Biology | 3 |
| GE Course General Education Social & Behavioral Science* | 3 |
| **Total Term Semester Hours** | **15** |

| Second Year Term II |  |
|-------------------|  |
| OPT2421 Eyewear Fabrication II * | 1 |
| OPT2421L Eyewear Fabrication II Lab * | 3 |
| OPT2831L Contact Lens Clinic II * | 2 |
| OPT2461 Ophthalmic Dispensing Clinic II * | 3 |
| OPT2876 Ophthalmic Dispensing Practicum II * | 2 |
| OPT2060 Ophthalmic Management and Practice * | 3 |
| **Total Term Semester Hours** | **14** |
| **Total Program Semester Hours** | **72** |

* Requires a pre- or co-requisite. See course description online at www.broward.edu/zext/ext/CourseDescDepartmentList.jsp.

* General Education courses must be selected from the list of AS Degree courses found in the College Catalog/posted on line at www.broward.edu/studentresources/advising/Pages/gened.aspx.

Completion of the above listed courses qualifies the student as a candidate for the American Board of Opticians Certification Examination (ABOC), the National Contact Lens Examiners Registration Exam (NCLE).
Career & Technical Education

Program Placement Rates

Current placement rates for Associate of Science (AS), Technical Certificate (TC), and Post-Secondary Adult Vocational (PSAV) programs as reported by the Florida Education and Training Placement Information Program (FETPIP).

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- Florida Statewide Course Numbering System ............. Page 288-290
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- Course Descriptions ............................................ Page 296-486
Courses in this catalog are identified by prefixes and numbers that were assigned by Florida’s Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and 28 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online Statewide Course Numbering System to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at http://scns.fldoe.org.

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 profiles.”

### Example of Course Identifier

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<th>Level Code</th>
<th>Century Digit</th>
<th>Decade Digit</th>
<th>Unit Digit</th>
<th>Lab Code</th>
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<td>1</td>
<td>0</td>
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<td>Freshman</td>
<td>Freshman</td>
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<td>Level at this Composition</td>
<td>Composition</td>
<td>Composition Skills</td>
<td>Composition Skills I</td>
<td>component in this course</td>
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In the sciences and certain other areas, a “C” or “L” after the course number is known as a lab indicator. The “C” represents a combined lecture and laboratory course that meets in the same place at the same time. The “L” represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalent courses 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 as listed below in Exception to the General Rule for Equivalency. For example, a freshman composition skills course is offered by 56 different postsecondary institutions. Each institution uses “ENC_101” to identify its freshman composition skills 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, “ENC” means “English Composition,” the century digit “1” represents “Freshman Composition,” the decade digit “0” represents “Freshman Composition Skills,” and the unit digit “1” represents “Freshman Composition Skills I.”
credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. **NOTE:** Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on semester-term systems. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

**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**

Section 1007.24(7), Florida Statutes, states:

> Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possesses credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

**Exceptions to the General Rule for Equivalency**

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include varying topics courses that must be evaluated individually, or applied courses in which the student must be evaluated for mastery of skill and technique. 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 not offered by the receiving institution.
B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
C. Courses in the _900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Thesis and Dissertations.
D. College preparatory and vocational preparatory courses.
E. Graduate courses.
F. Internships, apprenticeships, practica, clinical experiences and study abroad courses with numbers other than those ranging from 900-999.
G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (i.e., portfolio, audition, interview, etc.).

**Courses at Non-regionally Accredited Institutions**

The Statewide Course Numbering System makes available on its home page (http://scns.fldoe.org) a report entitled “Courses at Nonregionally Accredited Institutions” that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course’s transfer level and transfer effective date. This report is updated monthly. Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to The District Director for Academic Affairs, at (954) 201-7519 or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be
requested by calling the Statewide Course Numbering System office at (850) 245-0427 or via the internet at [http://scns.fldoe.org](http://scns.fldoe.org)
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ACG1003 ACCOUNTING SURVEY (3)
Instruction in standard bookkeeping procedures for small professional, service, and retail sole proprietorships. Attention is given to journalizing, posting, preparing the trial balance and financial statements. Procedures for handling petty cash, bank deposits and withdrawals, payroll business tax reports, and special journals are included. This course is primarily for the non-accounting major or for those who need additional background prior to taking ACG2001, Principles of Accounting I. Supplementary review and practice in applying accounting principles is available through usage of computer assisted instructional software. Prerequisite: MTB1103, suggested.
This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

ACG2001 PRINCIPLES OF ACCOUNTING I (3)
This course provides an introductory study of the fundamental principles of recording, summarizing and reporting the financial activities of proprietorships. Advisement note: Students achieving less than a grade of "C" may experience academic difficulty in ACG2011, Principles of Accounting II. A grade of less than "C" is not transferable to upper division.
This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

ACG2011 PRINCIPLES OF ACCOUNTING II (3)
As the second course of the series, this course concludes the study of financial accounting. Topics covered include plant assets, current liabilities, payroll, corporations, partnerships and cash flow statements. Advisement note: Students achieving less than a grade of "C" may experience academic difficulty in ACG2071, Managerial Accounting. A grade of less than "C" is not transferable to upper division. Prerequisite: ACG2001
This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

ACG2071 MANAGERIAL ACCOUNTING (3)
As the last course of the series, this course concludes the study of manufacturing accounting and managerial accounting. Topics covered include financial statement analysis, job order costing, the process cost system, cost behavior, cost-volume-profit analysis, budgeting, profit analysis, responsibility accounting, differential analysis, capital investment analysis and decision-making under uncertainty. Advisement note: Students achieving less than a grade of "C" may experience academic difficulty in higher level accounting courses. A grade of less than C is not transferable to upper division. Prerequisite: ACG2011
This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

ACG2100 INTERMEDIATE ACCOUNTING I (3)
This course provides a systematic and in-depth study of the financial statements and underlying records. Special attention is given to the elements composing working capital, investments, and plant assets. Advisement Note: Students achieving less than a grade of "C" in ACG2101, Principles of Accounting II, may experience academic difficulty in this course. Prerequisite: ACG2011
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

ACG2110 INTERMEDIATE ACCOUNTING II (3)
As the second course of the series, this course continues an in-depth study of financial statements and underlying records. The elements that comprise the equity side of the balance sheet are emphasized with additional attention given to special problems in income determination and financial reporting. Advisement Note: Students achieving less than a grade of "C" in ACG2100, Intermediate Accounting I, may experience academic difficulty in the course. Offered Term I, Central Campus. Prerequisite: ACG2100
This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

ACG2450C COMPUTERIZED ACCOUNTING APPLICATION (3)
This course is designed to teach the students how to accomplish common accounting functions with basic accounting software in order to set up, maintain, and establish defaults for chart of accounts, vendors, customers, inventory items, jobs, and employees. Prerequisite: ACG1003
This course can be used for the AA degree.
ACG2949 CO OP WORK EXPERIENCE (3)
A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of learning objectives and employer evaluations. Course may be repeated three times. Prerequisite: Co-Op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Education Office to obtain the registration approval. This course can be used for the AA degree.
Lec Hrs=0 Lab Hrs=0 Oth Hrs=0 Fees=0.00

AER1081C INTRODUCTION TO AUTOMOTIVE TECH. (4)
A course designed to introduce the field of Automotive Service. Topics include auto service careers, shop safety, fuels, lubricants, fasteners, tools and equipment. An introduction to the major automobile systems and instruction in minor service procedures are provided.
Lec Hrs=48 Lab Hrs=48 Oth Hrs=0 Fees=90.18

AER1082C INTRODUCTION TO GM AUTOMOTIVE TECHN (4)
This course is designed to introduce the student to the various gm systems of the automobile. It will include instruction in shop practices, safety, service manuals, pay structures, tools, warranties, and personal relationships necessary to succeed in the gm dealership. The student will learn minor repair procedures including lubrication, wheel and tire, exhaust system service and new car pre-delivery service.
Lec Hrs=48 Lab Hrs=48 Oth Hrs=0 Fees=90.18

AER1197C GM AUTOMOTIVE ENGINE REPAIR (4)
This course is a study of the principles of operation and problem diagnoses of the internal combustion engine. The theory of operation of the various engines is presented. Engines will be properly disassembled, parts identified, inspected, measured, and reassembled. Proper testing and break-in procedures along with approved diagnostic troubleshooting procedures will be emphasized. Prerequisite: AER1082C
Lec Hrs=48 Lab Hrs=48 Oth Hrs=0 Fees=133.68

AER1198C AUTOMOTIVE ENGINE REPAIR (4)
A course designed to teach the principles and procedures necessary to completely rebuild an automotive engine and to provide the practical experience in the engine diagnosis, removal, disassembly, rebuilding, and dynamic check out. Topics include engine diagnosis; engine removal; engine disassembly; engine rebuilding; piston, pin and rod service; engine assembly; engine installation; valve adjustment; ture ups; and road test procedures. Special emphasis will be given to safety procedures and the specific tools, fasteners, and equipment to be used.
Lec Hrs=48 Lab Hrs=48 Oth Hrs=0 Fees=133.68

AER1396C GM MANUAL DRIVE TRAIN AND AXLES (4)
A course designed to teach the principles and operations of manual transmissions and transaxles, clutches, overdrive units, pressure plates, propeller shafts, differentials, and drive axles and to provide practical experience in diagnosing, removing, maintaining, and repairing transmissions and drive systems. Topics include manual transmissions, overdrive systems, drive lines, differentials, and axles. Applications include front wheel drive, rear wheel drive, 4-wheel drive and all-wheel drive. Special emphasis will be given to safety procedures, and the specific tools and instruments to be used. Prerequisite: AER1082C
Lec Hrs=48 Lab Hrs=48 Oth Hrs=0 Fees=170.68

AER1496C GM STEERING AND SUSPENSION SYSTEMS (4)
The student will develop the knowledge and skills related to the operation and function of GM steering and suspension systems alignment, testing, diagnosis and repair of modern GM vehicle systems will be emphasized. GM courses related to steering and suspension systems will be included in the curriculum. These are subject to change as new courses replace outdated and obsolete courses. Special emphasis will be given
to safety procedures and the specific tools and instruments to be used. Prerequisite: AER1082C
Lec Hrs=48 Lab Hrs=48 Oth Hrs=0 Fees=154. 68

**AER1594C GM BRAKE SYSTEMS AND CHASSIS REPAIR (4)**
This course is a study of the theory and operation of GM brake systems. Students will learn all aspects of the diagnosis, repair and testing of GM brake systems including drum and disc brakes and power brake operation and repair. GM courses related to brake systems will be included in the curriculum. These are subject to change as new courses replace outdated and obsolete courses. Special emphasis will be given to safety procedures, and specific tools, and equipment to be used. Prerequisite: AER1082C
Lec Hrs=48 Lab Hrs=48 Oth Hrs=0 Fees=160. 68

**AER1690C GM ELECTRICAL SYSTEMS (4)**
A course designed to teach the principles and operations of the basic electrical systems found in automotive equipment and to provide practical experience in the service and repair of or adjustment to these systems. Topics include batteries, starters, alternators, regulators, ignition systems, chassis electrical circuits, and electrical accessory circuits. Special emphasis will be given to safety procedures and the specific tools and equipment to be used. Prerequisite: AER1082C
Lec Hrs=48 Lab Hrs=48 Oth Hrs=0 Fees=159. 68

**AER1694C GM ELECTRONICS (4)**
This course will continue the study of automotive electricity and electronics. Beginning with a review of semiconductor diodes and transistors, and continuing on through digital devices and microprocessors as applied to automotive systems. Emphasis will be placed on theory of operation, testing, and troubleshooting of microprocessor controls and systems. Prerequisite: AER1082C
Lec Hrs=48 Lab Hrs=48 Oth Hrs=0 Fees=136. 68

**AER1695C ELECTRONICS (4)**
A course designed to teach the fundamental principles of electronics and to introduce the application of electronics in the modern automobile.
Lec Hrs=48 Lab Hrs=48 Oth Hrs=0 Fees=136. 68

**AER1698C ELECTRICAL SYSTEMS (4)**
A course designed to teach the principles and operations of the basic electrical systems found in automotive equipment and to provide practical experience in the service and repair of or adjustment to these systems. Topics include batteries, starters, alternators, regulators, ignition systems, chassis electrical circuits, and electrical accessory circuits. Special emphasis will be given to safety procedures and the specific tools and equipment to be used.
Lec Hrs=48 Lab Hrs=48 Oth Hrs=0 Fees=159. 68

**AER2291C GM AUTOMATIC TRANSMISSIONS AND TRAN (4)**
A course designed to teach the principles and operations of automatic transmissions and transaxles, and to provide practical experience in diagnosing, removing, maintaining, and repairing automatic transmissions and transaxles. Applications include front wheel drive, rear wheel drive, 4-wheel drive and all-wheel drive. Special emphasis will be given to safety procedures, and the specific tools and instruments to be used. Prerequisite: AER1082C
Lec Hrs=48 Lab Hrs=48 Oth Hrs=0 Fees=160. 18

**AER2298C AUTOMATIC TRANSMISSIONS AND TRANSAX (4)**
A course designed to teach the principles, operations, diagnosis and repair of automatic transmissions and transaxles. Special emphasis will be given to safety procedures and the specific tools and instruments used.
Lec Hrs=48 Lab Hrs=48 Oth Hrs=0 Fees=160. 18

**AER2398C MANUAL DRIVE TRAIN AND AXLES (4)**
A course designed to teach the principles, operations, diagnosis and repair of manual transmissions and transaxles, drive shafts, axles, clutches and four-wheel drive systems. Special emphasis will be given to safety and the specific tools and instruments to be used.
AER2498C STEERING AND SUSPENSION SYSTEMS (4)
A course designed to teach the principles of steering systems, suspension systems, and wheel alignment and to provide practical experience in repairing automobile suspension and steering systems, aligning front ends and balancing tires. Topics include wheel balancing, suspension systems, suspension angle and lines, wheel alignment, standard steering gears, power steering systems and frames. Special emphasis will be given to safety procedures, and the specific tools and instruments to be used.
Lec Hrs=48 Lab Hrs=48 Oth Hrs=0 Fees=170. 68

AER2598C BRAKE SYSTEMS AND CHASSIS REPAIR (4)
A course to teach the principles and operations of brake systems including disc systems, split systems, hydraulic cylinders, valving systems, traction control systems, and to provide practical experience in the repair of these systems. Topics include basic brake theory, drum brake systems, split systems, disc brake systems, hydraulic cylinders, machining and measuring techniques, power boosters, and road tests procedures. Special emphasis will be given to safety procedures and specific tools and equipment to be used.
Lec Hrs=48 Lab Hrs=48 Oth Hrs=0 Fees=154. 68

AER2758C HEATING AND AIR CONDITIONING THEORY (4)
A course designed to teach the principles and operations of automotive heating systems, air conditioning systems and accessories, to provide practical experience in testing, analyzing, installing and repairing heating systems, air conditioning systems, air conditioning tools and equipment, lines, fittings, and valves, operational checks and adjustment, minor repairs, and the special tools and instruments to be used.
Lec Hrs=48 Lab Hrs=48 Oth Hrs=0 Fees=229. 68

AER2895C ADVANCED ENGINE PERFORMANCE (4)
A course designed to teach the latest in computer engine controls, electronic fuel injection systems, emission controls and electronic instrumentation systems. This course includes theory of operation and construction, troubleshooting and repair.
Lec Hrs=48 Lab Hrs=48 Oth Hrs=0 Fees=170. 43

AER2896C GM ENGINE PERFORMANCE (4)
This course is designed to teach entry level skills in intake and exhaust systems, fuel systems, carburetors, and emission control systems. In addition, GM-ASEP students will include GM specific instruction based on GM-STG course number 16009. 10 fuel injection diagnoses, and GM-STG course number 16030. 02 on board diagnostics generation II will be covered. Prerequisite: AER1690C AER1694C
Lec Hrs=48 Lab Hrs=48 Oth Hrs=0 Fees=170. 43

AER2898C ENGINE PERFORMANCE (4)
A course designed to teach the principles and procedures of engine tune up and repair, and emission control systems.
Lec Hrs=48 Lab Hrs=48 Oth Hrs=0 Fees=170. 43

AER2899C GM ADVANCED ENGINE PERFORMANCE (4)
This course is designed to teach job entry skills in the diagnosis and repair of drivability problems. Topics covered include engine performance and electrical and computer system operations. Emphasis is placed on manufacturer's diagnostic charts and diagnostic equipment. Use of scanners
on both carburetor and fuel injected vehicles will be addressed. In addition, GM-ASEP students will include GM specific instruction based on GM-STG course number 16003. 01 engine performance. Prerequisite: AER2896C
Lec Hrs=48 Lab Hrs=48 Oth Hrs=0 Fees=170.43

AER2949 CO OP WORK EXPERIENCE (3)
On the job training at an automobile dealership. Each of the eight week apprentice work experiences will cover one term and includes a work week from 32 to 40 hours in a supervised program at the dealership.
Lec Hrs=0 Lab Hrs=0 Oth Hrs=0 Fees=21.43

AER2951 GM INTERNSHIP I (3)
This course is a companion to electrical systems I, and air conditioning and heating. In order to meet the state of Florida, N. A. T. E. F. and general motors ASEP standards, interns must complete 100 hours on-the-job learning experience in electrical systems and 100 hours on-the-job learning experience in heating and a/c related repair while working under the mentorship of an experienced technician, students must document the required hours and master the student performance standards.
Lec Hrs=0 Lab Hrs=0 Oth Hrs=0 Fees=21.43

AER2952 GM INTERNSHIP II (3)
This course is a companion to steering and suspension and brake systems. In order to meet the state of Florida, N. A. T. E. F. , and general motors ASEP standards, interns must complete 100 hours on-the-job learning experience in steering and suspension repairs, and 100 hours on-the-job learning experience in brake systems related repair. While working under the mentorship of an experienced technician, students must document the required hours and master the student performance standards.
Lec Hrs=0 Lab Hrs=0 Oth Hrs=0 Fees=21.43

AER2953 GM INTERNSHIP III (3)
This course is a companion to automotive electrical and electronics and advanced engine performance. In order to meet the state of Florida, N. A. T. E. F. , and general motors ASEP standards intern must complete 100 hours on- the-job learning experience in electrical repairs, number 14. 0-14. 47 and 100 hours on-the-job learning experience in advanced engine performance related repair, task number 16. 00-16. 43. While working under the mentorship of an experienced technician, students must document the required hours and master the students' performance standards.
Lec Hrs=0 Lab Hrs=0 Oth Hrs=0 Fees=21.43

AER2954 GM INTERNSHIP IV (3)
This course is a companion to engines transmissions in order to meet the state of Florida, N. A. T. E. F., and general motors ASEP standard interns must complete 100 hours on-the-job learning experience in engine repairs, number 09. 0-09. 61 and 100 hours on-the-job learning experience transmissions related repairs. While working under the mentorship of an experienced technician, students must document the required hours and master student performance standards.
Lec Hrs=0 Lab Hrs=0 Oth Hrs=0 Fees=21.43

AFR1101 FIRST YEAR AIR FORCE ROTC. (A) (1)
This is a survey course designed to introduce students to the U. S. Air Force Reserve Officer Training Corps. Featured topic include: officer/cadet professionalism, military customs and courtesies, Air Force officer opportunities and an introduction to communication skills. A leadership laboratory is included and provides cadets with leader/follower experiences. Instruction is at the University of Miami campus (PH: 305-284-2870). This course can be used for the AA degree.
Lec Hrs=16 Lab Hrs=16 Oth Hrs=0 Fees=0.00

AFR1111 FIRST YEAR AIR FORCE ROTC (B) (1)
AFR1111 is a continuation of the AFR1101 survey course designed to introduce students to the U. S. Air Force Reserve Officer Training Corps. Featured topics include: Origins of the Air Force; The Air Force Installation and Sister Services. A leadership laboratory is included and provides cadets with leader/follower experiences. Instruction is at the University of Miami campus (PH:305-284-2870). This course can be used for the AA degree.Lec Hrs=16 Lab Hrs=16 Oth Hrs=0 Fees=0.00
AFR2130 SECOND YEAR AIR FORCE ROTC (A) (1)
This course examines general historical aspects of air and space power. The course covers the time period from the first balloons and dirigibles to the space age. Examples are provided to demonstrate the historical events leading to the modern day Air Force. An additional focus will be on Air Force core values. Past Air Force operations and the acts of historical Air Force leaders will be points of discussion. A leadership laboratory is included and provides cadets with leader/follower experiences. Instruction is at the University of Miami campus (PH:305-284-2870). This course can be used for the AA degree.
Lec Hrs=16 Lab Hrs=16 Oth Hrs=0 Fees=0. 00

AFR2131 SECOND YEAR AIR FORCE ROTC (B) (1)
This course continues the historical review of air and space power provided in MIS 2362. The course covers the Vietnam era to the conflicts of today. Historical examples are provided to demonstrate the development of Air Force capabilities and missions. This course provides the student with and understanding of the employment of air and space power. In addition, students will study how to become a more effective communicator. A leadership laboratory is included and provides cadets with leader/follower experiences. Instruction is at the University of Miami campus (PH:305-284-2870). This course can be used for the AA degree.
Lec Hrs=16 Lab Hrs=16 Oth Hrs=0 Fees=0. 00

AMH2010 HISTORY OF THE UNITED STATES TO 187 (3)
This course is a survey of American history from pre-Columbus to 1877 that provides a general history of the political, economic, cultural, and social development of American society. Special emphasis is placed upon the colonial period, the American Revolution, the rise of American Nationalism, the antebellum U. S., the U. S. Civil War, and the Reconstruction period. Students will also study the introductory concepts of history reading, writing, and methods. Students must earn a minimum grade of C to meet the requirements of the Gordon Rule. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

AMH2020 HISTORY OF THE UNITED STATES SINCE 187 (3)
This survey course of American history since 1877 provides students with a general history of the political, economic, cultural, and social development of American society. Special emphasis is placed upon U. S. expansion, progressivism, foreign relations, social movements, and political developments at the turn of the twentieth century and beyond. Students will also study the introductory concepts of history reading, writing, and methods. Students must earn a minimum grade of C to meet the requirements of the Gordon Rule. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

AMH2035 UNITED STATES HISTORY: 1945 TO THE (3)
This survey course of the United States since 1945 provides students with a general history of the political, economic, cultural, social, military, and diplomatic development of American society. Special emphasis is placed upon the end of World War II, the politics of the Cold War at home and abroad, the social movements of the postwar era, the changing U. S. economy since 1945, & the post-Cold War domestic and international challenges faced by the nation. Students will also study the introductory concepts of history reading, writing, and methods. Students must earn a minimum grade of C to meet the requirements of the Gordon Rule. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

AMH2091 SURVEY OF AFRICAN AMERICAN HISTORY (3)
This a survey course of African American History including the history of ancient and medieval Africa, the emergence and evolution of the Atlantic Slave Trade, and the African American experience in the Western Hemisphere from the sixteenth century to the twenty-first century. Emphasis will be placed on the African American's economic, political, and cultural development and their contributions to American society. Students must earn a minimum grade of C to meet the requirements of the Gordon Rule. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00
AML2010 AMERICAN LITERATURE: COLONIAL TO 1900 (3)
Students will be introduced to works which represent the diverse literature emerging from America up till 1900. Works may be selected from authors such as Anne Bradstreet, James Fenimore Cooper, Kate Chopin, Emily Dickinson, Frederick Douglass, Ralph Waldo Emerson, Nathaniel Hawthorne, Harriet Jacobs, Thomas Jefferson, Sarah Orne Jewett, Herman Melville, Edgar Allan Poe, Mary Rowlandson, Nat Turner, Mark Twain, and Walt Whitman. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

AML2020 AMERICAN LITERATURE (3)
Students will be introduced to works which represent the diverse literature emerging from America since 1790. Texts may be selected from major authors such as Hemingway, Faulkner, Frost, Hughes, Millay, Plath, Ellison, Baldwin, Oates, Angelou, and Roth. Upon successful completion of the course students will understand the significant concepts, contexts, movements, figures, and works of American literature in the 20th and 21st century. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

AML2600 AFRICAN AMERICAN LITERATURE (3)
Students will be introduced to works that represent diverse African American literature since 1746. Texts may be selected from major authors such as Angelou, Douglass, Hughes, Hurston, King, and Truth. Upon successful completion of the course, students will understand the significant concepts, contexts, movements, figures, and works of African American literature since 1746. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

AML2631 US HISPANIC/LATINO LITERATURE (3)
A broad survey of US Hispanic/Latino Literature covering works from the New World Encounter to present era. Students will analyze texts that may be selected from authors such as Alvar Nunez Cabeza De Vaca, Hernando De Soto, Jose Marti, William Carlos Williams, Santiago Baca, Tato Laviera, Sandra Cisneros, Rudolfo Anaya, Gloria Anzaldua, Reinaldo Arenas, Junot Diaz, Jennine Cap? Crucet, among others. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

AMT0001C BASIC ELECTRICITY (3)
The study of laws and theory of electricity and its application to aircraft systems, components, and circuits, to include practical knowledge of the different types of complex circuitry found in modern aircraft. Student fee charged.
Lec Hrs=45 Lab Hrs=49 Oth Hrs=0 Fees=126.43

AMT0010C AIRCRAFT DRAWINGS (0)
This course covers aircraft drawings, care and use of blueprints, isometrics, orthographic and auxiliary projection lines and section, dimensions, limits, tolerances and allowances, geometric, construction, practical layout work and identification of standard parts and material, use of instruments, drawing and interpretation of free hand sketches of repairs and alterations, and use of various types of charts and graphs.
Lec Hrs=12 Lab Hrs=9 Oth Hrs=0 Fees=0.00

AMT0020C WEIGHT AND BALANCE (0)
Familiarizes the student with the importance of weight and balance control, the procedures for weighing an aircraft, the computations necessary to arrive at current and balance data, and the disposition of weight and balance forms and records. The use of loading graphs and charts relating to the aircraft's center of gravity envelope is taught. Student fee charged.
Lec Hrs=20 Lab Hrs=7 Oth Hrs=0 Fees=70.43

AMT0030C FLUID LINES AND FITTINGS (0)
Prepares the student to fabricate and install rigid and flexible lines and fittings with regard to bends, tools, and lubricants. Provides training in the area of identification of materials, fittings and routing of fluid lines.
Lec Hrs=10 Lab Hrs=16 Oth Hrs=0 Fees=150.43

AMT0040C MATERIALS AND PROCESSES (2)
Familiarizes students with the methods used to identify and select aircraft materials and with various heat treating processes. Provides
experience in the use of non-destructive methods of inspection and evaluation. Provides instruction in correct shop practices and procedures and the use of special tools. Areas covered are torque values and torquing methods, safety wiring, use of precision measuring equipment, shop safety, and technicians’ ethics and legal responsibilities.

Lect Hrs=46 Lab Hrs=38 Oth Hrs=0 Fees=111.43

AMT0050C GROUND OPERATIONS AND SERVICING (1)
Familiarizes the student with the proper methods of starting ground operating, servicing and securing aircraft.
Lect Hrs=10 Lab Hrs=21 Oth Hrs=0 Fees=90.43

AMT0060C CLEANING AND CORROSION CONTROL (0)
Provides experience in detecting, identifying, removal, and treatment of the various types of corrosion found on ferrous and non-ferrous metals. The course deals with the types of cleaners and methods of cleaning aircraft and aircraft components. Student fee charged.
Lect Hrs=12 Lab Hrs=14 Oth Hrs=0 Fees=91.43

AMT0070C APPLIED MATHEMATICS (0)
Reviews principles of mathematical functions and studies their application to aircraft and powerplant maintenance operations. Lab Hrs=7 Oth Hrs=0 Fees=0.00

AMT0081C FAR’S, FORMS & PRIVILEGES (1)
Familiarizes the student with FAA regulations, advisory circulars, and other government and industry publications, proper terminology and procedures for the execution of log books and major repair and alteration forms, and privileges and limitations as they apply to the certified mechanic. Student fee charged.
Lect Hrs=22 Lab Hrs=20 Oth Hrs=0 Fees=27.00

AMT0090C BASIC PHYSICS (0)
Provides an understanding of energy and matter and how their relationships apply to aircraft maintenance.
Lect Hrs=17 Lab Hrs=9 Oth Hrs=0 Fees=0.00

AMT0100C AIRCRAFT WOOD STRUCTURES (0)
Aircraft wood structures are covered in this section and familiarizes the student with the different types of wood used in aircraft structures as well as methods of repair to wood structures. Student fee charged.
Lect Hrs=9 Lab Hrs=2 Oth Hrs=0 Fees=67.43

AMT0115C AIRCRAFT COVERINGS (0)
Student will gain knowledge and skills to inspect, test, and repair fabric-covering materials. The student will be able to select and apply all types of fabric covering, including the synthetics types, and use of proper materials to finish the material. Student fee charged.
Lect Hrs=8 Lab Hrs=4 Oth Hrs=0 Fees=86.43

AMT0120C AIRCRAFT FINISHES (1)
Student will acquire the ability to properly use a paint spray gun to apply various types of finishes on a variety of surfaces. The student will be able to apply trim lines and aircraft identification number, touch up paint defects, and identify and select aircraft finishing materials. Student fee charged.
Lect Hrs=10 Lab Hrs=20 Oth Hrs=0 Fees=193.43

AMT0130C SHEET METAL STRUCTURES (5)
Student is provided with knowledge and skills needed to inspect, maintain, and repair sheet metal structures and components. The course provides the student an introduction to fiberglass, composite and other type non-metallic structural materials and methods of construction using these materials. Student fee charged.
Lect Hrs=41 Lab Hrs=116 Oth Hrs=0 Fees=573.43

AMT0140C AIRCRAFT WELDING (1)
A theory and practice of welding methods used in aircraft construction and repair is thoroughly covered with emphasis on gas welding and advanced work in heli arc welding. Lab fee is required.
Lect Hrs=15 Lab Hrs=25 Oth Hrs=0 Fees=195.43

AMT0155C ASSEMBLY AND RIGGING (2)
Student will explain and compare aircraft design features in subsonic, transonic, and supersonic aircraft. They will be able to assemble and rig various aircraft control systems, analyzing and correcting faulty flight characteristics. Student fee charged.

Lec Hrs=20 Lab Hrs=45 Oth Hrs=0 Fees=179.

AMT0160C AIRFRAME INSPECTION (0)
Students will acquire the knowledge and skills needed to perform a 100 hour inspection of an aircraft. The student will demonstrate knowledge of FARs by checking appropriate A. D.’s classifying repairs, and pinpointing specific service problems. The student will complete the required maintenance forms, records, and inspection reports required by Federal Air Regulations. Student fee charged.

Lec Hrs=5 Lab Hrs=15 Oth Hrs=0 Fees=90.

AMT0200C LANDING GEAR SYSTEMS (3)
Student will receive training in the proper methods of inspection, servicing and repair of landing gear retraction systems, shock struts, brakes, wheels, tires and steering systems. Rigging of various types retractable landing gear systems will be covered in detail. Student fee charged.

Lec Hrs=35 Lab Hrs=50 Oth Hrs=0 Fees=218.

AMT0210C HYDRAULIC AND PNEUMATICS SYSTEMS (2)
The student will study the theory of operation, maintenance requirements, and adjustments of various hydraulic components and systems. The course will provide the student with the knowledge of pneumatics as used in aircraft operation. The course covers fluid flow, identifies the various actuating units, type of seals, pumps, and differences between hydraulics and pneumatics. Student fee charged.

Lec Hrs=35 Lab Hrs=40 Oth Hrs=0 Fees=177.

AMT0220C CABIN ATMOSPHERE CONTROL SYSTEMS (1)
This unit covers the various systems used to condition air and cabin pressurization as well as practical experience in inspecting, checking, troubleshooting, and servicing the oxygen system. Student fee charged.

Lec Hrs=20 Lab Hrs=30 Oth Hrs=0 Fees=141.

AMT0230C AIRCRAFT INSTRUMENTS SYSTEMS (1)
A basic familiarization of aircraft instruments and their function to include removal, installation, and the installed testing of such instruments. Student fee charged.

Lec Hrs=15 Lab Hrs=10 Oth Hrs=0 Fees=123.

AMT0240C COMMUNICATIONS AND NAVIGATION SYSTEMS (1)
This course introduces the student with basic auto pilot operation and familiarizes him with the installation requirements and use of the various communication and navigation systems. Student fee charged.

Lec Hrs=25 Lab Hrs=5 Oth Hrs=0 Fees=102.

AMT0250C AIRCRAFT FUEL SYSTEMS (1)
The student is provided with the knowledge and skills needed to maintain fuel systems and fuel system components. He/she will be able to inspect, check, maintain, and repair aircraft fuel system components, fuel dump systems, fuel management and transfer systems, and perform refueling operations. Student fee charged.

Lec Hrs=17 Lab Hrs=23 Oth Hrs=0 Fees=156.

AMT0260C AIRCRAFT ELECTRICAL SYSTEMS (3)
The types and characteristics of aircraft electrical circuits and components are compared and evaluated. Advanced electrical systems as used in corporate and airline aircraft are studied. The course includes troubleshooting and repairs of AC and DC electrical systems and equipment. Student fee charged.

Lec Hrs=45 Lab Hrs=55 Oth Hrs=0 Fees=255.

AMT0270C POSITION AND WARNING SYSTEMS (1)
This course presents the student with the inspection, servicing and maintaining of position and warning systems. Included in this area are navigation lights, beacons, and lights indicating
the position of various aircraft components. Student fee charged.
Lec Hrs=10 Lab Hrs=20 Oth Hrs=0 Fees=118.

AMT0285C ICE, RAIN, & FIRE PROTECTION (1)
Introduces the student to the basics of ice and rain control as it relates to aircraft surfaces, propellers, windshields, and other components. Methods of ice prevention and ice elimination are taught, provides the student with the knowledge and skills needed in the operation, inspection, checking, troubleshooting, and repair of airframe fire detecting and extinguishing systems. Student fee charged.
Lec Hrs=10 Lab Hrs=20 Oth Hrs=0 Fees=118.

AMT0300C RECIPROCATING ENGINES (5)
The course covers theory and fundamental requirements for aircraft engines, basic parts of internal combustion engines, 2 stroke and 4 stroke cycle, power measurements and calculations, conversion of heat energy into mechanical energy, horsepower, piston displacement, compression ratio, types of horsepower, crankcase assembly, reduction gearing, crankshafts, and rod assemblies, cylinder and piston assemblies, and bearings used in reciprocating engines. Student fee charged.
Lec Hrs=45 Lab Hrs=107 Oth Hrs=0 Fees=569.

AMT0312C TURBINE ENGINES & TURBINE ENGINES T (4)
A thorough study of the theory of operation of turbine engines and the function of the related engine components such as compressors, fuel controls, fuel pumps, governors, turbines, etc. Course encounters disassembly, inspection, minimal repairs reassembly test run, and final adjustment. Corequisites: AMT0300, AMT0400, AMT0420, AMT0320. Student fee charged.
Lec Hrs=50 Lab Hrs=97 Oth Hrs=0 Fees=324.

AMT0320C ENGINE INSPECTION (1)
A course study of which details the correct methods of engine removal and installation, inspection and run up testing, including the final adjustments according to FAA regulations and manufacturer's recommendations. Student fee charged.
Lec Hrs=10 Lab Hrs=22 Oth Hrs=0 Fees=127.

AMT0400C ENGINE INSTRUMENT SYSTEMS (1)
Students will have knowledge of operation, installation, marking and interpretation of powerplant instruments powered by or actuated by non-electrical means. They will be able to install, adjust, and calibrate instruments in accordance with FAA and manufacture's recommendations. This course will provide experience in inspection, checking, servicing, troubleshooting, and repair of engine instrument systems that are electrical in nature. Student fee charged.
Lec Hrs=12 Lab Hrs=19 Oth Hrs=0 Fees=106.

AMT0410C ENGINE FIRE PROTECTION SYSTEMS (0)
To provide the student with the knowledge and skills needed in the operation, inspection, checking, troubleshooting, and repair of engine fire detecting and extinguishing systems. Student fee charged.
Lec Hrs=5 Lab Hrs=10 Oth Hrs=0 Fees=95.

AMT0420C ENGINE ELECTRICAL SYSTEMS & APU'S (2)
This course provides knowledge and skills necessary to perform electrical repairs, installations, adjustments, and service. The subject area includes alternators, generators, voltage regulation, and paralleling of generators. The student will be introduced to the operational principles of auxiliary power units. Student fee charged.
Lec Hrs=31 Lab Hrs=38 Oth Hrs=0 Fees=204.

AMT0435C LUBRICATION SYSTEMS (1)
Provides a comprehensive knowledge of the purpose and function of lubricants and lubrication system for powerplants. Gives experience in identifying and selecting lubricants, as well as, inspecting, checking, servicing and troubleshooting repair of the system and components. Student fee charged.
AMT0440C IGNITION SYSTEMS (3)
Students will have knowledge of the operation, repair, inspection, and service of reciprocating and jet power plant ignition systems. They will be able to overhaul and troubleshoot the various components of each system. Student fee charged.
Lec Hrs=16 Lab Hrs=26 Oth Hrs=0 Fees=160.43

AMT0450C ENGINE FUEL SYSTEMS (1)
Student is provided with knowledge and skills needed to maintain fuel system components. Student will be able to inspect, maintain, check, and repair engine fuel system components. Student fee charged.
Lec Hrs=8 Lab Hrs=12 Oth Hrs=0 Fees=109.43

AMT0451C FUEL METERING SYSTEMS (2)
Provides the student with the necessary information and practice necessary to inspect, check, service, troubleshoot, and repair reciprocating and turbine fuel metering system. The theory and practical application of carburetion, fuel injection systems, and water injection systems are also learned. Fuel pumps, filters, and strainers are discussed and practical experience is gained in these areas. Student fee charged.
Lec Hrs=26 Lab Hrs=36 Oth Hrs=0 Fees=315.43

AMT0460C INDUCTION SYSTEMS (1)
Gives student the knowledge and experience needed to service and maintain induction systems, superchargers, and exhaust systems. Material covered includes controls, indicators, theory of operation and inspection criteria. Student fee charged.
Lec Hrs=11 Lab Hrs=14 Oth Hrs=0 Fees=139.43

AMT0475C ENGINE COOLING & EXHAUST SYSTEMS (1)
This course provides the student with an understanding of the need for the various types of engine cooling systems. Gives experience in the inspection, checking, servicing, troubleshooting and repairing of engine cooling system. This course will also enable the student to comprehend the function of exhaust systems including turbo charging and thrust reversers. The student will gain experience in inspection, checking, troubleshooting, and repairing various types of exhaust systems. Student fee charged.
Lec Hrs=11 Lab Hrs=15 Oth Hrs=0 Fees=122.43

AMT0490C PROPELLERS AND UNDUCTED FANS (2)
This unit of instruction is designed to cover aircraft engine and turbo prop installations. Areas dealt with are: propeller fundamentals and terminology, synchronizing and ice control systems, identification and selection of propeller lubricants, balancing of propellers, propeller control systems, propeller governing systems, and installation, troubleshooting and removal of propellers. The theory of unducted fans is presented. Student fee charged.
Lec Hrs=41 Lab Hrs=48 Oth Hrs=0 Fees=220.43

AMT1001 BASIC ELECTRICITY (2)
Basic electricity. The study of laws and theory of electricity and its application to aircraft systems, components, and circuits, to include practical knowledge of the different types of complex circuitry found in modern aircraft.
Lec Hrs=34 Lab Hrs=50 Oth Hrs=0 Fees=71.43

AMT1010 AIRCRAFT DRAWINGS (1)
This course covers aircraft drawings, care and use of blueprints, isometrics, orthographic and auxiliary projection lines and sections, dimensions, limits, tolerances and allowances, geometric, construction, practical layout work and identification of standard parts and materials, use of instruments, drawing and interpretation of free hand sketches of repairs and alterations, and use of various types of charts and graphs.
Lec Hrs=11 Lab Hrs=15 Oth Hrs=0 Fees=0.00

AMT1020 WEIGHT AND BALANCE (1)
Familiarizes the student with the importance of weight and balance control, the procedures for weighting an aircraft, the computations necessary to arrive at current and balance data, and the disposition of weight and balance forms and
records. The use of loading graphs and charts relating to the aircraft’s center gravity envelope is taught.

Lec Hrs=16 Lab Hrs=23 Oth Hrs=0 Fees=46.43

**AMT1030 FLUID LINES AND FITTINGS (1)**
Prepares the student to fabricate and install rigid and flexible lines and fittings with regard to bends, tools, and lubricants. Provides training in the area of identification of materials, fittings and routing of fluid lines.

Lec Hrs=8 Lab Hrs=16 Oth Hrs=0 Fees=71.43

**AMT1040 MATERIALS AND PROCESSES (2)**
Familiarizes students with the methods used to identify and select aircraft materials and with various heat treating processes. Provides experience in the use of non-destructive methods of inspection and evaluation. Provides instruction in correct shop practices and procedures and the use of special tools. Areas covered are torque values and torquing methods, safety wiring, use of precision measuring equipment, shop safety, and technician's ethics and legal responsibilities.

Lec Hrs=39 Lab Hrs=41 Oth Hrs=0 Fees=46.43

**AMT1050 GROUND OPERATIONS AND SERVICING (1)**
Familiarizes the student with the proper methods of starting ground operating servicing and securing aircraft.

Lec Hrs=10 Lab Hrs=19 Oth Hrs=0 Fees=71.43

**AMT1060 CLEANING AND CORROSION CONTROL (1)**
Provides experience in detecting, identifying, removal, and treatment of the various types of corrosion found on ferrous and nonferrous metals. The course deals with the types of cleaners and methods of cleaning aircraft and aircraft components.

Lec Hrs=12 Lab Hrs=26 Oth Hrs=0 Fees=46.43

**AMT1070 APPLIED MATHEMATICS (1)**
Reviews principles of mathematical functions and studies their application to aircraft and powerplant maintenance operations.

Lec Hrs=13 Lab Hrs=7 Oth Hrs=0 Fees=0.00

**AMT1081 FAR'S, FORMS & PRIVILEGES (1)**
Familiarizes the student with FAA regulations, advisory circulars, and other government and industry publications, proper terminology and procedures for the execution of log books and major repair and alteration forms, and privileges and limitations as they apply to the certified mechanic. Student fee charged.

Lec Hrs=19 Lab Hrs=16 Oth Hrs=0 Fees=0.00

**AMT1090 BASIC PHYSICS (1)**
Provides an understanding of energy and matter and how their relationships apply to aircraft maintenance.

Lec Hrs=13 Lab Hrs=7 Oth Hrs=0 Fees=0.00

**AMT1110 AIRCRAFT WOOD STRUCTURES (1)**
Aircraft wood structures are covered in this section and familiarizes the student with the different types of wood used in aircraft structures as well as methods of repair to wood structures. Student fee charged.

Lec Hrs=9 Lab Hrs=2 Oth Hrs=0 Fees=46.43

**AMT1115 AIRCRAFT COVERINGS (1)**
Student will gain knowledge and skill to inspect, test, and repair fabric covering materials. The student will be able to select and apply all types of fabric covering, including the synthetics types, and use of proper materials to finish the material.

Lec Hrs=8 Lab Hrs=4 Oth Hrs=0 Fees=61.43

**AMT1120 AIRCRAFT FINISHES (1)**
Student will acquire the ability to properly use a paint spray gun to apply various types of finishes on a variety of surfaces. The student will be able to apply trim lines and aircraft identification number, touch up paint defects, and identify and select aircraft finishing materials. Pre or Corequisite: AMT1110

Lec Hrs=10 Lab Hrs=20 Oth Hrs=0 Fees=61.43
AMT1130 SHEET METAL STRUCTURES (4)
Student is provided with knowledge and skills needed to inspect, maintain, and repair sheet metal structures and components. The course provides the student an introduction to fiberglass, composite and other type non-metallic structural material and methods of construction using these materials. Student fee charged.
Lec Hrs=41 Lab Hrs=116 Oth Hrs=0 Fees=96.43

AMT1140 AIRCRAFT WELDING (1)
A theory and practice of welding methods used in aircraft construction and repair is thoroughly covered with emphasis on gas welding and advanced work in heli arc welding. Lab fee is required.
Lec Hrs=15 Lab Hrs=25 Oth Hrs=0 Fees=71.43

AMT1155 ASSEMBLY AND RIGGING (2)
Students will explain and compare aircraft design features in subsonic, transonic, and supersonic aircraft. They will be able to assemble and rig various aircraft control systems, analyzing and correcting faulty flight characteristics.
Lec Hrs=20 Lab Hrs=45 Oth Hrs=0 Fees=0.00

AMT1160 AIRFRAME INSPECTION (1)
Students will acquire the knowledge and skills needed to perform a 100 hour inspection of an aircraft. The student will demonstrate knowledge of FARs by checking appropriate A. D. ’s classifying repairs, and pinpointing specific service problems. The student will complete the required maintenance forms, records, and inspection reports required by Federal Air Regulations.
Lec Hrs=5 Lab Hrs=15 Oth Hrs=0 Fees=46.43

AMT1200 LANDING GEAR SYSTEMS (2)
Student will receive training in the proper methods of inspection, servicing and repair of landing gear retraction systems, shock struts, brakes, wheels, tires and steering systems. Rigging of various types of retractable landing gear systems will be covered in detail.
Lec Hrs=35 Lab Hrs=50 Oth Hrs=0 Fees=71.43

AMT1210 HYDRAULIC AND PNEUMATICS SYSTEMS (2)
The student will study the theory of operation, maintenance requirements, and adjustments of various hydraulic components and systems. The course will provide the student with the knowledge of pneumatics as used in aircraft operation. The course covers fluid flow, identifies the various actuating units, types of seals, pumps, and differences between hydraulics and pneumatics.
Lec Hrs=35 Lab Hrs=40 Oth Hrs=0 Fees=71.43

AMT1220 CABIN ATMOSPHERE CONTROL SYSTEMS (1)
This unit covers the various systems used to condition air and cabin pressurization as well as practical experience in inspecting, checking, troubleshooting, and servicing the oxygen system. Student fee charged.
Lec Hrs=20 Lab Hrs=30 Oth Hrs=0 Fees=61.43

AMT1230 AIRCRAFT INSTRUMENTS SYSTEMS (1)
A basic familiarization of aircraft instruments and their function to include removal, installation, and the installed testing of such instruments.
Lec Hrs=15 Lab Hrs=10 Oth Hrs=0 Fees=61.43

AMT1240 COMMUNICATIONS AND NAVIGATION SYSTE (1)
This course introduces the student with basic auto pilot operation and familiarizes him with the installation requirements and use of the various communication and navigation systems.
Lec Hrs=25 Lab Hrs=5 Oth Hrs=0 Fees=61.43

AMT1250 AIRCRAFT FUEL SYSTEMS (1)
The student is provided with the knowledge and skills needed to maintain fuel systems and fuel system components. He/she will be able to inspect, check, maintain, and repair aircraft fuel system components, fuel dump systems, fuel management and transfer systems, and perform refueling operations.
Lec Hrs=17 Lab Hrs=23 Oth Hrs=0 Fees=61.43
AMT1260 AIRCRAFT ELECTRICAL SYSTEMS (3)
The types and characteristics of aircraft electrical circuits and components are compared and evaluated. Advanced electrical systems as used in corporate and airline aircraft are studied. The course includes troubleshooting and repairs of AC and DC electrical systems and equipment.
Lec Hrs=45 Lab Hrs=55 Oth Hrs=0 Fees=71.

AMT1270 POSITION AND WARNING SYSTEMS (1)
This course presents the student with the inspection, servicing and maintaining of position and warning systems. Included in this area are navigation lights, beacons, and lights indicating the position of various aircraft components.
Lec Hrs=10 Lab Hrs=20 Oth Hrs=0 Fees=61.

AMT1285 ICE, RAIN, & FIRE PROTECTION (1)
Introduces the student to the basics of ice and rain control as it relates to aircraft surfaces, propellers, windshields, and other components. Methods of ice prevention and ice elimination are taught, provides the student with the knowledge and skills needed in the operation, inspection, checking, troubleshooting, and repair of airframe fire detecting and extinguishing systems. Student fee charged.
Lec Hrs=10 Lab Hrs=20 Oth Hrs=0 Fees=61.

AMT2300 RECIPROCATING ENGINES (5)
The course covers theory and fundamental requirements for aircraft engines; basic parts of internal combustion engines, 2 stroke and 4 stroke cycle, power measurements and calculations conversion of heat energy into mechanical energy, horsepower, piston displacement, compression ratio, types of horsepower, crankcase assembly, reduction gearing, crankshafts and rod assemblies, cylinder and piston assemblies, and bearings used in reciprocating engines.
Lec Hrs=45 Lab Hrs=107 Oth Hrs=0 Fees=171.

AMT2312 TURBINE ENGINES (4)
A thorough study of the theory of operation of turbine engines and the function of the related engine components such as compressors, fuel controls, fuel pumps, governors, turbines, etc. Course encounters disassembly, inspection, minimal repairs reassembly test run, and final adjustment.
Lec Hrs=55 Lab Hrs=55 Oth Hrs=0 Fees=96.

AMT2320 ENGINE INSPECTION (1)
A course study which details the correct methods of engine removal and installation, inspection and run up testing, including the final adjustments according to FAA regulations and manufacturer's recommendations.
Lec Hrs=10 Lab Hrs=22 Oth Hrs=0 Fees=61.

AMT2400 ENGINE INSTRUMENT SYSTEMS (1)
Students will have a knowledge of operation, installation, making and interpretation of powerplant instruments powered by or actuated by non-electrical means. They will be able to install, adjust, and calibrate these instruments in accordance with FAA and manufacture's recommendations. This course will provide experience in inspection checking, servicing, troubleshooting, and repair of engine instrument systems that are electrical in nature.
Lec Hrs=12 Lab Hrs=19 Oth Hrs=0 Fees=46.

AMT2410 ENGINE FIRE PROTECTION SYSTEMS (1)
To provide the student with the knowledge and skills needed in the operation, inspection, checking, troubleshooting, and repair of engine fire detecting and extinguishing systems.
Lec Hrs=5 Lab Hrs=10 Oth Hrs=0 Fees=61.

AMT2420 ENGINE ELECTRICAL SYSTEMS & APU'S (2)
This course provides knowledge and skills necessary to perform electrical repairs, installations, adjustments, and service. The subject area includes alternators, generators, voltage regulation, and paralleling of generators. The student will be introduced to the operational principles of auxiliary power units. Student fee charged.
AMT2435 LUBRICATION SYSTEMS (1)
Provides a comprehensive knowledge of the purpose and function of lubricants and lubrication systems for powerplants. Gives experience in identifying and selecting lubricants, as well as, inspecting, checking, servicing and troubleshooting repair of the system and components.
Lec Hrs=31 Lab Hrs=38 Oth Hrs=0 Fees=96.43

AMT2440 IGNITION SYSTEMS (2)
Students will have knowledge of the operation, repair, inspection, and service of reciprocating and jet power plant ignition systems. They will be able to overhaul and troubleshoot the various components of each system.
Lec Hrs=37 Lab Hrs=47 Oth Hrs=0 Fees=96.43

AMT2450 ENGINE FUEL SYSTEMS (1)
Student is provided with knowledge and skills needed to maintain fuel system components. Student will be able to inspect, maintain check, and repair engine fuel system components.
Lec Hrs=8 Lab Hrs=12 Oth Hrs=0 Fees=61.43

AMT2451 FUEL METERING SYSTEMS (2)
Provides the student with the necessary information and practice necessary to inspect, check, service, troubleshoot, and repair reciprocating and turbine fuel metering systems. The theory and practical application of carburetion, fuel injection systems, and water injection systems are also learned. Fuel pumps, filters, strainers are discussed and practical experience is gained in these areas.
Lec Hrs=26 Lab Hrs=36 Oth Hrs=0 Fees=96.43

AMT2460 INDUCTION SYSTEMS (1)
Gives student the knowledge and experience needed to service and maintain induction systems, superchargers, and exhaust systems. Material covered includes controls, indicators, theory of operation and inspection criteria.
Lec Hrs=11 Lab Hrs=14 Oth Hrs=0 Fees=0.00

AMT2475 ENGINE COOling & EXHAUST SYSTEMS (1)
This course provides the student with an understanding of the need for the various types of engine cooling systems. Gives experience in the inspection, checking, servicing, troubleshooting and repairing of engine cooling systems. This course will also enable the student to comprehend the function of exhaust systems including turbo charging and thrust reversers. The student will gain experience in inspection, checking, troubleshooting, and repairing various types of exhaust systems. Student fee charged.
Lec Hrs=11 Lab Hrs=15 Oth Hrs=0 Fees=61.43

AMT2490 PROPellers AND UNDUCTED FANS (2)
This unit of instruction is designed to cover aircraft engine and turbo prop installations. Areas dealt with are: propeller fundamentals and terminology, synchronizing and ice control systems, identification and selection of propeller lubricants, balancing of propellers, propeller control systems, propeller governing systems, and installation, troubleshooting and removal of propellers. The theory of unducted fans is presented. Student fee charged.
Lec Hrs=41 Lab Hrs=48 Oth Hrs=0 Fees=96.43

ANT2000 INTRODUCTION TO ANTHROPOLOGY (3)
An introductory study of the biological evolution and cultural development of human customs, social organization, and institutions. The student is introduced to the major fields of study undertaken by anthropologists. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

ANT2140 INTRO TO ARCHAEOLOGY (3)
The study of past cultures and the ongoing record of human history. This course reviews the major techniques and theories used to interpret culture change through time. A student must earn a grade of "C" or higher to meet the requirements of the Gordon rule. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
ANT2211 INTRODUCTION TO WORLD ETHNOLOGY PEO (3)
A survey of cultures on differing levels of development, focusing upon subsistence, social organization, religion, art, and culture change. A student must earn a grade of "C" or higher to meet the requirements of the Gordon rule. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

ANT2381 CULTURE AND SOCIETY OF SPAIN (3)
Spanish culture and society includes a study of Spanish life and character as it manifests itself in history, regional personality, celebrations, music, legendary figures, art and architecture. Special emphasis will be given to the southern part of Spain, Andalusia's, which conserves today the diverse cultural heritage of Europe, Africa, and the Orient (Near East). This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

ANT2825 ANTHROPOLOGY FIELD SCHOOL (3)
This lab course is designed to supplement various topics relative to physical and cultural Anthropology as well as Archaeology. Study is limited to field projects. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

ANT2905 INDEPENDENT STUDY ANTHROPOLOGY (3)
A directed study course available to both majors and non-majors who wish to investigate a particular problem related to the field of Anthropology. The student will make application for the course to the Head of the Behavioral Sciences Department via an Instructor with whom the student wants to work. Prerequisite: Instructor's approval. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

ARC1056C DIGITAL MEDIA (2)
Course is designed to provide a survey of current computer aided design software related to architecture and building construction. Lab work concentrates on a variety of computer applications applicable to the design process. Students will learn to apply virtual building technology to design, production, collaboration and information analysis of a project. This course can be used for the AA degree.
Lec Hrs=16 Lab Hrs=32 Oth Hrs=0 Fees=43.00

ARC1126C ARCHITECTURAL DRAWING (4)
An introduction to principles, methods and applications of architectural drawing. Basic drafting tools will be used to learn orthographic projection to draw multi-view drawings including architectural design floor plans, elevations and sections, single-view drawings including paraline axonometric drawings and perspective drawings including one- and two- point. This course can be used for the AA degree.
Lec Hrs=16 Lab Hrs=48 Oth Hrs=0 Fees=37.00

ARC1301C ARCHITECTURAL DESIGN I (4)
This course covers basic two and three-dimensional design fundamentals, architectonic principles and architectural design skills. Techniques of model making, are learned through explorations in defining and understanding architectural space. Pre or Corequisite: ARC1126C. This course can be used for the AA degree.
Lec Hrs=32 Lab Hrs=64 Oth Hrs=0 Fees=37.00

ARC1302C ARCHITECTURAL DESIGN II (4)
This course furthers the study of three-dimensional design fundamentals, architectural space and architectural principles through the application of more advanced model making techniques, orthographic drawing and one and two point perspectives. The architectural design process is studied through the analysis and resolution of basic building programs and basic natural and man-made environmental factors. Prerequisite: ARC1301C. Pre or Corequisite: ARC2201. This course can be used for the AA degree.
Lec Hrs=32 Lab Hrs=64 Oth Hrs=0 Fees=37.00

ARC1701 SURVEY OF ARCHITECTURAL HISTORY (3)
A general survey of social, political, and cultural factors which have generated architecture from prehistoric times through the Fifteenth Century. *This course can be used for the AA degree.* Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**ARC2201 THEORY OF ARCHITECTURE (3)**
This course provides an understanding of architectonic elements, principles and aesthetics in architecture. It analyzes their application in contemporary and historical architecture and relates their application to architecture design studio solutions. The course also covers the work and philosophies of contemporary architects. *This course can be used for the AA degree.* Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**ARC2303C ARCHITECTURAL DESIGN III (4)**
This course emphasizes the analysis and resolution of the natural and man-made environmental context as a generator of architectural design ideas. The analysis of architectural building programs and architectonic principles are applied to further define the organization, form, circulation and function of architectural space in buildings. Prerequisite: ARC1302C ARC2201. *This course can be used for the AA degree.* Pre or Corequisite: ARC2461 Lec Hrs=16 Lab Hrs=96 Oth Hrs=0 Fees=37.00

**ARC2304C ARCHITECTURAL DESIGN IV (4)**
This course covers the development of architectonic conceptual ideas from program requirements and contextual factors as generators of architectural design. Architectonic principles of enclosure, massing, articulation of form, proportions, geometry, scale and structures are applied in the development of imagery for building design. A portfolio is created from each student’s best work for the purpose of transfer admission to a university program. Prerequisite: ARC2303C. *This course can be used for the AA degree.* Pre or Corequisite: ARC1701 Lec Hrs=16 Lab Hrs=96 Oth Hrs=0 Fees=37.00

**ARC2461 MATERIALS AND METHODS OF CONSTRUCTION (4)**
Introduction to materials and methods of construction covering the evaluation of construction materials, functional applications and code requirements in the use of wood, masonry, concrete, steel and other materials. *This course can be used for the AA degree.* Lec Hrs=64 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**ARC2580 STRUCTURES (4)**
Basic study in the principles and evaluations of structures as applied to architecture. Major topics of study include statics, stress, and the characteristics of beam and column behavior. This course will enable the student to develop a structural sense in creating architectural solutions. Prerequisite: MAC1105. *This course can be used for the AA degree.* Lec Hrs=64 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**ARH2000 ART APPRECIATION (3)**
Art Appreciation is a course for non-art majors that introduces the foundations of art, including style, form, media, meaning, and history. *This course can be used for the AA degree.* Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**ARH2050 WORLD ART: PREHISTORY TO GOTHIC (3)**
Art History: Prehistory to Gothic is a chronological survey and analysis of art from prehistory to approximately 1400, placing major works in a historical and stylistic context and emphasizing world art. *This course can be used for the AA degree.* Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**ARH2051 WORLD ART: RENAISSANCE TO MODERN (3)**
Art History: Renaissance to Modern is a chronological survey and analysis of world art from Renaissance to Modern, placing major works in a historical and stylistic context and emphasizing European and Modern art. *This course can be used for the AA degree.* Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**ARH2351 SPANISH ART HISTORY (3)**
Spanish Art History includes the study of outstanding examples of architecture, painting and sculpture, emphasizing the early Roman and
Moorish contributions as well as the great Spanish painters of the Renaissance and the 19th and 20th Centuries. Included in this course are cultural trips to museums, galleries and monuments in Seville. This course can be used for the AA degree.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**ART1200C BEGINNING PRINTMAKING (3)**
A study of the processes and techniques in intaglio, polymer light-sensitive and relief printmaking. Prerequisite: ART1201C ART1300C. This course can be used for the AA degree.

Lec Hrs=0 Lab Hrs=96 Oth Hrs=0 Fees=31.00

**ART1200C COMPUTER ART (3)**
A basic course in how the computer can be adapted and used in the visual arts. Creative uses of the computer and assorted hardware and software will introduce the student to fine art and applied art applications. A knowledge of programming is not required. This course can be used for the AA degree.

Lec Hrs=0 Lab Hrs=96 Oth Hrs=0 Fees=40.00

**ART2205C COLOR THEORY (3)**
A basic course in the exploration of color theories, color systems, and color relativity in regard to optical sensation, lighting variation and psychological impact. This course can be used for the AA degree.

Lec Hrs=0 Lab Hrs=96 Oth Hrs=0 Fees=0.00

**ART2205C LIFE DRAWING (3)**
Study of human and animal forms utilizing various wet and dry media. Prerequisite: ART1300C. This course can be used for the AA degree.

Lec Hrs=0 Lab Hrs=96 Oth Hrs=0 Fees=31.00

**ART2400C BEGINNING PRINTMAKING (3)**
A study of the processes and techniques in intaglio, polymer light-sensitive and relief printmaking. Prerequisite: ART1201C ART1300C. This course can be used for the AA degree.

Lec Hrs=0 Lab Hrs=96 Oth Hrs=0 Fees=40.00

**ART2400C PAINTING I (3)**
An introduction to creative techniques and composition applied to oil painting and acrylic media. Prerequisite: ART1201C ART1300C. This course can be used for the AA degree.

Lec Hrs=0 Lab Hrs=96 Oth Hrs=0 Fees=0.00

**ART2400C PAINTING II (3)**
A creative exploration of oil, acrylic techniques and/or water media with an emphasis on composition. Prerequisite: ART2500C. This course can be used for the AA degree.

Lec Hrs=0 Lab Hrs=96 Oth Hrs=0 Fees=0.00

**ART2540C WATERCOLOR (3)**
A creative exploration of watercolor techniques and media with an emphasis on composition. This course can be used for the AA degree.

Lec Hrs=0 Lab Hrs=96 Oth Hrs=0 Fees=0.00
ART2623C 3D COMPUTER MODELING FOR ANIMATION (3)
This course is an introductory level course in 3D animation. Students create complex animations which are carefully planned through storyboarding techniques. Students will complete 3D animation projects and follow the 3D animation process, practicing and applying various features of the 3D animation software package. Prerequisite: ART1300C. *This course can be used for the AA degree.*
Lec Hrs=32 Lab Hrs=64 Oth Hrs=0 Fees=35.00

ART2701C SCULPTURE (3)
A three-dimensional study of form and concept utilizing physical material to occupy real space either free standing or bas-relief. The principles of organization and the element of design fundamentals are carried over and expand from 3-D design. Prerequisite: Instructor permission or permission from the Department Head.
This course can be used for the AA degree.
Lec Hrs=0 Lab Hrs=96 Oth Hrs=0 Fees=40.00

ART2750C CERAMICS I (3)
Study of basic ceramic shaping techniques, glazing, decorating and firing. *This course can be used for the AA degree.*
Lec Hrs=0 Lab Hrs=96 Oth Hrs=0 Fees=35.00

ART2751C CERAMICS II (3)
A study of advanced techniques in ceramics synthesizing basic skills with more advanced concepts and techniques of forming clay, surface decoration, glazing and firing. Prerequisites: instructor's approval or Prerequisite: ART2750C. *This course can be used for the AA degree.*
Lec Hrs=0 Lab Hrs=96 Oth Hrs=0 Fees=35.00

ART2752C CERAMICS: THROWING ON THE POTTERS WHEEL (3)
A fine arts study of advanced techniques in ceramics emphasizing concepts and techniques of forming clay on the wheel, surface decoration, glazing and firing. Prerequisite: ART2750C. *This course can be used for the AA degree.*
Lec Hrs=32 Lab Hrs=64 Oth Hrs=0 Fees=35.00

ART2754C CERAMICS: HAND-BUILDING (3)
Fine arts ceramics course to develop hand-building through various projects which emphasize technique, creativity, and problem-solving. Includes advanced concepts and techniques of forming clay, surface decoration, glazing and firing. Prerequisite: ART2750C. *This course can be used for the AA degree.*
Lec Hrs=32 Lab Hrs=64 Oth Hrs=0 Fees=35.00

ART2905 INDEPENDENT STUDY (3)
A course designed to establish a framework for future self-learning. Students will shape the course to fit their needs by planning activities with a faculty advisor. Exceptions to prerequisite may be considered by the Art Department Head. Prerequisite: Instructor permission or Prerequisite: ART1201C ART1202C ART1300C. *This course can be used for the AA degree.*
Lec Hrs=0 Lab Hrs=96 Oth Hrs=0 Fees=0.00

ART2906 INDEPENDENT STUDY: CERAMICS (3)
A directed, independent study course available to both majors and non-majors who wish to investigate a particular problem related to the ceramics process. Prerequisite: Instructor permission or Prerequisite: ART2750C ART2751C. *This course can be used for the AA degree.*
Lec Hrs=0 Lab Hrs=96 Oth Hrs=0 Fees=35.00

ART2907 INDEPENDENT STUDY: DRAWING (3)
A directed, independent study course available to both majors and non-majors who wish to investigate a particular problem related to the drawing process. Instructor approval and Prerequisite: ART1300C ART2330C. *This course can be used for the AA degree.*
Lec Hrs=0 Lab Hrs=96 Oth Hrs=0 Fees=0.00

ART2908 INDEPENDENT STUDY: SCULPTURE (3)
A directed, independent study course available to both majors and non-majors who wish to investigate a particular problem related to the sculpture process. Prerequisite: Instructor permission or Prerequisite: ART1203C ART2701C. *This course can be used for the AA degree.*
Lec Hrs=0 Lab Hrs=96 Oth Hrs=0 Fees=36.00
ART2909 INDEPENDENT STUDY: PAINTING (3)
A directed, independent study course available to both majors and non-majors who wish to investigate a particular problem related to the painting process. Prerequisite: ART2500C ART2501C. This course can be used for the AA degree.
Lec Hrs=0 Lab Hrs=96 Oth Hrs=0 Fees=0.00

ART2931C ART SPECIAL TOPICS: (SPECIFY MEDIUM (3))
A studio course centered on a specific medium of art and topics of current interest. Media, topics or focus may vary from semester to semester. Special Topics credit hours are not automatically transferable. Transfer credit is the prerogative of the receiving institution. Instructor's permission required. This course can be used for the AA degree.
Lec Hrs=32 Lab Hrs=64 Oth Hrs=0 Fees=0.00

ART2932C SPECIAL TOPIC: CERAMICS (3)
A ceramics studio course centered around topics of current interest or special interest to students. Topics or focus may vary from semester to semester. Exception to prerequisites will be considered by the Art Department Head. Special topics credit hours are not automatically transferable. Transfer credit is the prerogative of the receiving institution. Prerequisite: Instructor permission or Prerequisite: ART2750C ART2751C. This course can be used for the AA degree.
Lec Hrs=0 Lab Hrs=96 Oth Hrs=0 Fees=35.00

ART2949 CO OP WORK EXPERIENCE (3)
A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-Op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval.
Lec Hrs=0 Lab Hrs=0 Oth Hrs=0 Fees=0.00

ART2950 SEMINAR IN ART (3)
A course designed for students who wish to combine the study of Art with travel in a foreign country. Variable content depends on areas visited. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

ASC1010 HISTORY OF AVIATION (3)
A survey of aviation from its beginning with early myths, through gliders, balloon flights and powered flight to the present jet age. Includes effects of wars on the development of civil and military aircraft and discusses significant personnel flights and aircraft in tracing the advancement of general, commercial, and military aircraft. The major emphasis of the course will be directed towards the development of aviation in the United States. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

ASC1100 NAVIGATIONAL SCIENCE I (3)
This course, together with ATT1100, provides the basic aeronautical knowledge for the professional pilot and aviation operation programs. The two courses must be taken concurrently unless the student's major is Airport Operations Management or Aviation Maintenance Management, in which only ATT1100 is required. The areas of study include airport operations, airspace, flight information publications, basic air navigation including pertinent regulations, preflight planning, cross country navigation, and radio navigation. Successful completion of ATT1100 and ASC1100 will prepare students for the FAA Private Pilot (airplane) Computerized Knowledge Exam. Prerequisite: College Placement Testing (CPT) scores must place student into college-level courses for English, reading and math; or have instructor's permission. Corequisite: ATT1100. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

ASC2120 AVIATION WEATHER (3)
A study of the basic concepts of meteorology, temperature pressure, moisture, stability, clouds, air masses, fronts, thunderstorms, icing, and fog analysis and use of weather data; interpretation of the U. S. Weather Bureau maps, reports and forecasts. Prerequisite: private pilot's license; instructor's permission; or Prerequisite: ASC1100 ATT1100
This course can be used for the AA degree. Corequisite: ASC2110 ATT2120
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
ASC1550 AERODYNAMICS (3)
An analysis of the physical laws and aerodynamic principles which govern the flight and performance of aircraft stability and control, weight and balance, and aircraft instruments affecting flight operational considerations of controllable pitch propellers, retractable gear, weather, and precision maneuvers. Prerequisite: private pilot's license or instructor's permission or Prerequisite: ASC1100 ATT1100
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

ASC1610 AIRCRAFT ENGINES, STRUCTURES, AND S (3)
Aircraft engine types and theory of operation, materials and construction methods of aircraft structures operations of hydraulic, electrical, fuel, pressurization, and anti-icing, heating and instrument systems, including sources of power for their operation. Prerequisite: private pilot's license or instructor's permission or Prerequisite: ASC1100 ATT1100
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

ASC2110 NAVIGATION SCIENCE II (3)
Methods and procedures for the solution of advanced pilotage and dead reckoning problems. Functioning, capabilities, and limitations of radio navigation systems. Prerequisite: private pilot's license or instructor's permission or Prerequisite: ASC1100 ATT1100
Corequisite: ASC1210 ATT2120
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

ASC2240 NAVIGATION SCIENCE III (3)
An introduction and analysis of the regulations and laws governing airport and airline operations, incorporating aviation safety. Topics of discussion include the major regulations to include: Federal Aviation Regulations (FARS) 77, 108, 121, 129, 135, 139, 150, 191, and NTSB 830. These topics will include navigable airspace, airport noise and the applicable Advisory Circulars (A/C) that explain compliance. Additionally, these topics of discussion will include an overview of how the regulations are governed and administered, compliance with overview of how the regulations are governed and administered, compliance with regulations, non-compliance, and management of government regulations.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

ASC2472 HUMAN FACTORS IN FLIGHT AND AIR TRA (3)
This course discusses the human factor issues involved with flight and those affecting air traffic controllers. Students will learn significant aero-medical factors common to the aviation environment and the decision making process. Students will apply knowledge gained through the examination of NTSB accident reports outlining the causes and describing ways an accident could have been prevented. Prerequisite: ASC1100 ATT1100 ATT1810 ATT2820 Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

ASC2870 AVIATION SAFETY (3)
The primary goal of this course is to provide aspiring aviation professionals with a comprehensive understanding and enhanced awareness of aviation safety. Class will participate in analyzing the probable cause of selected aviation accidents, review detailed analyses of accidents related to topics of human factors, runway incursions, weather, mid-air collisions and mechanical and maintenance issues. Federal agencies which regulate aviation with emphasis on those concerned with safety will also be studied. Prerequisite: ASC1100 ATT1100
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

ASC2949 CO OP WORK EXPERIENCE (3)
A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-Op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval.
Lec Hrs=0 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

ASC2870 AVIATION SAFETY (3)

ASL1140 AMERICAN SIGN LANGUAGE I (4)
Students will acquire the fundamental linguistic principles of American Sign Language and vocabulary totaling approximately 500 concepts,
both expressively and receptively. Cultural literacy will be enhanced related to deafness and Deaf culture through reading, writing, and the social environment of the Deaf Community. A variety of classroom literacy activities and exercises, supplemented by laboratory and/or multi-media presentations, will be utilized to develop communicative competence and an appreciation for cultural diversity. (This course is designed for students who have never taken a course in American Sign Language. Students should check individual university program requirements for transferability.) This course can be used for the AA degree. Lec Hrs=64 Lab Hrs=0 Oth Hrs=0 Fees=15.00

**ASL1150 AMERICAN SIGN LANGUAGE II**

(4)

Students will acquire intermediate linguistic principles of American Sign Language and vocabulary totaling approximately 500 new concepts, both expressively and receptively. Cultural literacy will be enhanced related to deafness and Deaf culture through reading, writing, and the social environment of the Deaf Community. A variety of classroom literacy activities and exercises, supplemented by laboratory and/or multi-media presentations, will be utilized to develop communicative competence and an appreciation for cultural diversity. (This course is designed for students who have completed ASL1140 as content builds upon the foundation laid in ASL I. Students should check individual university program requirements for transferability.) Prerequisite: ASL1140. This course can be used for the AA degree. Lec Hrs=64 Lab Hrs=0 Oth Hrs=0 Fees=15.00

**ASL2160 AMERICAN SIGN LANGUAGE III**

(4)

Upon completion of this course, students will have acquired American sign language vocabulary totaling approximately 500 concepts and intermediate to advanced level linguistic principles of ASL, including finger-spelling. Use of the signing space to set up person, objects, place and time will be stressed. Information on the cultural and communication aspects of ASL will also be covered. Content builds upon the foundation established in ASL1140 and ASL1150. After completing the three courses, students should have a receptive and expressive sign vocabulary of approximately 1500 concepts. Students are strongly advised to check with the college or university of their choice for acceptance of these credits to fulfill their entrance and/or exit language requirements. Prerequisite: ASL1150. This course can be used for the AA degree. Lec Hrs=64 Lab Hrs=0 Oth Hrs=0 Fees=15.00

**AST1002 HORIZONS IN ASTRONOMY**

(3)

This course can be used for the AA degree. Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**AST1003 ASTRONOMY OF THE SOLAR SYSTEM**

(3)

This course can be used for the AA degree. Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**AST1004 ASTRONOMY OF STARS AND GALAXIES**

(3)

This course can be used for the AA degree. Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**AST1022L ASTRONOMY LABORATORY**

(1)

This course can be used for the AA degree. Lec Hrs=0 Oth Hrs=0 Fees=0.00
experiments covering topics covered in its companion courses; AST 1002, AST 1003, or AST 1004. Students will create experiment and conduct telescopic observations. Pre or Corequisite: AST1003. This course can be used for the AA degree.
Lec Hrs=0 Lab Hrs=48 Oth Hrs=0 Fees=26. 00

AST1037 SCIENTIFIC SEARCH FOR LIFE IN THE (3)
This interdisciplinary course examines the nature and history of life on earth, possible life-favoring environments within the solar system and in the detecting life in the universe at large. Topics of discussion include the evolution and biochemistry of terrestrial life, the formation of organic compounds in the solar system and other extraterrestrial environments, physical constraints, equipment, and strategies for detecting intelligent life in the universe. Prerequisite: MAT0028. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

ATF100 PRIMARY FLIGHT (3)
This course provides the flight training and experience required by the Federal Aviation Regulations (FAA) for a Private Pilot Certificate. Student must obtain FAA Private Pilot Certificate in order to receive credit for the course. Flight training fees are paid directly to the College in advance. Prerequisite: College Placement Testing (CPT) scores must place student into college-level courses for English, reading and math; or have instructor's permission. Corequisite: ASC1100
Lec Hrs=2 Lab Hrs=50 Oth Hrs=0 Fees=45. 00

ATF2200 COMMERCIAL FLIGHT I (3)
This course continues the training and experience begun in primary flight. Together with ATF2210 and ATF2300, it provides the aeronautical experience required to qualify for the FAA Commercial Pilot Certificate with instrument rating under Federal Aviation Regulations. Flight training fees are paid directly to the College in advance. Prerequisite: private pilot's license or instructor's permission or Prerequisite: ATF1100Corequisite: ASC1210 ASC2110 ATF2600 ATT2120
Lec Hrs=10 Lab Hrs=80 Oth Hrs=0 Fees=0. 00

ATF2210 COMMERCIAL FLIGHT II (3)
This course continues the training and experience of Commercial Flight I. Together with ATF2200 and ATF2300, it provides the aeronautical experience required to qualify for the FAA Commercial Pilot Certificate with instrument rating under Federal Aviation Regulations part. During this course, the student completes coursework to obtain the instrument rating and begins commercial pilot training. Flight training fees are paid directly to the College in advance. Prerequisite: Instructor's approval or Prerequisite: ATF2200
Corequisite: ATT2110
Lec Hrs=10 Lab Hrs=80 Oth Hrs=0 Fees=0. 00

ATF2300 COMMERCIAL FLIGHT III (3)
This is the final of the series of courses designed to provide the aeronautical experience for a FAA Commercial Pilot Certificate with instrument rating under Federal Aviation Regulations. During this course the student achieves qualification in complex air-craft. In order to receive credit for this course, the student must have earned a FAA Commercial Pilot Certificate. Flight training fees are paid directly to the College in advance. Prerequisite: Instructor's approval or Prerequisite: ATF2210
Lec Hrs=10 Lab Hrs=80 Oth Hrs=0 Fees=0. 00

ATF2400 MULTI ENGINE TRANSITION (1)
This course provides the flight training and experience required to obtain an FAA multi-engine rating. In order to receive credit for this course, the student must have earned a FAA multi-engine rating. Flight training fees are paid directly to the College in advance. Prerequisite: Private Pilot Certificate with Instrument Rating or Instructor's Approval Corequisite: ATF2630
Lec Hrs=5 Lab Hrs=20 Oth Hrs=0 Fees=0. 00

ATF2500 FLIGHT INSTRUCTOR TRAINING (2)
This course provides the flight and ground instruction to train a commercial pilot to be a flight instructor. Course consists of the number of dual and solo flying hours and oral instruction required in each case to qualify the individual for a FAA flight instructor certificate. In order to
receive credit for this course, the student must have earned a FAA flight instructor certificate. Training fees are paid directly to the College in advance. Prerequisite: Commercial Pilot Certificate with Instrument Rating

Lec Hrs=15 Lab Hrs=30 Oth Hrs=0 Fees=0.00

ATT2600 FLIGHT SIMULATOR TRAINING (1)

This course provides a total of 15 hours of training in one of the Emil Buehler Flight Lab flight training devices at South Campus. This course may be taken as an elective in any of the aviation programs. Material covered will be tailored to the individual depending upon his/her piloting background. This course may be repeated for a maximum of 3 semester hours to meet a 3 semester hour elective requirement. Student fee charged. Prerequisite: instructor's permission or Prerequisite: ASC1100 ATF1100 ATT1100 Corequisite: ATF2200

Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=165.00

ATT2630 BASIC INSTRUMENT SIMULATOR (1)

This course provides a total of 15 hours of training in one of the Buehler Flight Lab multi-engine flight training devices at South Campus. The course consists of 5 hours of lecture and 10 hours in the flight training device. This course may be taken as an elective in any of the aviation programs. This course may be repeated for a maximum of 3 semester hours to meet a 3 semester hour elective requirement. Student fee charged. Prerequisite: instructor's permission or Prerequisite: ASC1100 ATF1100 ATT1100 Corequisite: ATF2200

ATT1810 ENVIRONMENT OF THE AIR TRAFFIC CONT (3)

This course provides an understanding of the Air Traffic Controller's mission and working environment and presents a candid view of the Air Traffic Controller's language, tools and profession. Corequisite: ASC1100 ATT1100 ATT2820

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=36.00

ATT2110 COMMERCIAL FLIGHT THEORY (3)

Provides the aeronautical information needed to satisfactorily complete the FAA Commercial Pilot Knowledge Exam. Subject matter is tailored to the needs of the advanced pilot. It includes aerodynamics, airplane performance and systems, navigation, physiological factors, Federal Aviation Regulations and weather. It is recommended to complete the instrument rating before taking this course. Prerequisite: FAA Private Pilot Certificate or instructor's permission or Prerequisite: ASC1100 ATT1100

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

ATT2120 INSTRUMENT FLIGHT THEORY (3)

Prepares student for FAA Instrument Rating (Airplane) Exam. Physiological factors involved with instrument flying, the functioning of basic flight instruments and their use in controlling aircraft under instrument conditions, electronic aids and their use, communications, the airways system, IFR charts, regulations and procedures as related to instrument flight. Prerequisite: private pilot's license or instructor's permission or Prerequisite: ASC1100 ATT1100

Corequisite: ASC1210 ASC2110

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
ATT2820 INTRODUCTION TO AIR TRAFFIC CONTROL (3)
This course covers fundamental topics such as history and an explanation of past decisions affecting current air traffic control systems, navigation, procedures and phraseology, separation of aircraft in the ATC system, an in-depth look at the future of air traffic control, and employment opportunities for air traffic controllers. Corequisite: ASC1100 ATT1100 ATT1810
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=37.00

ATT2821C ATC RADAR PROCEDURES WITH LAB (4)
This course covers fundamental requirements to work as a radar controller and builds on the knowledge obtained in prerequisite courses ATT1100, ASC1100, ATT1810, ATT2820, ATT2825C, ATT2822C. Topics such as radar rules and applications required by FAA J07110. Chapters 4, 8, and 6 are covered in this course. This course will be adapted to mirror a radar position in operation at Miami TRACON. In doing so, this course will teach the student the basic requirements needed to work as a radar controller in a terminal facility. Topics taught will include radar systems, radar identification, radar separation, vectoring, phraseology, and issuing approach clearances. The lab portion will mirror the Fort Lauderdale Executive Arrival/Departure Radar position. Prerequisite: ASC1100 ATT1100 ATT1810 ATT2820 ATT2822C
Lec Hrs=48 Lab Hrs=24 Oth Hrs=0 Fees=140.00

ATT2822C VFR TOWER OPERATIONS WITH LAB (4)
This course covers the J07110. 65 Air Traffic Control Manual Chapter 3. Chapter cover fundamental rules and procedures required in a VFR tower for the safe and orderly flow of aircraft operating in a VFR or IFR environment. This course teaches the requirements needed in a terminal facility that utilizes air/ground communications, visual signaling, and other devices to provide ATC services to aircraft operating in the vicinity of an airport or a movement area. The lab portion will mirror the Fort Lauderdale Executive Airport or Tamiami-Kendall Executive Airport. The student will be required to demonstrate practical application of the rules and procedures in use at this airport. Prerequisite: ASC1100 ATT1100 ATT1810 ATT2820
Lec Hrs=48 Lab Hrs=24 Oth Hrs=0 Fees=247.00

ATT2824C ATC ENROUTE OPERATIONS WITH LAB (4)
This course covers the J07110. 65 Air Traffic Control Manual Chapters 5, 6, 7, 8, 9, 10, 11, 12, and 13, J07350. 7 Location Identifiers, IFR Enroute Low and High Altitude Charts. These orders cover the fundamental rules and procedures required in the Enroute environment commonly referred to as the CENTER. This course will teach the requirements needed to an enroute facility that utilizes air/ground communications and other devices to provide ATC services to aircraft operating along the Federal Airways and Jet Route Systems. The lab portion will mirror a sector in operation at Miami Center. The student will be required to demonstrate practical application of the rules and procedure in use at this center sector. Prerequisite: ASC1100 ATT1100 ATT1810 ATT2820
Lec Hrs=48 Lab Hrs=24 Oth Hrs=0 Fees=546.00

ATT2890 ATC CAPSTONE PROJECT (1)
This course covers the practical application of J07110. 65 Air Traffic Control Manual. The course will evaluate what the student has learned and retained throughout the CTI program. The student will be required to successfully complete a 100 question exam covering the CTI prerequisite courses and demonstrate the practical applications in Center Radar Simulation, Terminal Radar Simulation, and Tower Simulation. Students successfully completing the exam and practical will take the Certified Tower Operator's Exam administered by an FAA examiner the last week of class. Prerequisite: ASC1100 ASC1210 ASC1610 ASC2472 ATT1100 ATT1810 ATT2820 ATT2821C ATT2822CLec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=0.00

AVM1440 AIRPORT AND AIRLINE SECURITY (3)
An introduction and analysis of the regulations and laws governing airport and airline security, including an in-depth look at Federal Aviation Regulations 49 CFR 1544, FAR Part 121, 129, and 49 CFR 1520; Topics of discussion include; a historical perspective and events that have led to the evolution of aviation security, preventive measures, and current trends in security. An introduction to terrorist activities, motives, weapons of mass destruction, and countermeasures at threats to aviation.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**AVM1940 AIRPORT OPERATIONS INTERNSHIP I (3)**

Practical applicable of acquired knowledge at a certificated airport. Student exposed to airside related environment including airfield inspections, security inspections and enforcement, air traffic control system, navigational aids, airspace inspections & familiarizations, wildlife issues, environmental impacts. Landside issues such as parking management, ground transportation systems, operational contract administration, revenue control systems, equipment monitoring, and bus operations. Terminal building operations including, physical building inspections, passenger services, passenger flow characteristics, tenant and contractual lease requirements, safety and security of passenger terminals. The student is introduced to airport maintenance programs and systems as well as general aviation environment. Requires special application and criminal background check. Prerequisite: instructor's permission or Prerequisite: AVM1440 AVM2301 AVM2410

Lec Hrs=0 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**AVM2301 GENERAL AVIATION MARKETING AND MANA (3)**

This course is designed to provide an overview of the general aviation industry including its history and important role within the air transportation sector of the economy. The varied uses of general aviation aircraft and the management and marketing role of the fixed base operator are thoroughly explored. Included are the basic marketing concepts and procedures involved in the sale of general aviation aircraft and components to private industry and government. Particular emphasis will be placed on the management of corporate/business aircraft and commuter airlines.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**AVM2410 AIRPORT MANAGEMENT (3)**

Provides a comprehensive examination of the major functions of airport management and the concepts underlying airport planning and construction. The controlling factors in the development of an airport, such as size and forecasting volumes, design considerations; including runways configurations, site, location requirements, master planning and zoning laws will be examined. The socioeconomic effect of airports on the communities they serve will be explored.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**AVM2450 AIRPORT PLANNING AND DESIGN (3)**

Introduction to the initial design of airports and adaptations made as airports experience growth. Topics of discussion include; analysis of runway and taxiway design, terminal ramp areas, terminal facilities, airport parking and roadway systems based on airport capacity forecasts, intended use, funding, and community demographics. Discussions also include the modification and adaptation of existing airport facilities, airport master plans, air cargo facilities, airport access, and environmental impacts of airport planning and design.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**AVM2510 AIRLINE MANAGEMENT (3)**

An introduction to the administrative aspects of airline operation and management. Topics include the structure of the airline industry in the United States including first, second, third level carriers, the annual profit plan, uniform system of accounts and reports, organizational planning, demand analysis, scheduling, the theory of pricing, fleet planning, facilities planning and airline financing.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**AVM2941 AIRPORT OPERATIONS INTERNSHIP II (3)**

Practical application of acquired knowledge at a certificated airport. The student will be exposed to the finance, business, legal, and public relations aspects of Airport Management. Intern will gain
experience in the collection of rents and allocation of monies in airport operation. Receive knowledge on how grant money is applied for and received as well as the business aspect of leasehold compliance. Exposure to legal aspect of airport operation, including compliance with federal and state laws, liability claims and procedures. Exposure to Airport Planning, Airport Master Plan, construction and refurbishment of airport facilities, airport layout plan, and airspace studies. Work with airport public relations and marketing personnel on communicating with media and marking the airport as a business enterprise toward potential airlines and tenants. Requires special application and criminal background check. Prerequisite: instructor's Prerequisite: ASC2320 AVM1940 AVM2450 AVM2510 Lec Hrs=0 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

AVS0090C AVIONICS FUNDAMENTALS (6)
Content includes but is not limited to troubleshooting, repair and installation of airborne radio communications, radio navigation and radar equipment systems in accordance with regulatory and industry standards. Skills preparation for passing licensing/certification tests required by industry forms an integral part of the curriculum. The course content also includes training in communication, leadership, human relations and employability skills; and safe, efficient work practices. Prerequisite knowledge: Airframe & or Powerplant training, Electronics training, previous experience.
Lec Hrs=90 Lab Hrs=90 Oth Hrs=0 Fees=110. 00

AVS0091C AVIONIC INSTALLER (180 HRS) (6)
Content includes but is not limited to troubleshooting, repair and installation of airborne radio communications, radio navigation and radar equipment systems in accordance with regulatory and industry standards. Also included is instruction in basics of AM and FM transmitters and receivers and avionics equipment. Skills preparation for passing licensing/certification tests required by industry forms an integral part of the curriculum. The course content also includes training in communication, leadership, human relations and employability skills; and safe, efficient work practices. Prerequisite knowledge: Airframe & or Powerplant training, Electronics training, previous experience.
Lec Hrs=90 Lab Hrs=90 Oth Hrs=0 Fees=108. 00

AVS0092C AVIONICS COMMUNICATION SYSTEMS (180 (6)
The purpose of this program is to prepare students for employment as radio mechanics (85514608) and as avionics technicians (823. 281-010). The course content includes, but is not limited to, troubleshooting, repair and installation of airborne radio communications, radio navigation, and radar equipment systems in accordance with regulatory and industry standards. Also included is instruction in basics of AM and FM transmitters and receivers and avionics equipment. Skills preparation for passing licensing/certification tests required by industry forms an integral part of the curriculum.
Lec Hrs=90 Lab Hrs=90 Oth Hrs=0 Fees=145. 00

AVS0093C NAVIGATION/SUPPORT SYSTEMS ITEMS (1 (6)
The purpose of this program is to prepare students for employment as radio mechanics (85514608) and as avionics technicians (823. 281-010). The course content includes, but is not limited to, troubleshooting, repair and installation of airborne radio communications, radio navigation, and radar equipment systems in accordance with regulatory and industry standards. Also included is instruction in basics of AM and FM transmitters and receivers and avionics equipment. Skills preparation for passing licensing/certification tests required by industry forms an integral part of the curriculum. The course content also includes training in communication, leadership, human relations and employability skills; and safe, efficient work practices. Prerequisite knowledge: Airframe & or Powerplant training, Electronics training, previous experience.
Lec Hrs=90 Lab Hrs=90 Oth Hrs=0 Fees=108. 00

BCN1251C BUILDING CONSTRUCTION DRAWING I (4)
This is the first in a two-course sequence of construction drawing courses. The first half of the semester will include a review of basic drafting techniques. The second half will be devoted to an in-depth study of residential construction working drawings and how they are prepared. AutoCAD will be used extensively as one of the tools for preparing drawings. *This course can be used for the AA degree.*

**Lec Hrs** = 4  **Lab Hrs** = 48  **Oth Hrs** = 0  **Fees** = $10.00

**BCN1272 BUILDING CONSTRUCTION PLANS INTERPR (2)**
This course is designed to provide an overview of construction documents and to develop the student's ability to quickly interpret working drawings. Emphasis is on architectural and structural details with limited coverage on mechanical and electrical aspects.

**Lec Hrs** = 32  **Lab Hrs** = 0  **Oth Hrs** = 0  **Fees** = $0.00

**BCN2253C BUILDING CONSTRUCTION DRAWING II (4)**
This is the second in the two-sequence of building construction drafting courses. The focus of this course will be on the development of advanced drafting techniques while gaining an understanding of more complex construction procedures for commercial buildings. Advanced AutoCAD techniques will be used extensively as one of the tools for preparing drawings. *Prerequisite: BCN1251C. This course can be used for the AA degree.*

**Lec Hrs** = 48  **Lab Hrs** = 48  **Oth Hrs** = 0  **Fees** = $10.00

**BCN2560 MECHANICAL AND ELECTRICAL SYSTEMS (3)**
Acquaints student with mechanical and electrical equipment commonly used in high rise and commercial buildings. Presents fundamentals of air conditioning, heating, lighting, communicating and wiring for electrical equipment. Includes a study of specialty equipment such as solar heating.

**Lec Hrs** = 48  **Lab Hrs** = 0  **Oth Hrs** = 0  **Fees** = $0.00

**BCN2614C CONSTRUCTION ESTIMATING II (3)**
A study of construction contracts, contractor responsibilities, job planning, scheduling, selection of equipment, methods of construction and safety standards. The student is required to make quantity takeoffs from a set of plans to do pricing of labor and materials. *Prerequisite: BCT1770.*

**Lec Hrs** = 16  **Lab Hrs** = 48  **Oth Hrs** = 0  **Fees** = $10.00

**BCT1706 CONSTRUCTION DOCUMENTS (2)**
This is designed to familiarize students with documents used in the construction industry, facets of the construction process, contractual relationships, the relationship of documents to each phase of construction and an overview of the Construction Specifications Institute's (CSI) 16 divisions. At the conclusion of the course, students will have gained the proficiency necessary to pass the Construction Documents Technologist (CDT) certification exam given by the CSI.

**Lec Hrs** = 32  **Lab Hrs** = 0  **Oth Hrs** = 0  **Fees** = $0.00

**BCT1743 BUILDING CONSTRUCTION LAW (2)**
A study of the legal aspects of construction contracts and the responsibilities arising particularly from the field operations. Also includes relationship of general contractor to owner, architect, and subcontractor; mechanics lien law; bonds; labor law; and other statutes and ordinances regulating contractors.

**Lec Hrs** = 32  **Lab Hrs** = 0  **Oth Hrs** = 0  **Fees** = $0.00

**BCT1767 OSHA STANDARDS (1)**
This course is designed to give students an awareness of the hazards associated with the construction industry's working environment. Emphasis is on OSHA regulations and the knowledge to improve the overall safety on a job site. At the successful conclusion of the course, students will receive OSHA certification.

**Lec Hrs** = 16  **Lab Hrs** = 0  **Oth Hrs** = 0  **Fees** = $0.00

**BCT1770 CONSTRUCTION ESTIMATING I (2)**
An analysis and determination of building construction costs. Commences with the classification of materials, labor, and subcontracted work into the smallest manageable units. Development of a simple estimate for a residential structure.
BCT2040  MEP PLANS INTERPRETATION (2)
This course is designed to develop the student's ability to quickly interpret working drawings. Emphasis is on the details and specifications of mechanical, electrical, and plumbing plans.
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

BCT2710  INFRASTRUCTURE COORDINATION (2)
This course provides the student with an overview of the various agencies related to the construction industry. Special emphasis is on the need for and the manner of coordinating with these agencies. Students will receive exposure to the variety of permits, learn to interface with the agencies in order to coordinate the permit process, and understand how this coordinates with the project.
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

BCT2760  BUILDING CODES AND REGULATIONS (3)
A rigorous review and study of the South Florida Building Code as it applies to structures and safety. For professionals employed as inspectors, architects, engineers and contractors.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

BCT2787C  MECHANICAL ELECTRICAL PLUMBING DRAW (3)
The focus of this course will be on the development of advanced drafting techniques while gaining an understanding of more complex construction procedures for commercial and institutional buildings as it relates to mechanical, electrical, and plumbing. Advanced ArchiCAD, AutoCAD &/or MicroStation techniques will be used extensively for preparing drawings.
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=10. 00

BCT2941L  BUILDING CONSTRUCTION FIELD EXPERIE (1)
This course is designed to provide students with field experiences, including shadowing and job site visits which help the student understand the organizational structure of a variety of construction companies and how the companies function.
Lec Hrs=0 Lab Hrs=48 Oth Hrs=0 Fees=0. 00

BOT2010 GENERAL BOTANY (3)
Course designed to treat entire plant kingdom with emphasis on structure, function, and genetics of flowering plants. Fundamental cell and tissue structure of both vascular and non vascular plants are studied. Associated physiological and chemical effects as related to function are emphasized. Placement by Testing Department or Pre or Corequisite: BOT2010L. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

BOT2010L  GENERAL BOTANY LABORATORY (1)
Laboratory experiments and field trips to accompany BOT2010. Upon successful completion of this course, the students should be able to demonstrate knowledge of the plant kingdom through prescribed activities that focus on morphology, taxonomy, anatomy and physiology of selected representative specimens. Dissection exercises included. Pre or Corequisite: BOT2010. This course can be used for the AA degree.
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=49. 00

BOT2800 PLANTS AND PEOPLE (3)
This course will emphasize the role of plants in the development of civilizations, and the influence of plants on world history, politics, economics and culture. Will survey important plants and plant products from different cultures around the world. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

BSC1005 GENERAL BIOLOGY (3)
Course designed to give students an understanding of principles of Biology, while focusing on the nature and activities of living organisms. Course primarily for non-science majors (see BSC1005L). Placement by Testing Department orLec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00. This course can be used for the AA degree.

BSC1005L  GENERAL BIOLOGY LABORATORY (1)
Two hours of laboratory weekly which provides hands on activities that develop basic laboratory skills while reinforcing basic concepts in biology. Dissection exercises may be a component of this course. Pre or Corequisite: BSC1005. *This course can be used for the AA degree.*  
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=22. 00

**BSC2010 INTRODUCTION TO BIOLOGY I (3)**  
This course is the first of a two-semester sequence introducing science majors to biological principles including cell structure, function, communication, reproduction, biochemistry and metabolism, classical and molecular genetics, and genetic engineering. Upon successful completion of this course, the students will be able to explain the methods of science, describe the characteristics of life, describe structure, function, and communication of cells, distinguish mitosis and meiosis, describe cell energetics, photosynthesis and respiration, solve genetics problems, and describe major advances in genetic engineering. Three hours lecture per week. Pre or Corequisite: BSC2010L CHM1040  
*This course can be used for the AA degree.*  
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

**BSC2010L INTRODUCTION TO BIOLOGY I LABORATOR (1)**  
This laboratory course is the first of a two-semester sequence introducing science majors to biological principles including cell structure and function, cell reproduction, biochemistry and cell metabolism, classical and molecular genetics, and genetic engineering. Three hours laboratory per week. Pre or Corequisite: BSC2010 CHM1040.  
*This course can be used for the AA degree.*  
Lec Hrs=0 Lab Hrs=48 Oth Hrs=0 Fees=71. 00

**BSC2011 INTRODUCTION TO BIOLOGY II (3)**  
This course is the second of a two-semester sequence introducing science majors to biological principles including a study of the diversity of organisms, evolution and population dynamics, and ecology. Three hours lecture per week. Prerequisite: BSC2010 BSC2010L. *This course can be used for the AA degree.* Pre or Corequisite: BSC2011L.  
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

**BSC2011L INTRODUCTION TO BIOLOGY II LABORATO (1)**  
This course is the second of a two-semester sequence introducing science majors to biological principles including a study of the diversity of organisms, evolution and population dynamics, and ecology. Dissection exercises included. Special fee charged. Prerequisite: BSC2010 BSC2010L. *This course can be used for the AA degree.* Pre or Corequisite: BSC2011L.  
Lec Hrs=0 Lab Hrs=48 Oth Hrs=0 Fees=75. 00

**BSC2085 HUMAN ANATOMY AND PHYSIOLOGY I (3)**  
A survey of the structure, function, and chemistry of the human body considering the following topics: chemistry, body organization, the cell, tissues, membranes, glands, the integumentary system, the skeletal system, the muscular system, the nervous system, and the special senses. 3 hrs. lec. per week. CHM 1032, CHM 1040, or CHM 1045 is very strongly recommended (see your program requirements). Pre or Corequisite: BSC2085L. *This course can be used for the AA degree.*  
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

**BSC2085L HUMAN ANATOMY AND PHYSIOLOGY I LABO (1)**  
A survey of the structure, function, and chemistry of the human body considering the following topics: chemistry, body organization, the cell, tissues, membranes, glands, the integumentary system, the skeletal system, the muscular system, the nervous system, and the special senses. 3 hrs. lec. per week. CHM 1032, CHM 1040, or CHM 1045 is very strongly recommended (see your program requirements). Pre or Corequisite: BSC2085L. *This course can be used for the AA degree.*  
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=18. 00

**BSC2086 HUMAN ANATOMY AND PHYSIOLOGY II (3)**  
A continuation of the Anatomy and Physiology sequence, including the following topics: the circulatory system, the respiratory system, the digestive System, the urinary system, fluid and electrolytes and the reproductive System. CHM 1032, CHM 1040, or CHM 1045 is very strongly recommended (see your program requirements). 3 hrs. lec. Wk. Prerequisite: BSC2085 BSC2085L. *This course can be used for the AA degree.* Pre or Corequisite: BSC2086L.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

BSC2086L HUMAN ANATOMY AND PHYSIOLOGY II LAB (1)
Laboratory experiments coordinated with BSC1086, including microscope observation, study of anatomical models and dissection. Dissection exercises included. Prerequisite: BSC2085 BSC2085L. This course can be used for the AA degree.

Pre or Corequisite: BSC2086
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=39.00

BSC2421 INTRODUCTION TO BIOTECHNOLOGY (3)
This lecture based course provides an introduction to concepts and principles associated with current accepted biotechnological practices in the areas of laboratory safety cell culture techniques, laboratory skills (measurements and calculations, preparation of solutions, use of various instruments) and microscopy. In addition, methods of DNA extraction, amplification, gene cloning, nucleic acids and protein electrophoresis and finger printing will be covered. Prerequisite: BSC1005 BSC1005L
This course can be used for the AA degree.
Corequisite: BSC2421
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

BSC2421L INTRODUCTION TO BIOTECHNOLOGY LABOR (1)
This laboratory course provides hands-on experience in basic and common biotechnology laboratory techniques in the areas of laboratory safety, culture techniques, laboratory skills (measurements and calculations preparations of solutions, use of various laboratory instruments), and microscopy. In addition, methods in DNA extraction and amplification, gene cloning, nucleic acids, and protein electrophoresis and fingerprinting will be demonstrated. Prerequisite: BSC1005 BSC1005L
This course can be used for the AA degree.
Pre or Corequisite: BSC2421
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

BSC2910 DIRECTED INDEPENDENT RESEARCH (0)
Students (individually or in a group) will conduct research projects or certain aspects of research projects under the supervision of the instructor. This course is intended to help students acquire skills in applying research principles and obtaining practice in rigorous data collection and reporting. Hours may vary. Permission of Instructor Required.
Lec Hrs=0 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

BSC2949 CO OP WORK EXPERIENCE (3)
A course designed to provide training in a students field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-Op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. Placement by Testing Department. This course can be used for the AA degree.
Lec Hrs=0 Lab Hrs=0 Oth Hrs=0 Fees=0.00

BUL2241 BUSINESS LAW I (3)
This course covers basic principles of law and their application to business problems. Topics include a discussion of legal rights and social forces; the legal relationships of government, business and society; law of contracts; personal property, bailments, sales of goods, torts and business crimes. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

BUL2242 BUSINESS LAW II (3)
This course provides a study of the legal principles covering negotiable instruments, creditors' rights and secured transactions; agency, employer-employee relations; franchises, insurance, bankruptcy, partnerships, corporations, and real property. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

BUL3130 BUSINESS LAW AND ETHICS (3)
This course explores the nature of legal, ethical and societal environments of business. Emphasis is placed on business's social, legal, political and ethical responsibilities to both external and internal groups for business. Topics include corporate social responsibility, legal, political, and ethical aspects of business, state and federal laws, contracts, intellectual property, employment law, product liability, safety issues and environmental regulation.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CCJ1020 INTRODUCTION TO CRIMINAL JUSTICE (3)
Introduction to the historical and philosophical background of the agencies of the Criminal Justice System. An examination of the relationships between the police, courts and correctional systems. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CCJ2191 HUMAN BEHAVIOR IN CRIMINAL JUSTICE (3)
A consideration of human behavior and how it relates to the duties and responsibilities of the criminal justice practitioner. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CCJ2933 CORRECTIONS PRACTICUM (3)
This course offers practical experiences in corrections or related disciplines of criminal justice giving the student the opportunity to apply classroom knowledge. Prerequisite: CCJ1020 or permission of instructor.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CCJ2949 CO OP WORK EXPERIENCE (3)
A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-Op Department approval. Student will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. This course can be used for the AA degree.

Lec Hrs=0 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CDA4411 SYSTEMS INTEGRATION AND ARCHITECTUR (3)
This course provides the student with a detailed understanding of computer hardware and system software. The material covered in this course is intended to establish a platform of technical knowledge for systems analysis, design, configuration, procurement, and management.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CEN4341 PLATFORM TECHNOLOGIES (3)
IT professionals will encounter a variety of platforms in their career. The role of the IT professional is to select, deploy, integrate and administer platforms or components to support the organizations IT infrastructure. This knowledge area includes the fundamentals of hardware and software and how they integrate to form essential components of IT systems.
Prerequisite: CNT3504 CNT3604
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CEN4722 HUMAN COMPUTER INTERACTION (3)
This course will provide the student the necessary elements in understanding and accomplishing the Human Computer Interaction in the area of Information Technology. The student will learn user centered methodologies in the design, development, evaluation and employment of application and system software.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CET1114C DIGITAL TECHNIQUES (4)
The study and application of digital logic circuits. Topics include binary, octal and hexadecimal number systems, Boolean algebra, Karnaugh mapping, logic gates, flip flops, counters, and registers, applications in combinational and sequential logic systems. Extensive laboratory practice.
This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=2.00

CET1117C MICROPROCESSORS I (3)
Study of the organization and operation of a stored program digital computer with emphasis on CPU operation in response to assembly and machine language instructions. Methods of
selecting and operating I/O devices under program control will also be studied. Course work includes sophisticated assembly language programming for the microprocessor. Prerequisite: instructor approval or Prerequisite: CET1114C

This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=5.00

CET1461C TECHNICAL COMPUTER APPLICATIONS (3)

Technical computer applications, including the use of the Windows operating system, computer applications such as word processing, spreadsheets, presentation graphics, an introduction to CAD (Computer-Aided Design) and electronic simulation software is presented with emphasis on the solution of problems in the Engineering Technology fields. This course is geared towards the Engineering Technology student. Prerequisite: EET1015C MTB1325
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=5.00

CET1600C CISCO NETWORKING I (4)

This course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. It uses the OSI and TCP layered models to examine the nature and roles of protocol and services at the application, network, data link, and physical layers. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Labs use a 'model internet' to allow students to analyze real data without affecting production networks. Packet tracer (PT) activities help students analyze protocol and network operation and build small networks in a simulated environment. At the end of the course, students build simple LAN topologies by applying basic principles of cabling, performing basic configurations of network devices such as routers and switches, and implementing IP addressing schemes. Prerequisite: CTS1133C CTS2131C

Pre or Corequisite: CET1630C
Lec Hrs=56 Lab Hrs=8 Oth Hrs=0 Fees=191.00

CET1610C CISCO NETWORKING II (4)

This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. By the end of this course, students will be able to recognize and correct common routing issues and problems. Students complete a basic procedural lab, followed by basic configuration, implementation, and troubleshooting labs in each chapter. Packet Tracer (PT) activities reinforce new concepts, and allow students to model and analyze routing processes that may be difficult to visualize or understand. Prerequisite: CET1600C
Lec Hrs=56 Lab Hrs=8 Oth Hrs=0 Fees=191.00

CET1615C CISCO NETWORKING III (4)

This course provides comprehensive, theoretical, and practical approach to learning the technologies and protocols needed to design and implement a converged switched network. Students learn about the hierarchical network design model and how to select devices for each layer. The course explains how to configure a switch for basic functionality and how to implement Virtual LANs, VTP, and Inter-VLAN routing in a converged network. The different implementations of Spanning Tree Protocol in a converged network are presented, and students develop the knowledge and skills necessary to implement a WLAN in a small-to-medium network. Prerequisite: CET1610C
Lec Hrs=56 Lab Hrs=8 Oth Hrs=0 Fees=191.00

CET1620C CISCO NETWORKING IV (4)

This course discusses the WAN technologies and network services required by converged applications in Enterprise networks. The course uses the Cisco Network Architecture to introduce integrated network services and explains how to select the appropriate devices and technologies to meet network requirements. Students learn how to implement and configure common data link protocols and how to apply WAN security concepts, principles of traffic, access control, and addressing services. Finally, students learn how to detect, troubleshoot, and correct common enterprise network implementation issues. Prerequisite: CET1615C
Lec Hrs=56 Lab Hrs=8 Oth Hrs=0 Fees=191.00

CET1630C NETWORK CABLING TECHNOLOGIES (4)
This course is designed for students interested in the physical aspects of voice and data network cabling and installation. The course focuses on cabling issues related to data and voice connections and provides an understanding of the industry and its worldwide standards, types of media and cabling, physical and logical networks, as well as signal transmission. Students will develop skills in cable termination with both jacks and punch blocks, reading network design documentation, pulling and mounting cable, cable management, cable labeling, setting up telecommunications rooms, and patch panel installation and termination, as well as basic cable testing and troubleshooting, and basic cabling calculations. This hands-on, lab-oriented course stresses documentation, design, and installation issues, as well as laboratory safety, on-the-job safety, and working effectively with others. The Panduit Network Infrastructure

CET2123C MICROPROCESSORS II (4)
Analysis of 8/16 bit microprocessors and microcomputers with emphasis on logic, timing and interfacing of the microprocessor. The student will design circuits and programs to interface memory and peripheral devices in a microprocessor based system. Extensive Laboratory practice is an integral part of this course. Students will design and develop a microprocessor project board as part of this course. This will require the student to purchase various electronic components costing approximately $125. Prerequisite: CET1114C CET1117C
Lec Hrs=56 Lab Hrs=24 Oth Hrs=0 Fees=0.00

CET2486C NETWORKING TECHNOLOGY (2)
This course covers topics in networking technology including OSI communications, networking and services, as well as troubleshooting of networking devices and components. Networking optimization is also included.

Lec Hrs=32 Lab Hrs=16 Oth Hrs=0 Fees=17.00

CET2625C CISCO CCNP I (4)
This course provides students with the knowledge and skills necessary to use advanced IP addressing and routing in implementing scalable and secure Cisco ISR routers connected to LANs and WANs. The skills developed by students completing this course will help prepare them for the Cisco Route Exam. Prerequisite: CET1620C
Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=191.00

CET2627C CISCO CCNP II-SWITCHING (4)
This course provides students with knowledge and skills necessary to plan, configure and verify the implementation of complex enterprise switching solutions using Cisco's Campus Enterprise Architecture. The skills developed by students completing this course will help prepare them for the Cisco Switch Exam. Prerequisite: CET2625C
Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=191.00

CET2628C CISCO CCNP III (4)
This course provides students with the knowledge and skills necessary to plan and perform regular maintenance on complex enterprise routed and switched networks and to use technology-based practices and a systematic ITIL-compliant approach to perform network troubleshooting. The skills developed by students completing this course will help prepare them for the Cisco Troubleshoot Exam. Prerequisite: CET2625C CET2627C
Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=191.00

CET2660C CISCO CCNA SECURITY (4)
CCNA Security equips students with the knowledge and skills needed to prepare for entry-level security specialist careers. It provides a hands-on introduction to network security. Prerequisite: CET1620C
Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=191.00

CET2742C ADVANCED NETWORKING (3)
This course is for support professionals who are new to networking services and will be responsible for installing, configuring, managing, and supporting a network infrastructure that uses various networking services. It also provides students with the prerequisite knowledge and skills required for Implementing and Administering Directory Services such as Microsoft Active Directory. Prerequisite: CET2486C

Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=7.00

CGS1060C COMPUTER AND INTERNET LITERACY (3)
This is an introductory course in basic computer and internet use. It covers computer hardware and software fundamentals (including the use of Windows), key productivity applications (including word processing, spreadsheets, and presentation systems), and living in an online world (including network fundamentals, e-mails, and the effective use of the Internet as a communication tool and information resource). Students will develop basic computer skills to aid them with college studies and workforce readiness. Hands-on use of a personal computer is required. This course can be used for the AA degree.
Lec Hrs=32 Lab Hrs=16 Oth Hrs=0 Fees=47.00

CGS1510C ELECTRONIC SPREADSHEET (3)
This course provides hands-on applications with a spreadsheet software package. Through Lecture and Lab practices, students will develop skills that create, manipulate and utilize spreadsheets. This course can be used for the AA degree.
Lec Hrs=24 Lab Hrs=24 Oth Hrs=0 Fees=58.00

CGS1540C DATABASE MANAGEMENT (3)
This course is an introduction to database management. Using appropriate database software, students will learn to maintain and manipulate data in an organized, accessible and accurate manner. Emphasis is placed on the use of microcomputer database management software for common business applications. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=51.00

CGS1557C INTERNET SITE DESIGN (3)
This course is intended to provide technical, programming and administrative background and experience for a career with the World-Wide Web. Students should have a working familiarity with the Internet and the World-Wide Web, such as could be gained in CGS1555C, Introduction to the Internet.
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=16.00

CGS2100C COMPUTER APPLICATIONS (3)
This is an intermediate-level course in computer applications software. Students will gain knowledge and experience in the use and capabilities of word-processing, spreadsheet, database, and presentation graphics applications. Through case studies, students will learn to develop comprehensive solutions to various types of problems. Integration between applications will be emphasized. Prerequisite: CGS1060C
This course can be used for the AA degree.
Lec Hrs=32 Lab Hrs=16 Oth Hrs=0 Fees=60.00

CGS2554C WEB DEVELOPMENT 3 (3)
This course teaches development of E-Commerce web sites for back-end server applications. It stresses development of database information and manipulation for web delivery. Students should have complete knowledge of HTML and database management, before taking this course. Students will conceptualize and develop E-Commerce web sites.
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=5.00

CGS2874C MULTIMEDIA AUTHORING II (3)
Continuation of multimedia CGS2871C with emphasis on functions and variables and development of complex interactive titles for cross platform delivery. Custom variables will be created. In-depth projects will be developed using video, audio, text, and graphics while controlling the program direction, testing, and debugging. Hypertext and development of on-line help modules and documentation will be included in the projects. Prerequisite: DIG2500C
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=0.00

CHD1320 CURRICULUM PLANNING FOR EARLY CHILD (3)
Content and methods of planning developmentally appropriate activities to enhance children's cognitive, social, emotional, physical and creative development. Lesson plan formats and daily scheduling will be covered. This course can be used for the AA degree.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CHD1331 CREATIVITY FOR YOUNG CHILDREN (3)
This course offers an understanding of theory in children's art, music, and movement activities and their practical classroom application through process oriented and teacher activities. Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CHD1334 CHILDREN'S LITERATURE & LANGUAGE AR (3)
This historical perspective will guide a study of qualitative books, such as fairy tales, folk tales, poems, and nursery rhymes. The role of the teacher in the child's acquisition of communications skills will be investigated. This course can be used for the AA degree. Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CHD1338 MATH & SCIENCE FOR THE YOUNG CHILD (3)
Designed to foster understanding of the development of mathematical thinking and the mental ability of the preschool child. The science portion will enable the pupil to become familiar with the concept and techniques of "sciencing." Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CHD1940 PRACTICUM I: OBSERVATION AND EVALU (3)
Offers an opportunity to observe children in child care settings, gain understanding of their behavior and evaluate their environments. Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=39.75

CHD2441 PRACTICUM II (3)
Facilitates practical experiences in techniques of early childhood education. Requires qualified supervision in a school or center for preschool education. Lec Hrs=16 Lab Hrs=32 Oth Hrs=0 Fees=0.00

CHD2800 ADMIN AND MGMT IN E C EDUCATION (3)
This course will emphasize the design and operation of a childcare facility. Classroom exposure will emphasize and assess site selection, building design and supervisory functions, equipment selection, activity planning, scheduling, financing, budgeting, record-keeping, and marketing. Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CHM1025 INTRODUCTION TO CHEMISTRY (3)
Selected topics from general chemistry. Topics covered include chemical measurements, atomic structure, periodic table, chemical bonding, inorganic compound nomenclature and formula writing, stoichiometry, gases, liquids, solids, solutions, acid-base chemistry, oxidation-reduction chemistry, energy, and nuclear chemistry. Prerequisite: MAT0028. This course can be used for the AA degree. Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CHM1025L INTRODUCTION TO CHEMISTRY LABORATOR (1)
Laboratory experiments to accompany CHM1025. Prerequisite: MAT0028 REA0017C. This course can be used for the AA degree. Pre or Corequisite: CHM1025. Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=18.00

CHM1032 CHEMISTRY FOR HEALTH SCIENCES (3)
Selected topics from general chemistry, organic chemistry and biochemistry. This course is designed specifically for Nursing and other Allied Health Technology students. Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CHM1032L CHEMISTRY FOR HEALTH SCIENCES LAB (1)
Laboratory exercises to accompany CHM1032. Pre or Corequisite: CHM1032. This course can be used for the AA degree. Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=18.00

CHM1040 GENERAL CHEMISTRY A (EXPANDED SEQU (3)
This is the first course in a three semester sequence, CHM1040, CHM1041 and CHM1046. This sequence includes two laboratories:
CHM1045L to be taken concurrently with CHM1041 and CHM1046L to be taken with CHM1046. Topics covered include: measurements, stoichiometry, atomic structure, periodic table, chemical bonding, ionic and covalent compounds, nomenclature, and formula writing. Pre or Corequisite: MAT1033. This course can be used for the AA degree.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CHM1041 GENERAL CHEMISTRY B (EXPANDED SEQU (3))

This is the second course in a three semester sequence which includes: CHM 1040, CHM 1041 and CHM 1046. This sequence also includes two laboratories: (1) CHM 1045L to be taken concurrently with CHM 1041 and (2) CHM 1046L to be taken with CHM 1046. Topics covered include: gases, liquids, solids, solutions acid-base chemistry and ionic reactions, thermodynamics and some descriptive chemistry of non-metals. Prerequisite: CHM1040

This course can be used for the AA degree. Pre or Corequisite: CHM1045L MAC1105

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CHM1045 GENERAL CHEMISTRY I (3)

This is the first course in a two semester sequence, CHM 1045 and CHM 1046. This sequence includes two laboratories: CHM 1045L to be taken concurrently with CHM 1045 and CHM 1046L to be taken with CHM 1046. This sequence is for students who have already had high school chemistry. Topics covered include: chemical measurements, stoichiometry, atomic structure periodic table, chemical bonding, inorganic compounds, nomenclature, formula writing, gases, liquids, solids, solutions acid-base chemistry and ionic reactions and some descriptive chemistry of non-metals. To enroll, it is strongly recommended that students have had previous chemistry at the high school or college level. If a student has not had prior experience in a chemistry course the CHM 1040/CHM 1041/CHM 1046 sequence is highly recommended. Prerequisite: MAC1105. This course can be used for the AA degree. Pre or Corequisite: CHM1045L

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CHM1045L GENERAL CHEMISTRY I LAB (1)

Laboratory experiments to accompany CHM1041 or CHM1045. Placement by Testing Department or Pre or Corequisite: CHM1045. This course can be used for the AA degree.

Lec Hrs=0 Lab Hrs=48 Oth Hrs=0 Fees=18.00

CHM1046 GENERAL CHEMISTRY II (3)

This is the final course of the two-semester general chemistry sequence: CHM 1045 and CHM 1046; and the final course of the three-semester general chemistry sequence: CHM 1040, CHM 1041, and CHM 1046. These sequences include two laboratories: (1) CHM 1045L to be taken concurrently with CHM 1041 or CHM 1045, and (2) CHM 1046L to be taken with CHM 1046. Topics covered include thermodynamics, kinetics, equilibrium, electrochemistry, coordination chemistry, descriptive chemistry of metals, nuclear chemistry and an introduction to organic chemistry. Prerequisite: CHM1045

CHM1045L

This course can be used for the AA degree. Pre or Corequisite: CHM1046L

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CHM1046L GENERAL CHEMISTRY II LAB (1)

Laboratory experiments to accompany CHM1046E or CHM-1046. Special fee charged. Upon successful completion of this course, the students should be able to use appropriate laboratory equipment to safely perform laboratory experiments that relate to the topics covered in CHM-1046 or CHM-1046E, to collect data accurately and to use those data to calculate a reasonable answer or come to a logical conclusion. Prerequisite: CHM1045 CHM1045L

This course can be used for the AA degree. Pre or Corequisite: CHM1046

Lec Hrs=0 Lab Hrs=48 Oth Hrs=0 Fees=33.00

CHM2210 ORGANIC CHEMISTRY I (3)

First part of a two course sequence presenting the structure, preparation, reaction, and nomenclature of various classes of organic compounds and their derivatives. Reaction electronic mechanisms are interpreted and unified in the light of modern theory. Prerequisite: CHM1046 CHM1046L
CHM2210L ORGANIC CHEMISTRY I LABORATORY (1)
Organic laboratory experiments and preparations to accompany CHM2210. Special fee charged. Prerequisite: CHM1046 CHM1046L. This course can be used for the AA degree. Pre or Corequisite: CHM2210 Lec Hrs=0 Lab Hrs=48 Oth Hrs=0 Fees=100.00

CHM2211L ORGANIC CHEMISTRY II LABORATORY (1)
Appropriate experiments and preparation to compliment CHM2211. Special fee charged. Prerequisite: CHM2210 CHM2210L. This course can be used for the AA degree. Pre or Corequisite: CHM2211 Lec Hrs=0 Lab Hrs=48 Oth Hrs=0 Fees=100.00

CHM3203L ORGANIC & BIOCHEMISTRY (3)
This course is a one semester course which introduces the preprofessional science educator to fundamental organic and biochemical concepts. This is a content course in the B.S. Degree in the BC Science Education Program. The course has been designed to enhance the understanding of organic and biochemical concepts essential for the K-12 classroom. This program has been designed to correlate chemistry concepts with the NSTA National Science Content Standards, the Florida Subject Matter Content Standards, and the Florida Sunshine State Science Standards. Corequisite: CHM3203 Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=100.00

CIS1513C PROJECT MANAGEMENT (3)
This course examines the organization, planning, and controlling of projects and provides practical knowledge on managing project scope, schedule and resources. Topics include project life cycle, work breakdown structure and Gantt charts, network diagrams, scheduling techniques, and resource allocation decisions. Concepts are applied through team projects and tutorials using project management software. Prerequisite: CGS1060C or placement. Prerequisite: CGS1060C
This course can be used for the AA degree.
CIS2321C SYSTEMS ANALYSIS AND DESIGN (3)
This course introduces the process and methodology for system analysis and design. Students will be able to learn the process of system development, the traditional structural approach for system analysis and design, use of modeling tools, adherence to methodological life cycle and project management standards system development strategy and new trends of system development. Through class discussion, hands-on assignments and a team project, students will learn how to translate business requirement into information systems. Prerequisite: CIS1000C COP1334C. This course can be used for the AA degree.
Lec Hrs=40 Lab Hrs=8 Oth Hrs=0 Fees=60.00

CIS2949 CO OP WORK EXPERIENCE (3)
A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-Op Department approval. Student will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval.
Lec Hrs=0 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CIS3510 PROJECT MANAGEMENT (3)
This course covers the general aspects of project management and emphasizes the important special considerations which apply to technology projects. Supporting software is used extensively.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CIS4253 SOCIAL AND PROFESSIONAL ISSUES IN I (3)
In addition to technical skills, an IT professional must understand the social and professional context of IT and computing, and adhere to ethical codes of conduct. This knowledge area covers the historical, social, professional, ethical and legal aspects of computing. It identifies how teamwork is integrated throughout IT and how IT supports an organization. It also stresses professional oral and written communication skills.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CIS4361 INFORMATION ASSURANCE AND SECURITY (3)
The information technology (IT) professional must understand, apply, and manage information assurance and security (IAS) in computing, communication, and organizational systems. It is also important for the IT professional to provide users with a framework to be sufficiently security aware to be an asset to the organization rather than a liability. IAS includes operational issues, policies and procedures, attacks and defense mechanisms, risk analyses, recovery, and information security. It should also be noted that many of the essential educational activities in this knowledge area may be illegal if performed outside a controlled environment, or without proper authorization. It is the responsibility of each individual program to appropriately administer these activities. Prerequisite: CNT3504
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CIS4596 IT CAPSTONE PROJECT (3)
This course will give the IT student the ability to utilize what he/she has learned from the IT Program and adapt it to a work environment. This will be accomplished by providing the student a senior project that includes first: project proposal, feasibility studies, identification of intellectual property, and a teamwork environment for projects creation, and second, project support which includes: budgets, schedule management, communications through reports and presentations project testing, implementation and final approval. Note: This course must be taken in the final semester. Permission from the Deans of Business, Technology & Management and Student Affairs or Pre or Corequisite: CDA4411 CEN4341 CEN4722 CIS3510 CIS4253 CIS4361 CNT3604 COP3703 COP3847 COP4858
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJC2000 INTRODUCTION TO CORRECTIONS (3)
Introduction to the historical events and social issues that have shaped the corrections (prison/jail)system in the U. S., and an examination of contemporary corrections in
terms of structure, clients, management, staff, programs and prisoners’ rights. This course can be used for the AA degree.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

CJE2162 PROBATION AND PAROLE PROCEDURES (3)
Examines this important community-based treatment aspect of the corrections system, reviews philosophy and development, the pre-sentence investigation, and supervision methods. Juvenile practices are also included. 3 hrs. lec. This course can be used for the AA degree.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

CJD0573 RESPONDING TO VETERANS (0)
This 16 hour course will provide criminal justice officers with an understanding of unique issues when dealing with veterans, active duty military personnel, or reserve members and to develop enhanced skills for de-escalating potentially volatile situations, and working toward a successful resolution.

Lec Hrs=16 Lab Hrs=0 Oth Hrs=0 Fees=8. 00

CJE1300 INTRO TO CRIMINAL JUSTICE ADMINISTR (3)
Introduction to principles of administration and managerial concepts characteristic of criminal justice organizations. This course can be used for the AA degree.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

CJE2170 COMPARATIVE WORLD POLICE AGENCIES (3)
A survey of contemporary foreign law enforcement and criminal justice systems. Includes the operational and philosophical differences emerging from various cultural and legal systems. This course will include case and group studies of selected countries. This course can be used for the AA degree. Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

CJE2400 POLICE COMMUNITY RELATIONS (3)
A consideration of the significance of establishing good working relationships between the police and the public, including the complex factors that lead to successful police community relations. This course can be used for the AA degree.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

CJE2580 INTERVIEWS AND INTERROGATIONS (3)
This course is designed to cover the techniques, methods, principles and issues of interviews and interrogations for criminal justice officers and investigators. Course offered through Deception Control, Inc., Ft. Lauderdale.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

CJE2600 CRIMINAL INVESTIGATION (3)
The investigation activity of a police department is studied to evaluate its organization, function and relationship with other divisions and agencies. Emphasis is placed on the procedural aspects and methodology employed in the investigative process. The student will know the elements of preliminary and follow-up investigations, to include methods of crime scene search, collection and preservation of evidence, and chain of custody concepts. This course can be used for the AA degree.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

CJE2640 INTRODUCTION TO CRIMINALISTICS (3)
An introduction to the scientific aspects of investigation known as criminalistics, with emphasis on crime scene techniques, the collection and preservation of evidence and the examination of evidence. Students will be familiarized with the capabilities and limitations of a police laboratory. Special fee charged. 1 hr. Lec. 2 hrs. Lab. This course can be used for the AA degree.

Lec Hrs=40 Lab Hrs=8 Oth Hrs=0 Fees=20. 00

CJE2642 CRIMINALISTICS PRACTICUM (3)
The knowledge and skills developed in the prerequisites are coordinated in practical exercises which will develop expertise in the complete processing of crime scenes. Special fee charged. 1 hr. lec. 2 hrs. lab. Prerequisite: CJE2600 CJE2640 CJE2770

Lec Hrs=32 Lab Hrs=16 Oth Hrs=0 Fees=44. 00

CJE2643 ADVANCED FORENSIC INVESTIGATION (3)
This course explores the scientific and investigative methods used to solve serious
crimes against persons. Topics include distinguishing between causes of death, such as accidental, suicide or homicide; the use of autopsies; child and elderly abuse investigation. (NOTE: this course utilizes graphic material that may make some students uncomfortable.)

Instructor's approval or Prerequisite: CJE2600

CJE2640

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJE2722 POLYGRAPH THEORY AND OPERATIONS (3)

Includes the history and development of the polygraph with further emphasis on mechanics of instrument operation, maintenance and calibration. Course offered through Deception Control, Inc. Ft. Lauderdale.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJE2723 TEST QUSTN CONSTR & SEMANTICS/PERSO (3)

The construction of test questions appropriate to the personnel aspect of the polygraph is emphasized. Course offered through Deception Control, Inc., Ft. Lauderdale.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJE2724 TEST QUSTN CONSTR & SEMANTICS/CRIMI (3)

The construction of test questions appropriate to the criminal case aspect of the polygraph is emphasized. Course offered through Deception Control, Inc., Ft. Lauderdale.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJE2725 CHART ANALYSIS, VALIDITY AND RELIAB (4)

Validity and reliability of the polygraph is examined, along with an in-depth consideration of chart analysis. Course offered through Deception Control, Inc., Ft. Lauderdale.

Lec Hrs=64 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJE2726 POLYGRAPH OPERATIONS PRACTICUM (3)

Types of polygraph techniques and examinations are considered with emphasis on conducting examinations in role playing situations in the laboratory. Course offered through Deception Control, Inc., Fort Lauderdale.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJE2770 FORENSIC PHOTOGRAPHY AND VISUAL DOC (3)

The student is taught specific skills necessary to visually document and photographically preserve crime scenes and evidence, from both technical and legal standpoints.

Lec Hrs=40 Lab Hrs=8 Oth Hrs=0 Fees=4.00

CJJ2001 JUVENILE JUSTICE (3)

An analysis of the criminal justice system as it relates to juveniles. Major topics include: police practices (such as detention, searches and interrogation) when dealing with juveniles, court procedure in juvenile cases and different theories of juvenile rehabilitation. This course can be used for the AA degree.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJK0007 INTRODUCTION TO LAW ENFORCEMENT (0)

This course is designed to provide an overview of academy requirements, the criminal justice system, the values and ethics required for criminal justice officers, and the consequences of sexual harassment.

Lec Hrs=11 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJK0008 LEGAL (2)

This course is designed to provide students a foundation in the aspects of law relevant to the duties of criminal justice officers.

Lec Hrs=69 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJK0011 HUMAN ISSUES (1)

This course is designed to familiarize the student with the human issues encountered by the law enforcement officer. These issues include, but are not limited to substance abuse, mental illness, physical and developmental disabilities.

Lec Hrs=40 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJK0017 COMMUNICATIONS (2)

This course is designed to provide students the communication skills relevant to the duties of criminal justice officers.

Lec Hrs=76 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJK0020 VEHICLE OPERATIONS (1)

This course presents the dynamics of emergency vehicle operations and develops skills in operating a motor vehicle in the law enforcement
environment. A demonstration of proficiency is required.
Lec Hrs=24 Lab Hrs=24 Oth Hrs=0 Fees=0.00

CJK0031 FIRST AID FOR CRIMINAL JUSTICE OFFICER (1)
This course provides life-saving skills development in emergency medical situations appropriate for the law enforcement officer, including: CPR and communicable diseases.
Lec Hrs=24 Lab Hrs=16 Oth Hrs=0 Fees=0.00

CJK0040 FIREARMS (2)
This course develops proficiency with the semi-auto pistol used by a law enforcement officer. Qualification is required at various lighting levels.
Lec Hrs=4 Lab Hrs=76 Oth Hrs=0 Fees=0.00

CJK0051 CMS CRIMINAL JUSTICE DEFENSIVE TACTICS (2)
This course is designed to provide the student defensive skills appropriate for the threat level, within Florida law. Demonstration of proficiency is required.
Lec Hrs=80 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJK0061 PATROL I (1)
This course is designed to familiarize the student with the law enforcement officer's duties while on patrol: Community Oriented Policing, patrol and problem solving techniques, officer safety, arrest, custody and other related patrol functions.
Lec Hrs=58 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJK0062 PATROL 2 (1)
This course is designed to provide the student knowledge of procedures necessary to address various high risk situations, to include: incident command system, crowd control, gangs and extremist groups, hazardous materials, bombs and explosives.
Lec Hrs=40 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJK0071 CRIMINAL INVESTIGATIONS (1)
This course is designed to familiarize the student with the general process and procedures related to criminal investigations.
Lec Hrs=56 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJK0076 CRIME SCENE INVESTIGATIONS (0)
This course is designed to familiarize the student with the general process and procedure for responding to and processing a crime scene.
Lec Hrs=24 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJK0082 TRAFFIC STOPS (0)
Course is based on the current curriculum, as developed and approved by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission. This course is designed to familiarize the student with the procedures and safety issues related to traffic stops.
Lec Hrs=24 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJK0083 D. U. I. TRAFFIC STOPS (0)
Course is based on the current curriculum, as developed and approved by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission. This course is designed to familiarize the student with driving under the influence (DUI) and traffic stops.
Lec Hrs=24 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJK0086 TRAFFIC CRASH INVESTIGATIONS (1)
To introduce the student to traffic crash investigations, laws pertaining to traffic crashes and procedures for responding to a traffic crash.
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJK0096 CRIMINAL JUSTICE OFFICER PHYSICAL FIT T (2)
This course is designed to introduce the student to physical conditioning, aerobic capacity, and wellness conditioning and training.
Lec Hrs=60 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJK0100 INTERPERSONAL SKILLS 1 (0)
Course is based on the current curriculum, as developed and approved by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission. This course is designed to familiarize the student with human behavior, human interaction, and physically handicapped persons.
Lec Hrs=62 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJK0101 INTERPERSONAL SKILLS 2 (0)
Course is based on the current curriculum, as developed and approved by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission. This course is designed to familiarize the student with human behavior, human interaction, and physically handicapped persons.
Lec Hrs=62 Lab Hrs=0 Oth Hrs=0 Fees=0.00

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Department of Law Enforcement, Criminal Justice Standards and Training commission. This course is designed to familiarize the student with human adjustment to imprisonment, interpersonal skills, supervision techniques, preventing sexual assault.

Lec Hrs=50 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJK0102 CORRECTIONAL OPERATION (0)
Course is based on the current curriculum, as developed and approved by the Florida Department of Law Enforcement, Criminal Justice Standards and Training commission. This course is designed to familiarize the student with how an officer needs to possess those basic skills to perform the physical tasks required of Correctional Officers.

Lec Hrs=64 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJK0212 CROSS-OVER CORRECTIONS TO LAW ENFOR (0)
This course is designed to provide transitioning officers the firearms training (night-firing) required for the new discipline not previously completed by the officer. Qualification with the weapon is required. In addition, this course is mandated by the Florida Criminal Justice Standards and Training Commission for inclusion in the Crossover from Correctional Officer to Law Enforcement Officer training program effective May 11, 2005. This is a limited access course. It requires active certification and employment as a State of Florida correctional officer.

Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=0.00

CJK0213 CROSS-OVER CORRECTIONS TO LAW ENFOR (1)
This course is designed to provide transitioning officers the tactical applications training required for the new discipline not previously completed by the officer. This course explores the knowledge and procedures necessary for an officer engaging in various activities, to include: court process, incident command system, bombs and explosives, and crowd control. In addition, this course is mandated by the Florida Criminal Justice Standards and Training Commission for inclusion in the Crossover from Correctional Officer to Law Enforcement Officer training program effective May 11, 2005. This is a limited access course. It requires active certification and employment as a State of Florida correctional officer.

Lec Hrs=40 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJK0221 CORRECTIONAL X-OVER TO LAW ENFORCE (0)
This course is designed to provide transitioning officers a variety of introductory and legal training topics required for the new discipline (and not previously completed by the officer). In addition, this course is mandated by the Florida Criminal Justice Standards and Training Commission for inclusion in the Crossover from Correctional Officer to Law Enforcement Officer training program effective April 1, 2008. This is a limited access course. It requires active certification and employment as a State of Florida correctional officer.

Lec Hrs=47 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJK0222 CORRECTIONAL X-OVER TO LAW ENFORCEM (0)
This course is designed to provide transitioning officers specific communication skills required for the new discipline (and not previously completed by the officer).

Lec Hrs=56 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJK0223 CORRECTIONAL X-OVER TO LAW ENFORCEM (0)
This course is designed to provide transitioning officers specific skills related to human issues required for the new discipline (and not previously completed by the officer). These issues include, but are not limited to, crisis intervention, disability awareness, and responding to juveniles.

Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJK0240 LAW ENFORCEMENT AUXILIARY INTRODUCT (0)
Course covers requirements for completing the basic recruit training program, ethics, values, and professionalism in both personal and professional lives. Also covered in this course is the criminal justice system and its functions.

Lec Hrs=27 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJK0241 LAW ENFORCEMENT AUXILIARY PATROL AN (0)
This course covers officer survival, patrol techniques, contact, arrest, and transporting prisoners, crowd control, incident command and traffic direction, stops and crash investigations. Lec Hrs=19 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJK0242 LAW ENFORCEMENT AUXILIARY INVESTIGA (0)
Course covers the patrol officer's responsibilities in crime scene investigations and criminal investigations to include all types of crimes against both persons and property. Lec Hrs=17 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJK0255 CMS CORRECTIONS PROBATION FIREARMS (0)
This course introduces firearms, presents the nomenclature and safety rules, and familiarizes the student with good shooting habits. Lec Hrs=2 Lab Hrs=14 Oth Hrs=0 Fees=0.00

CJK0270 CRIMINAL JUSTICE LEGAL 1 (0)
This course is designed to provide students a foundation in the aspects of law relevant to the duties of Correction officers. Lec Hrs=46 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJK0271 CORRECTIONAL PROBATION LEGAL (1)
This course presents the structure and components of the Florida criminal justice System and the laws governing the duties of a Correctional Probation. Lec Hrs=57 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJK0272 CORRECTIONAL PROBATIONAL INTERPERSO (1)
This course presents the topics of interpersonal skills, verbal and written communication, officer survival, conflict resolution, crisis intervention and suicide prevention/intervention. Emphasis is on communications. Lec Hrs=44 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJK0273 CORRECTIONAL PROBATION CASELOAD MAN (1)
This course presents the caseload management procedures for Correctional Probation Officers. Lec Hrs=40 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJK0274 CORRECTIONAL PROBATION SUPERVISION (2)
This course presents the characteristics and behaviors of people a Correctional Probation Officer must supervise and the procedures and strategies for dealing with individuals under supervision. Lec Hrs=88 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJK0275 CORRECTIONAL PROBATION INVESTIGATIO (1)
This course presents the techniques needed for a Correctional Probation Officer to conduct and document successful investigations. Lec Hrs=39 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJK0276 CORRECTIONAL PROBATION MANAGEMENT I (0)
This course presents the fundamentals of the electronic information systems a Correctional Probation Officer must access. Lec Hrs=27 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJK0280 CRIMINAL JUSTICE OFFICER PHYSICAL F (0)
This course is designed to introduce the student to physical conditioning, aerobic capacity, and wellness conditioning and training. It will help the student to better understand the need for a police officer to maintain physical conditioning and how an officer needs to possess those basic skills to perform the physical tasks required of criminal justice officers. Lec Hrs=40 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJK0281 CRIMINAL JUSTICE OFFICER PHYS FIT T (1)
This course is designed to introduce the student to physical conditioning, aerobic capacity, and wellness conditioning and training. It will help the student to better understand the need for a criminal justice officer to maintain physical conditioning. Lec Hrs=2 Lab Hrs=32 Oth Hrs=0 Fees=0.00

CJK0285 CRIMINAL JUSTICE LEGAL 2 (0)
The student will know the basic provisions of the U.S. Constitution and comprehend the officer's responsibility to defend and comply with the U.S. Constitution. Lec Hrs=22 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CJK0286 CRIMINAL JUSTICE COMMUNICATIONS (0)
The student will know the definition of note taking and the uses of notes. The student will comprehend the kinds of information to be collected and the procedures to follow in taking notes. The student will demonstrate note taking techniques in practical situations.

Lec Hrs=42 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

CJK0422 DART-FIRING STUN-GUN (0)
This course will introduce the student to the basics of both the stun-gun and the dart-firing stun-gun, and give them some fundamental knowledge of this emerging tool in criminal justice.
Lec Hrs=8 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

CJK0441C POLICE SERVICE AIDE (3)
This course (with specified corequisites) is designed to provide students the minimum skills necessary to perform the duties of a Police Service Aide (PSA) and is approved by the Criminal Justice Standards and Training Commission as prescribed by Florida State Statute 316. 640 . Corequisite: CJK0442 CJK0451
Lec Hrs=94 Lab Hrs=16 Oth Hrs=0 Fees=0. 00

CJK0442 TRAFFIC ACCIDENT / CRASH INVESTIGAT (2)
This course is designed to provide students the minimum skills necessary to perform the duties of a Parking Enforcement Specialist (PES) and is approved by the Criminal Justice Standards and Training Commission as prescribed by Florida State Statute 316. 640 .
Lec Hrs=68 Lab Hrs=12 Oth Hrs=0 Fees=0. 00

CJK0451 PARKING ENFORCEMENT SPECIALIST (0)
This course is designed to provide students the minimum skills necessary to perform the duties of a Parking Enforcement Specialist (PES) and is approved by the Criminal Justice Standards and Training Commission as prescribed by Florida State Statute 316. 640 .
Lec Hrs=16 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

CJK0480 EMERGENCY PREPAREDNESS (0)
Course is based on the current curriculum, as developed and approved by the Florida Department of Law Enforcement, Criminal Justice Standards and Training commission. This course is designed to familiarize the student with techniques and procedures for handling unusual occurrences and incidents.
Lec Hrs=26 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

CJKL062 CONSTITUTIONAL LAW (3)
An examination of the U. S. Constitution, its amendments and its impact on present day criminal justice practitioners. 3 hrs. Lec. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

CJKL100 CRIMINAL LAW (3)
Course will be concerned with the sources and elements of criminal law. Emphasis will be placed on criminal law as related to law enforcement officers with particular attention given to the rights and responsibilities of officers in enforcing various criminal laws. 3 hrs. lec. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

CJKL1100 CRIMINAL EVIDENCE AND COURT PROCEDU (3)
An examination of the rules governing admissibility of evidence, specifically as they affect the law enforcement officer in the processes of arrest, use of force, search and seizure, presentation and custody of evidence, testimony and court procedure. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

CJKL1130 CRIMINAL EVIDENCE AND COURT PROCEDU (3)
A course in practical law for correctional personnel. Study includes law regulating use of force, civil rights of prisoners, constitutional law, legal service, disciplinary procedures, parole and current case law.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

CJKL1140 CORRECTIONAL LAW (3)
A survey course of the Federal Rights legislation to include the 13th through 15th Amendments of the Reconstruction Era and the Civil Rights legislation of the 60’s. Special topics include consideration of the American Disabilities Act, Age Discrimination in Employment Act, Equal Employment Opportunities Act, Equal Pay Act, Affirmative Action, and Sexual Harassment. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00
CNT2001 LOCAL AREA NETWORKING (3)
This course is designed as a comprehensive study of microcomputer networking. Topics include the selection, installation, maintenance, and management of network software and hardware. Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CNT3504 NETWORKING (3)
This course teaches the concepts necessary to design, deploy, integrate and administer a communications infrastructure. This course includes data communication concepts that cover telecommunications, the Internet and Internet working principles. Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CNT3604 SYSTEM ADMINISTRATION AND MAINTENANCE (3)
This course will provide the IT professional with the knowledge and the management tools that are needed to design, select, apply, and deploy computer systems. The learned outcomes will allow the student an understanding in system administration concepts that will cover software, hardware, system types, databases, communications documentation, internet, and maintenance. Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CNT3702 INFRASTRUCTURE AND FACILITIES PLANNING (3)
Students integrate computer and networking hardware and software into a robust, secure, redundant and resilient infrastructure. Students will research and present findings related to enterprise projects in computer networking design. In addition to the technical requirements the student will learn the business principles of economies of scale, service level agreements, request for proposals, and outsourcing. Prerequisite: CNT3504 Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

COP1000C INTRODUCTION TO COMPUTER PROGRAMMING (3)
This course provides the beginning programming student with the techniques necessary to write well-documented, structured computer programs. The course is intended to emphasize the planning process using examples involving sequence, selection, and iteration. The course is designed to promote good programming practices for further study of other programming languages. Prerequisite: MAT0028 This course can be used for the AA degree. Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=48.00

COP1334C INTRODUCTION TO C++ (3)
This course provides an introduction to computer program design and development using the C++ language. A structured, multi-phase, program development process featuring a series of steps involving problem definition, top-down design, and formal program specification is stressed. The course is intended to provide the novice programming student with the techniques needed to develop well-documented, structured computer programs. Students who do not possess computer programming experience are strongly encouraged to complete COP1000C (Introduction to Computer Programming) before attempting this course. Prerequisite: MAT1033 This course can be used for the AA degree. Pre or Corequisite: CIS1000C Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=45.00

COP1335C INTERMEDIATE C++ PROGRAMMING (3)
This course continues the study of structured programming and the C++ language begun in COP1334C. Topics will include classes, polymorphism, inheritance, streams, templates, exception handling dynamic memory allocation, and memory management. An introduction to data abstraction and data structures is also included. Prerequisite: CIS1000C COP1334C. This course can be used for the AA degree. Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=54.00

COP1661C INTRODUCTION TO PROGRAMMING WITH AN (3)
This course introduces the student to programming using Android application development as the context. No prior programming experience is needed. Students will gain experience with basic control and data structures, object-oriented programming, XML, GUIs, and event-driven programming, through interesting real-life uses of the Android API. By
the end of the course, students will have a firm grasp of introductory level programming along with a good grounding in Android application development. NOTE: Students are *not* required to own an Android device. The course may be completed using the simulator provided in the Android Development Kit. Basic computer literacy; file management; use of Internet; installing programs required to be successful in this course.

Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=0.00

**COP2071C DATABASE DESIGN AND PROGRAMMING (3)**

This course provides the student with a solid foundation in Relational Database Management Systems and RDBMS technology. It emphasizes an end-to-end solution, beginning with requirements and progressing through conceptual design, logical database design, physical database design, and implementation, using a RDBMS and the SQL language. It involves extensive database manipulation and querying using SQL. It also stresses transaction management concepts, data integrity constraints, and performance issues. Prerequisite: CIS1000C COP1334C

Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=60.00

**COP2171C VISUAL BASIC PROGRAMMING (3)**

This course teaches how to create Visual Basic based programs. Students write programs that access databases, use OLE to integrate applications, and act as an OLE Server and as an add-in. This class assumes a working knowledge of Basic Programming (COP1170). Prerequisite: COP1334C

Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=54.00

**COP2360C C# PROGRAMMING (3)**

This course teaches students how to create C# programs and gives the student a solid foundation on building applications using an object-oriented /event-driven language. Students will write programs using C# controls and their main properties, methods and events. Students will also write programs that access sequential access files and will learn basic programming structures and manipulation of arrays in C#. The class assumes a working knowledge of basic programming control structures. Prerequisite: CIS2321C COP1335C Pre or Corequisite: COP2361C

Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=54.00

**COP2361C OBJECT-ORIENTED ANALYSIS AND DESIGN (3)**

This course focuses on the object-oriented software development process, including object-oriented methodologies and workflows. Students will be able to determine the Use Cases and Domain Model of the problem domain. Create a system design supporting functional requirements. Create a system architecture supporting the nonfunctional requirements and development constraints. Prerequisite: CIS2321C COP1335C. This course can be used for the AA degree.

Lec Hrs=40 Lab Hrs=8 Oth Hrs=0 Fees=54.00

**COP2800C PROGRAMMING IN JAVA (3)**

This course introduces students to the JAVA Programming Language. Upon successful completion of this course, the students should be able to create Java programs that leverage the object-oriented features of the Java language, such as encapsulation, inheritance and polymorphism; use data types, arrays and other data collections; implement error-handling techniques using exception handling, create an event-driven GUI using Swing components; and implement I/O functionality to read from and write to text files. Prerequisite: CIS2321C COP1335C Pre or Corequisite: COP2361C

Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=54.00

**COP2801C JAVA SCRIPTING (3)**

This course will teach students to write JavaScript that can be executed on any computer running compatible software. These programs will be created using this object-based scripting language and designed to interact over the Internet or any other similar network with an appropriate Web Browser. Students will learn JavaScript structure and syntax, how to interact with environment variables, use event handlers, perform form validation, create rollover effects and receive an overview of working with cookies. Students will conceptualize and develop interactive web sites using the full features of JavaScript.
COP2821C VISUAL BASIC DEVELOPMENT (3)
This course focuses on how to create an active X control, how to create a component object model (COM), how to incorporate active X and COM components within a visual basic program, how to write visual programs that access a database, and how to incorporate Internet technologies into a visual application. Prerequisite: COP2171C
Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=49.00

COP3703 DATABASE CONCEPTS (3)
This course applies a relational model approach to logical and physical data structure and data concepts and modeling. It also applies a model based on conceptual database design and implementation using current software.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

COP3847 WEB SYSTEMS AND TECHNOLOGIES (3)
Information Technology (IT) applications are increasingly web based. Web technology has grown to include a variety of businesses, academic, organizational and social applications. Diverse multi-cultural and multilingual user communities now depend on web technology. This knowledge area covers the design, implementation and testing of web based applications including related software, databases, interfaces and digital media. It also covers social, ethical and security issues arising from the web and social software. Prerequisite: COP3703
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

COP4858 INTEGRATIVE PROGRAMMING AND TECHNOLOGY (3)
Organizations typically use many disparate technologies that need to communicate and work with each other. A key component to the discipline of information technology is the integration of applications and systems. This knowledge area examines the various types of programming languages and their appropriate use. It also addresses the use of scripting languages, architectures, application programming interfaces and programming practices to facilitate the management, integration and security of the systems that support an organization.
Prerequisite: COP3847
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CPO2002 INTRODUCTION TO COMPARATIVE GOVERNMENT (3)
This course is a survey of political systems in the developed and the underdeveloped world. Democratic, non-Democratic, unitary and Federal systems will be analyzed and contrasted. Also the European community will be examined as an example of multinational cooperation.
This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CPO2140 GOVERNMENT AND POLITICS OF SPAIN (3)
An introduction to the understanding of Spain's governmental process, with emphasis on the structure of Spanish politics, the constitutional framework, the working of the bureaucracy, and the role of interest groups within the context of Spain's constitutional setting.
This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CRW1001 CREATIVE WRITING I (3)
The course is structured toward producing literary fiction, poetry, dramatic forms, creative non-fiction and other original expression. Student writing will be the primary basis for critical discussion with emphasis on fundamental aspects of poetry, fiction, and/or drama, as illustrated in master writers' work and demonstrated in student work. Lectures, readings, craft analysis, discussions, exercises and workshops provide students with the opportunity to develop the craft of creative writing. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CRW1100 FICTION WRITING (3)
Lectures, readings, craft analysis, discussions, writing exercises, and workshops provide students with the opportunity to analyze fiction and practice the craft of writing fiction. The course is structured toward producing literary fiction. Student writing and master writers' works will be the primary basis for critical discussion, with an emphasis on the fundamental aspects of fiction.
This course can be used for the AA degree.
CRW1300 POETRY WRITING (3)
Student writing as the basis for critical discussion with emphasis on analysis for the elements of poetry. Prerequisite: ENC1101. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CRW2002 CREATIVE WRITING WORKSHOP II (3)
A continuing development of creative writing ability. Prerequisite: CRW1001. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CRW2003 ADVANCED CREATIVE WRITING WORKSHOP (3)
A continuing development of creative writing ability. Students may work on independent writing projects. Directed independent study. Instructor's Approval or Prerequisite: CRW2002. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CRW2005 ADVANCED CREATIVE WRITING WORKSHOP (1)
A continuing development of creative writing ability. Students may work on independent writing projects. Directed independent study. Instructor's Approval or Prerequisite: CRW2002. This course can be used for the AA degree.
Lec Hrs=16 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CTS1106C UNIX (3)
The UNIX Operating System Essentials course provides instruction in the key features and capabilities of the UNIX OS. Topics include file and directory management, controlling the user work environment, archiving files and using remote commands. In addition, this course explains fundamental command-line features of the UNIX OS, including file system navigation, the vi text editor, file permissions, access control lists (ACLs), command shells, file compression, basic network use, and reading shell scripts. This course prepares students to take the Sun Certified Solaris Associate (SCSAS) Exam. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=54.00

CTS1111C LINUX + (4)
This course provides students with the knowledge and skills necessary to effectively administer Linux workstations and servers. Students will plan, install, maintain, and troubleshoot Linux operating system services. The skills developed by students completing this course will help prepare them for the CompTIA Linux+ certification exam.
Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=158.00

CTS1133C A+ ESSENTIALS (3)
This course provides students with the knowledge required to understand the fundamentals of computer technology, networking, and security, and the skills required to identify hardware, peripheral, networking, and security components.
Lec Hrs=36 Lab Hrs=12 Oth Hrs=0 Fees=73.00

CTS1134C NETWORK+ (4)
This course provides students with important knowledge and skills necessary to manage, maintain, troubleshoot, install, operate and configure basic network infrastructure; describe networking technologies; basic design principles; and adhere to wiring standards and use testing tools.
Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=164.00

CTS1212C ADOBE PHOTOSHOP (3)
This Adobe course teaches students how to fully utilize the latest Adobe Photoshop image editing tool to create and manipulate images. The course includes hands-on experiences with exercises and projects to provide students with a thorough working knowledge of Adobe Photoshop. In this course students learn to paint and retouch images, use layers, support video, work with vector tools, manage digital assets, work with RAW camera files, manage color, and prepare images for output to the web. The skills developed by students completing this course will help prepare them for the Adobe Certified Associate certification exam. Placement by test or Prerequisite: CGS1060C
Lec Hrs=36 Lab Hrs=12 Oth Hrs=0 Fees=157.00
CTS1213C WINDOWS AND OUTLOOK FOR BUSINESS (3)
This course teaches students to utilize Windows operating system to be more productive, more collaborative, and more efficient. The course covers the skills necessary to be effective at protecting, optimizing, and troubleshooting the Windows OS environment. This course also teaches students advanced skills and design concepts for employing Microsoft Outlook to create, manage and organize messages, contacts and tasks. The course includes hands-on experiences with exercises and projects. The skills developed by students completing this course will help prepare them for the Microsoft Office Specialist Windows and Outlook certification exams. Prerequisite: CGS1060C
Lec Hrs=36 Lab Hrs=12 Oth Hrs=0 Fees=124.00

CTS1220C MICROSOFT SPECIALIST: WORD (3)
This course teaches students advanced skills and design concepts for employing Microsoft Word to create and organize data. The course includes hands-on experiences with exercises and projects to provide students with a thorough working knowledge of Microsoft Word. This course is valuable for anyone wanting to create, customize, and organize documents by using formatting and visual content that is appropriate for the information presented. They will also learn to review, share, and secure content. The skills developed by students completing this course will help prepare them for the Microsoft Office Specialist Word certification exam. Prerequisite: CGS1060C
Lec Hrs=36 Lab Hrs=12 Oth Hrs=0 Fees=124.00

CTS1225C MICROSOFT SPECIALIST: EXCEL (3)
This course teaches students advanced skills and design concepts for employing Microsoft Excel to organize and manipulate enterprise data. The course includes hands-on experiences with exercises and projects to provide students with a thorough working knowledge of Microsoft Excel. This course is valuable for anyone wanting to create and manipulate data, format data and content, create and modify formulas, present data visually, and collaborate on and secure data. The skills developed by students completing this course will help prepare them for the Microsoft Office Specialist Excel certification exam. Prerequisite: CGS1060C
Lec Hrs=36 Lab Hrs=12 Oth Hrs=0 Fees=124.00

CTS1230C MICROSOFT SPECIALIST: POWERPOINT (3)
This course teaches students advanced skills and design concepts for employing Microsoft PowerPoint to create and organize data. The course includes hands-on experiences with exercises and projects to provide students with a thorough working knowledge of Microsoft PowerPoint. This course is valuable for anyone wanting to be effective and efficient at creating and formatting presentation masters and templates, creating and formatting slide content, working with dynamic visual content and collaborating on and delivering presentations. The skills developed by students completing this course will help prepare them for the Microsoft Office Specialist PowerPoint certification exam. Prerequisite: CGS1060C
Lec Hrs=36 Lab Hrs=12 Oth Hrs=0 Fees=124.00

CTS1327C MICROSOFT WINDOWS CLIENT (4)
This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows client. It will also provide them with the knowledge and skills to use the IT Pro tools and productivity applications that ship with a Microsoft Windows client. The skills developed by students completing this course will help prepare them for the Microsoft Windows client certification. Prerequisite: CTS2131C
Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=204.00

CTS1347C MICROSOFT WINDOWS NETWORK INFRASTRUCTURE (4)
This course provides students with the knowledge and skills to configure and troubleshoot a Windows Server 2008 network infrastructure. Students will learn to implement and configure secure network access and implement fault tolerant storage technologies. Students will gain an understanding of the
network technologies most commonly used with Windows Server and IP-enabled networks. Students will also learn how to secure servers and maintain updates compliance. Prerequisite: CTS1134C CTS1327C
Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=204.00

CTS1362C MICROSOFT SHARE POINT (3)
This course will provide students with the knowledge and skills to employ Microsoft Share Point to perform all site user tasks. The student will learn to optimize Web Part pages for team use by adding and configuring Web Parts from the Web Part gallery as well as to customize dashboards to target the information presented. The student will also learn to focus on adapting SharePoint sites to their teams' needs and improve productivity. The course includes hands-on experience with exercises and projects to provide students with a thorough working knowledge of Microsoft Share Point. This course is valuable for anyone wanting to provide structure for information, extend out-of-the-box site features, solve business problems through composite applications, and facilitate collaboration with other site users. The skills developed by students completing this course will help prepare them Prerequisite: CTS1851C
Lec Hrs=36 Lab Hrs=12 Oth Hrs=0 Fees=157.00

CTS1800C ADOBE DREAMWEAVER (3)
This course teaches students how to use the Adobe Dreamweaver Integrated Development Environment. Students learn Project requirements, website usability, using rich media content, content control tools, website building techniques, collaboration and Site testing, and how to manage and maintain websites. Prerequisite: CTS1851C
Lec Hrs=36 Lab Hrs=12 Oth Hrs=0 Fees=157.00

CTS1801C MACROMEDIA FLASH (3)
This course teaches students how to produce vector-based animated and interactive Web sites using Adobe's Flash toolset. The course will cover everything from the basic interface to advanced button design and form interaction. Students will learn about the multimedia features in Flash, and learn how to take advantage of them. Prerequisite: CTS1851C
Lec Hrs=36 Lab Hrs=12 Oth Hrs=0 Fees=157.00

CTS1802C CASCADING STYLE SHEETS (3)
This course will help students to understand and apply Cascading Style Sheets to separate the content from the style of the web pages. Topics covered will include text styling, working with images, navigation, replacing tables with CSS, form interfaces, positioning, layout, and future techniques. Prerequisite: CTS1851C
Lec Hrs=36 Lab Hrs=12 Oth Hrs=0 Fees=157.00

CTS1851C CERTIFIED INTERNET WEBMASTER FOUNDA (4)
This course is an entry-level course that provides students with baseline technical knowledge and skills of Internet, intranet, and extranet technologies. Students will gain a basic knowledge and/or competency of Internet skills and tasks in 3 core content areas: Internet Business Foundations, Site Development Foundations, and Network Technology Foundations. The skills developed by students completing this course will prepare them for the CIW Foundations certification exam. Placement test or Prerequisite: CGS1060C
Lec Hrs=36 Lab Hrs=12 Oth Hrs=0 Fees=157.00
Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=138.00

**CTS2120C SECURITY+ (4)**
This course provides the student with an understanding of the computer, network, infrastructure, and information security issues faced by industry worldwide. Expertise necessary to combat and protect intellectual property from theft and destruction are also developed. The skills developed by students who complete this course will prepare them for the Security+ certification exam. Prerequisite: CTS1134C
Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=158.00

**CTS2131C A+ PRACTICAL (3)**
This course provides students with the skills required to install, configure, upgrade, and maintain PC workstations, the Windows OS and SOHO networks, in addition the student will be able to utilize troubleshooting techniques and tools to effectively and efficiently resolve PC, OS, and network connectivity issues and implement security practices. Prerequisite: CTS1133C
Lec Hrs=36 Lab Hrs=12 Oth Hrs=0 Fees=82.00

**CTS2156C MICROSOFT ENTERPRISE DESKTOP SUPPORT (4)**
This Microsoft IT Academy course teaches students the skills to support end users who run Microsoft Windows and applications that are included with the operating system, such as productivity applications used in a corporate environment and Microsoft Office applications. It provides students with the knowledge and skills needed to isolate, document and resolve problems on a Windows desktop or laptop computer and a working knowledge of operating in an Active Directory domain environment. The course includes the skills needed to resolve operating system issues by telephone, email, connecting to an end user's system remotely, or by visiting an end user's desktop. Prerequisite: CTS1327C
Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=150.00

**CTS2164C SOLUTION ARCHITECTURES (3)**
This course provides students with the knowledge and skills necessary to analyze business requirements in a given scenario and then define technical solution architectures that will optimize business results by using Microsoft development tools. Prerequisite: CGS1100
Pre or Corequisite: CIS2321C
Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=7.00

**CTS2339C MICROSOFT EXCHANGE SERVER (4)**
This course will provide students with the knowledge and skills to install, configure, route and manage a Microsoft Exchange environment. They will also learn how to provide client access, back up and restore databases, and manage recipient objects such as mailboxes, distribution groups, and contacts. The skills developed by students completing this course will help prepare them for the Microsoft Exchange certification. Prerequisite: CTS2345C
Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=204.00

**CTS2342C MICROSOFT WINDOWS ENTERPRISE ADMINISTRATION (4)**
This Microsoft IT Academy course provides students with an understanding of how to design a Windows Server Network Infrastructure that meets business and technical requirements for network services, to design Active Directory forests, domain infra-structure, sites and replication, administrative structures, group policies, and Public Key infra-structure solutions based on Windows Server to meet varying business and technical requirements. Prerequisite: CTS2343C
Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=204.00

**CTS2343C MICROSOFT WINDOWS APPLICATION INFRASTRUCTURE (4)**
This Microsoft IT Academy course provides students with an understanding of migrating and deploying Windows Server, including installation, configuration, and upgrading and with the knowledge and skills to configure, manage, monitor, and troubleshoot a Terminal Services (TS) environment. Special emphasis is given to upgrading common server configurations and using Windows Server Deployment Solution
Accelerator. Students will also learn to install, configure, maintain, and troubleshoot and Internet Information Services Web Server in Windows Server. Prerequisite: CTS2120C

CTS2346C MICROSOFT WINDOWS ACTIVE DIRECTORY (4)
This Microsoft IT Academy course provides students with the knowledge and skills to configure and troubleshoot Active Directory services on Windows Servers. It will also introduce students to Active Directory roles such as AD, DS, AD LDS, AD SC, AD RMS, and AD FS. Students will also learn how to manage access to Active Directory resources, how to configure group policy objects, how to implement security using group policies and about AD DS and DNS integration. Prerequisite: CTS1347C

CTS2345C MICROSOFT WINDOWS SERVER ADMINISTRATION (4)
This course provides students with the knowledge and skills to implement, monitor, and maintain Windows Servers. The skills the students will learn will enable them to perform the duties of a server administrator. Prerequisite: CTS2345C

CTS2360C MICROSOFT SYSTEM CENTER CONFIGURATION (4)
This course provides students with the knowledge and skills to deploy and manage software and asset using the Microsoft System Center Configuration Manager. The skills developed by students completing this course will help prepare them for the Microsoft System Center Configuration Manager certification. Prerequisite: CTS2345C

CTS2361C MICROSOFT SHAREPOINT SERVER (4)
This course provides students with the knowledge and skills to plan, deploy, and maintain a Microsoft Windows SharePoint server in a production environment. The skills developed by students completing this course will help prepare them for the Configuring Microsoft Office Share Point Server certification. Prerequisite: CTS2345C

CTS2383 MANAGING A SERVER NETWORK OPERATING (3)
This course provides students with the knowledge and skills necessary to install and configure a network server and perform post-installation and day-to-day administrative tasks. The course gives the student the background needed to provide technical support for network servers. This course is taught using a networking operating dictated by industry conditions. When taught using the Windows 2008 platform this course will assist the student in preparing for the related Microsoft certification examination.

CTS2402C BUSINESS DEVELOPMENT USING VISUAL B (3)
This course will teach visual basic programmers, who currently build desktop applications and access corporate databases, the basics of how to build three tiers client/server solutions. Utilization of the Application Architecture Model. Utilize the VB programming system to build COM, DLLs and implement them in a multiuser environment using Transaction Server. Utilize MTS to address application infrastructure issues associated with building server-side COM objects that are used by the client. Create COM objects that use MTS services to participate in transactions and that use security. Utilize ActiveX Data Objects (ADO) from the middle tier to access data and invoke business and data services implemented in SQL. Implement business and data services in SQL Server database through the use of stored procedures. Apply basic debugging, error handling, and security techniques in a three-tier application. Prerequisite: COP2821C

CTS2403C ACCESS VBA PROGRAMMING (3)
This course provides students with the comprehensive knowledge and skills necessary to implement application programming concepts and procedures, and to apply these skills to design, develop, and implement solutions based on Access for Windows. Prerequisite: CGS1540C COP2171C
Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=49.00

**CTS2420C MICROSOFT: .NET FOUNDATIONS (3)**
In this Microsoft IT Academy course, students will develop the knowledge and skills to program Microsoft .NET Framework applications. At course completion, students will develop applications that use type and standard contracts, manage common data by using collections, deploy and configure assemblies, monitor and debug applications, read and write files, and serialize data. Students will also use System. Drawing and System. Globalization, encrypt and hash data using cryptography, secure code, describe and use reflection, metadata, emitting objects services, threading, and application domains. This course will help students prepare for the Microsoft .NET Framework - Application Development Foundation certification. Prerequisite: COP2360C COP2361C
Lec Hrs=40 Lab Hrs=8 Oth Hrs=0 Fees=133.00

**CTS2423C MICROSOFT: .NET WEB APPLICATION DEV (3)**
In this Microsoft IT Academy course, students will develop the knowledge and skills to program Microsoft. NET Framework web applications. At course completion, students will have knowledge of ASP. NET and develop and deploy web applications by using either Visual Basic or C#. Students will also access data by using Microsoft ADO. NET and built-in data access tools. This course will help students prepare for the Microsoft .NET MCTS certification. Prerequisite: CTS1134C
Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=133.00

**CTS2437C MICROSOFT SQL SERVER DATABASE ADMIN (4)**
This course provides students with the knowledge and skills to design, optimize, and maintain a database administrative solution for Microsoft SQL Server. The course focuses on teaching individuals how to use SQL Server product features and tools related to maintaining a database. Prerequisite: COP2071C CTS1134C
Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=133.00

**CTS2438C MICROSOFT SQL SERVER DATABASE ADMIN (4)**
This course provides students with the knowledge and skills to design, optimize, and maintain a database administrative solution for Microsoft SQL Server. The course focuses on teaching individuals how to use SQL Server product features and tools related to maintaining a database. Prerequisite: COP2071C CTS1134C
Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=133.00

**CTS2441C ORACLE DATABASE ADMINISTRATION I (4)**
This course is your first step towards success as an Oracle professional, designed to give students a firm foundation in basic database administration. In this class, students will learn how to install and maintain an Oracle database. Students will gain a conceptual understanding of the Oracle database architecture and how its components work and interact with one another. Students will also learn how to create an operational database and properly manage the various structures in an effective and efficient manner including performance monitoring, database security, user management, and backup/recovery techniques. The lesson topics are reinforced with structured hands-on practices. This course is designed to prepare students for the corresponding Oracle Certified Administrator Associate exam. Prerequisite: COP2071C CTS1111C
Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=76.00
CTS2442C ORACLE DATABASE ADMINISTRATION II (4)
In this course, the students gain a much deeper understanding of possibly the most important job of a DBA - backup and recovery. The concepts and architecture that support backup and recovery, along with the steps of how to carry it out in various ways and situations, are covered in detail. This includes how to define and test your own backup and recovery scenarios. Also, the DBA learns how to manage memory effectively and how to perform some performance evaluation and tuning tasks, including using some of the advisors. All types of flashback technologies, scheduling jobs inside and outside of the database, and controlling system resource usage are also covered. This course is designed to prepare students for the corresponding Oracle Certified Administrator Professional exam. Prerequisite: CTS2441C
Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=76.00

CTS2445C ORACLE DEVELOPER (3)
This course starts with an introduction to PL/SQL and proceeds to list the benefits of this powerful programming language. Students are made aware of how to create PL/SQL blocks of application code that can be shared by multiple forms, reports, and data management applications. In addition, creation of anonymous PL/SQL blocks as well as stored procedures and functions are covered in this course. Students enhance their developer skills by learning to develop, execute, and manage PL/SQL stored program units such as procedures, functions, packages, and database triggers. Understanding the basic functionality of how to debug functions and procedures using the SQL Developer Debugger gives way to refined lines of code. Students also learn to manage PL/SQL subprograms, triggers, declaring Prerequisite: CIS2321C COP2071C
Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=96.00

CTS2446C ORACLE DEVELOPER II (3)
Oracle Forms Developer is used to build high performance applications for the Internet. Forms Developer is a web based application development tool that helps in quickly constructing database forms and business logic with minimal of effort. In this course students build, test, debug, and deploy interactive Internet applications. Working in a graphical user interface (GUI) environment, they develop an order entry application from the ground up. This application incorporates several advanced features that provide a rich user experience while implementing business rules. This course is designed to prepare students for the corresponding Oracle Forms Developer Certified Professional Certification. Prerequisite: CTS2445C
Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=96.00

CTS2451C MICROSOFT SQL SERVER DEVELOPER II (3)
This course provides in-depth knowledge on designing a Business Intelligence solution by using Microsoft SQL Server. The course will cover design and management of reports, data mining models, administering a BI solution, designing the BI architecture, designing and deploying SSIS packages, and designing an analysis services database. Prerequisite: CTS2434C
Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=133.00

CTS2464C SUN: ADVANCED JAVA PROGRAMMING (3)
This course is designed to prepare students for the Sun Certified Programmer for Java certification. Upon successful completion of this course, the students should be proficient in creating event-driven GUIs using Swing components, creating multi-threaded programs and creating simple Transmission Control Protocol/Internet Protocol (TCP/IP) networked client that communicates through a server through sockets. Prerequisite: COP2361C COP2800C
Lec Hrs=40 Lab Hrs=8 Oth Hrs=0 Fees=76.00

CTS2465C SUN: ADVANCED JAVA DEVELOPMENT (3)
This course is designed to help prepare students for the Sun Certified Developer certification. Upon successful completion of this course, students should be able to implement a program from the ground up that could be used in a commercial intranet application and will develop
classes to connect programs to SQL database systems using the core aspects of the Java Database Connectivity(JDBC) application programming interface(API). Two-tier and three-tier Java technology applications will be created, as well as multithreaded servers and remote objects using Java Remote Method Invocation(Java RMI). Prerequisite: COP2071C CTS2464C Lec Hrs=40 Lab Hrs=8 Oth Hrs=0 Fees=76.00

CTS2803C FLASH PROGRAMMING (3)
This course covers advanced Adobe Flash concepts utilizing the ActionScript language. Topics will include detecting client browser and plug-ins, user interface components, working with audio and video, loading data, sending data, and working with Flash Remoting and web services. Concepts are applied through team and individual projects using the latest version of Adobe Flash. Prerequisite: COP1334C CTS1801C Lec Hrs=36 Lab Hrs=12 Oth Hrs=0 Fees=157.00

CTS2852C CLIENT-SIDE SCRIPTING (3)
This course teaches developers how to use the features of the JavaScript language and design client-side, platform independent solutions. Students learn how to write JavaScript programs, script for the JavaScript object model, control program flow, validate forms, animate images, target frames, and create cookies. Students will also understand and use the most popular applications of JavaScript. Prerequisite: COP1334C CTS1851C Lec Hrs=36 Lab Hrs=12 Oth Hrs=0 Fees=138.00

CTS2854 CIW: E-COMMERCE STRATEGIES AND PRA (3)
This course teaches students how to conduct business online using both business-to-business and business-to-consumer e-commerce models. Students will also explore the technological issues associated with constructing an electronic-commerce Web site. Students will examine strategies and products available for building electronic-commerce sites, examine how sites are managed, and explore how they can complement an existing business infrastructure. This course, in combination with CTS2855C, helps prepare students for the CIW E-Commerce Strategies and Practices certification exam. Prerequisite: CTS1851C Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

CTS2855C CIW: E-COMMERCE STRATEGIES AND PRA (4)
This course allows students to explore real world scenarios as an E-Commerce Designer would and focuses on standards, technologies and practices for both business-to-business and business-to-consumer e-commerce models. Students will understand and facilitate relationships among marketing, promotion, customer service, user interaction, purchasing methods, and secure transactions by using SSL and SET, payment gateways, inventory control, shipping and order information and site performance testing and evaluation. This course, in combination with CTS2854, helps prepare students for the CIW E-Commerce Strategies and Practices certification exam. Prerequisite: CTS2854 Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=138.00

CTS2857C SERVER-SIDE SCRIPTING (3)
This course will help students understand and utilize Server Side Scripting technology. Students will work with Server Side Scripting to create Internet-based applications. Students will learn to connect to databases, work with files, extract data from HTML forms, and how to build secure applications. Prerequisite: COP1334C CTS1851C Lec Hrs=36 Lab Hrs=12 Oth Hrs=0 Fees=64.00

CVT1200 CARDIOPULMONARY PHARMACOLOGY (3)
This course provides an overview of drugs related to the cardiopulmonary system with special emphasis on the drugs used to treat cardiac and pulmonary patients. Prerequisite: RET1485 Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

DAAI100 BEGINNING MODERN DANCE I (2)
Basic modern dance technique, exercises, and choreography are used to achieve physical objectives, to increase artistic self-awareness and to extend cultural enrichment. Coeducational. This course can be used for the AA degree. Lec Hrs=0 Lab Hrs=64 Oth Hrs=0 Fees=0.00
DAA1101 MODERN DANCE II (2)
A continuation of DAA1104. Further development of modern dance techniques with an emphasis on vocabulary, alignment, movement phrasing, and rhythm. Participation in semester dance concert required. Coeducational. Permission of instructor or Prerequisite: DAA1100. This course can be used for the AA degree. Lec Hrs=0 Lab Hrs=64 Oth Hrs=0 Fees=0.00

DAA1501 JAZZ DANCE II (2)
A course in jazz technique with emphasis on various jazz styles and performance. Includes warm-up, stretch and strengthening, centre exercises, and intermediate level jazz dance combinations. Coeducational. Permission of Instructor. Prerequisite: DAA1504. This course can be used for the AA degree. Lec Hrs=0 Lab Hrs=64 Oth Hrs=0 Fees=0.00

DAA1504 JAZZ DANCE I (2)
This is a course in Jazz technique. Included are warm-up, stretch and strengthening, centre exercises, and basic jazz combinations. Coeducational. This course can be used for the AA degree. Lec Hrs=0 Lab Hrs=64 Oth Hrs=0 Fees=0.00

DAA1680 DANCE REPERTORY (1)
Participation as a dancer/performer in dance works of ballet, jazz, and modern vocabularies. Works include those of dance faculty, guest artists, as well as student choreography. Coeducational. May be repeated for credit. Corequisite: Student must be enrolled in at least one BCC dance technique class. This course can be used for the AA degree. Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=0.00

DAA2102 MODERN DANCE III (2)
A continuation of DAA1105 with an emphasis on advanced movement phrases and combinations necessary to perform modern dance repertory. Further emphasis will be placed on the development of the students' style and performance quality. Coeducational. May be repeated for credit. Prerequisite: Permission of instructor or Prerequisite: DAA1101. This course can be used for the AA degree. Lec Hrs=0 Lab Hrs=64 Oth Hrs=0 Fees=0.00

DAA2220 POINTE I (1)
This course is an introduction to the theory and practice of pointe work for the ballet class. Students will learn the history and structure of pointe shoes, proper fit and maintenance, and will develop strength, coordination and movement quality through exercises and performance. Prerequisite: DAA2282 or permission of the instructor. Prerequisite: DAA2282. This course can be used for the AA degree. Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=0.00

DAA2280 BALLET I (2)
An academic study of techniques and theoretical concepts of ballet for the performance-oriented student. Includes warm-up, barre, and centre combinations. Coeducational. This course can be used for the AA degree. Lec Hrs=0 Lab Hrs=64 Oth Hrs=0 Fees=0.00

DAA2281 BALLET II (2)
Continuation of DAA1204. Ballet exercises and step combinations for the intermediate performance student, building on basic skills and culminating in a live performance. Coeducational. Participation in semester dance concert required. Prerequisite: Instructor permission or Prerequisite: DAA2280. This course can be used for the AA degree. Lec Hrs=0 Lab Hrs=64 Oth Hrs=0 Fees=0.00

DAA2282 BALLET III (2)
Continuation of DAA1205. Emphasis on developing strength and coordination in more complex phrasing and movement. This course will explore and develop an understanding of the vocabulary, technique, and theoretical concepts of ballet on an intermediate level. Students are required to audition for BCC student dance ensemble. Coeducational. May be repeated for credit. Permission of Instructor or Prerequisite: DAA2281. This course can be used for the AA degree. Lec Hrs=0 Lab Hrs=64 Oth Hrs=0 Fees=0.00

DAA2610 DANCE COMPOSITION (2)
This course is designed to introduce the student to the creative process of dance composition. Through the use of compositional structures and choreographic devices, the student will create movement studies. Improvisation, aesthetic principles and elements of dance will be examined. Prerequisite: DAA1101 or DAA2281.
Prerequisite: DAA1101. This course can be used for the AA degree.
Lec Hrs=0 Lab Hrs=64 Oth Hrs=0 Fees=0.00

**DAN2600 MUSIC FOR DANCE (2)**
Designed to provide both the dancer and choreographer with the musical knowledge and tools to enhance how they use music in their discipline and how they communicate their musical needs to musicians. This course can be used for the AA degree.
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**DEA0000 INTRODUCTION TO DENTISTRY (1)**
An overview of dentistry and the dental assisting profession including its history, ethical and legal aspects, duties and responsibilities of the dental health team, professional organizations, and proper conduct and grooming of the dental assistant. 2 hrs. Lec. Term I. Instructor approval or Corequisite: DEA0025
Lec Hrs=30 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**DEA0025 PRE CLINICAL (2)**
Designed to orient the student to the dental office and the use and sterilization of all instruments and equipment used in the practice of dentistry. Special fee charged. 4 hrs. Lec. Term I Instructor's Approval or Pre or Corequisite: DEA0025L DES0103 DES0844
Lec Hrs=60 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**DEA0025L PRECLINICAL LABORATORY (4)**
Laboratory/clinical portion of DEA0025. Provides hands-on instruction of use and sterilization of all instruments and equipment used in the practice of dentistry. Special fee charged. 8 hrs. Lab. /Clinical. Term I. Instructor approval or Pre or Corequisite: DEA0025 DES0103 DES0844
Lec Hrs=0 Lab Hrs=0 Oth Hrs=120 Fees=240.18

**DEA0130 ALLIED DENTAL THEORY (1)**
Designed to acquaint the student with basic body structures, functions and diseases which affect dental treatment. Basic concepts of microbiology and their relevance to sterilization. General aspects of oral pathology, including common pathological conditions of the mouth, teeth, and their supporting structures will be covered. Additional consideration will be given to the pharmacological properties, therapeutic applications and any toxicities or contraindications of drugs and medicaments commonly used in dentistry. Essential material on the symptoms, treatment, and equipment required to render adequate care for the common office emergencies will be included. 4 hrs Lec. Term II. Instructor's approval or Prerequisite: DEA0025 DES0205
Pre or Corequisite: DES0831 DES0831L
Lec Hrs=30 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**DEA0150 DENTAL PSYCHOLOGY (1)**
This course will offer material on the basic theories of psychology which enable the dental assistant to possess a greater understanding of why people act as they do. Included in the course are practical techniques for effective patient management and basic guidelines for establishing a better interpersonal relationship between the dental assistant, dental staff and the dental patient. 1 hr. Lec. Term II. Instructor approval or Prerequisite: DEA0000 DEA0025 DES0844
Pre or Corequisite: DES0801
Lec Hrs=30 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**DEH1002 PRECLINICAL DENTAL HYGIENE I (2)**
A course designed to provide knowledge of the principles of dental hygiene with a detailed study of instrumentation. The course includes data collection and mastery of beginning techniques in dental care. Pre or Corequisite: DEH1002L DEH2000 DEH2840L
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**DEH1002L PRECLINICAL DENTAL HYGIENE LAB (3)**
The laboratory portion of this course is designed to provide hands-on instruction in the application of dental hygiene procedures with a detailed study of instrumentation. The course includes data collection and mastery of beginning techniques in dental patient care. Prerequisite: BSC1085 BSC1085L.
Corequisite: BSC1086 BSC1086L DEH1002
Lec Hrs=0 Lab Hrs=96 Oth Hrs=0 Fees=90. 18

DEH1130 ORAL HISTOLOGY AND EMBRYOLOGY (2)
This course studies the embryonic development and the histology of the components of the oral cavity. This includes a comprehensive study of the cells and tissues of the oral cavity. Pre or Corequisite: DEH1602 DEH1802 DEH1802L.
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

DEH1602 PERIODONTALOLOGY (3)
This course presents the etiology and classification of periodontal disease and principles of periodontia pertinent to dental hygiene practice. Principles of occlusion and periodontal surgery techniques are discussed through the use of case presentations. Prerequisite: DEH1800 DEH1800L DEH2300
Pre or Corequisite: DEH1802 DEH1802L
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

DEH1602L PERIODONTALOLOGY LAB (1)
DEH1602L encompasses a continuation of learning current periodontal trends in the dental office. This laboratory provides the student with hands on activities to insure effective patient treatment including phase microscopy, ultrasonic instrumentation, desensitizing agents, Soft Tissue Management, chemotherapeutic agents, advanced perio assessment, therapy and treatment procedures. Prerequisite: DEH1800 DEH2300 Pre or Corequisite: DEH1130 DEH1602 DEH1800L DEH1802 DEH1802LLec Hrs=0 Lab Hrs=48 Oth Hrs=0 Fees=111. 18

DEH1800 DENTAL HYGIENE I (2)
This course provides instruction on removal of hard and soft deposits, treatment planning, preventive procedures, care of instruments, pre and post operative procedures, and dental hygiene diagnosis. Prerequisite: DEH1002 DEH1002L DEH2400 Pre or Corequisite: DEH1800L DEH2300 DEH2840L.
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

DEH1800L DENTAL HYGIENE I CLINIC (2)
This course will provide clinical experience in comprehensive patient care. Emphasis is placed on treatment planning and dental hygiene assessment techniques. Prerequisite: DEH1002 DEH1002L DEH2400
Pre or Corequisite: DEH1800 DEH2300 DEH2840L
Lec Hrs=0 Lab Hrs=0 Oth Hrs=96 Fees=219. 18

DEH1802 DENTAL HYGIENE II (4)
A course designed to provide further knowledge in the application of dental hygiene procedures. This includes information on treatment planning, periodontal charting, ultrasonic scaling and comprehensive dental hygiene care. Prerequisite: DEH1800 DEH1800L DEH2300
Pre or Corequisite: DEH1802 DEH1802L
Lec Hrs=64 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

DEH1802L DENTAL HYGIENE II CLINIC (3)
This course will provide clinical experience in treatment planning, periodontal charting, ultrasonic scaling and comprehensive dental hygiene care. Prerequisite: DEH1800 DEH1800L DEH2300
Pre or Corequisite: DEH1802
Lec Hrs=0 Lab Hrs=0 Oth Hrs=192 Fees=239. 18

DEH2300 DENTAL PHARMACOLOGY (2)
This course provides an understanding of the drugs commonly encountered in the dental office. The student will gain knowledge in the origin, physical and chemical properties, modes of administration and effects upon the body system. Prerequisite: DEH1002 DEH1002L DEH2400
Pre or Corequisite: DEH1800 DEH1800L DEH2840L
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

DEH2400 GENERAL AND ORAL PATHOLOGY (2)
This course provides principles of general and oral and pathology as it relates to diseases of the oral cavity. There will be emphasis on the importance of the dental hygienist's recognition of normal and abnormal conditions. Pre or Corequisite: DEH1002 DEH1002L DEH2840L.

**DEH2701 COMMUNITY DENTAL HEALTH (2)**
This course will teach the student the concepts of community dental health. Topics covered include the measurement of dental disease, prevention programs, community outreach programs, and simple statistical analysis. Pre or Corequisite: DEH1130

**DEH2701L COMMUNITY DENTAL HEALTH LAB (1)**
This course is the follow through for DEH2701. The student will apply community health principles by designing and presenting dental health education principles to various community audiences. Prerequisite: DEH1130

**DEH2804L DENTAL HYGIENE III CLINIC (4)**
The laboratory portion of this course provides advanced application of the principles of preventive dental hygiene and oral prophylaxis techniques on patients in the clinic under supervision. Prerequisite: DEH2806 DEH2806L

**DEH2806 DENTAL HYGIENE IV (2)**
This course provides continuation of theoretical material related to clinical dental hygiene practice. It includes discussion on case information, dental hygiene treatment of advanced periodontal patients, patients with special needs and dental hygiene practice rules and regulations for the state of Florida. Prerequisite: DEH1802 DEH1802L.

**DEH2840L ADVANCED DENTAL TECHNOLOGY LAB (1)**
This laboratory course is designed to provide the dental hygiene students with basic concepts of computer technology and dental software used in the current practice of dentistry. The course will focus on advanced technologies which include dental software programs, intraoral camera, microscope, digital radiography, clinical assessments and practice management. Dental hygiene students will get hands on opportunities all software programs assuring their future success. Pre or Corequisite: DEH1002 DEH1002L DEH1800 DEH1800L DEH2400

**DEH2944L ADVANCED DENTAL HYGIENE CLINIC (1)**
This course is designed for students who have successfully graduated from Broward Community College's Dental Hygiene Program to maintain and/or update clinical skills prior to taking the Florida State Board Clinical Examination.

**DEP2002 DEVELOPMENTAL PSY I: CHILD PSYCHOLO (3)**
Study of the concepts and principles of growth and development in infancy and childhood. *This course can be used for the AA degree.*

**DEP2004 DEVELOPMENTAL PSYCHOLOGY (3)**
This is a developmental psychology course that considers human growth from conception to
DEP2302 DEVELOPMENTAL PSYCH II: ADOLESCENT (3)
The personal, social and developmental aspects of adolescence and early adulthood are reviewed in this course. A focus is placed upon the research dealing with the characteristic problems and adjustments of this life stage. Prerequisite: PSY2012 Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00. This course can be used for the AA degree.

DES0021 DENTAL ANATOMY AND PHYSIOLOGY (1)
The study of head and neck anatomy with emphasis placed on the structure, morphology, and function of the primary and permanent human dentitions. 3 hrs. lec. Term I. Instructor's approval or Pre or Corequisite: DEA0025 DES0205 DES0830 Lec Hrs=45 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

DES0103 DENTAL MATERIALS (1)
Designed to familiarize the student with the various types of materials, their physical properties and characteristics, proper manipulation and designed application in the practice of dentistry. _2 hrs. lec. Term I. Instructors approval or Corequisite: DES0103L Lec Hrs=35 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

DES0103L DENTAL MATERIALS LAB (1)
Laboratory portion of DES0100. Proper manipulation and designed application in the practice of dentistry. Projects demonstrating proficiency in the technical applications and proper manipulation of specified dental materials will be required. Special fee charged. Instructors approval or 3 hrs lab Term I. Corequisite: DES0103 Lec Hrs=0 Lab Hrs=45 Oth Hrs=0 Fees=137. 18

DES0205 DENTAL RADIOGRAPHY (1)
Fundamentals of radiological science as applied to dentistry will be presented. Special consideration will be given to radiation physics, hazards, biological effects, protection, and control methods. Also proper techniques for exposing, processing and mounting of radiographs are included. 2 hrs. Lec. Term I. Instructor's approval or Corequisite: DES0205L Lec Hrs=40 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

DES0205L DENTAL RADIOGRAPHY LAB (2)
Laboratory portion of DES0200. Proper techniques for exposing, processing, and mounting radiographs. Laboratory exercise demonstrating proficiency in these techniques will be required. 4 hrs. lab. Term I. Instructor approval or Corequisite: DES0205 Lec Hrs=0 Lab Hrs=0 Oth Hrs=60 Fees=154. 18

DES0400 BASIC ANATOMY AND PHYSIOLOGY (1)
A basic anatomy and physiology course designed specifically to meet the needs of dental assisting students. Emphasis will be placed on the human body structure, functions of its components and associated diseases which affect the total care of the dental patient. Prerequisite: DEA0025 DES0021

Pre or Corequisite: DES0831 DES0831L Lec Hrs=30 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

DES0501 DENTAL OFFICE MANAGEMENT (1)
The study of efficient dental office management. Basic concepts to be presented will include telephone etiquette and communication. Guidelines for better interpersonal relations, methods for effective appointment control, dental bookkeeping systems and practices, business writing techniques, collection and billing, filing of patients records and procedures for tax and health insurance forms. Computer proficiency must be demonstrated by the student for course completion. 2 hrs. Lec. Term II. Instructor approval or Prerequisite: DEA0000 DEA0025

Pre or Corequisite: DES0801 Lec Hrs=39 Lab Hrs=0 Oth Hrs=0 Fees=0. 00
DES0801 CLINICAL PROCEDURES I (1)
Lecture series acquaints the student with the necessary background material and assisting procedures involved in each dental specialty. Special fee charged. 1 hr Lec Term II Instructor's approval or Prerequisite: DEA0025 DEA0025L

Pre or Corequisite: DES0801L
Lec Hrs=30 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

DES0801L CLINICAL PROCEDURES I LAB (5)
Practicum phase provides the opportunity for each student to receive closely supervised individual instruction in all phases of chairside assisting. Special fee charged. 12 hrs. Lab. Term II. Instructor's approval or Prerequisite: DEA0025 DEA0025L

Corequisite: DES0801
Lec Hrs=0 Lab Hrs=0 Oth Hrs=165 Fees=237. 18

DES0802 CLINICAL PROCEDURES II (1)
Practicum phase is a continuation of DES0801 with the addition of a supervised externship program utilizing dental offices and public health facilities in the community. Lecture demonstration series focuses on selected dental topics pertaining to effective dental assisting and the additional duties permitted by rules and regulations of the Florida State Board of Dentistry. 30 hrs. minimum per week. Term III, Session II. Prerequisite: DEA0025 DEA0025L DES0801 DES0801L

Corequisite: DES0802L
Lec Hrs=30 Lab Hrs=0 Oth Hrs=0 Fees=61. 18

DES0802L CLINICAL PROCEDURES II LABORATORY (4)
Practicum phase is a continuation of DES0801L with the addition of a supervised externship utilizing dental offices and public health facilities in the community. Special fee charged. Field experience. 30 hrs. minimum per week. Term III, Session II. Prerequisite: DEA0025 DEA0025L DES0801 DES0801L

Corequisite: DES0802
Lec Hrs=0 Lab Hrs=0 Oth Hrs=135 Fees=61. 18

DES0803 EXPANDED FUNCTIONS I (2)
The course is designed to provide the basic knowledge and clinical practice necessary for the dental assisting student to perform the expanded functions permitted by the rules and regulations of the Florida State Board of Dentistry. Instructors approval or Pre or Corequisite: DEA0025 DEA0025L

Lec Hrs=60 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

DES0831 EXPANDED FUNCTIONS II (1)
The course is designed to be a continuation of dental auxiliary expanded functions I. It will provide the basic knowledge necessary to perform the more complex expanded functions permitted by the rules and regulations of Florida State Board of Dentistry. 1 hr. lec. Term II. Instructor approval or Prerequisite: DEA0025 DEA0025L DES0830

Pre or Corequisite: DES0801 DES0801L DES0831L

DES0831L EXPANDED FUNCTION II LAB (2)
This course is designed to be a continuation of dental auxiliary expanded functions I. It will provide the clinical practice necessary to perform the more complex expanded functions permitted by the rules and regulations of Florida State Board of Dentistry. Special fee charged. 3 hrs. lab. Term II Instructors approval or Prerequisite: DEA0025 DEA0025L DES0830

Pre or Corequisite: DES0801 DES0801L DES0831

DES0844 PREVENTIVE DENTISTRY (1)
Emphasis is placed on the development of a plaque control program to meet individual patient needs. Materials on methods of toothbrushing, supplementary aids for oral physiotherapy and the use of fluorides, and nutritional counseling in preventive dentistry will be presented. Instructor approval or Pre or Corequisite: DEA0025

Lec Hrs=40 Lab Hrs=0 Oth Hrs=0 Fees=0. 00
DES1050 PAIN CONTROL AND DENTAL ANESTHESIA (1)
This course provides a study of agents used in dentistry for local anesthesia and pain control.
Prerequisite: DEH1002 DEH1002L DEH1800 DEH1800L DEH2300 DEH2400 Pre or Corequisite: DEH1130 DEH1802 DEH1802L
Lec Hrs=16 Lab Hrs=0 Oth Hrs=0 Fees=0.00

DIG2100C WEB DEVELOPMENT 1 (3)
The student will learn the basics of using Browsers to view web sites, create a web site and will progress through the processes of analysis, design, development, and implementation of complete web sites using HTML, XHTML, XML language with text editors. This course includes Web Programming with HTML, XHTML, XML, with emphasis on CSS on layout and structure of web sites, hyperlinks, multimedia, forms, tables, testing, maintenance and uploading web sites to servers applying good web design and web site usability.
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=35.00

DIG2101C WEB DEVELOPMENT 2 USING DREAMWEAVER (3)
This course uses Adobe Dreamweaver software to create websites importing Flash and video movies and different disciplinary content. Students will explore the pre-production, layout, structure, and Internet Services Provider (ISP) of websites. Students will test and debug their websites from your host ISP. Students should have complete knowledge of graphics and XHTML.
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=38.00

DIG2109C DIGITAL PUBLISHING WITH INDESIGN (3)
This course is designed to teach desktop publishing using Adobe InDesign with emphasis on typography and desktop publishing techniques. Student will learn to layout and design documents with visual impact. Effective use of graphics, color, print separations, export to PDF, and preflight topics as they are used with desktop publishing are covered.

DIG2115C DIGITAL IMAGING FUNDAMENTALS USING (3)
This course uses Adobe Photoshop software to create images for digital media applications. Students will learn how to create, edit, and manipulate graphics. Color theory, resolution, special effects, output, and design will be covered.
Lec Hrs=16 Lab Hrs=16 Oth Hrs=0 Fees=38.00

DIG2116C DIGITAL IMAGING ADVANCED (3)
The student will learn the advanced image processing techniques to prepare images for various output venues for web and multimedia. Multimedia and web developers use sophisticated graphic software (Fireworks and Photoshop or other similar software) to create interactive and stunning visuals that are easily integrated into dynamic multimedia and web pages. Students will learn how to create graphics with vector and bitmap images, apply special effects, build buttons, rollovers, animated gifs, image maps, compare graphic formats, optimize web graphics & palettes. Projects focus on resolution, color management including palettes and bit depth, optimization, image and texture creation, alpha channels for compositing, and special effects. Industry standard software will be used including Photoshop and Fireworks. Prerequisite: DIG2115C
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=46.00

DIG2132C DIGITAL ART & DESIGN WITH ILLUSTRAT (3)
This course provides a sound theoretical introduction to the concepts, principles, and techniques of digital art and design. Explores the use of the computer as an art production and drawing tool using drawing and illustration software such as Adobe Illustrator to create and generate visuals.
Lec Hrs=16 Lab Hrs=32 Oth Hrs=0 Fees=35.00

This course can be used for the AA degree.

DIG2280C DIGITAL VIDEO/AUDIO EDITING (3)
This course is an introduction to video/audio production for digital media/multimedia. Students will gain an in-depth knowledge and skills needed for video production to include hands-on experience in videography and video/audio editing for the creation of video/audio projects to include but not limited to documentaries/music videos/storytelling and commercials/public service announcements. Software used: the Adobe Production Suite including Premiere Pro, SoundBooth, Audition and Encore.

Lec Hrs=16 Lab Hrs=32 Oth Hrs=0 Fees=49.00

DIG2292C DIGITAL POST PRODUCTION WITH AFTER (3)
This course focuses on digital post-production used for film, animation, video, digital media, and the web. Using Adobe After Effects students integrate both technical and aesthetic, 2D graphics, 3D models and animations, and background elements in projects. Students will become familiar with match-moving and compositing techniques.

Lec Hrs=16 Lab Hrs=32 Oth Hrs=0 Fees=89.00

DIG2302C 3D ANIMATION I (3)
This course covers 3-D modeling, mapping, and rendering. Students will also learn techniques used in moving images and simulations as well as applying lighting and materials to 3-D objects.

Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=72.00

DIG2303C 3D ANIMATION 2 (3)
Continuation of DIG2302C with more animation and modeling techniques. Development of complex 3D models such as aircraft, cars, & boats. Learn virtual film-making with Maya 3D. Apply Cloth, Particle, Paint, and Fluid dynamics. Prequisite: DIG2302C

Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=52.00

DIG2304C 3D ANIMATION 3 (3)
Using Maya 3D software (or similar) you will create advanced 3D animation for characters; rigging techniques for body parts to create realistic and believable movements. You'll learn advanced rigging concepts that involve MEL scripting and advanced deformation techniques and even how to set up a character pipeline.

Prerequisite: DIG2303C

Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=52.00

DIG2311C FUNDAMENTAL OF DIGITAL MEDIA USING (3)
Web developers use Flash (or another animation tool) to create beautiful, resizable, and extremely small and compact navigation interfaces, technical illustrations, long-form animations, and dazzling effects for web sites and other Web-enabled devices (such as WebTV). Students will create graphics and animations using drawing tools or imported vector artwork; animate that artwork; and make interactive movies.

Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=49.00

DIG2360C ADVANCED WEB ANIMATION WITH FLASH (3)
This course will teach students to write ActionScript that can be executed on any computer running compatible software. These programs will be created using Object-Based Scripting Language and designed to interact over the internet or any other similar network with an appropriate Web Browser. Students will learn ActionScript structure and syntax, how to interact with environment variables, use event handlers, functions, and methods and receive an overview of working with Object-Oriented methodologies. Students will conceptualize and develop interactive websites and games using the full features of ActionScript.

Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=49.00

DIG2500C MULTIMEDIA AUTHORING (3)
This course concentrates on entry-level skills in creating and implementing basic multimedia applications. The topics are covered in both theory and practice (hands-on). The software and hardware used in current industry-standard multimedia are covered in detail. Applications include multimedia design, authoring, and product delivery. The student uses many other feeder programs to complete his/her projects.

This course can be used for the AA degree.
DIG2580C DIGITAL MEDIA PORTFOLIO (3)
This is a capstone course intended for students to apply knowledge gained to prepare digital print and PDF portfolios with effective design. The student will produce a portfolio to show prospective employers.
Lec Hrs=16 Lab Hrs=32 Oth Hrs=0 Fees=89.00
This course can be used for the AA degree.

DIG2940 INTERNSHIP IN DIGITAL MEDIA (4)
An Internship in Digital Media will provide the student with practical work experience in the field. In addition the student will produce an e-portfolio and resume to present to potential employers.
Lec Hrs=24 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

DSC1002 TERRORISM AND DOMESTIC SECURITY (3)
A study of domestic and international terrorism as it relates to domestic security. Topics include terrorist organizations and motivations, investigating terrorism threats, conducting vulnerability assessments of potential terrorist targets, and the role of government agencies in response to a terrorist incident and recovery afterwards.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

DSC1006 INTRODUCTION TO HOMELAND SECURITY (3)
This course will introduce students to the vocabulary and important components of Homeland Security. Students will learn about the important agencies associated with Homeland Security and their inter-related duties and relationships. Students will examine historical events that impact Homeland Security. Students will explore state, national, and international laws impacting Homeland Security and students will examine the most critical threats confronting Homeland Security.
Lec Hrs=48 Lab Hrs=13 Oth Hrs=0 Fees=20.00

DSC2242 TRANSPORTATION & BORDER SECURITY (3)
Overview of modern border and transportation security challenges (post 9/11 attacks to the present) as related to our transportation infrastructure, including seaports, ships, aircraft, airports, trains, train stations, trucks, highways, bridges, rail lines, pipelines and buses. The course will also explore technology used to enhance security of borders and transportation systems. Students will be required to discuss the legal, economic, political and cultural concerns associated with transportation and border security.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

DSC2590 INTELLIGENCE ANALYSIS & SECURITY (3)
This course examines intelligence analysis and its indispensable relationship to the security management of terrorist attacks or disasters, man-made and natural. It also explores the vulnerabilities of our national defense and private sectors and threats posed to these institutions. Students will discuss substantive issues regarding intelligence support of homeland security measures and explore how the intelligence community operates.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

EAP0100C LISTENING/SPEAKING I (3)
A beginning level speaking and listening course. Students develop the ability to understand frequently used words in oral contexts and understand and respond appropriately to simple phrases and questions. PREREQUISITE: Through placement testing and/or department recommendation.
Lec Hrs=48 Lab Hrs=13 Oth Hrs=0 Fees=20.00

EAP0120C ESL READING I (3)
This is a level 100 beginning ESL reading course designed for students in English for Academic Purposes (EAP) programs. It emphasizes vocabulary and comprehension on a basic level. Placement in EAP0120C is determined by
EAP0185C ESL GRAMMAR/WRITING I (6)
A low-beginning level combined skills course for speakers of other languages designed principally to guide the students to the development of basic grammar and basic writing structures as applied to academic English. Students will develop writing skills in the context of guided discourse on personal topics with an emphasis on logical thought and mechanics. The requirement to move to the next level (EAP0385C) is a C or higher. With a D or F, a student must repeat EAP0185C. PREREQUISITE: Placement by entrance score and/or department recommendation. Prerequisite: EAP0185C
Lec Hrs=96 Lab Hrs=13 Oth Hrs=0 Fees=20.00

EAP0200C LISTENING/SPEAKING II (3)
A high beginning level listening and speaking course. Students continue to develop the ability to understand frequently used words in oral contexts and understand and appropriately respond to simple phrases and questions. PREREQUISITE: Through placement and/or department recommendation. Prerequisite: EAP0100C
Lec Hrs=48 Lab Hrs=13 Oth Hrs=0 Fees=20.00

EAP0220C ESL READING II (3)
This is a level 200 high beginning ESL reading course designed for students in English for Academic Purposes (EAP) programs. It emphasizes vocabulary and comprehension on a basic level. Placement in EAP0220C is determined by successful completion of EAP0120C (a grade of C or higher) or assessment tests and/or departmental recommendation. Students must earn a C or higher to proceed to EAP0320C Prerequisite: EAP0120C
Lec Hrs=48 Lab Hrs=13 Oth Hrs=0 Fees=20.00

EAP0285C ESL GRAMMAR/WRITING II (6)
A high-beginning level combined skills course for speakers of other languages designed principally to guide the students to the development of basic grammar and writing structures as applied to academic English. Students will develop writing skills in the context of guided discourse on personal topics with an emphasis on logical thought and mechanics. The requirement to move to the next level (EAP0485C) is a C or higher. With a D or
F, a student must repeat EAP0385C. Prerequisite: EAP0285C
Lec Hrs=96 Lab Hrs=13 Oth Hrs=0 Fees=20. 00

EAP0400C COMMUNICATION SKILLS IV (3)
Designed to guide the students toward applying pronunciation, phrasing, and intonation of oral American English to communication situations in commercial, academic, and social settings. Involves interview presentation and emphasis on developing listening skills. With a D or an F, a student must repeat EAP0400C. Special fee charged. Prerequisite: EAP0300C
Lec Hrs=48 Lab Hrs=13 Oth Hrs=0 Fees=20. 00
This course can be used for the AA degree.

EAP1640C ESL ADVANCED COMPOSITION II (3)
This is an advanced composition course in English for speakers of other languages. Students are given intensive practice in the writing of the multi-paragraph essay for the various modes. Emphasis is given to clear and logical development of ideas. Students apply advanced grammar skills and precise vocabulary usage to essay writing. With a D or an F, a student must repeat EAP1640C. Special fee charged. Prerequisite: EAP1540C
Lec Hrs=48 Lab Hrs=13 Oth Hrs=0 Fees=20. 00
This course can be used for the AA degree.

ECO2013 PRINCIPLES OF MACROECONOMICS (3)
An introductory course in macroeconomic principles covering basic economic problems and concepts. Topics discussed and analyzed include basic economic problems of unemployment and inflation. Students will recognize the role of households, businesses and governments in the market economy and in their own lives. This is a writing credit course. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

ECO2023 PRINCIPLES OF MICROECONOMICS (3)
An introductory course stressing microeconomic theories. Topics studied include the theory and application of supply and demand elasticity; theory of consumer demand, utility; production and cost theory including law of diminishing returns; the firm's profit-maximizing behaviors under market models ranging from pure competition to pure monopoly; the theory of income distribution; comparative advantage, trade policies exchange rates, balance of payments, and other international issues. This is a writing credit
course. Prerequisite: Completion of prep reading obligation.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.

ECO2220 MONEY AND BANKING (3)
A general survey of the economics of money and banking covering the evolution, nature and functions of money; the nature of banking and its regulation; monetary standards; structure and functions of the Federal Reserve System; monetary policy, monetary theory and the price level; and the role of banking and money in international finance. Prerequisite: ECO2013
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.

ECS2390 THE ECONOMY OF SPAIN (3)
An analysis of the Spanish economic system covering the historical development in the public and private sectors; agriculture and industry; and foreign trade relations. Only offered in conjunction with the Semester-In-Spain program.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.

EDF1005 INTRODUCTION TO THE TEACHING PROFESSION (3)
This is a survey course including historical, sociological, and philosophical foundations of education, governance and finance of education, educational policies, legal moral and ethical issues and the professionalism of teaching. Students will be provided exposure to the Florida Educator Accomplished Practices, Sunshine State Standards, and the Professional Educator Competencies. Students are required to complete a minimum of 15 hours of field experience in a K-12 setting. The field experience should be performed at actual schools or similar settings and not via virtual modes of film or Internet. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

EDF2070 PERSPECTIVES IN EDUCATION (3)
A study of the principles of American education. Emphasis is placed on the historical, philosophical, sociological, and legal foundations of education in America and their impact on curriculum development, learning, and the teaching profession. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

EDF2085 INTRO TO DIVERSITY & EXCEPTIONALITIES (3)
Designed for the prospective educator, this course provides the opportunity to explore issues of diversity, including an understanding of the influence of culture, socioeconomic status, ethnicity/race, gender, religion, exceptionality, language, and age upon the educational experience. Students will explore personal attitudes toward diversity and exceptionalities. Students will be provided exposure to the Florida Educator Accomplished Practices, Sunshine State Standards, and Professional Educator Competencies. A minimum of 15 hours of field-based experience is required working with diverse populations of children in schools or similar settings that are not virtual.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

EDF3280 INSTRUCTIONAL STRATEGIES (3)
This course prepares participants to become proficient in planning, organizing, and implementing instructional strategies for the contemporary PK-12 classroom. A variety of research-validated instructional strategies are reinforced, including those that support constructivist approaches to classroom organization and student learning. Participants will learn to identify, deliver and improve instructional strategies that are most appropriate in specific circumstances.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=39. 75

EDF4430 EDUCATIONAL TESTS AND MEASUREMENTS (3)
This course helps Education majors develop a philosophy of assessment and understand how a variety of measures combine to provide an accurate picture of student progress and achievement in the current multicultural classroom, develop knowledge and skills necessary to measure and assess learner progress effectively and develop actual teacher assessment skills and acquire skills in and perspectives on traditional and alternative assessment strategies. Topics include the basic principles of measurement, formative and summative
assessment strategies, test construction, performance assessments, reading and interpreting data from state and standardized achievement tests, and fairness in accommodating diverse learners. Prerequisite: EDF3280
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=39.75

EDG4930 SPECIAL TOPICS IN TEACHER EDUCATION (1)
This course focuses on current and emerging issues in teacher education. Its format and topic will vary by semester.
Lec Hrs=16 Lab Hrs=0 Oth Hrs=0 Fees=0.00

EDG2949 CO OP WORK EXPERIENCE (3)
A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-Op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Education Office to obtain registration approval.
Lec Hrs=0 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

EDG4410 CLASSROOM MANAGEMENT (3)
This course provides an identification and knowledge of classroom management and communication theories, strategies, and concerns. Emphasis will be placed on Behavior Management, Discipline and Reward Strategies, Accommodating Special Needs Pre-professional educators, Managing Diverse Cultures, Establishing Rapport and Credibility, Effective Communications Strategies, and Legal and Safety Issues as they apply and relate to the classroom setting. Prerequisite: EDF3280
Pre or Corequisite: RED3352
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=39.75

EDP2002 INTRODUCTION TO EDUCATIONAL PSYCHOLOG (3)
This course reviews psychological principles relevant to effective teaching and learning. Stage theories will be used to address issues of pupil variability. The course will enable students to design and use objectives. Units on instruction will include behavioral, information processing, humanistic and cognitive theories. Finally, measurement and evaluation, as well as classroom management, will be addressed.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

EDP4004 PRINCIPLES OF EDUCATIONAL PSYCHOLOG (3)
This course provides a foundation in educational psychology and its application to classroom settings. Special emphasis is placed on development, learning theory, cognition, motivation, diversity, teaching, and assessment. Pre or Corequisite: EDF1005 EDF2085 EME2040
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

EEC1200 EARLY CHILDHOOD EDUCATION (3)
This course reviews the history and present day aspects of early childhood programs for infants, toddlers, preschool, and school children. Basic principles and foundations of early childhood education are covered.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

EEC1603 CHILD GUIDANCE (3)
This course provides child guidance and group management techniques to foster the development of self-esteem, self-control, and social skills in young children.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

EET1015C DC CIRCUITS (5)
This is a first course in electric circuits. Upon completion of this course the student should demonstrate an understanding of the definitions and interrelationships of voltage, current and power in circuits containing passive circuit elements and multiple sources. Extensive laboratory experience is included. Pre or Corequisite: MTB1325
Lec Hrs=64 Lab Hrs=32 Oth Hrs=0 Fees=4.00
This course can be used for the AA degree.

EET1025C AC CIRCUITS (4)
This is a first course in electric circuits. Upon completion of this course the student shall demonstrate a knowledge of circuit analysis using alternating voltage sources, including the behavior of resistive and reactive passive circuit
elements, and frequency and transient response. Magnetic circuits, resonance and ideal transformers are also included. Extensive laboratory experience is included. Prerequisite: EET1015C MTB1325
Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=4.00 This course can be used for the AA degree.

EET1084C INTRODUCTION TO ELECTRONICS (3)
This course provides an introduction to the basic fundamentals, terminology, and applications used in the electronics industry. The topic coverage will include circuit theory principles, electronic components, transistor usage, amplifiers, power supplies, digital logic techniques, and electronic instruments. This course will also include some basic laboratory exercises to strengthen the topic coverage as it pertains to basic measurement involving both analog and digital circuits.
Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=0.00

EET1141C LINEAR TECHNIQUES I (3)
This is the first course covering semiconductor devices and laboratory experiments. Topics covered include: semiconductor principles, rectifier diodes, zener diodes, BJT amplifiers, negative feedback amplifier, Field effect transistors and FET amplifiers. Extensive laboratory experience. Prerequisite: EET1015C. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=4.00

EET2142C LINEAR TECHNIQUES II (4)
This is the second course covering advance semiconductor devices and laboratory measurements. The topics covered include: power amplifiers, frequency response of amplifiers, thyristors, LED and special diodes, operation amplifiers, filters, voltage regulators, basic communications circuits and programmable analog devices. The student will be able to use computer software to solve technical problems, program arrays, and aid in measurement systems. The course requires an extensive laboratory experience. A student fee is charged. Prerequisite: EET1141C
Lec Hrs=48 Lab Hrs=32 Oth Hrs=0 Fees=2.00

EET2326C ELECTRONIC COMMUNICATIONS (4)

Basic electronic communications systems, RF amplifiers and oscillators, amplitude modulation, single side band modulation, frequency and phase modulation, pulse modulation, demodulation, and digital communication methods. Extensive laboratory experience. Prerequisite: EET1141C
Lec Hrs=48 Lab Hrs=32 Oth Hrs=0 Fees=2.00

EET2355C DATA COMMUNICATIONS (3)
The student will study data communications systems including pulse amplitude, pulse width modulation and RS-232, RS-422, IEEE-488. Descriptions of BISYNC, HDLC and local area networks will be include UART and MODEM implementation.
Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=0.00

EET2358C ADVANCED COMMUNICATION TECHNOLOGY (3)
This is an advanced course in telecommunication technology, with topics covering analog and digital communication, switching systems, Digital Prerequisite: EET2142C EET2355C
Pre or Corequisite: EET2326C
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=0.00

EEX3011 INTRODUCTION TO EXCEPTIONAL STUDENT (3)
This course will focus on the characteristics and needs of students with disabilities. Course content will include the different types of programs and services that make up exceptional student education (ESE) and the history on how they came to exist. The Introduction to Exceptional Student Education course will serve as the foundation for the development of a personal and professional understanding and philosophy of ESE. Pre or Corequisite: EDF1005 EDF2085 EME2040
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=39.75

EEX3094 NATURE & NEEDS OF THE AUTISM SPECTR (3)
This is an overview course examining issues in providing educational services to individuals with Autism Spectrum Disorder Students (ASD). Emphasis will be placed on definitions and concepts, classification, prevalence, behavioral characteristics, communication, intervention strategies, classroom technology, multicultural
issues, and family involvement. Service delivery systems will be reviewed and current trends discussed. 10 school-based hours Prerequisite: EEX3011
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=39.75

**EEX303 TEACH K-12 STUDENTS WITH LANG AND C (3)**
This course is designed to introduce knowledge and skills for teaching students with language and communication disorders in a variety of settings and inclusive classrooms. This course covers language and communication behaviors of children with specific exceptionalities and emphasizes research-based instructional strategies for facilitating and improving communication skills in a variety of contexts. It includes an understanding of the connection between language and literacy, language development, language disorders and characteristics, and intervention strategies. It also includes exploration of adaptive and assistive communication devices. Prerequisite: EEX3011
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**EEX3280 TRANSITION PLANNING FOR STUDENTS WI (2)**
This course is designed for students enrolled in the Bachelor of Science Degree program in Teacher Education. This is an overview course examining issues related to transition planning for secondary (high school) exceptional education students. Emphasis will be placed on data collection, assessments, self-advocacy and adult services. Federal requirements for the development of the Transition Individualized Education Plan (TIEP) will be reviewed and transition process from school to post school will be covered. Prerequisite: EEX3011
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**EEX3601 POSITIVE BEHAVIORAL SUPPORT (3)**
This is an overview course examining issues related to positive behavioral supports for exception education students. Emphasis will be placed on data collection, analysis and interventions related which address problem behaviors in the classroom. This course is designed to prepare teachers for the educational management of exceptional students with emphasis on behavior management and consultation skills. Students will gain a basic knowledge of how to create and maintain an on-task, safe and healthy environment for learning in the exceptional classroom as well as the inclusive classroom. Prerequisite: EEX3011
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=39.75

**EEX4293 ASSESSMENT & STRATEGIES IN EXCEPTIONAL EDUCATION (3)**
This course introduces and familiarizes students with formal and informal evaluation techniques and materials for the educational assessment of exceptional learners, including those from diverse linguistic backgrounds, in a variety of settings and inclusive environments. Prerequisite: EDF3280
EDF4430 EEX3011
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**EEX4843 TEACHING EXCEPTIONAL LEARNERS PRACT (3)**
This course includes characteristics and educational needs of all types of exceptional learners. It is designed to prepare pre-professional educators for the student teaching internship. Pre-professional educators work directly with classroom teachers and have the opportunity to teach both large and small group activities. This course is designed to develop the competencies relative to program planning, instruction, daily scheduling, record keeping, evaluation, classroom management, reporting to parents, professional organizations and teacher ethics. Students spend a minimum of 50 school-based hours in the classroom. Pre or Corequisite: RED4519
TSL4081
Lec Hrs=30 Lab Hrs=0 Oth Hrs=0 Fees=39.75

**EEX4945 STUDENT TEACHING INTERNSHIP IN ESE (9)**
This course is designed for students enrolled in the Bachelor of Science Degree program in Teacher Education. This 10-credit course requires a candidate to demonstrate and apply teaching competencies during an internship in a public school approved by the department. A minimum of 35 contact hours per week for 12 weeks are required for internship. Eight hours of seminar accompanies this course. The purpose of the student teaching internship is for the intern to apply and integrate teaching competencies and responsibilities for teaching students with disabilities in a public school setting. The intern
will incrementally assume all duties of the mentor teacher in the areas of planning, instruction, management, collaboration and other essential classroom activities.

Lec Hrs=12 Lab Hrs=0 Oth Hrs=0 Fees=39.75

EGS1001 INTRODUCTION TO ENGINEERING (3)
This course is a basic introduction to engineering. It will explore the various engineering fields, engineering problem solving, and basic math and physics used by engineers. Other topics such as safety, ethics, and engineering communications will also be addressed.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

EGS2949 CO OP WORK EXPERIENCE (3)
A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by students and employer. Prerequisite: Co-Op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration.

Lec Hrs=0 Lab Hrs=0 Oth Hrs=0 Fees=0.00

EME2040 INTRODUCTION TO EDUCATIONAL TECHNOLOGY (3)
This course is a theory and application course that introduces students to instructional design principles, traditional and emerging technologies, and software and how they are used in the teaching profession. Students will be provided an overview of the Florida Educator Accomplished Practices, Sunshine State Standards, and the Professional Educator Competencies. This course can be used for the AA degree.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

EMS1119 EMERGENCY MEDICAL TECHNICIAN BASIC (6)
This course is designed to prepare the basic emergency medical technician in accord with U. S. Dept. of Transportation curriculum and Florida State EMS guidelines includes an introductory survey of emergency medical services including medical legal/ethical aspects, role of the EMT, patient assessment, care of wounds and fractures, airway maintenance, medical and environmental emergencies, patient transportation, emergency, childbirth, basic extrication. Successful completion of EMS1119, EMS1119L, EMS1411 and EMS1421 provide eligibility for Florida State EMT Certification Examination. Admission to this course requires departmental approval. 96 hrs. Lec. Terms I, II, and III.

Lec Hrs=96 Lab Hrs=0 Oth Hrs=0 Fees=0.00

EMS119L EMERGENCY MEDICAL TECHNICIAN SKILLS (1)
Lab practice and testing of basic emergency medical technician skills included in the Department of Transportation EMT ambulance curriculum and Florida State EMS guidelines. Skills include CPR at AHA basic rescuer level, patient assessment, triage, airway maintenance, bandaging, splinting, mast suit application, emergency childbirth, and basic extrication. Successful completion of corequisites EMS1119, EMS1411, and EMS1421 leads to eligibility to take Florida State EMT Certification Examination. Health and accident insurance is recommended. 32 hrs. lab/ Terms I, II, and III

Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=55.00

EMS1381 EMT RECERTIFICATION (1)
This course is designed to review the basic knowledge and skills of emergency care, and to introduce the student to current methods use of new equipment and changes in medico legal aspects of emergency medical care. Successful completion of this course with a grade "C" or higher leads to Florida State Recertification as an EMT. This course may also be used by those who wish to prepare for the Florida State EMT Certification Examination. 24 hr. lec 8 hr. lab Term I, II, and III.

Lec Hrs=16 Lab Hrs=0 Oth Hrs=0 Fees=0.00

EMS1381L EMT RECERTIFICATION LAB (1)
Application of skills and procedures involved in the U. S. Department of Transportation's Emergency Medical Technician Refresher Course.

Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=33.00

EMS1411 EMERGENCY MEDICAL TECHNICIAN (EMT) (1)
Practical application of (EMT), emergency medical technician clinical knowledge and skills
under professional supervision in the Hospital setting. Course emphasizes the development of student skill in recognition of signs and symptoms of illness and injuries and in the proper procedures of emergency care. Successful completion of EMS1119, 1119L, 1411 and 1421 provide eligibility for Florida State EMT Certification Examination. Health and accident insurance recommended. Liability insurance required.

Lec Hrs=16 Lab Hrs=0 Oth Hrs=0 Fees=98.18

**EMS1421 EMERGENCY MEDICAL TECHNICIAN (EMT) (2)**

Practical application of (EMT) emergency medical technician clinical knowledge and skills under the professional supervision in the prehospital or field setting. Provides for observation and patient care experiences in EMS rescue vehicles. Course emphasizes the development of student skill in recognition of signs & symptoms of illness and injuries and in the proper procedures of emergency care. Successful completion of EMS1119, 1119L, 1411 and 1421 provides eligibility for Florida State EMT Certification Examination. Health and accident insurance recommended. Liability insurance required.

Lec Hrs=0 Lab Hrs=0 Oth Hrs=48 Fees=61.18

**EMS2010 BODY SYSTEMS FOR THE PARAMEDIC (3)**

This course presents basic information of the structure and function of the human body. The general concepts of anatomy and physiology for the assessment and management of emergency patients by the paramedic in the prehospital field area will be emphasized. The interaction of the body systems as they maintain homeostasis with particular attention placed on the nervous, cardiovascular and respiratory systems will be covered. United States Department of Transportation (USDOT) National Standard Paramedic Curriculum anatomy and physiology objectives will be included.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**EMS2311 EMT LEADERSHIP (2)**

Introduces the student to professional issues in EMS through special projects. Prerequisite: EMT and paramedic certificate courses. 32 hrs. Lec.

Term I. (Term I only)Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**EMS2391 PARAMEDIC REVIEW RECERTIFICATION (2)**

This course is based on the department of transportation's (DOT), paramedic refresher training course and is designed to review and update the graduate in the delivery of emergency medical services. Successful completion of the course with a grade of "C" or higher provides eligibility for State of Florida Paramedic Recertification.

Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**EMS2391L PARAMEDIC REVIEW RECERTIFICATION LA (1)**

Application of skills and procedures involved in the Department of Transportation's Paramedic Refresher Course.

Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=33.00

**EMS2631 PARAMEDIC SCIENCE I (3)**

Topics deal with EMS systems, Paramedic role and responsibilities, Paramedic well-being, injury, and disease prevention. Legal aspects, ethics, therapeutic communications, life span development, medical terminology, patient documentation including web based computer recording is covered. Systems as they maintain homeostasis with Didactic aspects of EMS/ambulance operations, Multiple Incident Command (MIC), rescue awareness and operations, hazardous materials incidents and crime scene awareness is presented. Basic math computation for medication administration is introduced. Material includes 1998 U. S. Department of Transportation, (DOT), National Paramedic curriculum objectives for Module 1, Units 1-5, 9, 10, Module 3, Unit 6, and Module 8. Pre or Corequisite: EMS2010 EMS2631L EMS2650

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**EMS2631L PARAMEDIC SCIENCE I LAB. (1)**

Review of basic life support skills required for advanced level life support skills practiced by the Paramedic. Additional skills include those contained in the latest Department of Transportation (DOT) National Paramedic
Curriculum and include prep topics related to Paramedic well-being, injury prevention, ambulance operations, Medical Incident Command (MCI), Haz-Mat and crime scene awareness. The student is expected to demonstrate basic level skill proficiency in patient care scenarios appropriate for beginning Paramedic practice. Corequisite: EMS2010
EMS2631 EMS2650
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=48.00

EMS2632 PARAMEDIC SCIENCE II (3)
Topics include general principles of pathophysiology, pharmacology, venous access and medication administration. Patient Assessment including history taking, techniques of physical examination, assessment procedures, clinical decision making, and radio communications are included. Material includes 1998 U. S. Department of Transportation, (DOT), National Paramedic Curriculum objectives for Module 1, Units 6,7,8 and Module 3, Units 1-5. Prerequisite: EMS2010 EMS2631 EMS2631L EMS2650
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

EMS2632L PARAMEDIC SCIENCE II LAB. (1)
Skills Lab related to pharmacology, venous access and medication administration. Patient Assessment skills including history taking, techniques of physical examination, assessment procedures, clinical decision making, and radio communications are included. Other topics include Airway Management/Ventilation and cardiology. Material includes skills in the U. S. Department of Transportation, (DOT), National Paramedic Curriculum objectives for Module 1, Units 6,7,8 and Module 3, Units 1-5. Prerequisite: EMS2010 EMS2631 EMS2631L EMS2650
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=56.00

EMS2633 PARAMEDIC SCIENCE II - CARDIO-RESPI (3)
Topics deal with Airway Management and ventilation. Selected units from Medical Emergencies are Pulmonary conditions, and Cardiology to include an introduction to 12 Lead Interpretation and the prehospital management of acute myocardial infarction. Material covers 1998 U. S. Department of Transportation, (DOT), National Paramedic Curriculum objectives for Module 2, and Module 5, Units 1,2.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

EMS2634 PARAMEDIC SCIENCE III - TRAUMA (3)
Topics deal with Trauma patient care including trauma systems/mechanisms of injury, hemorrhage and shock, of soft tissue trauma, and burns. Trauma of the head and facial area, spinal, thoracic, abdominal and musculoskeletal system is also covered. Material includes 1998 U. S. Department of Transportation, (DOT), National Paramedic Curriculum objectives for Module 4.
Prerequisite: EMS2632 EMS2632L EMS2633 EMS2641 EMS2651
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

EMS2634L PARAMEDIC SCIENCE III - TRAUMA LAB. (1)
Skills lab dealing with topics of trauma care, medical emergencies, and special care considerations related to obstetrics, neonatology, pediatrics, geriatrics, abuse and assault, patients, with special challenges and acute interventions for the chronic care patient. Material includes U. S. Department of Transportation (DOT), National Paramedic Curriculum objectives for Module 4, and Module 5, Units 3-14 and Module 6, Units 1-6. Prerequisite: EMS2632 EMS2632L EMS2633 EMS2641 EMS2651
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=51.00

EMS2635 PARAMEDIC SCIENCE III - MEDICAL EME (3)
Topics include Medical Emergencies related to neurology, endocrinology, allergies and anaphylaxis, gastroenterology, renal/urology, toxicology, hematology, environmental conditions, infectious and communicable diseases, behavioral and psychiatric disorders, gynecology, and obstetrics. Special Considerations related to neonatology, pediatrics, geriatrics, abuse and assault, patients with special challenges and acute interventions for the chronic care patient are also included. Material includes U. S. Department of Transportation, (DOT), National Paramedic Curriculum objectives for Module 5, Units 3-14 and Module 6, Units 1-6. Prerequisite: EMS2632 EMS2632L EMS2633 EMS2641 EMS2651
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
EMS2636 PARAMEDIC SCIENCE IV (3)
Topics include EMS Assessment Based Management, Continuation of 12 Lead ECG material, and didactic information for certification in Pediatric care, Advanced Life Support, (ACLS), Emergency Management of Acute Stroke, Prehospital Management of Traumatic Brain Injury and Trauma Life Support. Information on the EMS employment process is completed. Material includes U. S. Department of Transportation, (DOT), National Paramedic Curriculum objectives for Module 7. Prerequisite: EMS2634 EMS2634L EMS2635 EMS2642 EMS2652
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

EMS2636L PARAMEDIC SCIENCE IV-LAB. (1)
Final skills lab dealing with scenarios covering all aspect of the curriculum. Demonstration of skill competencies for Certification in ACLS, PEPP, 12 Lead ECG, Support, Emergency Management of Acute Stroke, and Traumatic Brain Injury required. Prerequisite: EMS2634 EMS2634L EMS2635 EMS2642 EMS2652
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=92.00

EMS2641 PARAMEDIC SCIENCE - HOSPITAL CLINIC (1)
First of three hospital courses stressing Advanced Life Support (ALS) skills for the paramedic student. Provides for directed supervised experiences in local hospitals. Clinical experiences with patients having Medical and Trauma Emergencies is stressed. Special patients of interest include OB-GYN, neonates, pediatric, psychiatric, geriatric, and patients with special challenges. Data recording of skill competencies on web based computer system is required. Health and Liability insurance required. Prerequisite: EMS2632 EMS2632L EMS2633 EMS2641 EMS2651
Lec Hrs=0 Lab Hrs=0 Oth Hrs=42 Fees=100.18

EMS2643 PARAMEDIC SCIENCE - HOSPITAL CLINIC (2)
Last hospital courses involving patient care in a variety of emergency and health care agency sites Clinical experiences with patients of all age groups and medical/traumatic conditions is continued. Data recording of skill competencies on web based computer system is required. Health and Liability insurance required. required. Health and Liability insurance required. Prerequisite: EMS2634 EMS2634L EMS2635 EMS2642 EMS2652
Lec Hrs=0 Lab Hrs=0 Oth Hrs=72 Fees=105.18

EMS2650 PARAMEDIC SCIENCE I FIELD (1)
First of four field courses dealing with the application of didactic material in the rescue field. Provides for directed, supervised experiences on EMS Advanced Life Support (ALS) vehicles. Emphasis on clinical activities and observations related to the US Department of Transportation (DOT), National Paramedic Curriculum, Module 1 and 8. Activities limited to practice of basic life support skills, assisting as a member of the EMS team and observation of paramedic level skills and activities. Documentation of patient care observations and patient care experiences using web based data collection system is required. Student health, accident and liability insurance is required. Corequisite: EMS2610 EMS2631 EMS2631L
Lec Hrs=0 Lab Hrs=0 Oth Hrs=42 Fees=87.18

EMS2651 PARAMEDIC SCIENCE II FIELD (3)
Second of four field courses that provides for directed, supervised experiences on EMS
Advanced Life Support (ALS) vehicles. Emphasis on clinical activities related to physical assessment with emphasis on patients with Cardio-Respiratory problems. Invasive procedures for IV therapy and medication administration are introduced. Data recording of skill competencies on web based computer system is required. Health and Liability insurance required. Prerequisite: EMS2010 EMS2631 EMS2631L EMS2650

Lec Hrs=0 Lab Hrs=0 Oth Hrs=84 Fees=61.18

EMS2652 PARAMEDIC SCIENCE III FIELD (3)
Third of four field courses stressing continuation of Advanced Life Support Skills for the Paramedic student. Provides for directed, supervised experiences on Advanced Life Support (ALS) vehicles. Emphasis on clinical activities related to trauma care, medical emergencies, obstetrics, pediatrics, geriatrics and specialty areas. Health and Liability insurance required.

Lec Hrs=0 Lab Hrs=0 Oth Hrs=84 Fees=61.18

EMS2653 PARAMEDIC SCIENCE IV FIELD INTERNSH (4)
Final field course where student serves as team leader on EMS calls under supervision of EMS agency preceptor. Provides for directed, supervised experiences on Advanced Life Support (ALS) vehicles with increasing responsibility for the management of the EMS response. Health and Liability insurance required. Prerequisite: EMS2632 EMS2632L EMS2633 EMS2641

Lec Hrs=0 Lab Hrs=0 Oth Hrs=96 Fees=11.00

EMS2850 PARAMEDIC CURRICULUM BRIDGE (4)
This course provides a bridge for the 1998 DOT Paramedic Curriculum. Topics include emergency care coverage for heart attack and stroke victims, enhanced 12 lead interpretation, use of thrombolytics, and inclusion/exclusion criteria for thrombolytic therapy. In addition, this course includes a number of sections not covered or briefly covered in 1985 DOT National Paramedic Curriculum. These specific topics include the well being of the paramedic, injury prevention, therapeutic communications, life-span development, general principles of pathophysiology, clinical decision making, hematology, abuse and neglect, patients with special challenges, acute interventions for the home health-care, assessment based management, and crime scene awareness. Material includes 1998 U. S. Department of Transportation, (DOT), National Paramedic Curriculum objectives for Module 1, Units 2,3,6,9, and 10, Module 3, Unit 4, Module 5, Units 2 and 9, Lec Hrs=64 Lab Hrs=0 Oth Hrs=0 Fees=0.00

ENC0015 DEVELOPMENTAL WRITING I (4)
This course provides an overview of the fundamentals of grammar, mechanics, usage, sentence structure, and paragraph development. With a D or an F, a student must repeat the course. Credit for this course may not be used to meet degree requirements. Corequisite: ENC0015L. Students must complete the lab requirement to receive credit for ENC0015.

Corequisite: ENC0015L

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

ENC0015L DEVELOPMENTAL WRITING I LAB (0)
A laboratory component that will supplement classroom instruction in ENC0015. Instruction focuses on the individual needs of the student. Students will have individualized prescriptions depending on the results of the diagnostic test. Students must pass a series of competency-based tests to receive credit for ENC0015. Pre or Corequisite: ENC0015

Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=25.00

ENC0025 DEVELOPMENTAL WRITING II (4)
A refinement of grammatical, mechanical, and usage principles including an overview of the strategies of paragraph and essay development. With a "D" or an "F", a student must repeat the course. Corequisite: ENC0025L

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

ENC0025L DEVELOPMENTAL WRITING II LAB (0)
A laboratory component that will supplements classroom instruction in ENC0025. Instruction focuses on the individual needs of the student. Students will have an individualized prescription depending on the results of the diagnostic test
and must complete the lab requirement to receive credit in ENC0025. Pre or Corequisite: ENC0025
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=25.00

ENC1101 COMPOSITION I (3)
A university parallel course in which the student writes expository themes in various modes. Research methods and library skills are introduced and a documented paper is required. Each student is encouraged to use the writing lab to strengthen writing skills. Placement in ENC 1101 is determined by both standard and departmental assessment tests. A student must earn a grade of "C" or higher to meet the requirements of the Gordon rule.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=20.00
This course can be used for the AA degree.

ENC1102 COMPOSITION II (3)
Composition II is designed to further develop a student's composition skills by building on the rhetorical modes/strategies learned in ENC 1101. The course requires students to observe the conventions of Standard American English and create documented essays, demonstrating the student's ability to think critically and write analytically. Selected readings supplement the course and provide topics for discussion and written assignments. Students use library research methods for primary and secondary sources to produce MLA style-documented and well argued essays and research paper. Students must earn a minimum grade of C to meet the requirements of the Gordon Rule. Prerequisite: ENC1101 This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

ENC1905A INDEPENDENT DIRECTED WRITING (1)
An independent study for students who need to write 1,000 words to complete their writing requirement.
Lec Hrs=8 Lab Hrs=8 Oth Hrs=0 Fees=0.00

ENC1905B INDEPENDENT DIRECTED WRITING (1)
An independent study for students who need to write 2,000 words to complete their writing requirement.
Lec Hrs=8 Lab Hrs=8 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

ENC2210 PROFESSIONAL AND TECHNICAL WRITING (3)
A composition course focusing on writing for business, science, and technology. Assignments include letters, memos, resumes, reports, proposals, an oral presentation, and the use of graphics. Students use a variety of research and investigative techniques to produce documented papers on science, business or technological subjects. Students must pass with a minimum of "C" or higher to meet the requirements of the Gordon Rule. Prerequisite: ENC1101
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

ENG2101 THE FILM AS LITERATURE (3)
Focuses on the relationships of two art forms—literature and film—and pays particular attention to how film has evolved as an art form and the ways which literature and its elements have influenced film. Also examines uses of literary techniques and the ways they have been adapted to film. Selected novels, short stories, plays, essays and/or memoirs may also be read as a means of comparing film and literature. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

ENL2012 BRITISH LITERATURE TO 1798 (3)
Traces the development of the thematic, linguistic, and literary characteristics of British literature up to the 18th century. Emphasis will be placed on Chaucer, Shakespeare, Milton, Swift, and authors that reflect the changing literary canon. Prerequisite: Eligibility for ENC1101
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

ENL2022 BRITISH LITERATURE SINCE 1798 (3)
Students will be introduced to works that represent the diverse literature of British literature published since 1798 to the present. Texts may be selected from major authors such as Amis, Austen, Blake, the Brontës, the Brownings, Byatt, Coleridge, Darwin, Dickens, Elliot, Ishiguro, Marx, Pinter, Tennyson, Wollstonecraft, Wordsworth, Byatt, Rushdie or Achebe. Upon successful completion of the course, students will understand the significant concepts, contexts,
movements, figures, and works of British Literature since 1798 to the present.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

This course can be used for the AA degree.

ENL2330 INTRODUCTION TO SHAKESPEARE (3)

This course introduces students to the background of Shakespeare’s life and work. Shakespeare’s sonnets or narrative poems and plays are presented and the structure, content, and vision of Shakespearean histories, comedies, tragedies, and romances are studied. The course offers an opportunity to reinforce critical reading, writing, and research skills with regard to an iconic writer of western literature. This course can be used for the AA degree. Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

ENY1001 BUGS AND PEOPLE (3)

A survey course in entomology for non-majors. The focus will be on both beneficial and detrimental impacts of insects and related arthropods and their role in the environment. Interactions with man, such as insects as disease vectors, agricultural pests, urban pests, indicators of environmental health, pollination and forensic crime-solving tools will be given emphasis. Both current and historical events and their impacts will be examined. The students will be given a non-anthropogenic view and expand their knowledge about the abundance and diversity of the largest group of animals on the Earth. This course can be used for the AA degree. Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

EPI0001 CLASSROOM MANAGEMENT (3)

This course prepares the participant to set up a classroom, establish classroom policies and procedures, create objective-based lesson plans, utilize various styles of presentations, employ varied teaching strategies including technology infused instruction, develop and administer various forms of assessment, integrate Sunshine State standards into lesson development, establish and maintain cooperative relations with parents, and research professional literature to seek best practices and to hone the craft of effective instruction. A major focus is the ethical and legal obligations of the teaching profession. Participant will build a developmental assessment and professional portfolio demonstrating mastery of competencies. Lec Hrs=40 Lab Hrs=0 Oth Hrs=0 Fees=0.00

EPI0002 INSTRUCTIONAL STRATEGIES (3)

This course prepares the participant to become proficient in the application of a variety of instructional strategies based on knowledge of learning styles, cooperative and collaborative group activities, accomodation for exceptional students, and to develop effective lesson plans that infuse technology. Lec Hrs=40 Lab Hrs=0 Oth Hrs=0 Fees=0.00

EPI0003 TECHNOLOGY (3)

The course prepares the participant to employ technology as an integral part of the teaching and learning process. Instruction is provided in commonly used software suites and on the internet. The use of blended learning to enrich and engage students and increase their technology skills is a major emphasis. Copyright and fair use guidelines are reinforced. Lec Hrs=40 Lab Hrs=0 Oth Hrs=0 Fees=0.00

EPI0004 THE TEACHING AND LEARNING PROCESS (3)

This course provides the participant with a foundation in various learning theories as applied in the instructional process. Standardized testing interpretation and use of results is stressed. Student characteristics such as exceptionalties, motivation, persistence, and second language acquisition will be addressed. Lec Hrs=40 Lab Hrs=0 Oth Hrs=0 Fees=0.00

EPI0010 FOUNDATIONS OF RESEARCH-BASED PRACT (3)

This module provides substantive knowledge of language structure and function and cognition of phonemic awareness, phonics, fluency, and comprehension. Further, it provides knowledge of the integration of the reading components. Instruction in this module is grounded in scientifically-based reading research as a mechanism to inform instructional practice. Lec Hrs=45 Lab Hrs=0 Oth Hrs=0 Fees=0.00

EPI0020 THE TEACHING PROFESSION (2)
This course provides the foundation for becoming a productive member of the teaching profession. The participants will gain understanding of the organization and administration of the public school, the laws governing teachers, the code of ethics, and the purpose of schools. This course develops a professional perspective and creates a sense of grounding in the profession of teaching. Corequisite: EPI0940
Lec Hrs=30 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

EPI0030 DIVERSITY IN THE CLASSROOM (2)
This course provides the participant with an understanding of the variety of backgrounds and cultures that may be found in a typical classroom. The participant will gain a broader view of the social aspects of diversity and reevaluate personal beliefs and prejudices that may adversely affect the learning process. Corequisite: EPI0945
Lec Hrs=30 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

EPI0940 FIELD EXPERIENCE (1)
This course is designed to provide the opportunity to the student with the experience of observing, interacting and working with a school population. Corequisite: EPI0020
Lec Hrs=15 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

EPI0945 FIELD EXPERIENCE (1)
This course provides the opportunity to gain insight into the instructional process by completing 15 hours of field experience in public, charter, or private schools. Cohorts will meet together to discuss these experiences and to relate them to their observations of students as well as student behaviors and interactions in the schools. Corequisite: EPI0030
Lec Hrs=15 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

ESC4074 WEATHER AND CLIMATE (3)
This course provides an introduction to general meteorology and atmospheric sciences. It includes the composition and structure of the atmosphere and characteristics that affect it, such as temperature, humidity and pressure. The course examines the development of meteorological phenomena, such as storm systems, hurricanes, weather fronts and cloud formation. Finally, climatologic concepts will be explored. This course maintains scientific integrity and addresses technologies used in both meteorological and climatic studies. Pre or Corequisite: MAC1105
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

ETC1250C MATERIALS AND PROCESS (3)
Introduces the materials and process commonly used in building construction. Provides background relating to physical properties, sources and costs. Includes a study of standard manufacturing processes and recent methods of application; and ASTM procedures for testing concrete and steel, soils, and other building materials.
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.

ETD1320 BASIC CAD (3)
First course in computer aided design (CAD), lab work using AutoCAD software. Topics include fundamentals of DOS, AutoCAD command structure, setting units and limits, drafting primitives, layering, use of editing tools; grid, snap, and axis commands. Assignments requiring extensive use of the CAD lab. Extra lab hours are available.
Lec Hrs=16 Lab Hrs=48 Oth Hrs=0 Fees=49. 00

ETD2350C ADVANCED CAD (3)
Additional topics in AutoCAD. These include blocks, move and copy, array, mirror, text, text styles, 3D and isometric modes. The development of macro operations. As in basic CAD, extra lab hours are available. Prerequisite: ETD1320
Lec Hrs=16 Lab Hrs=48 Oth Hrs=0 Fees=0. 00

ETI1110C INTRODUCTION TO QUALITY ASSURANCE (3)
This course defines the role of quality in an industrial environment. Topics include the use of quality management techniques and quality philosophies, process development, techniques used for evaluation, approaches used on continuous operations, methods used to control quality, and the International Organization for Standardization (ISO) series of standards. The responsibility of quality assurance during the engineering, manufacturing, and marketing of a product is also covered.
ETI11701 SAFETY (3)
This course focuses on the theories and principles of occupational safety and health in a practical and useful real world job related setting. The major topics include the Occupational Safety and Health Administration (OSHA) compliance, safety standards, code enforcement, ergonomic hazards, mechanical hazards, falling, lifting, electrical hazards, fire hazards, industrial hygiene, radiation, noise, emergencies, and environmental safety.
Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=0.00

ETM1010C MEASUREMENT AND INSTRUMENTATION (3)
This course provides the basic foundation for both mechanical and electronic measurement techniques used in manufacturing environments. The course will integrate the concepts, principles, and techniques of mechanical measurement with the use of various types of instruments including micrometers, verniers, calipers, gages, and other types of measuring equipment. The course will also introduce the student to the basic measurement techniques employing electronic test equipment including the operation and usage of digital multimeters, function generators, and oscilloscopes.
Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=0.00

ETP2402C INTRODUCTION TO SOLAR PHOTOVOLTAIC (3)
This course delivers an introduction to background essential theory, principles, and future of distributive energy technology. It focuses on solar/photovoltaic systems work and integrate with the electrical grid. This course is the first of a two-part series (precursor to the installation course EET2551C) that will prepare the student for the North American Board of Certified Energy Practitioners (NABCEP) certification.
Lec Hrs=32 Lab Hrs=16 Oth Hrs=0 Fees=0.00

ETP2410C INSTALLATION OF SOLAR PHOTOVOLTAIC (3)
This course covers the design and installation of photovoltaic systems. It is the second course in a two-part series. (Follow-up to the Introduction to PV Systems EET 2550) which provides all the content necessary to prepare the student for the North American Board of Certified Energy Practitioners (NABCEP) certification. Prerequisite: ETP2402C
Lec Hrs=32 Lab Hrs=16 Oth Hrs=0 Fees=0.00

ETS2224C FIBER OPTIC COMMUNICATIONS (3)
The study of fiber optic communication systems and devices. Topics include electronic and optical devices, splices and fiber optic cables as well as telecommunications applications of fiber optic systems. Extensive lab experience. Prerequisite: EET2142C
Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=0.00

ETS2436C BIOMEDICAL INSTRUMENTATION I (3)
Students will acquire proficiency in biomedical equipment maintenance through classroom and laboratory environment and will gain familiarity with and learn to evaluate, troubleshoot, test, and repair various types of biomedical equipment. Students will also learn to function in a hospital environment through an internship in the biomedical department of a participating hospital or biomedical equipment company. Prerequisite: CET1117C EET2142C HSC1531
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=5.00

ETS2438C ADVANCED BIOMEDICAL INSTRUMENTATION (3)
This course is intended to inform students about the theory and operation of instrumentation employed in the medical imaging field such as x-ray machines, CT scanners, Ultrasound, Nuclear Medicine and MRI. Prerequisite: ETS2436C
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=2.00

ETS2940 BIOMEDICAL ENGINEERING TECHNOLOGY I (4)
The student will participate in a 13 weeks internship, 24 hours per week at a cooperating hospital. Topics will include orientation, orientation to biomedical engineering, medical instrumentation theory, safety standards, "hands-on" preventive maintenance procedures and equipment repair activities. The hospital biomedical engineering staff will directly supervise all aspects of this course. Prerequisite: CET1117C EET2142C HSC1531
Lec Hrs=0 Lab Hrs=0 Oth Hrs=0 Fees=63. 18

EUH1000 SURVEY OF WESTERN CIVILIZATION I (3)
Historical survey of Western culture from its roots in the ancient Near East to the beginning of the early modern period. Provides students with broad foundation of knowledge to understand socio-economic, intellectual, political and other cultural forces which have shaped (and continue to shape) Western civilization. Students will explore and apply general principles of historical methodology, and will develop their critical reading, thinking, and writing skills throughout the course. Geographic range: Near East, Mediterranean basin, Western Europe. Course themes comprise: development, expansion, and cultural influence of Greco-Roman civilization; encounters between diverse cultures over the several millennia which comprise Western Civilization, and the transformations which result from such encounters; the rise and fall of governmental, economic, and social systems; Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00 This course can be used for the AA degree.

EUH1001 SURVEY OF WESTERN CIVILIZATION II (3)
This course surveys the major political, social, economic, cultural and international developments that shaped Western Civilization from the 17th century to the 21st century. Major topics include the evolution of the European nation-state, the emergence and consequences of modern political ideologies, and the roles of revolution, war, industrialization and technological innovations in an era that saw Europe achieve and then lose world hegemony. Students must earn a minimum grade of C to meet the requirements of the Gordon Rule. 
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

This course can be used for the AA degree.

EUH2032 HISTORY OF THE HOLOCAUST (3)
An examination of the historical origins, execution, and consequences of the Holocaust. Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.

EUH2052 HISTORY OF SPAIN (3)
This course will examine Spain's historical development from prehistoric times to the present. Particular emphasis is placed on tracing the effects upon modern Spain of the major events in the nation's history, as well as the impact on the country of historical phenomena such as the Renaissance, the Enlightenment, the Napoleonic Wars and industrialization. The last part of the course examines the Spanish Civil War, Francoism and the country's subsequent reemergence in the international community.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.

EVR1009 ENVIRONMENTAL SCIENCE (3)
Study of the physical environment, its relationship with the biosphere, and man's impact upon natural systems. Placement by Testing Department or Prerequisite: MAT0028 This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

EVR1858 ENVIRONMENTAL REGULATION (3)
This course deals with the purpose of federal, state, and local environmental law and its impact on South Florida and the larger world community. Reason for protection of the environment, compliance with legislation, and the concept of due diligence are emphasized. Extensive use of the case studies approach will be used to illustrate the application of law. Placement by Testing Department.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

EVR2930 ENVIRONMENTAL SCIENCE SEMINAR (1)
Selected current topics in environmental science and related subjects. Placement by Testing Department.
Lec Hrs=16 Lab Hrs=0 Oth Hrs=0 Fees=0. 00
EVR2949 CO OP WORK EXPERIENCE (3)
A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Pre-requisite: Co-Op Department approval. Student will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. Placement by Testing Department.
Lec Hrs=0 Lab Hrs=0 Oth Hrs=0 Fees=0.00

EVS2005 WATER SUPPLY AND WASTE WATER DISPOS (3)
A single course covering the sources, treatment and distribution of potable water and the collection, treatment and disposal of wastewater. Field trips include inspection of local facilities.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

EVS2893C ENVIRONMENTAL SAMPLING AND ANALYSIS (5)
This course provides an introduction to EPA and DEP-approved methods for the collection and analysis of environmental samples. The laboratory is integrated with class theory. Topics include: sampling of water, soils, sediments and hazardous waste; application of field and laboratory-based analytical methods; documentation procedures; method validation including generation of precision, accuracy, and detection limits; writing comprehensive and project-specific quality assurance plans. Prerequisite: CHM1025 CHM1025L
Lec Hrs=48 Lab Hrs=64 Oth Hrs=0 Fees=0.00

FES2010 INTRODUCTION TO EMERGENCY MANAGEMENT (3)
A study of Emergency Management, including the current organizational structure/procedures of emergency management programs, the 4 phases of emergency management: mitigation, preparedness, response and recovery, and past and current emergency management systems.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

FFP1000 INTRODUCTION TO FIRE SCIENCE (3)
This introductory course will examine the evolution of the modern fire department, chemistry and physics of fire, fire hazard properties of materials; combustion; theory of fire control; importance of fire protection; public fire defenses; and other materials pertinent to fire service.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

FFP1505 FIRE PREVENTION PRACTICES (3)
Fundamentals of fire prevention are introduced with examination of fire causes and effects. The function of fire prevention bureaus, enabling legislation regulations and standards are discussed. Additional areas of study include the inspection process, fire code enforcement, local decisions, fire investigations, records and reports.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

FFP1510 CODES AND STANDARDS (2)
Review of specific requirements of codes and standards that have a direct influence on life safety in both new and existing structures. Study includes discussion on the requirements for property protection.
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

FFP1540 PRIVATE FIRE PROTECTION SYSTEMS 1 (3)
This course examines requirements for and testing of fire sprinkler and standpipe systems, chemical systems, detection and alarm systems.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

FFP1740 FIRE SERVICE COURSE DELIVERY (3)
Study of the instructor's role and responsibility in the teaching/learning process, introduction of teaching/learning styles, job task analysis, learning objectives, lesson planning and development, testing and evaluation, and administration of programs. 3 hrs. Lec.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

FFP1793 FIRE AND LIFE SAFETY EDUCATOR I (3)
This course is designed to provide the public educator with the knowledge and skills to successfully perform as a fire and life safety educator. Case study topics include fire behavior, community assessment, injury prevention and...
juvenile fire-setting. The student will also develop presentation skills and learn how to formulate public education programs. This course meets state and national certification criteria for Fire and Life Safety Education, Level I.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**FFP1810 FIREFIGHTING TACTICS & STRATEGY (3)**
A study of tactical considerations and strategic options employed in the extinguishment of fires; pre-planning and company level field operations will be analyzed with application of course concepts. 3 hrs. lec.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**FFP1830 INTRODUCTION TO HAZARDS (3)**
An in-depth study of the details and dynamics of natural and man-made hazards. Includes methods and means to measure, monitor and predict the physical impact of hazards on society. Special emphasis on hazards that impact Florida.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**FFP2111 FIRE CHEMISTRY (3)**
Study of the physical and chemical properties of matter, with a particular emphasis on hazardous materials, hydrocarbons, oxidation-reduction chemistry, and residuals of pyrolysis. Topics covered include atomic structure, the periodic table, chemical bonding, chemical measurement, stoichiometry, and the study of chemical properties according to group, class, and reactivity. Sample collection and analysis is included as a practical component of the course. Prerequisite: Municipal Fire Inspector Certification.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**FFP2210 FIRE SERVICE BUILDING CONSTRUCTION (3)**
Course examines objectives and criteria of South Florida building code requirements for various types of occupancies, classification by types of construction, building materials, fire resistant standards, egress, permits, inspections, and standards, and other pertinent material for building construction.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**FFP2301 FIRE HYDRAULICS (3)**
Study of the physical properties of water used in fire protection. Basic hydraulic measuring units, facts, theories and formulas for problem solving.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**FFP2302 FIRE APPARATUS AND PROCEDURES (3)**
Course offers study in evolution of fire apparatus; apparatus construction; pumps and pump accessories; pumping procedures; pump tests; trouble shooting; aerial ladders; aerial platforms; maintenance; driving fire apparatus.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**FFP2401 HAZARDOUS MATERIALS I (3)**
Study of types of chemicals and processes, storage, and transportation of chemicals; hazards of radioactive materials; precautions to be taken in fire fighting involving hazardous materials; laws of federal, state and local levels pertaining to such materials.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**FFP2402 HAZARDOUS MATERIALS II (3)**
A continuation and expansion of FFP2401 to include radioactive materials, corrosives, pesticides, rocket propellants, and other related materials. Prerequisite: FFP2401
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**FFP2521 CONSTRUCTION DOCUMENTS AND PLANS RE (3)**
Students will review actual building plans and apply codes, standards and inspection techniques, to find errors and omissions, students shall make appropriate corrections according to the code, and with preferences identified.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**FFP2541 PRIVATE FIRE PROTECTION SYSTEMS II (3)**
This course is an in-depth discussion of pre-engineered and portable systems, extinguishing agents, inspection procedures for code compliance and enforcement, and alarm systems. Contemporary systems are examined through case studies. This course is part of the Fire Inspector II State Certification.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**FFP2610 ORIGIN & CAUSE (3)**
A study of the arson and investigation problems examining facts and figures, motives and the role of fire department in arson suppression. Reviewing chemistry of explosions. Analyzing the juvenile arson problem. Analysis of urban fires, automobile fires, and reports, interrogation and presenting the arson case in the courtroom.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**FFP2630 LATENT INVESTIGATION (3)**
Study of proper crime scene and fire scene investigation including conduct of appropriate documentation, collection and preservation of evidence, and the qualitative analysis of data to determine whether or not prosecution for the crime of arson is indicated. Special situations/problems will be examined including the arsonist's use of explosive and hazardous materials. Motives for arson will be discussed, and distinctions made between civil and criminal situations. Prerequisite: FFP2120 FFP1505 FFP1510 FFP1540 FFP2521
Lec Hrs=40 Lab Hrs=4 Oth Hrs=0 Fees=0.00

**FFP2670 LEGAL ISSUES FOR INVESTIGATORS (3)**
Study of the applicable laws and attending legal considerations associated with the successful prosecution of arson cases. Specific areas of concentration include witness statements, interviews, interrogations, depositions, and written reports. Expert qualification and effective courtroom testimony will be examined and evaluated. Distinctions will be discussed between civil and criminal situations. Students will be required to prepare a case for prosecution from evidence gathered and/or provided in class, and present their testimony in a mock trial activity.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**FFP2706 PUBLIC INFORMATION OFFICER (3)**
This course prepares the student to serve effectively as an organizational spokesperson, according to current practices in the profession of public relations and numerous examples from the fire service. Particular emphasis will be placed on case studies in crisis communications and the role of the Public Information Officer's role in the Incident Command System. This course is part of the Fire Officer II and Fire Inspector II State Certification programs.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**FFP2720 COMPANY OFFICER (3)**
Study of superior subordinate relationships, motivation, leadership, morale, discipline, work planning and other supervisory responsibilities related to fire dept. operations.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**FFP2741 FIRE SERVICE COURSE DESIGN (3)**
Course covers the principles of effective curriculum design in the Fire Service field. It stresses the principles of adult and student-centered learning. Students learn to design courses and units that address learning, performance, and behavioral objectives as related to Fire Science.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
*This course can be used for the AA degree.*

**FFP2770 ETHICAL AND LEGAL ISSUES FOR THE FI (3)**
This course deals with the entire spectrum of issues facing today's fire service leaders. Topics include: labor relations, human rights and diversity, conflicts of interest and frameworks for ethical decision-making are used. Case studies are used to explore contemporary issues. Students will be notified prior to the class. Part of Fire Officer II.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
*This course can be used for the AA degree.*

**FFP2780 FIRE DEPARTMENT ADMINISTRATION (3)**
An introduction into managing fire services and community fire protection programs. Relationships between the insurance industry, the professional community, contemporary management and planning concepts are analyzed.
*This course can be used for the AA degree.*
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**FFP2800 EMERGENCY MANAGEMENT PUBLIC EDUCATI (3)**
The design, development and delivery of emergency disaster safety and informational programs to the public, including targeting program audiences and evaluating the effectiveness of the programs.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
FFP2811 FIREFIGHTING TACTICS & STRATEGY 2 (3)
This course applies the basic principles learned in FFP1400 to specific fire problems, e.g., churches, flammable gases and liquids, lumberyards, department stores, residential, supermarkets, and warehouses. Included are additional pointers on solving these problems and those of a miscellaneous nature; also command responsibilities on the fireground.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

FFP2831 HAZARD PLANNING & MITIGATION (3)
An examination of how to develop programs that will reduce losses from future disasters, emergencies and other extreme events caused by natural and man-made hazards.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

FFP2840 DISASTER RESPONSE & RECOVERY (3)
A study of how to develop programs designed to plan for and assist in disaster response efforts and disaster recovery efforts.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

FFP2841 EMERGENCY PLANNING FOR BUSINESS & I (3)
A study of the contingency planning process of emergency/disaster preparedness in the corporate world, including a step-by-step approach to emergency planning, response and recovery for companies of all sizes.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

FFP2949 CO OP WORK EXPERIENCE (3)
A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-Op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Education Office to obtain registration approval.
Lec Hrs=0 Lab Hrs=0 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.

FIL1100 SCREENWRITING 1 (3)
The course is a workshop in which students will develop their own original stories, while learning basic narrative structure for feature length screenplays. Student will also learn to break down and analyze popular screenplays. Prerequisite: ENC1101
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.

FIL1420C INTRODUCTION TO FILM PRODUCTION I (4)
Provides a basic understanding of digital film production technology, equipment operation, terminology, and techniques, as well basic industry positions, procedures and protocols in the production of several short narrative motion pictures. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=48 Oth Hrs=0 Fees=0. 00

FIL1552C FILM EDITING (3)
Basic theory and practice of nonlinear editing for narrative motion pictures using industry motion picture editing software. This course can be used for the AA degree.
Lec Hrs=16 Lab Hrs=32 Oth Hrs=0 Fees=0. 00

FIL2000 INTRODUCTION TO FILM STUDIES (3)
This course is designed to provide an introduction to film as an art form, cultural product and social artifact. It will include then understanding of basic analytical and technical forms, concepts, issues and development of critical skills. It will also include the history, development, theory and criticism of film art, as well as the basic principles of film making and film production. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

FIL2432C FILM PRODUCTION II (4)
Building on the basic concepts of film production I, students continue to develop an understanding of professional digital film production with the addition of basic lighting and sound for cinematic storytelling. Industry positions, procedures and protocols will be emphasized during the production of several short narrative motion pictures. Prerequisite: FIL1420C FIL1552C
Lec Hrs=48 Lab Hrs=48 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.
FIN2791C MOTION PICTURE VISUAL POST PRODUCTI (3)
Basic theory and practice of computerized photo retouching, digital video compositing, and motion graphics for narrative motion pictures using industry standard imaging software such as Photoshop and AfterEffects. Prerequisite: FIL1552C
Lec Hrs=16 Lab Hrs=32 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.

FIN1100 PERSONAL FINANCE (3)
This course provides a survey of the areas of personal economic problems with which all individuals must contend. Course content guides each person towards receiving favorable results in the following areas: buying on credit, borrowing money, using bank services, and investing savings; selecting from various types of insurance coverage; home ownership vs. renting; obtaining investment information, investing in stocks and bonds; income taxes; Social Security; Medicare, retirement planning and annuities; and estate planning, wills, and trusts.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.

FIN2051 FINANCE OF INTERNATIONAL TRADE (3)
This course provides a general survey of international trade. Topics studied include transportation modes, cargo insurance and the various special terms of sale used in overseas transactions. Also covered are import/export, foreign exchange, pricing and quotations; import/ export documentation and procedures; documentary credits, international payments and collections; bank financing sources for international trade and alternative financing techniques. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

FIN3400 PRINCIPLES OF FINANCIAL MANAGEMENT (3)
This is an introductory course in managerial finance in which the student should attain a clear, basic understanding of the fundamentals of finance and their associations to the decision-making framework faced by a financial manager. Topics include time value of money risk and rates of return, asset valuation, financial planning and forecasting, working capital management and international financial management.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

FIN4460 FINANCIAL STATEMENT ANALYSIS (3)
This course explores methods of deriving information from financial statements, including both published documents and privately prepared reports that would be of interest to lenders and investors. Extensive use is made of computer assisted financial planning and forecasting models.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

FRE1000 ELEMENTARY FRENCH CONVERSATION (3)
A custom made course for those residents in the community who require a cursory knowledge of French to help them communicate with French speaking people. One hour language laboratory weekly. Special Fee Charged. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=15. 00

FRE1120 BEGINNING FRENCH I (4)
Fundamentals of speaking, listening-comprehension, reading, writing, and Francophone culture. Classroom practice and exercises supplemented by laboratory and/or multi-media designed to develop communicative competence and cultural sensitivity. Student expected to continue further implementation and expansion of their proficiencies in FRE 1121 and FRE 2220. Students are encouraged to study abroad. This course can be used for the AA degree.
Lec Hrs=64 Lab Hrs=0 Oth Hrs=0 Fees=15. 00

FRE1121 BEGINNING FRENCH II (4)
Continuation of FRE 1120. Further development of the basic skills in speaking, listening-comprehension, reading, writing, and appreciation of Francophone culture. Classroom practice and exercises supplemented by laboratory and/or multi-media activities designed to develop and enhance communicative competence and cultural sensitivity. Skills and concepts are further polished in FRE 2220. Prerequisite: FRE1120 This course can be used for the AA degree.
Lec Hrs=64 Lab Hrs=0 Oth Hrs=0 Fees=15. 00
FRE1170 FRENCH STUDY TRAVEL (3)
A course designed for students who wish to combine the study of French with subsequent travel to a French speaking region. Prerequisite: FRE1120 or FRE1000 or instructor's approval. Prerequisite: FRE1120
Lec Hrs=0 Lab Hrs=0 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.

FRE2220 INTERMEDIATE FRENCH I (4)
Continuation of FRE 1121. Review of the most essential grammatical structures with an introduction of new grammatical and idiomatic material. Composition and readings in French prose and culture. Conversation at an easy and enjoyable pace. Upon successful completion of this course, the students should be able to demonstrate an understanding of the more complex concepts of the grammatical and idiomatic principles of French and write and speak properly within the limits of this course. In addition, the student must show proficiency in comprehending various cultural and literary reading selections in the original French with different levels of reading difficulty. Prerequisite: FRE1121
Lec Hrs=64 Lab Hrs=0 Oth Hrs=0 Fees=15. 00
This course can be used for the AA degree.

FSS1203C QUANTITY OF FOOD PRODUCTION I (3)
Students will acquire the fundamental concepts, skills and techniques involved in the management of resources, use of recipes, use and care of equipment, and evaluation of food products. Special emphasis is given to practical demonstrations in breakfast cookery, salads, dressings, cold sauces, sandwiches, and safety and sanitation principles. Students must successfully pass written and practical cooking examination covering a variety of techniques and procedures.
Lec Hrs=40 Lab Hrs=16 Oth Hrs=0 Fees=0. 00

FSS1240C CLASSICAL CUISINE (3)
This course provides the professional culinary student with new menu items and terminology. It sets and applies standards to hot/cold hors d'oeuvres, appetizers, large and small dinner parties, and pastry products. The students observe preparation skills, write recipes, practice correct serving techniques, and taste the prepared food. Instructor's approval or Prerequisite: FSS1221C
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=0. 00

FSS1246C BAKING AND PASTRIES I (3)
Students will acquire knowledge of the composition and properties of baking ingredients. They will utilize the proper equipment and tools, and standardized recipes to prepare yeast breads, rolls, pastries, and cakes in the food service laboratory. The instructor will evaluate the products prepared based on established food service standards.
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=0. 00

FSS1284 CATERING (3)
This course provides a survey of catering operations. Topics covered include the preparation of a menu, estimating cost and food quantities, planning the room arrangement, the setup of buffet and service tables, and the performance of services. In addition, the allocation of time to prepare, transport, and setup the equipment and food for a catered affair are studied. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

FSS2204C QUANTITY OF FOOD PRODUCTION 2 (3)
This course will enable students to learn and execute various methods preparing vegetable, starch, meat, fish, and poultry cookery, including the basic cooking techniques: sauteing, roasting, poaching, braising and frying.
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=0. 00

FSS2205C QUANTITY OF FOOD PRODUCTION 3 (3)
Students will focus on the knowledge and preparation of job descriptions. Students will utilize all commonly accepted methods of recruiting a successful staff. Menu selection, staffing, and balance will be studied. The course also emphasizes safety and sanitation procedures. Students will learn about common problems in hiring and supervising employees.
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=0. 00

FSS2242C INTERNATIONAL CUISINE (3)
This course covers international cookery as it applies to modern menu use and selection. It includes preparation of cold buffet, entree, dinner
accompaniment, and flambe dessert. The students observe preparation skills, write recipes, practice correct serving techniques, and taste the prepared food. Instructor's approval or Prerequisite: FSS1240C.  
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=0.00

**FSS2247C BAKING AND PASTRIES II (3)**
Students will continue to build knowledge of the composition and properties of baking ingredients. They will utilize the proper equipment and tools, and standardized recipes to prepare yeast breads, rolls, pastries, and cakes in the food service laboratory. The instructor will evaluate the products prepared based on established food service standards.  
Lec Hrs=40 Lab Hrs=16 Oth Hrs=0 Fees=0.00

**FSS2248C GARDE MANGER (3)**
Students will acquire knowledge and demonstrate skills in the cold foods area of the kitchen. The key topics will include sausages, pats, terrines, cured and smoked foods, cheese making, hors d'oeuvres, appetizers, condiments, garnishing and ice carving.  
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=0.00

**FSS2251 FOOD AND BEVERAGE MANAGEMENT (3)**
Covers the principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, theft prevention, labor cost control, and computer applications.  
Lec Hrs=40 Lab Hrs=16 Oth Hrs=0 Fees=0.00

**FSS2500 FOOD SERVICE COSTING AND CONTROLS (3)**
This course provides a cost managing approach to the study of food and labor controls. Students examine the relationship of food and labor costs to selling price; cost control procedures for recipes and menus; pre-cost and pre-control techniques; the preparation and utilization of management reports. A review of mathematics and its application to practical problems is covered. Emphasis is placed on the utilization of controls as a tool of management.  
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**GEA2000 WORLD GEOGRAPHY (3)**
Regional geographical characteristics, area relationships and major regional internal as well as interactive problems will be analyzed. The theme of this course is to impart geographic knowledge at the world regional level, then explain how these factors create global contrasts. Special emphasis will be placed on how the world has become more interdependent as complex economic systems have evolved and become more specialized. This course can be used for the AA degree.  
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**GEA2030 GEOGRAPHY OF THE EASTERN WORLD (3)**
A regional survey of the human/cultural and physical/environmental aspects of the non-western world including the following regions: North Africa & SW Asia, Sub-Saharan Africa, South Asia, Southeast Asia, East Asia, and the Pacific Island Realm. The characteristics and special problems of each region will be analyzed from a geographical perspective in order to understand global diversity and the forces and issues that help shape the world.  
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

**GEA2040 GEOGRAPHY OF THE WESTERN WORLD (3)**
A regional survey of the human/cultural and physical/environmental aspects of the western world including the following regions: Europe, Russia and the C. I. S., Anglo America, Middle America, South America, and Australia. The characteristics and special problems of each region will be analyzed from a geographical perspective in order to understand global diversity and the forces and issues that help shape the world.  
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

**GEB1011 INTRODUCTION TO BUSINESS (3)**
This course provides a basic study of business activity and how it relates to our economic society. Topics covered include how businesses are owned, organized, managed and controlled. Course content emphasizes business vocabulary, areas of business specialization, and career opportunities.
BUSINESS PRAC

GEB2955 INTERNATIONAL CURRENT BUSINESS PRAC (3)
Upon successful completion of this course, students should have a broad conceptual viewpoint of international business activity in areas such as finance, marketing, production and manufacturing. This course covers the nature and purpose of business between nations as well as the concepts of the multinational corporation and its importance in the world marketplace. Business concepts of other nations are studied through actual visits to foreign business enterprises. Emphasis is given to the differences in business policies between countries and their relationship to business activity.
Lec Hrs=16 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

GEB3213 BUSINESS WRITING (3)
This course focuses on techniques to improve writing skills. The course will use a workshop format that relies on writing assignments, discussions, and classroom activities. An emphasis on global business writing will be included.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

GEO1000 INTRODUCTION TO GEOGRAPHY (3)
This course is a study of the geographical patterns of both human and physical phenomenon and the interaction between humans and their environment. Through readings in the text and/or supplemental sources and via class lectures, activities and discussions analysis will target the earth’s physical systems including landforms, hydrosphere, and climates; human systems such as culture, population and economic/urban development; as well as and human impact on the world’s natural resources. A student must earn a grade of "C" or higher to meet the requirements of the Gordon rule.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

GEO2200 PHYSICAL GEOGRAPHY (3)
This course serves as an introduction to the manner in which natural systems function at global and regional scales. The course uses a geographical perspective to analyze landforms, climate, the water cycle, and the biosphere, examining spatial relationships and regional variations and addressing spatial patterns of human activity as related to environmental phenomenon. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

GEO2370 CONSERVATION OF NATURAL RESOURCES (3)
A survey of the use and mismanagement of natural resources within the environment, including problems of development, pollution, biotic systems, population, resource depletion and technology. Special emphasis will be placed upon the spatial/geographical Manifestation of conservation issues.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.

GEO2420 INTRODUCTION TO HUMAN / CULTURAL GE (3)
This course will introduce students to geographical concepts as applied in human/cultural issues and problems of the world today. Emphasis will be placed on tensions between globalization and human diversity. The systematic approach will offer theories and techniques developed by geographers that assist in understanding both human-cultural interaction and human-environmental interaction.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.

GER1000 ELEMENTARY GERMAN CONVERSATION (3)
A custom made course for those residents in the community who require a cursory knowledge of German to help them communicate with German speaking people. One hour language laboratory weekly. Special fee charged.

Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=15. 00
This course can be used for the AA degree.

GER1120 BEGINNING GERMAN I (4)
Fundamentals of speaking, listening-comprehension, reading and writing in German. Introduction to the German-speaking world, German language and culture. Classroom practice supported by on-line, laboratory and/or multi-media exercises, designed to develop student proficiency and confidence. Students are expected to further their skills in GER2220. Prerequisite: GER1120 This course can be used for the AA degree.

Lec Hrs=64 Lab Hrs=0 Oth Hrs=0 Fees=15. 00
This course can be used for the AA degree.

GER1170 GERMAN STUDY TRAVEL (3)
A course designed for those who wish to combine the study of German with subsequent travel to a German speaking region. Prerequisite: GER1120

Lec Hrs=0 Lab Hrs=0 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.

GER2220 INTERMEDIATE GERMAN I (4)
Continued practice of speaking, listening-comprehension, reading and writing in German. Students acquire more in-depth knowledge about the German speaking world, German language and culture. Classroom practice is supported by on-line, laboratory and/or multi-media exercises, designed to develop student proficiency and confidence. Students are expected to further their skills by studying abroad. Prerequisite: GER1121

Lec Hrs=64 Lab Hrs=0 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.

GIS1030 REMOTE SENSING AND APPLICATIONS (3)
This course introduces basic concepts and fundamentals of remote sensing, image processing, and the global positioning system (GPS). The principles and processes involved in airphoto interpretation will be reviewed and examined. Image processing techniques will be reviewed from practical and mathematical points of view. The course is intended to provide the student with the background information necessary to successfully use remotely sensed imagery and GPS in conjunction with GIS technology. Prerequisite: Knowledge of Windows operating system

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=15. 00
This course can be used for the AA degree.

GIS1040C INTRODUCTION TO GEOGRAPHIC INFORMAT (4)
The intent of this course is to provide the student with a detailed introduction in geographic information systems (GIS) and support this
information with laboratory activities. The course will cover all working knowledge of the theory aspects of geographic information systems including data collection, preprocessing, data management and data analysis as well as an introduction to the application of these systems. Prerequisite: knowledge of Windows operating system.

Lec Hrs=48 Lab Hrs=32 Oth Hrs=0 Fees=22.00
This course can be used for the AA degree.

GIS1042C INTRODUCTION TO GEOGRAPHIC INFORMAT (3)
This course will build upon the student's fundamental knowledge of GIS gained in the prerequisite course titled "Introduction to Geographic Information System I". The student will learn how to implement geographic concepts in GIS systems. The course will provide the student with the fundamental of computing and information science systems and cartography. It will introduce the student to the theory and practice of computer-aided cartography. In addition, the student will delve more deeply into data representation, manipulation and presentation. Prerequisite: GIS1040C
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=22.00
This course can be used for the AA degree.

GIS1047C APPLICATIONS OF GEOGRAPHIC INFORMAT (3)
A combined lecture and laboratory course in which students will draw upon the principles learned in GIS I and GIS II to increase/refine skills and apply them to individual and/or group projects. Prerequisite: GIS1040C GIS1042C
This course can be used for the AA degree.

Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=33.00

GLY1001L EARTH SCIENCE LABORATORY (1)
This course will have experiments and exercises that will be investigating the hydrosphere, lithosphere and atmosphere of earth. The earth will also be mapped and investigated as an object in space. At least 3 of the following five units will be covered:(1)Introduction to Laboratory Study*, (2) The Solid Earth*, (3) Earth's Waters, (4)Earth's atmospheres and (5) Mapping. A special fee will be charged. *These units must be covered. Pre or Corequisite: GLY1001
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=16.00
This course can be used for the AA degree.

GLY1010 PHYSICAL GEOLOGY (3)
Study of geologic agents, minerals, rocks, structure, and land forms. The effects of geologic events upon life and human relations are discussed. Students registering in GLY1010 are strongly urged to register in the companion lab GYL1010L. Some senior institutions require a 4 credit geology course. Three hours weekly. Placement by Testing Department.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

GLY1010L PHYSICAL GEOLOGY LABORATORY (1)
Study of common rocks and minerals including their classification and origin and the interpretation of landforms through the study of geologic maps. One 2-hour laboratory weekly. Placement by Testing Department.
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=15.00
This course can be used for the AA degree.

GLY1100 HISTORICAL GEOLOGY (3)
A study of the origin and evolution of the Earth and the history of life on our planet. The course encompasses the causes and effects geologic change and the evolution of life, and the role of plate tectonics on the geologic and biologic evolution of Earth. Emphasis is placed on how and why past geologic and biologic changes occurred. Interpretations of Earth's past history are also used to help explain current events and predict future trends. Field trips are optional.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.
GLY1100L HISTORICAL GEOLOGY LABORATORY (1)
This course is utilizes activities to interpret the earth’s geologic history and augments the topics covered in GLY-1100. These exercises include a review of rocks and minerals interpretation of maps and aerial photography using principles to determine the sequence geologic events, application of paleontologic data, interpretation of depositional environments, stratigraphic correlation, interpreting surface and subsurface structure, and pale geographic exercises. Prerequisite: GLY1010
This course can be used for the AA degree.

Pre or Corequisite: GLY1100
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=3.00

GRA1110C APPLIED DESIGN 1 (3)
An introduction to the theory, history and practice of graphic design that explores a graphic designer's role in today's marketplace through lectures, speakers and field trips. Students will survey industry job titles including layout artist, package designer, web designer, advertising and branding design, as well as the increasing role of user experience and social networking design. Students will research and present a detailed examination of one facet of the industry. The class will also address ethics, copyright, and sustainability as well as business practices and professional f organizations. Prerequisite: ART1201C ART1300C
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=55.00

GRA1144C WEB PUBLISHING (3)
This course is a basic course in designing web pages, web site architecture and navigation. Students will be instructed in the most current applications used for production of web pages. Proper coding of the pages using current web tools, with consideration of various platforms, will be provided. A special emphasis will be placed on interactivity design and page layout, and proper use of typography and images for delivery on the Internet. The class is portfolio driven, training students to follow a business process for analyzing client needs, conducting research and developing a concept for production within a budget. Prerequisite: PGY1801C

Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=55.00

GRA1151C ILLUSTRATION DESIGN 1 (3)
This course addresses the concepts and techniques necessary to create computer-generated illustrations for use in print, web and multimedia applications. Students will work with software packages utilized by professional designers. Assignments include the creation of technical illustrations, business graphics (charts, maps, tables, and diagrams) and art for other applications. The class is portfolio driven, training students to follow a business process for analyzing client needs, conducting research and developing a concept for production within a budget.
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=55.00

GRA2121C TYPOGRAPHIC DESIGN (3)
This course is an introduction to computerized typography. The emphasis is on the visual effects of type as a design and communication element. Students will form an understanding of the fundamental rules related to type design, such as kerning and leading. The primary focus of the instruction will be in how type is used in contemporary graphic design applications, but some practice in hand lettering will be included as well as a study of the how various type styles are designed. Also included is a study of font management, postscript, and handling of digital files. Students will solve a variety of problems commonly encountered in the production of a body of type for both print and electronic output. Prerequisite: ART1300C
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=55.00

GRA2121C PUBLICATION DESIGN (3)
This course introduces the student to principles governing page layout and the design of publications. The industry standard software will be used for the production of professional looking publications which may include magazines, news- letters, catalogs, newspapers, books, or annual reports. Topics covered include the basic principles of effective typography; the use of grids; integration of graphics and photos into publications; basic information design principles, working with spot, process color and
separations, principles of page assembly and other methodologies to design and produce a variety of single- and multi-page publications.
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=55.00

GRA2152C ADVANCED DIGITAL IMAGE DESIGN (3)
This is an advanced level course where students will solve complex digital imaging, illustration and compositing problems that require both 2D and 3D special effects. Students will be introduced to the fundamentals of creating and animating 3D images using 3D animation and modeling software packages, including creating objects, building models, animating, creating a scene, applying textures and paint, setting lights and cameras and rendering the final animation. Projects will satisfy the current industry client base which demands that a graphic artist conceive a given graphic idea which can be produced in a variety of print outputs, as well as output for the Web, TV and multimedia. Prerequisite: GRA1151C
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=0.00

GRA2157C ILLUSTRATION DESIGN II (3)
This advanced illustration class will expand the students' visual problem-solving vocabulary to include informational graphics, mapmaking and editorial illustration. Illustrations will use digital 2D and 3D solutions. In addition, students will incorporate natural material and construction into the process of illustration design. For informational graphics, students will research complex ideas and synthesize them into easily understood visual representations. Prerequisite: ART1201C ART1300C
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=55.00

GRA2171C BRAND AND AD DESIGN (3)
This course will introduce advertising and marketing principles. Students will apply design and technical skills introduced in foundation level classes. The focus will be on solving real-world advertising and promotional problems, carrying projects from initial concept to final presentation of the product. Projects will satisfy the current industry client base which demands that a graphic artist conceive a given graphic idea for production in a variety of print outputs, as well as output for the Web, TV and multimedia. The class is portfolio driven, training students to follow a business process for analyzing client needs, conducting research and developing a concept for production within a budget. Prerequisite: GRA1151C
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=55.00

GRA2180C APPLIED DESIGN II (3)
The student will apply all the knowledge acquired in previous courses to this portfolio building class. Projects will cover the full spectrum of graphic design jobs, including advertising, identity systems, packaging, wayfinding systems, and site-specific design. The designer will produce examples to show potential clients and/or employers the range of their skills. Sustainable design ideals will be employed, assessed and communicated to the class with each project. The goal is to find the most eco-friendly design solutions while educating the client and meeting their needs. Prerequisite: GRA1110C
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=55.00

GRA2185C DESIGN PRODUCTION (3)
This course is an advanced level course that forms an integral part of the final skills needed to complete the Graphic Design Technology A.S. Degree requirements. It is intended to support the portfolio and internship courses by providing practice in advanced concept formulation and art direction strategies and practical experience in production of their portfolio at a service bureau. Prerequisite: GRA2121C
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=55.00

GRA2190C INTRODUCTION TO GRAPHIC DESIGN (3)
This course is an introduction to the theory, practice, materials, techniques, and production methods used in graphic arts, pointing out how various layout techniques lead to a printed piece. Intended for art majors who wish to pursue a BFA degree in graphic design or want to seek entry level employment. Prerequisite: ART1201C ART1300C
Lec Hrs=32 Lab Hrs=64 Oth Hrs=0 Fees=40.00
This course can be used for the AA degree.
GRA2190C GRAPHIC DESIGN II (3)
Communication and creativity theory for graphic designers, featuring preparation of art for reproduction using the computer as a graphic design problem-solving tool, combining text, image and digital design. Intended for art majors who wish to pursue a BFA degree in Graphic Design or want to seek entry-level employment. Prerequisite: GRA2190C
Lec Hrs=32 Lab Hrs=64 Oth Hrs=0 Fees=40.00

GRA2403 PRINCIPLES OF PROJECT MANAGEMENT (3)
Students in this course will gain a comprehensive understanding of the skills required of project managers. This includes software presentation training, instruction in monitoring and controlling projects, procurement planning techniques, and an introduction to using project management software.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

GRA2425C PORTFOLIO & BUSINESS OF DESIGN (4)
Students will collect their work into a print and web portfolio that represents their mastery of the skills and standards of the graphic design program. This capstone class will include business practices, ethics, contracts and copyright issues. Issues of sustainability and environmental sensitivity will be stressed. Prerequisite: GRA2160C
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=56.00

GRA2754C WEB DESIGN II (3)
To extend students’ expertise in web design, this class will add advanced CSS, HTML5, Flash, search engine optimization, content management system and integration, as well as usability assessment and interface design. The student will also integrate social media, podcasting and blogging into web development. Prerequisite: GRA1144C
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=55.00

GRA2940C GRAPHIC DESIGN INTERNSHIP (3)
This course is a culmination of the Graphic Design two years A. S. Program. Students will learn the necessary business protocol and job interviewing skills that will place them in an internship situation. The intern will work in a studio setting, e. g., advertising agency, graphic design department of a large company, commercial printing business, etc. The experience will involve all duties usually associated with the current graphic design profession. Interns are expected to complete project assignments from start to finish with minimal guidance from the sponsoring entity/establishment. Prerequisite: GRA2181C
Lec Hrs=16 Lab Hrs=16 Oth Hrs=0 Fees=55.00

HBR1120 BEGINNING HEBREW I (4)
Fundamental of speaking and understanding reading and writing. Classroom practice and exercises supplemented by language and laboratory sessions designed to develop confidence and a basic proficiency in Modern Hebrew. Student is expected to continue with HBR1121. Special Fee Charged. This course can be used for the AA degree.
Lec Hrs=64 Lab Hrs=0 Oth Hrs=0 Fees=15.00

HBR1121 BEGINNING HEBREW II (4)
Continuation of HBR 1120. Further development of the basic language skills already mastered. Classroom discussions and practice are supplemented by exercises and multi-media activities designed to develop and enhance communication. Skills and concepts are further polished in HBR 2220. Prerequisite: HBR1120
Lec Hrs=64 Lab Hrs=0 Oth Hrs=0 Fees=15.00
This course can be used for the AA degree.

HBR2220 INTERMEDIATE HEBREW I (4)
HBR 2220 supplements the groundwork laid in HBR 1120 and HBR 1121. Classroom discussions and practice are supplemented by exercises and multi-media activities designed to develop and enhance communication and cultural awareness. Students will acquire a basic understanding of Hebrew syntax, grammar, and morphology, as well as an introduction to Hebrew literature of various eras. Prerequisite: HBR1121
Lec Hrs=64 Lab Hrs=0 Oth Hrs=0 Fees=15.00
This course can be used for the AA degree.
HCP0001 HEALTH CAREERS CORE CURRICULUM (2)
The Health Careers Core Curriculum course presents basic knowledge & skills for students majoring in a health science degree program. The course introduces students to a health care delivery system, the health occupations, and teaches basic medical and employability skills.
Lec Hrs=45 Lab Hrs=30 Oth Hrs=0 Fees=100. 00

HFT1050 INTRODUCTION TO TOURISM INDUSTRIES (3)
This course provides a survey of the history, organization, problems, opportunities and future trends in the areas which comprise the travel and tourism industries. Emphasis is placed on the economic benefits and social implications of tourism. This course is beneficial to the purchaser of tourism services as well as the marketer. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

HFT1210 SUPERVISORY DEVELOPMENT (3)
This course provides training on the art of supervising employees and the development of sound relations with other departments. It covers methods of controlling costs, development of cost consciousness, cost improvements, techniques in the supervision of employees, and developing sound relations with other departments. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

HFT1941 OPERATIONS AND SERVICE PRACTICUM (3)
This course requires practical work experience or participation in formalized internship program in related disciplines in a approved segment of the hospitality/restaurant/travel industries and is coordinated with a weekly seminar. Faculty makes regular appraisals of the learning progress through on-site visitations and consultation with supervisors. Emphasis is placed on how the job relates to the satisfaction of customer needs. In addition, the essence of the service transaction offered by the organization is analyzed, including both the tangible and intangible components.
Lec Hrs=16 Lab Hrs=0 Oth Hrs=0 Fees=0.00 This course can be used for the AA degree.

HFT2220 ORGANIZATION AND PERSONNEL MANAGEMENT (3)
This course covers the organization, supervision and direction of operations in the hospitality/restaurant/travel industries. It analyzes the internal organizational structure and its administrative roles and functions. The course considers techniques of employee training, promotions, job specifications, discipline and morale. The course borrows from the behavioral sciences by emphasizing the human dimensions of management.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00 This course can be used for the AA degree.

HFT2250 HOTEL MANAGEMENT (3)
This course provides a study of the growth and progress of the hotel industry and how hotels are developed, organized, financed and operated. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

HFT2410 FRONT OFFICE SYSTEMS AND PROCEDURES (3)
This course provides basic training in front office procedures, and focuses on the rooms division of a hotel: front office, housekeeping, guest service, engineering, and security/loss prevention.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00 This course can be used for the AA degree.

HFT2460 FINANCIAL MANAGEMENT (3)
A study of accounting systems for the hospitality/restaurant/travel industries with emphasis on operating statistics and financial reports. The utilization of financial statements by management is studied.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

HFT2500 MARKETING (3)
This course emphasizes how to sell and promote the services the hospitality/restaurant/travel industries offer guests. It covers the development of business through personal selling, media advertising and publicity. In addition, the operations of a sales and convention department are studied.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
HFT2511 CONVENTION AND GROUP BUSINESS MARKE (3)
This course covers the functions of the convention organizer and tour wholesaler in relation to the suppliers of travel and hospitality services. The responsibilities of each organization in the marketing of facilities and activities to organizers, retailers, and/or consumers are emphasized.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

HFT2600 HOSPITALITY LAW (3)
This course provides a study of the nature and function of our legal system as applied to hospitality, restaurant and travel operations. Operator/guest relationships, contracts, torts, civil rights and insurable risks are emphasized.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

HFT2721 TRAVEL AGENCY MANAGEMENT & OPERATIO (3)
This course provides familiarization with travel agency operations including the selling, transporting, storing, advertising, planning, and management of travel services. The course also provides hands-on training in computerized reservations (SABRE) and keyboarding, and incorporates key aspects of managing corporate travel.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

HFT2730 TOUR PACKAGING (3)
This course provides a study of how to create, develop and sell package tours. Methods of customizing tours through the proper matching of destinations with market segments are covered.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

HFT2942 MANAGEMENT AND CONTROL PRACTICUM (3)
This course requires practical work experience or participation in a formalized internship program in related disciplines in an approved segment of the hospitality/restaurant/travel industries and is coordinated with a weekly seminar. Faculty make regular appraisals of the learning progress through on-site visitations and consultations with supervisors. Emphasis is placed on human relations, motivational techniques and management styles relating to the control of employees, money, and material as they are used to satisfy customer needs.
Lec Hrs=16 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

HFT2949 CO OP WORK EXP (3)
A course designed to provide training in a student’s field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by students and employer. Prerequisites: Co-Op department approval. Student will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval.
Lec Hrs=0 Lab Hrs=0 Oth Hrs=0 Fees=0.00

HIM1000 INTRO TO HEALTH INFORMATION TECHNOL (3)
This 3 credit course is the initial and introductory course to the health information technology program. This course introduces the student to learning technologies, learning styles, oral competencies to enhance their degree of success entering the Program. The course continues by introducing the student to the Program and the Health Information Management professional. The student will also learn about the protected health record, healthcare delivery systems, ethical standards related to coding and protected health records, functions within the traditional health information management department. Prerequisite: HSC1531
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

HIM1110 HEALTH DATA CONCEPTS (3)
This course provides an introduction to the basic concepts and techniques for managing and maintaining health record systems. Topics include: record content, format and uses of healthcare data, record systems: storage and retrieval, quantitative analysis of health data, forms design and control, release of information, function of indexes and registers, accreditation, certification and licensure standards applicable to healthcare facilities. Through the Virtual healthcare Systems Lab, students will be given access to work on a variety of healthcare electronic system enhancing their technology
skills and knowledge such as: Athens/Cerner Electronic Health Records, QuadraMed MPI QuadraMed Smart ID, QuadraMed Encoder, and McKesson Horizons. Students will be given the opportunity to utilize and practice with current software packages common to the industry. Prerequisite: HIM1110L

HIM1110L HEALTH DATA CONCEPTS LAB (1)
This course provides an introduction to the basic concepts and techniques for managing and maintaining health record systems. Through the Virtual Healthcare Systems Lab, students will be given access to work on a variety of healthcare electronic system enhancing their technology skills and knowledge such as: Athens/Cerner Electronic Health Records, QuadraMed Smart ID, QuadraMed Encoder, and McKesson Horizons. Students will be given the opportunity to utilize and practice with current software packages common to the industry. Prerequisite: HIM1000

Corequisite: HIM1110
Lec Hrs=0 Lab Hrs=48 Oth Hrs=0 Fees=43.00

HIM1253 CODING I (3)
This coding course is designed to provide an introduction into basic ICD coding and coding guidelines. The course will focus on defining basic coding definitions, review of coding guidelines, introduction to billing methodology and application of codes to specific basic coding assignments using ICD. This class will be taken in conjunction with the Coding I Lab course, HIM1253L. Prerequisite: HIM1435 HIM1453
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=29.00

HIM1253L CODING I LAB (1)
This lab course provides HIM students an opportunity to apply basic concepts and techniques for ICD-9-CM coding using actual patient records and simulated patient records; both paper and electronic format from different treatment venues. Students will be guided through the practice coding by an experienced coding instructor with a detail analysis of correct coding technique. Students will be able to assess their own level of proficiency and access assistance in areas of identified coding weaknesses. Students will be introduced to encoding systems: 3M and QuadraMed. Prerequisite: HIM1435 HIM1453

Corequisite: HIM1253
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=0.00

HIM1260 REIMBURSEMENT METHODOLOGY (2)
This course examines the complex financial systems within today's healthcare environment and provides an understanding of the basics of health insurance and public funded programs, managed care contracting and how services are paid. In addition to the step by step details about how each payment system functions, a brief historical review is also provided the student for a greater understanding of the impact has had on all stakeholders. This course will include a review of billing forms, different prospective payment systems and a discussion of claims management. Prerequisite: HIM1000 HIM1253 HIM1253L
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

HIM1300 HEALTHCARE DELIVERY SYSTEMS (2)
This fully online course is an introduction to the historical development, current structure, operation, financing, and future directions of the major components of the U. S. healthcare delivery system. A population perspective is used. Upon completion, students should be able to identify the major components, issues and trends in the U. S. healthcare delivery system. Prerequisite: BSC2085 BSC2085L

Corequisite: HIM1000 HIM1435
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

HIM1430 SURVEY OF HUMAN STRUCTURE AND DISEA (3)
This is the first of a 2 course series that will be a survey of the structure, function, and disease processes of the human body along with the current diagnostic and clinical treatment modalities. This course is geared to the health information technology student who will be utilizing this knowledge to code and classification diagnoses, procedures, diagnostic services rendered to patients in the healthcare environment. In Part I of this course series, the student will learn about the basic structure and
functions of the cell, tissues and systems, basic diagnostic testing and pharmacological treatment for conditions found in the following systems: Skeletal, Muscular, Integumentary, and Nervous. Students will be introduced to basic pharmacology throughout the course and will learn the 50 most commonly prescribed

Prerequisite: HSC1531
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

HIM1435 SURVEY OF HUMAN STRUCTURE AND DISEASE (3)
This is the second of a two course series that will be a survey of the structure, function, and disease processes of the human body along with the current diagnostic and clinical treatment modalities. This course is geared to the health information technology student who will be utilizing this knowledge to code and classification diagnoses, procedures, diagnostic services rendered to patients in the healthcare environment. In Part II of this course series, the student will learn about the basic structure and functions of systems, basic diagnostic testing and pharmacological treatment for conditions found in the following systems: Endocrine, the Senses, Cardiovascular, Respiratory, Lymphatic and Immune, Gastrointestinal, Urinary and Reproductive Systems. Students will be introduced to basic pharmacology throughout the course and will learn the 50 most commonly prescribed

Prerequisite: HIM1430
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

HIM1800 PROFESSIONAL PRACTICE EXPERIENCE: B (2)
This is an introductory level course giving the students their initial supervised Professional Practice experience in the health information management department. Emphasis is on record assembly, analysis, filing, admission and discharge procedures. Basic doing will be addressed. Upon completion, the student shall have an understanding of the daily functional operations of a health information management department. Each student will be responsible for completion of a Professional Practice I Workbook.

Prerequisite: HIM1253 HIM1260
Lec Hrs=0 Lab Hrs=64 Oth Hrs=0 Fees=71.18

HIM2012 HEALTH RECORDS LAW (3)
This course focuses on the impact of legal and ethical issues in health information management. Topics include an overview of the branches of government, tort law; confidentiality and release of information, subpoenaed information; record retention and security; information consent; liability; patient rights; negligence and malpractice; and ethics. Upon completion, students should be able to comply with legal requirements and be aware of legislative and regulatory trends. Prerequisite: HIM1110
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

HIM2112C ELECTRONIC MEDICAL RECORD AND TECHN (3)
This course will review the history of the electronic health record and current trends in healthcare information applications such as clinical information systems, administrative information systems, and management support systems. Students will explore the transition from a paper-based health record to an electronic health record and associated issues. Prerequisite: HIM1800

Corequisite: HIM2012 HIM2652
Lec Hrs=32 Lab Hrs=16 Oth Hrs=0 Fees=0.00

HIM2214L HEALTH STATISTICS (1)
This hands-on lab course covers the collection, compilation, analysis, verification and display of healthcare statistics. Topics include: the uses for statistics, basic statistical principles, commonly computed rates, vital health statistics, uniform reporting requirements, data display and the role of the HIM department.

Lec Hrs=0 Lab Hrs=48 Oth Hrs=0 Fees=0.00

HIM2232 CODING II (2)
This coding course is designed to build onto the HIM1253 Coding I course by enhancing the students quality of coding and understanding of sequencing for ICD-9-CM. The student will be introduced to basic CPT coding using both a manual system and automated encoder. Introduction to DRG logic, APC’s, RBRVS, PPS as well as Coding Guidelines for Hospital-Based Outpatient Services, Emergency Rooms, and Physician Offices. Different levels of HCPCS as well as outpatient reimbursement issues will be covered. Prerequisite: HIM1253 HIM1253L.
HIM2232L CODING II LAB (1)
This lab course provides HIM students an opportunity to apply basic concepts and techniques for ICD-9-CM and CPT coding using actual patient records and simulated patient records; both paper and electronic format from different treatment venues. Students will be guided through the practice ending by an experienced coding instructor with a detail analysis of correct coding technique. Students will be able to assess their own level of proficiency and access assistance in areas of identified coding weaknesses. Students will be introduced to encoding systems: 3M and QuadraMed. Prerequisite: HIM1253 HIM1253L
Pre or Corequisite: HIM2232
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=0. 00

HIM2234C ADVANCED CODING CONCEPTS (2)
This is an advanced coding lecture lab course giving the student extensive hands-on experience in coding complex and sophisticated cases from inpatient, outpatient and physician office settings typically handled by the coding specialist on the job. Emphasis will be placed on quality of specific coding, sequencing, coding compliance and billing methodology. Students will be expected to code assigned cases utilizing the ICD-9-CM, ICD-10-CM, ICD-10-PCS and CPT coding manuals and automated coder/grouper. All coding exercises will be timed, conducted and verified in the classroom.
Lec Hrs=16 Lab Hrs=32 Oth Hrs=0 Fees=57. 00

HIM2500 PERFORMANCE IMPROVEMENT (2)
This course is an introduction to the principles of performance improvement and quality management in health care. Topics include: clinical quality improvement; utilization management; risk management; medical staff credentialing and peer review; accreditation standards; laws and regulations; tools for data collection, analysis, and display; and the role of the HIM department. Upon completion, students should be able to apply performance improvement techniques; collect, analyze, and display data; and support a range of quality management activities. Prerequisite: HIM2012
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

HIM2512 SUPERVISION & ORGANIZATIONAL LIFE (2)
This course covers management and supervision principles as they are applied to healthcare settings. A study of the aspects and techniques of planning, organizing, motivating, and controlling is presented with emphasis on communication, collaboration, and decision making. Prerequisite: HIM2012
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

HIM2652 HEALTH INFORMATION SYSTEMS (3)
This course is an introduction to information technology related to healthcare and the automated tools and techniques for collecting, storing, and retrieving data. Topics include: system analysis, design, and security; file structure, networking, telecommunications, document imaging, medical informatics, the electronic health record, and implementation issues. Activities include HIM computer applications. Upon completion, students should be able to assist in the design, implementation, evaluation, and maintenance of automated information systems in healthcare. Prerequisite: CGS1100 HIM1800
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

HIM2728 CODING III (2)
This coding course is designed to provide an introduction into basic ICD procedural coding and coding guidelines. The course will focus on defining basic coding definitions, review of coding guidelines. This course is taught in conjunction with a lab class to allow the student sufficient hands on inpatient procedural coding experience. Corequisite: HIM2728L
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

HIM2728L CODING III LAB (1)
This lab course provides HIM students an opportunity to apply basic concepts and and techniques for ICD-10-PCS coding using actual patient records and simulated patient both paper and electronic format from different treatment venues.
venues. Students will be guided through the practice coding by an experienced coding instructor with a detailed analysis of correct coding technique. Students will be able to assess their own level of proficiency and access assistance in areas of identified coding weaknesses. Students will be introduced to encoding systems. Corequisite: HIM2728
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=0.00

**HIM2810 PROFESSIONAL PRACTICE 2**
(2)
This class is a continuation of the supervised professional practice experience in a health information management department. Emphasis is on health information systems, coding, and law and ethics. Upon completion, students should be able to apply health information theory to practice. Each student will be responsible for completion of a Professional Practice II Workbook. Prerequisite: HIM1800 HIM2012 HIM2232
Corequisite: HIM2234C
Lec Hrs=0 Lab Hrs=0 Oth Hrs=64 Fees=129.18

**HIM2930L TRANSITION SEMINAR LAB**
(1)
This hands on lab course will focus on assisting the student to begin integration into the health information management field by exploring career options, developing a professional development plan, creating a resume, exploring credentialing requirements, and preparing the student to leave the classroom and enter the workplace. Activities conducted in the classroom will assist the student to enter the workplace. as a team player with a positive attitude and teamwork communication skills. The course will introduce the student to the preparation needed to sit for the RHIT National Examination by AHIMA. To pass this course, the student must pass the final Mock RHIT Exam with a score of 79% or higher as required for the RHIT National Examination.
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=0.00

**HIS2939 SPECIAL TOPICS IN HISTORY**
(3)
The content of this course will vary, to be determined by the instructor of record. The course is intended to offer students the opportunity for in-depth study of specialized areas and topics in history.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**HIS2955 HISTORY STUDY ABROAD**
(3)
A combination of classroom preparation plus foreign travel. Variable content depending on countries visited. Historical background and travel preparation will be included. Prerequisite: instructor’s approval.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**HLP1081 TOTAL WELLNESS**
(2)
Total Wellness emphasizes the importance of knowledge, attitudes, and practices relating to personal wellness. It is a course designed to expose students to a broad range of issues and information relating to the various aspects of personal wellness including physical, social, emotional, intellectual, spiritual and environmental wellness. This course integrates personal wellness and fitness in both a classroom and exercise environment. Evolving current topics such as nutrition, disease prevention, stress reduction, exercise prescription, and environmental responsibility are integrated to enable the student to understand the lifelong effects of healthy lifestyle choices. This course can be used for the AA degree.
Lec Hrs=32 Lab Hrs=16 Oth Hrs=0 Fees=10.00

**HLP1087 WELLNESS WORKOUT**
(1)
This course is an advanced extension of the wellness track classes. It reviews exercise principles and offers an opportunity for pre-testing to aid in Personal Program Development and post-testing for improvement evaluation. An individualized approach is used in helping class members to develop and implement a personal wellness program. Prerequisites: (any of the following): HLP1081, PEM1116, PEM1131, PEM1141, PEM1181, PEN1171, HSC1101C or instructor’s approval. This course can be used for the AA degree.
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=14.00

**HLP2949 CO OP WORK EXPERIENCE**
(3)
A course designed to provide training in a student’s field of study through work experience.
Students are graded on the basis of documentation of learning acquired as reported by students and employer. Prerequisite: Co-Op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval.

Lec Hrs=0 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**HSA2810L PRACTICUM IN HEALTH FACILITY ADMINI (6)**
An exposure and involvement in the managerial activity of health care facilities for the purpose of developing recognized competencies through the application and demonstration of prescribed objectives. Prerequisite: ACG2001 HSA2111 HSC1531 HSC1949 MAN2021 MNA2345

Lec Hrs=0 Lab Hrs=0 Oth Hrs=272 Fees=39.75

**HSC0602 PREVENTION OF MEDICAL ERRORS (0)**
This course is designed to increase the healthcare worker's awareness of medical errors, their causes, error-prone situations, and concern for populations at risk. It also addresses consumer education regarding things they can do to decrease the chance of an error. This course meets the mandate of the Florida Legislature, requiring training on prevention of medical error & follows the curriculum guidelines for issuance of 2 contact hours needed for license renewal.

Lec Hrs=2 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**HSC0693 ALL HAZARDS TRAINING-AWARENESS LEVE (0)**
This is the first course in a series of 4 courses presenting information on Bioterrorism and All-hazards Preparedness and Response appropriate for a variety of healthcare professionals and health-care workers. Course 1 includes 4 Modules, each approximately 1 hour in length. The total time for Course 1 is 4 hours. Each Module includes several Lessons, which are self-contained 'Learning Events' that can be measured.

Lec Hrs=4 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**HSC101C INTRODUCTION TO HEALTHFUL LIVING (1)**
This course provides a personalized introduction to wellness; wellness components of flexibility, muscular strength/endurance, cardiovascular wellness, and body composition; nutrition, weight management, stress management, and how students can apply this information to ensure healthful living. Opportunities are provided to learn updated information on coronary heart disease, cancer, and HIV/AIDS to assess one's personal wellness status through health related fitness and nutrition assessments.

Lec Hrs=16 Lab Hrs=16 Oth Hrs=0 Fees=15.00

This course can be used for the AA degree.

**HSC1149 PHARMACOLOGY (2)**
A course designed to introduce the Nursing student to the essential concepts and principles of pharmacology. Included are the concepts of pharmacokinetics and pharmacotherapeutics. There is an emphasis on the application of the nursing process as a practical organizational tool utilized in the care of the patient receiving pharmacological agents.

Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**HSC1531 MEDICAL TERMINOLOGY (3)**
Provides a broad survey of the language of medicine in the health science professions. Emphasis is placed on the building of medical terms from word parts. Pronunciation is practiced utilizing a CD provided with the textbook.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**HSC1949 HEALTH SERVICE WORK EXPERIENCE (20)**
Students with a postsecondary adult vocational certificate program may receive credit for classroom and work experience based upon departmental review. Credits may apply only to students seeking an A. S. degree in Health Service Management.

Lec Hrs=0 Lab Hrs=0 Oth Hrs=384 Fees=0.00

**HSC2100 PERSONAL AND COMMUNITY HEALTH (3)**
This study of health problems relating to the individual community including mental health, physical fitness, nutrition, the use of tobacco, alcohol and drugs, marriage and family living, safety, and the study of diseases. Elective credit only. This course can be used for the AA degree.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
HSC2400 FIRST AID AND SAFETY (3)
Accepted practices and training in first aid care of the injured and medical self help for survival in emergencies. Course includes suggested procedures effective until adequate medical assistance can be obtained. Principles of safety problems and accident prevention are included. Elective credit only. This course can be used for the AA degree.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

HUM2700 HUMANITIES TRAVEL STUDY (3)
An examination of the styles and influences of Music, Art, Theatre, Religion, Literature, and Philosophy in selected geographical areas. Course combines classroom preparation and foreign travel. This course can be used for the AA degree.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

HUM2701 HUMANITIES TRAVEL STUDY (6)
The same general description applies to this course as is given to the Humanities Travel Study offered for three semester hours. However, a longer itinerary of the location(s) to be visited will necessitate more extensive course requirements. This course can be used for the AA degree.

Lec Hrs=96 Lab Hrs=0 Oth Hrs=0 Fees=0.00

HUNI1202 ESSENTIALS OF NUTRITION & DIET THER (3)
A study of nutritional science the nutrient, interrelationships and the nutritional needs of persons at various stages of life cycle. Particular emphasis will be placed on diet therapy in the modification of disease process. This course is open to all allied health students only or with permission of the instructor. 3 hrs. lec. Term I, II, and III.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=12.00
This course can be used for the AA degree.

IDH2121 HONORS INTERDISCIPLINARY STUDIES IN (3)
The Honors Interdisciplinary Studies Seminar is the capstone course in the Honors Program. It is open to Honors Institute students who have attended Broward College for at least one term and have met half of the requirements for graduation from the Honors Institute. The course will be organized and unified around a specific theme, event, time period, issue/controversy, or concept, which will then be explored through at least two distinct and discernible academic fields of study. These two or more academic fields of study will come from within or across one or more of the following of Broward College's broad disciplinary units: Visual/Performing Arts, Criminal Justice, Business, Social Sciences, Mathematics, Biological Sciences, Behavioral Sciences, Communication, Education, Natural Sciences, Computer Science, and English / Literature. Students will be exposed to a variety of texts Prerequisite: ENC1101

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

IDS2931 INTERDISCIPLINARY LEADERSHIP STUDIES (3)
This seminar focuses on the refinement of leadership skills, provides an enhanced leadership and group dynamics theory and will assist the student in developing a personal philosophy of leadership and awareness of the moral and ethical responsibilities of leadership. Topics include decision making, goal setting, building trust, empowering others, conflict resolution, managing change, team building, and servant leaders. Reading and films from classic works in literature, contemporary and multi-cultural writing, and experiential learning exercises with current leadership theories and practices. Includes a service learning component, a shadowing experience, and a journal that highlights the students' entire leadership experience, both in and out of class, consisting of written responses to each of the classic works and contemporary reading assignments, specific critical analyses of films and other assignments as given in the class. Prerequisite: ENC1101

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

IND1022 PRINCIPLES OF INTERIOR DESIGN (3)
This introductory studio course examines the role of the interior designer, the psychology of space, color and client interactions. Emphasis is placed on exploration of the elements and principles of basic design and their application in the process
of shaping and defining interior space and development of a basis for critical design analysis. Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

INR2002 INTRODUCTION TO INTERNATIONAL RELAT (3)
A cross national analysis of the concepts of sovereignty, power, security, economic development and national interests in the formulation of foreign policy; the respective roles of the United Nations and the European Union within the context of the growth of Intergovernmental Organizations and Non-governmental actors such as legislatures and interest groups. Study of the utilization of those concepts on policy of both leading nations and the emerging states with emphasis on both conflictual issues related to both tangible and intangible causes as well as the cooperative aspects of a more globalized and interdependent economic system. Students must earn a minimum grade of C to meet the requirements of the Gordon Rule.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.

ISM3013 INTRODUCTION TO INFORMATION SYSTEMS (3)
The course introduces fundamental concepts and methods related to the management of information systems in organizations. This course will cover a broad range of topics which will vary over time as technology advances. In the end, this course will equip students with the applied knowledge of management information systems for use in business decision making as impacted by information and decision support systems.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

ISM3320 INFORMATION SYSTEMS CONTROL (3)
This course presents a balance of the management and the technical aspects of the discipline and addresses knowledge areas of the CompTIA Security+ certification exam throughout. It provides a comprehensive overview of network security and covers communication security, network and applications security, infrastructure security, threats and vulnerabilities, World Wide Web security, cryptography, operational/ organizational security, disaster recovery, business continuity, as well as computer forensics. Prerequisite: ISM3013
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

ISM3432 APPLIED QUALITY ASSURANCE METHODOLO (3)
This course teaches the IT professional the fundamentals of quality assurance for system development and software creation. The learned outcomes will be an understanding of QA factors consisting of software, modeling, testing, training, standards and procedures as well as management's position on quality assurance.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

ISM4314 APPLIED PROJECT MANAGEMENT (3)
This course has been designed to be relevant for all professionals confronting project-related tasks, with particular attention given to the information systems context. Course content includes an overview of technology, an introduction to software development approaches, facets of project management, and organizational issues related to successful project management.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

ISM4382 GLOBAL INFORMATION SYSTEMS (3)
This course addresses key management issues as they are applied to global information resources management. This course also addresses strategic global systems issues such as hardware, software, Enterprise Resource Planning (ERP), electronic business integration, security and infrastructure support for a variety of industries. Prerequisite: ISM3320
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

ITA1120 ELEMENTARY ITALIAN I (4)
Fundamentals of speaking, listening-comprehension, reading, writing, and Italian culture. Classroom practice and exercises are supplemented by laboratory and workbook exercises done on-line weekly. Students expected to continue further implementation and expansion of their proficiencies in ITA 1121. This course can be used for the AA degree.
Lec Hrs=64 Lab Hrs=0 Oth Hrs=0 Fees=15. 00

ITA1121 BEGINNING ITALIAN II (4)
Continuation of ITA1120. Further development of the basic skills in speaking, listening-comprehension, reading, writing, selected readings, and appreciation of culture. Classroom practice and exercises supplemented by laboratory and multi-media activities done on-line weekly. Prerequisite: ITA1120

Lec Hrs=64 Lab Hrs=0 Oth Hrs=0 Fees=15.00

This course can be used for the AA degree.

ITA1170 ITALIAN STUDY TRAVEL (3)
A course designed for students who wish to combine the study of Italian with travel to Italy.

Lec Hrs=15 Lab Hrs=0 Oth Hrs=90 Fees=0.00

This course can be used for the AA degree.

JOU1100 BASIC REPORTING (3)
Pre-professional course providing fundamental instruction and practice in writing as a basis for all upper division courses in journalism. Includes writing in the news style, leads, defining news, types of stories, organization of stories, policy and libel. Prerequisite: Permission of instructor or Prerequisite: ENC1101

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

This course can be used for the AA degree.

JOU1207L MAGAZINE PRODUCTION (3)
Course provides instruction and practical experience in the philosophical and technical aspects of magazine production, including printing processes, copy setting, picture editing, graphic design, and camera ready layout techniques. This course can be used for the AA degree.

Lec Hrs=16 Lab Hrs=32 Oth Hrs=0 Fees=0.00

Instructor's approval or Pre or Corequisite: JOU1400L

Lec Hrs=0 Lab Hrs=64 Oth Hrs=0 Fees=0.00

This course can be used for the AA degree.

JOU1400L NEWSPAPER PRACTICUM I (1)
Practical application of newspaper principles: copy editing, page layout, typesetting, headline writing, picture cropping, rewriting, copy preparation through work with the college newspaper. Instructor's approval or Prerequisite: JOU1400L JOU2200

Lec Hrs=0 Lab Hrs=64 Oth Hrs=0 Fees=0.00

This course can be used for the AA degree.

JOU1440L MAGAZINE PRACTICUM I (1)
Practical application of magazine production, magazine writing, or magazine editing principles through work with college magazine media or internship with community media under academic supervision. Prerequisite: Instructor approval or Prerequisite: JOU1207L

Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=0.00

This course can be used for the AA degree.

JOU2200 NEWSPAPER EDITING AND MAKEUP (3)
Course provides instruction and practical experience in copy editing, rewriting, headline writing, page design for both makeup copy and advertising, picture cropping and scaling, cutlines, and an introduction to desktop publishing. Instructor's approval or Prerequisite: JOU1100

Lec Hrs=16 Lab Hrs=32 Oth Hrs=0 Fees=0.00

This course can be used for the AA degree.

JOU2949 CO OP WORK EXP (3)
A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-Op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval.

Lec Hrs=0 Lab Hrs=0 Oth Hrs=0 Fees=0.00

This course can be used for the AA degree.
JST1500 SURVEY OF JEWISH CULTURE (3)
A survey of the development of Jewish culture through a study of the concepts, values, traditions and rituals of Judaism. This course can be used for the AA degree. 
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

JST1700 THE HOLOCAUST (3)
The historical, political, literary, religious, and philosophical dimensions of the Holocaust. This course can be used for the AA degree. 
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

JST2400 SURVEY OF JEWISH CIVILIZATION (3)
A survey of the history of Jewish civilization beginning with the origins of the Hebrews, through early Christianity and the Renaissance, to the State of Israel. 
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

JST2815 HISTORY OF MODERN ISRAEL (3)
This course will begin with the period of the Enlightenment for the Jewish people and will follow the historical development which led to the development of the State of Israel. This course can be used for the AA degree. 
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

LEI1000 INTRODUCTION TO RECREATION (3)
This course acquaints the individual with the recreation organization and opportunities for leaders in the field. 
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

LEI1260 INTRODUCTION TO FITNESS AND OUTDOOR (3)
This course will introduce students to the career opportunities available in the field of outdoor recreation/adventure education. 
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

LEI1700 RECREATION FOR SPECIAL GROUPS (3)
An overview of the characteristics and needs of members of special groups and how to plan and implement recreational activities appropriate for each group. 
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

LEI2401 SPORTS, FITNESS AND RECREATION MANA (3)
A course primarily designed for the student to learn about the different aspects of managing recreational programs and events. The student will be exposed to the many and varied needs of developing a quality program or event. This course can be used for the AA degree. 
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

LEI2731C SPORTS, FITNESS AND RECREATION THER (2)
An overview of various therapies that can be useful in a recreational setting. 
Lec Hrs=16 Lab Hrs=32 Oth Hrs=0 Fees=0.00

LEI2861 SPORTS, FITNESS, RECREATION \ TECHN (3)
The rapid growth of technology and sophistication of equipment, necessitate the recreation specialist to keep abreast of developments in the market place. This course is designed to expose students to hardware,
LIT1171 JEWISH LITERATURE I: 1800 TO THE H (3)
A study of selected works from the Jewish Enlightenment to 1933. Analyzes the major characteristics of worldwide Jewish literary works. Includes such authors as Sholom Aleichem, Agnon, Bialik, Cahan, and H. Roth. May be used for study abroad. Prerequisite: Eligibility for ENC1101. Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

LIT1172 JEWISH LITERATURE II: HOLOCAUST TO (3)
A study of selected works from the Holocaust to the present. Analyzes the major characteristics of worldwide modern Jewish and Israeli literature. Includes such authors as Weisel, Malamud, Bellow, P. Roth, Ozick, Singer, Oz, Yehoshua and Appelfeld. May be used for study abroad. Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

LIT1370 THE BIBLE AS LITERATURE (3)
A study of literary forms found in the Bible, such as history, biography, short story, parable and lyric poetry. Basic literary analysis of selected portions of the Bible. Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

LIT2020 INTRODUCTION TO THE SHORT STORY (3)
A survey of the development of the short story, to include analysis of short stories by authors that reflect a diversity of cultural perspectives. This course may include a wide variety of authors such as Baldwin, Borges, Bellow, Camus, Carver, Cather, Chekhov, Chopin, Crane, De Maupassant, Faulkner, Fuentes, Hawthorne, Hemingway, Hurston, Kafka, Marquez, O'Connor, Oates, Poe, and Walker, among others. Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

LIT2030 INTRODUCTION TO POETRY (3)
Students will be introduced to a representative selection of poetry from various cultures and time periods. Texts may be selected from major figures within movements during specific periods, such as Romanticism, Modernism or New Formalism, the Black Arts Movement, the New York School or the San Francisco Renaissance, Confessional Poetry, Performance Poetry or Concrete Poetry, the Beats, Slam Poets, Language Poets or any other emerging forms, writers or groups within the art. A student must earn a grade of "C" or higher to meet the requirements of the Gordon rule. Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

This course can be used for the AA degree.

LIT2110 WORLD LITERATURE FROM ANCIENT WORLD (3)
A survey of literature from the ancient, medieval, and early modern world. The works of selected authors may include Homer, Sappho, Plato, Sophocles, Ovid, Confucius, Lao Tzu, Dante, Chaucer, Boccaccio, Cervantes, and Shakespeare. Texts may also include excerpts from the Old and New Testaments, The Koran, Bhagavad-Gita, The Rubayat of Omar Khayyam, and The Arabian Nights. Upon successful completion of the course, students will comprehend the significant literary figures, mythologies, and historical and philosophical movements in world literature masterpieces. This course can be used for the AA degree. Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

LIT2120 WORLD LITERATURE FROM ENLIGHTENMENT (3)
Students will be introduced to a representative selection of world literature from the seventeenth century to the present. Texts may be selected from major literary figures such as Moliere, Voltaire, Rousseau, Franklin, Equiano, Wollstonecraft, deGournay, Tolstoy, Gandhi, Camus, Lessing, Eliot, Achebe, Neruda, and Garcia-Marquez, Erdrich, Kincaid, and Lahari. Upon successful completion of the course, students will be exposed to significant authors, themes, literary genres, and historical and philosophical movements in world literature masterpieces. Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
LIT2190 CARIBBEAN LITERATURE (3)
A survey of Caribbean Literature covering original and translated works from the Anglophone, Francophone and Spanish speaking Caribbean. Students will analyze texts from authors such as C. L. R. James, Jean Rhys, Edwidge Danticat, Maryse Conde, Antonio Benitez Rojo, Paule Marshall, David Dabydeen, V. S. Naipaul, among others. Upon successful completion, students will evaluate significant concepts and assess a diverse body of literary figures including authors, poets, and critics associated with the Caribbean. This is a writing credit course.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

LIT2310 LITERATURE OF THE SUPERNATURAL & SC (3)
A survey course of science fiction, high fantasy, and dark fantasy/horror literature. Students will examine works that cover such topics as the future, technology, science, other worlds, paranormal life forms and occurrences, aberrant psychology, and imaginary societies. This course may include readings from a wide variety of authors such as Isaac Asimov, Ray Bradbury, Michael Crichton, Mary Shelley, Edgar Allan Poe, Stephen King, J. R. R. Tolkien, C. S. Lewis, J. K. Rowling, Clive Barker, and Lord Dunsany.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

LIT2341 MYSTERY FICTION (3)
A discussion of mystery fiction by investigation of the plot, characters, settings, styles, motifs, and development of the most representative authors of detective, police, procedural, spy, and mystery thriller fiction. Includes authors such as Poe, Christie, Doyle, and Hammett.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

LIT2510 MALE FEMALE IMAGES IN LITERATURE (3)
An exploration of the ways literature represents and perpetuates sex roles and stereotypes. Readings include drama, short stories, novels, and poetry from classical to contemporary.

MAC1105 COLLEGE ALGEBRA (3)
A college algebra course containing topics such as solving, graphing and applying linear and quadratic equations and inequalities; exponential and logarithmic properties; linear, quadratic, rational, absolute value, square root, cubic, and reciprocal functions operations, compositions, and inverses of functions; and systems of equations and inequalities, all with applications throughout the course. Recommendation of the Mathematics Department or at least a grade of "C" in the prerequisite course required.
Prerequisite: MAT1033
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=23.00
This course can be used for the AA degree.

MAC1114 TRIGONOMETRY (3)
This course, in conjunction with MAC1140, is designed to prepare the student for the study of calculus. Topics include a functional approach to trigonometry; trigonometric equations; trigonometric identities; solving triangles; DeMoivre's Theorem; vectors; polar coordinates; and parametric equations. A graphing calculator may be required. Recommendation of the Mathematics Department or at least a grade of "C" in the prerequisite course is required.
Prerequisite: MAC1105
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.
MAC1140 PRE CALCULUS ALGEBRA (3)
This course, in conjunction with MAC1114, is designed to prepare the student for the study of calculus. Topics include sequences; series; mathematical induction; matrices; determinants; and systems of equations. Also included are polynomial, rational, exponential, and logarithmic functions and equations; and polynomial and rational inequalities. Functions and graphs are emphasized. A graphing calculator may be required. Recommendation of the Mathematics Department or at least a grade of "C" in the prerequisite course is required. Prerequisite: MAC1105
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

MAC1147 PRECALCULUS ALGEBRA AND TRIGONOMETR (5)
This course is designed to satisfy the dual requirements of MAC1114 and MAC1140, thus preparing the student for the study of calculus. In this course the student will study various function families (e.g. polynomial, exponential, logarithmic, trigonometric) from both analytic and graphical viewpoints, and will use them to model real-life situations. The student will be exposed to additional topics that will deepen their mathematical understanding, including systems, augmented matrices, sequences and series, and parametric functions. A graphing calculator may be required. Recommendation of the Mathematics Department or at least a grade of 'B' in the prerequisite course is required. Prerequisite: MAC1105
Lec Hrs=80 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

MAC2311 CALCULUS AND ANALYTICAL GEOMETRY I (5)
This is the first of a three-course sequence in calculus. Students may need to a graphing calculator throughout the sequence of courses. Topics include: analytic geometry, functions, limits, continuity, derivatives and their applications, transcendental functions, antiderivatives, and definite integrals. Certain sections of this course may require the use of a graphing calculator. Recommendation of the Mathematics Department or at least a grade of "C" in each of the prerequisite courses is required. Prerequisite: MAC1114 MAC1140
Lec Hrs=80 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

MAC2312 CALCULUS AND ANALYTICAL GEOMETRY II (5)
This is the second of a three-course sequence in calculus. Topics include techniques of integration, conics, polar coordinates, indeterminate forms, L'Hopital's Rule, proper integrals, infinite series, parametric equations, improper integrals, vectors, volume, arc length, surface area, work, and other applications of integration. A graphing calculator may be required in certain sections of this course. Recommendation of the Mathematics Department or at least a grade of "C" in the prerequisite course is required. Prerequisite: MAC2311
Lec Hrs=80 Lab Hrs=0 Oth Hrs=0 Fees=0.00

MAC2313 CALCULUS AND ANALYTICAL GEOMETRY II (5)
This is the third of a three-course sequence in calculus. Topics include vectors in 3 space, 3 dimensional surfaces, multivariate functions, cylindrical and spherical coordinates, multiple integrals, partial derivatives, vector fields, Green's Theorem, and Stokes' Theorem. A graphing calculator may be required in certain sections of this course. Recommendation of the Mathematics Department or at least a grade of "C" in the prerequisite course is required. Prerequisite: MAC2312
Lec Hrs=80 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

MAC2233 CALCULUS FOR BUSINESS, SOCIAL AND L (3)
This is a general education course which includes the college-level skills of calculus such as: functions, graphs, limits, differentiation, integration, average and instantaneous rates of change, and other applications. Recommendation of the Mathematics Department or at least a grade of "C" in the prerequisite course is required. Prerequisite: MAC1105
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

MAD2104 DISCRETE MATHEMATICS (3)
This course will emphasize mathematical theory, formal methods of proof, and applied problem-
solving techniques. Topics include formal proof, sets, logic, functions, probability, relations, graphs, trees, and Boolean algebra. Recommendation of the Mathematics Department or Prerequisite: MAC1140
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

MAE3143 INTERACTIVE MIDDLE SCHOOL MATHEMATICS (3)
This course is designed for students who are majoring in middle and secondary mathematics education and who will be obtaining teaching certification in grades 5-9 and 6-12. In this course students learn principles of effective curriculum design and assessment and apply these principles by designing and developing interactive mathematics curriculum projects for middle school students. This course is requires structured clinical placement in which students present their projects in a middle school classroom environment. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required certification. (20 school-based hours) Prerequisite: MAE4320

Pre or Corequisite: MAE3941
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=39.75

MAE3941 TEACHING MIDDLE AND SECONDARY SCHOOL (3)
This course is designed to provide the student with the opportunity to apply learned concepts by observing and teaching small groups and whole class lessons in the mathematics classroom. Extensive Writing Component in the form of a journal is required. Forty hours (40) of structured school-based hours is required. Prerequisite: MAE4320

Pre or Corequisite: MAE3143
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=39.75

MAE4310 METHODS OF TEACHING MATH IN ELEMENT (3)
This course introduces conceptually and developmentally appropriate mathematics content based on the five content areas identified by the Florida Sunshine State Standards. These are Numeration & Number Sense, Geometry, Measurement, Algebraic Thinking, and Data Analysis & Probability. Within these content areas, preprofessional educators will learn techniques consistent with the national process standards and research-based procedural strategies. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for teacher certification. Fifteen hours of field placement are required. Prerequisite: EDF3280
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=39.75

MAE4320 METHODS OF TEACHING MATHEMATICS IN (3)
This course is designed to introduce methods and strategies that have been proven to be effective for teaching middle school mathematics. Topics in appropriate instructional techniques and selection of appropriate resources for diverse classroom activities. Additional topics include real world applications, the use of technology, understanding the diverse learner, multiple means of assessment and learning styles. In this course, the pre-professional educator learns principles of effective curriculum design and assessment and applies these principles by designing and developing interactive mathematics curriculum projects for middle school students. This course addresses specific Sunshine State Standards subject matter competencies. Prerequisite: EDF3280 MAC2311
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=39.75

MAE4330 METHODS OF TEACHING MATH IN SECONDARY (3)
This course is designed to introduce methods and strategies that have been proven to be effective for teaching secondary school mathematics. Topics in appropriate instructional techniques and selection of appropriate resources for diverse classroom activities, real world applications, the use of technology, understanding the diverse learner, multiple means of assessment and learning styles. The pre-professional educator learns principles of effective curriculum design and assessment and applies these principles by by designing and developing interactive mathematics curriculum projects for high school students. This course addresses specific Sunshine Standards subject matter competencies and pedagogy pertinent to the discipline. 20 hours field. Prerequisite: EDF3280 MAC2311

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MAE4945 STUDENT TEACHING IN MATHEMATICS (11)
This course is designed to "provide students with multiple opportunities to practice implementing the 12 Florida Educators Accomplished Practices including effective planning, instruction, management and assessment techniques in a real-world middle and high school classroom setting under the supervision of a certified teacher."

Lec Hrs=12 Lab Hrs=0 Oth Hrs=525 Fees=39.75

MAN2021 INTRODUCTION TO MANAGEMENT (3)
This course covers fundamental management principles and concepts. Emphasis is placed on the management functions of planning, organizing, staffing, directing and controlling. Principles of scientific management, motivation, and economic analysis are studied relative to their use in business decisions.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

MAN2604 INTERNATIONAL BUSINESS ENVIRONMENT (3)
A basic course in international business theory and practice focusing on the challenges of managing the operations of an international business in diverse legal, political, economic, and cultural environments. Emphasis is placed on strategic planning and decision-making for the international operations of domestic, foreign and multinational corporations.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

MAN2949 CO OP WORK EXP (3)
A course designed to provide training in a student field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by students and employer. Prerequisites: Co-Op department approval. Student will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Education Office to obtain registration approval.

Lec Hrs=0 Lab Hrs=0 Oth Hrs=0 Fees=0.00 This course can be used for the AA degree.

MAN3162 CUSTOMER RELATIONS FOR MANAGERS (3)
This course teaches relationship building for all customers of an organization. The impact of culture and diversity on business relationships, successful negotiation strategies, and promotion of the organization through media relations are discussed.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

MAN3240 APPLIED ORGANIZATIONAL BEHAVIOR (3)
This course teaches students individual and group behavior in organizations. Students develop an understanding of how organizations can be managed more effectively. Course content includes motivation, group dynamics, conflict resolution, goal setting and rewards, job design, work stress, power/politics, and organizational change and development.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

MAN3303 MANAGEMENT AND LEADERSHIP (3)
This course teaches students the basic concepts, principles, and techniques of business leadership. Emphasis is on developing a solid leadership foundation while centering in the real themes, demands, and opportunities of an evolving and dynamic business workplace. The course incorporates basic leadership skill development as it relates to the core aspects of management practice.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

MAN3310 HUMAN RESOURCE MANAGEMENT (3)
This course introduces the full range of human resource management functional areas, including recruiting and hiring staff, performance evaluations, employment regulations, discipline and termination, downsizing, compensation and benefits, job analysis, the organized labor setting, equity/diversity issues, and policy design. The approach will focus on current issues and applications.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

MAN3930 SEMINAR IN BUSINESS AND MANAGEMENT (1)
This course focuses on current and emerging issues in business management. Its format and topic will vary but will be a full day or half day seminar conducted by one or more industry experts.
subject matter experts who will address a specific business and management topic such as financial markets, international trade, human resources, cultural issues or economic subjects. The requirements of each student will vary with the topics in question. This course may be taken 2 times for a total of 2 credits.
Lec Hrs=16 Lab Hrs=0 Oth Hrs=0 Fees=0.00

MAN4102 MANAGING CULTURAL DIVERSITY (3)
This course represents the basic concepts, principles, and techniques associated with leading cultural diversity in the global marketplace. Emphasis will be on the students developing an understanding of the interplay between leadership, cultural diversity, and the global business models. Students will also gain an understanding of how these concepts relate to and are applied in the regional markets like Asia, Latin America, Europe, Africa and the Middle East.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

MAN4120 LEADERSHIP CHALLENGES AND SUPERVISI (3)
This course teaches the application of leadership theories, which include skill formation to develop leadership abilities. Team building skills are emphasized and discussed to enhance leadership effectiveness. Students learn the importance of visioning in their organizations.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

MAN4504 OPERATIONS MANAGEMENT (3)
This course teaches the operational decision-making management techniques to improve the processes and productivity in organizations. Topics discussed are quality and outcomes; efficiency; forecasting; work flow processes; inventory control; design of goods and services; waiting lines; and critical path. Managing a project from beginning to end, including how to identify needs, and define, assign, and track items, is addressed.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

MAN4570 PROCUREMENT MANAGEMENT (3)
This course is an introduction to the concepts, principles, and techniques of purchasing physical resources. Students will develop a basic knowledge of sound procurement practices within a managerial setting for all types of organizations.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

MAN4720 STRATEGIC MANAGEMENT AND POLICY (3)
This course emphasizes strategic planning and strategy implementation in an organization. Students learn how to perform internal and external audits, identify problems, and formulate goals and objectives. Students will develop action plans, and evaluate the effectiveness of the outcome of the plan. Case studies are used to promote decision-making abilities. Prerequisite: BUL3130 FIN4460 GEB3213 MAN3240 MAN3303 MAN3310 MAN3930 MAN4102 MAN4120 MAN4504. Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

MAN4900 CAPSTONE PROJECT (3)
This capstone course will provide the opportunity for the student to demonstrate that he/she has learned the material from the program and can apply it in the real world. It should be taken during the student's last semester at the college. It provides to the student with the opportunity to develop a plan to solve a problem dealing with management and organizational leadership issues of today. The student will choose one major plan to address the problem in detail. Prerequisite: BUL3130 FIN4460 GEB3213 MAN3240 MAN3303 MAN3310 MAN3930 MAN4102 MAN4120 MAN4504. Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

MAP2302 DIFFERENTIAL EQUATIONS (3)
Topics include the classification, solution and application of differential equations, including numerical methods, Laplace transforms, linear systems, and series solutions. Recommendation of the Mathematics Department or at least a grade of "C" in the prerequisite course is required. This course may be taken for honors credit with the permission of the instructor. Prerequisite: MAC2312 Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.
MAR1011 PRINCIPLES OF MARKETING (3)
An introductory course covering the marketing management process. Special topics include the marketing manager's role in a market-directed economy, marketing objectives, strategic planning, and developing marketing mixes for target markets. Material is presented as it relates to the four "Ps" of marketing: product, place, promotion, and price. As a learning activity, students analyze and prepare case studies of businesses engaged in manufacturing, wholesaling, retailing and service. Students will have the opportunity to participate in Delta Epsilon Chi activities.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

MAR2141 INTERNATIONAL MARKETING (3)
This course examines basic marketing principles related to business in an international setting. Emphasis is placed on the role of the international marketing manager in the development of marketing strategies for a variety of markets in diverse cultural and economic situations. Topics covered include the decision-making process in the area of foreign market analysis, target market identification, product planning, promotion, and channels of distribution.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

MAS2103 LINEAR ALGEBRA (3)
A first course in linear algebra, emphasizing the algebra of matrices and vector spaces. Recommended for students majoring in mathematics or related areas. Recommendation of the Mathematics Department or at least a grade of "C" in each of the prerequisite courses is required. This course may be taken for honors credit with the permission of the instructor. Prerequisite: MAC1144 MAC1140
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

MAS4300 ABSTRACT ALGEBRA WITH INTRODUCTORY (3)
A course for math and math education majors. Abstract algebra is designed for the student experienced with using mathematical calculations to solve problems, and who now wishes to analyze the underlying justifications for these calculations' legitimacy. In MAS4300 the student will discover properties shared by seemingly disparate mathematical structures called groups, rings, and fields, by abstracting their common underlying features and creating proofs bases upon these commonalities. Number theory topics that are foundational to this course will be studied as well. Prerequisite: MAC2311 MAD2104
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

MAT0018 DEVELOPMENTAL MATHEMATICS I (4)
A course designed to improve the student's abilities with arithmetic, basic algebra, and problem solving. Topics to be studied include number families, arithmetic, order of operations, geometric formulas, unit analysis, linear equations in one variable, and data analysis. Problem solving is an integral part of this course. This course teaches the student to understand and communicate concepts of arithmetic and algebra, both orally and written, and helps prepare the student for college-level mathematics and math-based courses. It is nontransferable. Due to the nature of this course, calculators are not permitted. Corequisite: MAT0018L
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

MAT0018L DEVELOPMENTAL MATHEMATICS I LABORAT (0)
A course designed to improve the student's abilities with arithmetic, basic algebra, and problem solving. Topics to be studied include number families, arithmetic, order of operations, geometric formulas, unit analysis, linear equations in one variable, and data analysis. Problem solving is an integral part of this course. This course teaches the student to understand and communicate concepts of arithmetic and algebra, both orally and written, and helps prepare the student for college-level mathematics and math-based courses. It is nontransferable. Due to the nature of this course, calculators are not permitted. Pre or Corequisite: MAT0018
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=21.00

MAT0022 DEVELOPMENTAL MATHEMATICS COMBINED (8)
A course designed to satisfy the requirements of both MAT0018 and MAT0028 in one semester. Topics to be studied include arithmetic with whole numbers, integers and rational numbers, linear equations and inequalities in one variable, factoring, and basic linear graphing. Problem solving involving real-life scenarios is an integral part of this course. This course will teach the student to understand and communicate concepts of algebra in the language of mathematics, both orally and written. This course helps prepare the student for college-level mathematics and math-based courses. It is nontransferable. Due to the nature of this course, calculators are not permitted. Corequisite: MAT0022L
Lec Hrs=96 Lab Hrs=0 Oth Hrs=0 Fees=0.00

MAT0022L DEVELOPMENTAL MATHEMATICS COMBINED (0)
A course designed to satisfy the requirements of both MAT0012 and MAT0024 in one semester. Topics to be studied include arithmetic with whole numbers, integers and rational numbers, linear equations and inequalities in one variable, factoring, and basic linear graphing. Problem solving involving real-life scenarios is an integral part of this course. This course will teach the student to understand and communicate concepts of algebra in the language of mathematics, both orally and written. This course helps prepare the student for college-level mathematics and math-based courses. It is nontransferable. Due to the nature of this course, calculators are not permitted. Pre or Corequisite: MAT0022
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=20.00

MAT0028 DEVELOPMENTAL MATHEMATICS II (4)
A course designed to broaden the student's arithmetic and equation-solving skills to include solving linear inequalities in one variable, polynomial factoring, solving quadratic equations, laws of exponents, rational and radical expressions, and graphing lines. Problem solving involving real-life scenarios is an integral part of this course. This course will teach the student to understand and communicate concepts of algebra in the language of mathematics, both orally and written. This course enhances the student's problem-solving skills, and helps prepare the student for college-level mathematics and mathematics-based courses. It is nontransferable. Due to the nature of this course, calculators are not permitted. Prerequisite: MAT0018
Corequisite: MAT0028L
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

MAT0028L DEVELOPMENTAL MATHEMATICS II LAB (0)
A course designed to broaden the student's arithmetic and equation-solving skills to include solving linear inequalities in one variable, polynomial factoring, solving quadratic equations, laws of exponents, rational and radical expressions, and graphing lines. Problem solving involving real-life scenarios is an integral part of this course. This course will teach the student to understand and communicate concepts of algebra in the language of mathematics, both orally and written. The course enhances the student's problem-solving skills, and helps prepare the student for college-level mathematics and mathematics-based courses. It is nontransferable. Due to the nature of this course, calculators are not permitted. Pre or Corequisite: MAT0028
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=22.00

MAT0990 DEVELOPMENTAL MATHEMATICS: A MODULA (4)
A course designed to satisfy the requirements of both MAT 0018 and MAT 0028 in modular format. This approach is designed to accommodate students' varying levels of preparedness. Topics to be studied include arithmetic with whole numbers, integers and rational numbers, linear equations and inequalities in one variable, factoring, laws of exponents, and basic linear graphing. This course will teach students to understand and communicate concepts of algebra in the language of mathematics, both orally and written. It is nontransferable. Due to the nature of this course, calculators are not permitted. Successful completion of this course requires a passing score on the departmental final exam.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

MAT1033 INTERMEDIATE ALGEBRA (3)
A course designed for students with strong arithmetic skills (without requiring a calculator) and an algebra background, such as solving linear equations in one variable and factoring polynomials. This course will extend students' algebra skills to include solving radical, rational,
quadratic & absolute-value equations, and recognizing relationships between radical expressions and rational exponents. Complex numbers are introduced in this course as well. Problem solving involving real-life scenarios is an integral part of this course. In this course, students will enhance their problem-solving abilities and their ability to communicate concepts of algebra in the language of mathematics, both orally and written. Prerequisite: MAT0028
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=24. 00

**MCB2010 MICROBIOLOGY (3)**
An introduction to microbiology emphasizing principles of basic morphology, physiology modes of transmission, biochemistry and genetic mechanisms. It will include a survey of representative types of microorganisms and the role of pathogenic organisms in causing diseases and infections. Prerequisites: Four hours of course work in the biological sciences, including laboratory, and three hours of chemistry, with a minimum grade of "C". Placement by Testing Department or Prerequisite: BSC2085 BSC2085L CHM1032. This course can be used for the AA degree. Pre or Corequisite: MCB2010L
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

**MCB2010L MICROBIOLOGY LABORATORY (1)**
This lab course will complement Lecture topics and include the application of fundamental techniques in the isolation cultivation, and identification of microorganisms. Prerequisite: Four hours of coursework in the biological sciences, including Laboratory, and three hours of chemistry, with a minimum grade of "C". Two 1.5 hour sessions per week. Placement by Testing Department or Prerequisite: BSC2085 BSC2085L CHM1032. This course can be used for the AA degree.

Pre or Corequisite: MCB2010
Lec Hrs=0 Lab Hrs=48 Oth Hrs=0 Fees=46. 00

**MCB3020 GENERAL MICROBIOLOGY (3)**
Structure, nutrition and growth of microorganisms; characteristics of representative microorganisms and viruses; metabolic properties and introduction to microbial genetics, pathogenicity, ecology and industrial applications of microorganisms. Prerequisite: BSC2010 BSC2010L BSC2011 BSC2011L CHM1045 CHM1045L CHM1046 CHM1046L Corequisite: MCB3020L
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

**MCB3020L GENERAL MICROBIOLOGY LAB (1)**
This laboratory course will complement lecture topics and include the application of fundamental techniques used in the isolation, cultivation and identification of microorganisms and viruses. Prerequisite: BSC2010 BSC2010L BSC2011 BSC2011L CHM1045 CHM1045L CHM1046 CHM1046LLec Hrs=0 Lab Hrs=48 Oth Hrs=0 Fees=0. 00

**MEA0005 INTRODUCTION TO MEDICAL ASSISTING (1)**
An overview of medical assisting and related health professions including duties and responsibilities. Public relations and interpersonal relationships of the healthcare team members are emphasized and will include therapeutic communication skills. Study of the various medical specialties and the history of medicine will be included. Prerequisite: Program admissionLec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

**MEA0204 CLINICAL PROCEDURES (2)**
Designed to orient the medical assistant to all phases of patient care in the physician's examining room. Discussion of basic principles involved relating to: vital signs, physical examination, minor surgery, instrumentation sterilization, preparation of medications, physical therapy modalities and electrocardiography will be included. Approved uniform required. Pre or Corequisite: HSC1531 MEA0204L
Lec Hrs=64 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

**MEA0204L CLINICAL PROCEDURES LABORATORY (2)**
Laboratory portion of MEA0204. Designed to orient the medical assistant to all phases of patient care in the physician's examining room. Practice of basic principles involved relating to vital signs, physical examination, minor surgery, instrumentation sterilization, preparation and administration of medications, basic principles of nutrition and physical therapy modalities will be
studied. Approved program uniform required. Special Fee Charged. Pre or Corequisite: MEA0204  
Lec Hrs=0 Lab Hrs=64 Oth Hrs=0 Fees=30.00

MEA0233 ANATOMY AND PHYSIOLOGY FOR M.A. (3)  
A basic anatomy and physiology course designed to provide instruction on human body structure, function, and associated pathology.  
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

MEA0242 PHARMACOLOGY FOR THE MEDICAL ASSIST (2)  
An introduction to medications, their classifications, dosage, administration, and the legal and ethical considerations applied.  
Lec Hrs=64 Lab Hrs=0 Oth Hrs=0 Fees=30.00

MEA0255 MEDICAL OFFICE PROCEDURES I (1)  
Lecture portion of MEA0255L includes discussions in a classroom setting regarding urinalysis, microscopy, specimen collection and preparation, and basic office Microbiology/Bacteriology. Consists of 4 hours of lecture on a mini-semester twice a week. Special Fee Charged. Pre or Corequisite: HSC1531 MEA0255L  
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=15.00

MEA0255L MEDICAL OFFICE LAB PROCEDURES I (1)  
Laboratory portion of MEA0255. Includes practice regarding urinalysis, and basic office Microbiology/Bacteriology. Consists of 4 hours of laboratory on a mini-semester. Professional uniform required. Pre or Corequisite: HSC1531 MEA0255L  
Lec Hrs=0 Lab Hrs=48 Oth Hrs=0 Fees=30.00

MEA0256 MEDICAL OFFICE PROCEDURES II (1)  
Lecture portion of MEA0256L. Includes instruction in basic office hematology, immunology and chemistry. Professional uniform and shoes required. Special Fee Charged. Pre or Corequisite: HSC1531 MEA0256L  
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=15.00

MEA0256L MEDICAL OFFICE LABORATORY PROCEDURE (1)  
Lab portion of MEA0256. Includes laboratory practice of basic office hematology, immunology and chemistry. Professional uniform and shoes required. Special Fee Charged. Corequisite: MEA0256  
Pre or Corequisite: HSC1531  
Lec Hrs=0 Lab Hrs=48 Oth Hrs=0 Fees=30.00

MEA0258 RADIOLOGY FOR THE MEDICAL ASSISTANT (2)  
Provides instruction in the basic principles of X-ray production, physics, radiographic equipment, imaging, processing, radiobiology, and radiation safety. Prerequisite: Program admission or department permission.  
Lec Hrs=64 Lab Hrs=0 Oth Hrs=0 Fees=0.00

MEA0259 RADIOLOGY FOR MEDICAL ASSISTING PAR (2)  
Provides instruction in radiographic anatomy, positioning, procedures, and pathology of the upper and lower extremities, shoulder girdle, pelvis, spine, bony thorax, chest, abdomen, skull, facial bones, and sinuses. Prerequisite: MEA0258  
Pre or Corequisite: MEA0259L  
Lec Hrs=64 Lab Hrs=0 Oth Hrs=0 Fees=15.00

MEA0259L RADIOLOGY FOR MEDICAL ASSISTING PAR (1)  
Laboratory portion of MEA 0259. Practical application of the principles of radiation protection, radiographic technique, ion, film handling and processing, darkroom operation, radiographic positioning and procedures related to the upper extremities, lower extremities, and chest. Special Fee Charged. Prerequisite: MEA0258  
Corequisite: MEA0259  
Lec Hrs=0 Lab Hrs=48 Oth Hrs=0 Fees=30.00

MEA0334 ADMINISTRATIVE OFFICE PROCEDURES (2)  
Deals with financial management of the medical office. Basic Accounting procedures consisting of pegboard, billing, collections, coding, payroll processing, banking and medical transcription application are included. Students will be provided with the opportunity to learn fundamentals of health insurance practice in filing
insurance claims, diagnostic and procedural coding, setting appointments, managing the medical record, processing mail and other financial responsibilities associated with the medical office. Discussion regarding the different types of insurance and manage care plans and general clerical functions will be included. Medico legal and ethical responsibilities regarding financial aspects of the medical office will be studied. Corequisite: MEA0334L
Lec Hrs=64 Lab Hrs=0 Oth Hrs=0 Fees=0.00

MEA0334L ADMINISTRATIVE OFFICE PROCEDURES LA (1)
Laboratory portion of MEA0271. Deals with financial management of the medical office. Basic accounting procedures consisting of pegboard, billing, collection, coding payroll processing, banking and medical transcription application are included. Students will be provided with the opportunity to learn fundamentals of health insurance, practice in filling insurance claims, diagnostic and procedural coding, setting appointments, managing the medical record, processing mail and other financial responsibilities associated with the medical office. Discussion regarding the different types of insurance and manage care plans and general clerical functions will be included. Medico legal and ethical responsibilities regarding the financial aspects of the medical office will be studied. Corequisite: MEA0334
Lec Hrs=0 Lab Hrs=48 Oth Hrs=0 Fees=30.00

MEA0382 MEDICAL LAW AND ETHICS (1)
The ethics of medicine and medical practice are studied. Legal requirements and implications to the medical professional are stressed. Prerequisite: Program Admissions.
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

MEA0540 BASIC ELECTROCARDIOGRAPHY FOR MEDIC (1)
This course will discuss a brief history of electrocardiography, a brief discussion of the cardiovascular system, the role of the Medical Assistant, the care and use of the electrographic (EKG) machine, positioning the patient, electrical hazards, normal EKG pattern, identifying and reporting abnormal EKG patterns and mounting the EKG. Ambulatory cardiac monitors will be studied. Corequisite: MEA0540L
Lec Hrs=37 Lab Hrs=0 Oth Hrs=0 Fees=0.00

MEA0540L BASIC ELECTROCARDIOGRAPHY FOR MED A (1)
Laboratory portion of MEA0540. This course will emphasize the role of the Medical Assistant, the care and use of the electrographic (EKG) machine, positioning the patient, electrical hazards, normal EKG pattern, identifying and reporting abnormal EKG patterns and mounting the EKG. Corequisite: MEA0540
Lec Hrs=0 Lab Hrs=38 Oth Hrs=0 Fees=30.00

MEA0800 PRACTICUM IN MEDICAL ASSISTING (7)
Student assigned to physician’s office, clinic, or laboratory for a total of two hundred hours. Conference meetings will be arranged on an individual or group basis at a time and place to be arranged by the student and the coordinator. Attendance at group orientation prior to assignment is mandatory. Prerequisite: all courses suggested in Term I. Corequisite: all courses suggested in Term II.
Lec Hrs=0 Lab Hrs=0 Oth Hrs=206 Fees=39.75

MEA0952 PRACTICUM IN MEDICAL ASSISTING (0)
Lecture course designed to serve as a review for medical assisting students in preparation for their national certification examination. Selected areas of the curriculum will be emphasized as needed. Corequisite: MEA0800
Lec Hrs=38 Lab Hrs=0 Oth Hrs=0 Fees=0.00

MGF1106 MATHEMATICS FOR LIBERAL ARTS I (3)
This is a general education course which includes the college-level skills not included in the courses MAT0012 Pre Algebra, MAT0024 Elementary Algebra, and MAT1033 Intermediate Algebra. The course will include topics in logic, geometry, set theory, probability, and statistics. This course will also emphasize applications to real world situations and the integration of other disciplines, including, but not limited to, business and the physical sciences. Recommendation of the Mathematics Department or at least a grade of
"C" in the prerequisite course is required. Prerequisite: MAT1033
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=24.00
This course can be used for the AA degree.

MGF1107 MATHEMATICS FOR LIBERAL ARTS II (3)
This is a general education course which includes college-level skills from a variety of mathematical topics. The course will include at least four selected topics from among: mathematics of finance; linear and exponential functions; number systems; history of mathematics; elementary number theory; graph theory; numerical methods and algorithms; game theory; voting and apportionment theory; and student project(s) (strongly recommended). This course will also emphasize applications to real-world situations and the integration of other academic disciplines, including (but not limited to) business and the physical and social sciences. Recommendation of the course. Recommendation of the Mathematics Mathematic Department or at least a grade of This course can be used for the AA degree. "C" in the prerequisite course is required. Prerequisite: MAT1033
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

MHF4404 HISTORY OF MATHEMATICS (3)
The main aim of this course is to introduce the student to the study of the history of Mathematics. The study will include the development of mathematics through history, the impact of mathematics on society and how mathematics has broadened our knowledge of the world. Throughout the course students will be shown and encouraged to discover connections to mathematics as it is applied today. The course is designed to be of interest to persons of various backgrounds. This will include math students who want to understand the development of mathematics, teachers of mathematics at all levels and those students who have an interest in social and cultural history. Prerequisite: MAC2311
MAD2104
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

MKA1021 SALESMANSHIP (3)
Through a combination of principles and techniques, this course identifies the why, what, how and when of selling. Students develop skills in prospecting, opening the sale, presenting customer benefits, overcoming objections, and closing the sale. Students will prepare an oral presentation based on the DECA Sales Representative contest. Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

MKA1511 ADVERTISING (3)
This course introduces the use of promotional strategy and marketing communications in achieving marketing objectives. It focuses on how product features/benefits can be translated into promotional appeals that will influence customer purchasing behavior. Topics include promotional objectives, product positioning, selecting media, creative analyses, budgeting and measuring promotional effectiveness. As a learning activity, students prepare an advertising campaign for a product, business, or not-for-profit organization. Students will have the opportunity to participate in Delta Epsilon Chi activities. Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

MKA1930 SEMINAR I: MARKETING IN PERSPECTIVE (3)
This course includes marketing management related activities such as individual projects in promotion and entrepreneurship, marketing research and career planning. The students have the opportunity to develop leadership skills through participation in Delta Epsilon Chi activities. Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

MKA2042 RETAILING (3)
This course provides an introduction to the management functions unique to retail store operations. Special topics include department store organization, shrinkage prevention, store location and layout, shopping centers, and merchandising. Upon successful completion of this course, students shall be able to demonstrate competencies needed in retailing positions at the mid-management and owner-management level. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

MKA2931 SEMINAR II: RESEARCH IN MARKETING (3)
This course includes marketing management related activities such as individual projects in advertising, promotion, entrepreneurship, marketing research and career planning. Students will expand and enhance the knowledge gained in the prerequisite course Marketing Seminar I. Students will have the opportunity to develop leadership skills through participation in Delta Epsilon Chi related activities. Prerequisite: MKA1930  
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00  
This course can be used for the AA degree.

**MKA2932 SEMINAR III: MARKETING MANAGEMENT (3)**
This course includes marketing management related activities such as individual projects in promotion and entrepreneurship, marketing research and career planning. The students have the opportunity to develop leadership skills through participation in Delta Epsilon Chi related activities. Prerequisite: MKA1930 MKA2931  
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00  
This course can be used for the AA degree.

**MKA2949 CO OP WORK EXP (3)**
A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-Op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval.  
Lec Hrs=0 Lab Hrs=0 Oth Hrs=0 Fees=0. 00  
This course can be used for the AA degree.

**MMC1000 INTRO TO MASS COMMUNICATION (3)**
Overview of contemporary mass media and its historical background. Includes processes and effects of media messages on the individual and society. Deals with the media industry, its responsibilities, legalities, and careers. Media discussed may include newspapers, magazines, books, radio, television, advertising, public relations, and the movie and recording industries.  
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00  
This course can be used for the AA degree.

**MNA1161 INTRODUCTION TO CUSTOMER SERVICE (3)**
This course provides the student with the basic concepts and current trends in the customer service industry. Through actual case studies, the students analyze organizations which have implemented successful customer service strategies.  
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

**MNA1821C INTRODUCTION TO E-COMMERCE (3)**
This course examines the history, basic, tools, and other important issues surrounding the many forms of Electronic Commerce. The students develop skills and gain knowledge and experience with a networked community designed for business function and transactions. Subject areas include: types of E-Commerce; E-Marketing; E-Accounting; E-Customer Service; effective E-Commerce solutions and the development process.  
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=0. 00

**MNA1948 INDUSTRY WORK EXPERIENCE (27)**
Students with a postsecondary adult vocational certificate or equivalent may receive credit based on departmental review. Credits may apply only to students seeking an A. S. in Industrial Management Technology.  
Lec Hrs=0 Lab Hrs=300 Oth Hrs=0 Fees=0. 00

**MNA2345 PRINCIPLES OF SUPERVISION (3)**
This course provides an overview of fundamentals of supervision and the management of people. It emphasizes the role of supervision in business organizations, by focusing on supervisory processes; examining functions of planning, organizing, staffing, directing, controlling and their relationships to daily responsibilities of the supervisor.  
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00  
This course can be used for the AA degree.

**MNA2905 INDEPENDENT STUDY IN INDUSTRIAL MAN (3)**
A directed study course available to both majors and non-majors who wish to investigate a particular concern or related issue in the field of
Industrial Management. The student will make application for the course to the program manager. Prerequisite: All students must contact the Program Manager to obtain registration approval.  
Lec Hrs=0 Lab Hrs=96 Oth Hrs=0 Fees=0.00

**MNA2949 CO-OP WORK EXPERIENCE (3)**  
A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of learning objectives and employer evaluations. Prerequisite: Program Manager approval. All students must contact the program manager to obtain registration approval.  
Lec Hrs=0 Lab Hrs=144 Oth Hrs=0 Fees=0.00

**MSL1001 FOUNDATIONS OF OFFICERSHIP (2)**  
Army ROTC: Examines the unique duties and responsibilities of officers, and the organization and role of the Army, reviews skills pertaining to fitness and communication, and analyzes Army values and expected ethical behavior.  
Lec Hrs=16 Lab Hrs=16 Oth Hrs=0 Fees=0.00  
This course can be used for the AA degree.

**MSL1002 BASIC LEADERSHIP (2)**  
Army ROTC: Presents fundamental leadership concepts and doctrine, student will practice basic skills that underlie effective problem solving and examine the officer experience.  
Lec Hrs=16 Lab Hrs=16 Oth Hrs=0 Fees=0.00  
This course can be used for the AA degree.

**MSL2101 INDIVIDUAL LEADERSHIP STUDIES (2)**  
Army ROTC: Develops knowledge of self, self-confidence, individual leadership skills, problem solving and critical thinking skills, and improves communication and conflict resolution skills.  
This course can be used for the AA degree.

Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**MSL2102 LEADERSHIP AND TEAMWORK (2)**  
Army ROTC: Focuses on self-development by gaining knowledge of self and group processes and by challenging current beliefs, knowledge and skills.

Lec Hrs=16 Lab Hrs=16 Oth Hrs=0 Fees=0.00  
This course can be used for the AA degree.

**MSS0001 MEDICAL ETHICS AND STANDARDS FOR MA (0)**  
Course presents a detailed exploration of ethics and professionalism as it relates to massage therapy, focusing on the development and application of appropriate professional boundaries and the psychological dimensions of the client-therapist relationship. Licensure, national certification, professional organizations, malpractice insurance, sexuality, cultural diversity, and the other concepts related to ethical practice are discussed.  
Lec Hrs=15 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**MSS0150 ANATOMY AND PHYSIOLOGY OF BODY SYST (1)**  
The structure and function of human organ systems as they service of massage therapy are presented. Basic pathophysiology of the major body systems and organs as they apply to massage therapy are discussed in relationship to appropriate care by the massage therapist. Systemic contraindications, local contraindications and cautions that influence massage are presented.  
Lec Hrs=45 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**MSS0156 ANATOMY AND PHYSIOLOGY FOR MASSAGE (1)**  
The course provides an opportunity for students to develop an applied understanding of neuromusculoskeletal anatomy. Postural analysis is presented. Students study the major muscles of the body, their origins, insertions, tendons of attachment, and actions; as well as associated bones, bony landmarks and stabilizing ligaments for each joint. Planes of movement and lever classification are discussed. Prerequisite: MSS0150

Corequisite: MSS0156L  
Lec Hrs=45 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**MSS0156L ANATOMY AND PHYSIOLOGY MASSAGE THER (2)**  
The course provides integration of neuromusculoskeletal anatomy into therapeutic application of massage. Massage techniques are presented sequentially with review of positioning,
appropriate strokes, ethical situations, appropriate draping, etc. Throughout the course, charting and interviewing skills are taught and practiced.

Lec Hrs=0 Lab Hrs=60 Oth Hrs=0 Fees=107. 18

**MSS0250 INTRODUCTION TO MASSAGE THERAPY (0)**
Course presents an introduction to the massage therapy profession. Effective and appropriate communication techniques for management of the client-therapist relationship; communication skills necessary for working with colleagues in the health care community; and responsibility to the professional community and one's own community, through civic participation and membership in a professional association are discussed. The theory and history of massage therapy are explored. Pre or Corequisite: MSS0001 MSS0250L.

Lec Hrs=15 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

**MSS0250L INTRODUCTION TO MASSAGE THERAPY LAB (5)**
Course explores the effects, precautions and variations associated with basic massage strokes and issues associated with touch and trust. Students learn how to perform a full body massage that includes the five basic Swedish massage strokes and variations plus compression and fascia release. Proper draping, lubrication, bolster use and turning procedures during the massage are also taught as well as appropriate use of pressure, rhythm and movement to enhance the massage's effects. The ability to locate areas of tension or discomfort in clients is developed. Efficient body mechanics, hygiene and self-care while performing massage are practiced. Introductory record keeping as well as centering and breathing techniques are presented. Pre or Corequisite: MSS0001 MSS0250L.

Lec Hrs=0 Lab Hrs=170 Oth Hrs=0 Fees=107. 18

**MSS0281 ALLIED MODALITIES (0)**
Basic principles of allied modalities such as Polarity Therapy, Asian massage, trigger point therapy, deep tissue massage, reflexology, myofascial massage, muscle energy technique and others are explored as well as demonstrated. Specific techniques are related to the activities or needs of unique populations as appropriate, including older adults, children, persons with disabilities, and athletes. Introduction to the basic elements of other natural health care disciplines is presented. Prerequisite: MSS0250 MSS0250L.

Pre or Corequisite: MSS0281L.

Lec Hrs=15 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

**MSS0281L ALLIED MODALITIES - LAB (4)**
Students learn how to help promote relaxation and relieve muscle tension via palpation as well as by determining joint range of motion, and then applying massage, exercise and stretching to support normal motion, muscle tone and relaxation. General techniques for full body and seated massage are practiced. Emphasis continues on the development of correct body mechanics, injury prevention, table management, draping methods, and charting. Hands-on skills in several modalities such as reflexology, manual lymph drainage and neuromuscular therapy are developed. Prerequisite: MSS0250 MSS0250L.

Pre or Corequisite: MSS0281L

Lec Hrs=0 Lab Hrs=120 Oth Hrs=0 Fees=107. 18

**MSS0301 HYDROTHERAPY MODALITIES (0)**
The therapeutic use of superficial heat and cryotherapy is discussed with an emphasis on developing an ability to make professional judgments about the application of the appropriate modality for each client situation. The history of hydrotherapy and principles of hydrotherapeutic applications and equipment, indications, contraindications are discussed. Basic principles of ultrasound, interferential current, TENS and electrical stimulation are presented. Prerequisite: MSS0250 MSS0250L.

Pre or Corequisite: MSS0301L

Lec Hrs=15 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

**MSS0301L HYDROTHERAPY MODALITIES - LAB (1)** Practical experience in the use of ice, heat and hydrotherapies is provided. Application of physical agents modalities are practiced with emphasis on proper technique, safety, indications...
and contraindications. Prerequisite: MSS0250 MSS0250L

Pre or Corequisite: MSS0301
Lec Hrs=0 Lab Hrs=45 Oth Hrs=0 Fees=107.

MSS0803L MASSAGE THERAPY CLINICAL PRACTICUM (3)
Course encourages the synthesis and integration of principles and techniques learned across the curriculum. Students provide comprehensive massage therapy services in the Massage Therapy lab under direct supervision, including specific upper and lower body techniques. Introduces the experience of working in a massage clinic including learning principles of relating to clients, keeping records, determining fees, billing insurance, marketing and building a massage practice, maintaining hygiene standards and other activities. Students participate in case conferences and/or other professional discussions. In addition to laboratory sessions, students are required to engage in practice message sessions outside of scheduled class hours, and must complete a minimum community service requirement.
Lec Hrs=0 Lab Hrs=110 Oth Hrs=0 Fees=61.

MTB1103 BUSINESS MATHEMATICS (3)
This course emphasizes the application of mathematics to selected business topics and problems. In addition, it includes material in linear equations and descriptive statistics.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

MTB1310 APPLIED MATHEMATICS (3)
This course is designed for Associate of Science degree seeking students. The following topics are included: the metric system and measurement; linear and quadratic functions; ratios and proportions; exponents and logarithms; and descriptive statistics. Problem solving and applications requiring a calculator will be presented throughout the course. Credit for this course cannot be used to meet the general education requirements for the Associate of Arts degree. Prerequisite: MAT0028
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=19.00
This course can be used for the AA degree.

MTB1325 ENGINEERING TECHNOLOGY MATH I (4)
This is the first course in a two term sequence for Electronics and Computer engineering technology students. Topics include Euclidean geometry, algebra, exponents and radicals, graphing, trigonometry, vectors, complex numbers, and straight line concepts. Calculators will be used to solve problems after the basic principles have been mastered. Prerequisite: MAT0028
Lec Hrs=64 Lab Hrs=0 Oth Hrs=0 Fees=0.00

MTB1326 ENGINEERING TECHNOLOGY MATH II (4)
This is the second course of a two term sequence designed for Computer and Electronics engineering technology students. Topics include systems of linear equations, factoring and fractions, roots and radicals, quadratic equations, complex numbers, exponents and logarithms, trigonometry, analytical geometry and linear inequalities. Calculators will be used to solve problems after the basic principles have been mastered. Prerequisite: MTB1325
Lec Hrs=64 Lab Hrs=0 Oth Hrs=0 Fees=0.00

MTB1370 MATH TOPICS FOR HEALTH RELATED PROF (1)
This course provides an intensive review of mathematics operations involving fractions, decimals, percents, ratios, and proportions. Units and measures in apothecaries, metric, and household systems are also discussed with a major emphasis upon application for the calculation of both oral and parenteral drug dosages. Pre or Corequisite: NUR1020
Lec Hrs=16 Lab Hrs=0 Oth Hrs=0 Fees=0.00

MTE1004C INTRODUCTION TO MARINE TECHNOLOGY (3)
Course provides the student with the basic skills needed in repairing the marine engine. Hands-on training includes safety rules and regulations; use of tools; identification of fasteners, gaskets, and seals; use of parts and electrical symbols or wiring diagrams.
Lec Hrs=16 Lab Hrs=64 Oth Hrs=0 Fees=189.43
MTE1018C RIGGING AND MAKE READY (3)
Preparation and deliverable of sales merchandise, mounting of various accessories, rigging cables, wiring and control boxes. Minor maintenance and lubrication of systems. Prerequisite: MTE1004C Lec Hrs=16 Lab Hrs=64 Oth Hrs=0 Fees=259.43

MTE1040C MARINE DIESEL ENGINES I (3)
Course provides theory and hands-on application of the marine diesel engine and related systems. Instruction includes disassembly, reassembly, inspection, cleaning and troubleshooting engine parts and systems. Prerequisite: MTE1004C MTE1400C Lec Hrs=16 Lab Hrs=64 Oth Hrs=0 Fees=130.43

MTE1167C MARINE FUEL SYSTEMS, DIESEL & GAS (3)
Course provides theory, operation, and service of gasoline and diesel fuel systems as well as conventional systems and characteristics of fuels and their oil mixture; safety; marine carburetors, tank construction and installation. troubleshooting and test equipment using dynometer. Prerequisite: MTE1004C MTE1400C Lec Hrs=16 Lab Hrs=64 Oth Hrs=0 Fees=119.43

MTE1312C ADVANCED MARINE COMPOSITES, PAINTING (3)
Principles of advanced composite marine construction and repair. Painting and refinishing surface fundamentals. Prerequisite: MTE1004C Lec Hrs=16 Lab Hrs=64 Oth Hrs=0 Fees=429.43

MTE1400C MARINE ELECTRICITY (3)
Basic electrical theory for both AC and DC circuits in marine systems. Application of electrical theory to the generating, starting and auxiliary circuits of the marine engine. Emphasis on theory of operation and repair of equipment in the field with special attention to marine problems in salt-water environment. Prerequisite: MTE1004C Lec Hrs=16 Lab Hrs=64 Oth Hrs=0 Fees=283.43

MTE1542C AIR CONDITIONING AND REFRIGERATION (3)
Principles of air conditioning and refrigeration systems on marine vessels. Prerequisite: MTE1004C MTE1400C Lec Hrs=16 Lab Hrs=64 Oth Hrs=0 Fees=86.43

MTE1651C BASIC WELDING (4)
Provides basic welding knowledge and skills necessary to make repairs on ferrous materials used in the marine industry. Emphasis on metallurgy and uses of metals. The course is designed for the student with no welding background and includes the safety and theory of gas welding, metal cutting, brazing with brass and silver alloys, AC/DC arc welding stick, and introduction to aluminum TIG and MIG welding. Lec Hrs=38 Lab Hrs=58 Oth Hrs=0 Fees=158.43

MTE2041C DIESEL ENGINES II (3)
Advanced theory of operation of diesel engines with an understanding of ABYC standards and recommended practices for systems. Prerequisite: MTE1004C MTE1040C MTE1400C Lec Hrs=16 Lab Hrs=64 Oth Hrs=0 Fees=192.43

MTE2234C MARINE INBOARD/OUTBOARD SAILDRIVE A (3)
Course provides instruction on large outboard lower units, stern drives and marine gear assemblies of various manufacturers. Complete disassembly and reassembly procedures on outboard lower units. The study of hydraulics in transmissions and theory of propellers. Prerequisite: MTE1004C MTE1018C MTE1400C Lec Hrs=16 Lab Hrs=64 Oth Hrs=0 Fees=118.43

MTE2420C ADVANCED ELECTRICAL SYSTEMS (3)
Advanced electrical systems and troubleshooting procedures, diagnosis and repair of circuits and equipment malfunctions on marine vessels. Prerequisite: MTE1004C MTE1400C Lec Hrs=16 Lab Hrs=64 Oth Hrs=0 Fees=265.43

MTE2490C MARINE ELECTRONICS (3)
Principles of on-board electronic systems, installation and troubleshooting of communication and navigational systems. Prerequisite: MTE1004C MTE1400C
Lec Hrs=16 Lab Hrs=64 Oth Hrs=0 Fees=203.43

MTE2541C MARINE AUXILIARY EQUIPMENT (3)
This course provides an introduction to centrifugal pumps; AC electricity and generators; hydraulic; air conditioning and refrigeration systems. Theory of operation and fundamentals of servicing are taught with a strong emphasis on techniques. Prerequisite: MTE1004C MTE1018C MTE1400C
Lec Hrs=16 Lab Hrs=64 Oth Hrs=0 Fees=106.43

MTE2949 MARINE INTERNSHIP (2)
Internship co-operative course providing on-the-job training at a local marine repair station. Includes required student outcomes meeting industry standards. Prerequisite: MTE1004C MTE1018C MTE1400C
Lec Hrs=0 Lab Hrs=0 Oth Hrs=0 Fees=21.43

MTG2204 GEOMETRY FOR TEACHERS (3)
This course is designed for middle and high school mathematics teachers. The course emphasizes Euclidean plane geometry with an introduction to the non-Euclidean geometries. The problems, proofs, and constructions involve line segments, angles, triangles, polygons, circles, parallel lines, and similarity. Credit for this course may not be used to meet general education requirements for the A.A. degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

MTG3212 MODERN GEOMETRY (3)
A course for math and math education majors. Geometry is a major foundation of our mathematical understanding of the world, and this course will explore both its breadth and depth. This course rigorously examines the axioms and theorems of Euclidean geometry and the non-Euclidean geometries. The coordinate and translational geometries will be treated as well. This course is highly theoretical and proof-intensive. Thus some background will constructing direct proofs and proofs by contradiction is a necessary prerequisite to enrolling in this course. Prerequisite: MAD2104
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

MUE1440 STRING CLASS (1)
Development of elementary performing skills on the violin. A basic study of all string instruments. Examines literature and teaching techniques for group instruction of students. Pre or Corequisite: MUT1111
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

MUE1450 WOODWIND CLASS (1)
Development of elementary performing skills on the clarinet. A basic study of all woodwind instruments. Examines literature and teaching techniques for group instruction of students. Pre or Corequisite: MUT1111
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

MUH2019 DEVELOPMENT OF AMERICAN POPULAR MUS (3)
Popular music in the United States, from 1820 to the present, including the Big Band Era, Country and Western, Jazz, Black Music, and the Rock scene (beginning in 1955).
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

MUH2111 MUSIC HISTORY AND LITERATURE (3)
A survey course tracing the historical development of Western music from antiquity through the Classical Period. Emphasis is placed on major composers and their works. Recommended for second-year music students.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

MUH2112 MUSIC HISTORY AND LITERATURE (3)
A survey course tracing the history of music from the beginning of the 19th century to the present, showing the significance of music's development resulting from social, international and cultural influences.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

MUL2010 MUSIC APPRECIATION (3)
Course for non-music majors, designed to develop a basic music vocabulary, establish critical listening skills, and survey the evolution of Western music within a framework of world cultures.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

MUL2955 SEMINAR IN SPECIAL INTERNATIONAL ST (3)
A combination of classroom preparation and foreign travel with an emphasis on in-depth studies of major musical works.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

MUM1600C INTRODUCTION TO RECORDING STUDIO PR (3)
Fundamentals and techniques of modern multi-track recording. Areas of concentration are studio procedures, equipment operation, microphone selection and placement, signal processors, musical instrument isolation, and acoustical properties. Prerequisite: MUS1360 MUS2342C PHY2464
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

MUM2601C ADVANCED RECORDING ENGINEERING (3)
This class focuses on advanced application of recording and mix-down techniques, incorporating the use of overdubs and special effects. A multi-track recording project will be required. Prerequisite: MUM1600C MUS2344C MUS2348C
This course can be used for the AA degree.
Pre or Corequisite: MUS2349C
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

MUM2700 INTRODUCTION TO MUSIC BUSINESS (3)
An introduction to the history, principles and practices of the music industry. A systematic survey of the career options in the music industry. Topics include recording, publishing, licensing, copyrights, promotions, arts managements, music and instrument merchandising, contracts, music in mass communication, the internet and the music industry, live performance on a local and national basis, career options and career development with emphasis on commercial enterprise.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

MUN1120 BAND (1)
Open to all students, faculty and members of the community who play a band instrument. Chairs assigned by the conductor through audition. Three hours rehearsal weekly. May be taken four times for transfer credit.
Lec Hrs=48 Lab Hrs=32 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

MUN1180 CONCERT BAND (1)
Open to all students, faculty and members of the community who play a band instrument. Chairs assigned by the conductor through audition. Three hours rehearsal weekly. May be taken four times for transfer credit.
Lec Hrs=48 Lab Hrs=32 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

MUN1210 SYMPHONY ORCHESTRA (1)
Open by audition to all students, faculty and members of the community who play an orchestral instrument. Chairs assigned by the conductor. 3 hours rehearsal weekly. May be taken four times for transfer credit.
Lec Hrs=48 Lab Hrs=32 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

MUN1280 ORCHESTRA (1)
Open by audition to all students, faculty, and members of the community who play an orchestral instrument. Chairs assigned by the conductor. Three hours rehearsal weekly. May be taken four times for transfer credit.
Lec Hrs=48 Lab Hrs=32 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

MUN1310 COLLEGE SINGERS (1)
Open to all college students by audition. Three hours rehearsal weekly. May be take four times for transfer credit.
Lec Hrs=48 Lab Hrs=32 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

MUN1340 VOCAL ENSEMBLE (1)
A select vocal ensemble performing a wide variety of literature, including Jazz and Pop. Open to all students by audition. May be taken four times for transfer credit. Corequisite: MUN1310 or MUN1380Lec Hrs=48 Lab Hrs=32 Oth Hrs=0 Fees=0.00 This course can be used for the AA degree.

**MUN1341 SEAHAWK SINGERS (1)**
A select vocal ensemble performing a variety of literature including jazz and pop. Open to all students by audition. May be taken four times for transfer credit. Corequisite: MUN1310 or MUN1380Lec Hrs=48 Lab Hrs=32 Oth Hrs=0 Fees=0.00 This course can be used for the AA degree.

**MUN1380 BROWARD CHORAL SOCIETY (1)**
Open to all student, faculty and members of the community who have experience in the art of singing. Three hours rehearsal weekly. May be taken four times for transfer credit.
Lec Hrs=48 Lab Hrs=32 Oth Hrs=0 Fees=0.00 This course can be used for the AA degree.

**MUN1430 BRASS ENSEMBLE (1)**
A select instrumental ensemble that performs music written or arranged for Brass instruments. Enrollment is determined by the director through audition. May be taken four times for transfer credit.
Lec Hrs=48 Lab Hrs=32 Oth Hrs=0 Fees=0.00 This course can be used for the AA degree.

**MUN1440 PERCUSSION ENSEMBLE (1)**
A select instrumental ensemble that performs music written or arranged for Percussion instruments. Enrollment is determined by the director through audition. May be taken four times for transfer credit.
Lec Hrs=48 Lab Hrs=32 Oth Hrs=0 Fees=0.00 This course can be used for the AA degree.

**MUN1460 CHAMBER ENSEMBLE (1)**
Small group whose members are selected by the director through audition. Study and performance of repertoire appropriate to the specific chamber media. Three hours rehearsal weekly. May be taken four times for transfer credit.
Lec Hrs=48 Lab Hrs=32 Oth Hrs=0 Fees=0.00 This course can be used for the AA degree.

**MUN1480 CLASSICAL GUITAR ENSEMBLE (1)**
Open to all students, faculty and members of the community who play guitar. Enrollment is determined by the director through audition. Participants will study and perform music from all periods in preparation for public performance. May be taken four times for transfer credit.
Lec Hrs=48 Lab Hrs=32 Oth Hrs=0 Fees=0.00 This course can be used for the AA degree.

**MUN1481 JAZZ GUITAR ENSEMBLE (1)**
Open to all students, faculty and members of the community who play guitar. Enrollment is determined by the director through audition. Participants will study and perform music of various styles in preparation for public performance. May be taken four times for transfer credit.
Lec Hrs=48 Lab Hrs=32 Oth Hrs=0 Fees=0.00 This course can be used for the AA degree.

**MUN1710 JAZZ ENSEMBLE (1)**
Enrollment is determined by the director through audition. Study and performance of music associated with the popular music and show presentation fields. May be taken four times for transfer credit.
Lec Hrs=48 Lab Hrs=32 Oth Hrs=0 Fees=0.00 This course can be used for the AA degree.

**MUN1711 JAZZ COMBO (1)**
Enrollment is determined by the director through audition. Study and performance of music associated with the popular music and show presentation fields. May be taken four times for transfer credit.
Lec Hrs=48 Lab Hrs=32 Oth Hrs=0 Fees=0.00 This course can be used for the AA degree.

**MUN1712 COMBO LAB (1)**
Enrollment is determined by the director through audition. Study and performance of music associated with the popular music and show presentation fields. May be taken four times for transfer credit.
Lec Hrs=0 Lab Hrs=48 Oth Hrs=0 Fees=0.00 This course can be used for the AA degree.

**MUN1780 JAZZ/POP ENSEMBLE (1)**
Enrollment is determined by the director through audition. Study and performance of music associated with the popular music, show
presentation and dance band fields. May be taken four times for transfer credit.
Lec Hrs=48 Lab Hrs=32 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

**MUO1501 OPERA WORKSHOP (1)**
Open to all college students by audition. The study and performance of Opera Literature. May be taken four times for transfer credit.
Lec Hrs=48 Lab Hrs=32 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

**MUO1506C OPERA PRODUCTION (1)**
Open to all college students by audition. The study and performance of opera literature. May be taken four times for transfer credit.
Lec Hrs=48 Lab Hrs=32 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

**MUS1360 INTRODUCTION TO MUSIC TECHNOLOGY (3)**
This class is an introductory survey of the fundamental aspects of music technology. Topics include use of microphones, digital audio, sound f/x, music notation programs and recording studio layout.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**MUS2332C LIVE SOUND REINFORCEMENT (3)**
This course explores techniques used for recording and reinforcing music on location. Topics include commonly encountered acoustical problems and an investigation of equipment and techniques used to overcome them. Prerequisite: MUM1600C MUS1360 MUS2342C
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=100.00

**MUS2342C DIGITAL AUDIO MUSIC PRODUCTION (3)**
Upon completion of this course the student will have acquired a deep understanding of desktop music production. The physical aspects of sound, digital audio technology and studio production techniques will be explained and demonstrated in detail. Topics covered in class will include non-linear editing, digital signal processing, an introduction to MIDI and sequencing, concepts of signal flow, sound effects, basic mixing, and basic recording techniques. Studio lab assignments are performed outside of class reinforcing weekly lecture topics. Prerequisite: MUS1360
This course can be used for the AA degree. Pre or Corequisite: MUT1111 MVK2221 PHY2464
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=100.00

**MUS2344C INTRODUCTION TO MIDI SYSTEMS AND SO (3)**
This course will offer the student a comprehensive study of the Musical Instrument Digital Interface (MIDI) and its many musical applications with an emphasis on sequencing and sound design. Concepts of music synthesis and sound design are presented through the use of a computer, keyboard, and appropriate software. Prerequisite: MUS1360 MUS2342C
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

**MUS2348C DIGITAL AUDIO MUSIC PRODUCTION 2 (3)**
This course explores techniques used for recording and reinforcing music on location. Topics include commonly encountered acoustical problems and an investigation of equipment and techniques used to overcome them. Prerequisite: MUS2342C MUS2344C Pre or Corequisite: MUM1600C
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

**MUS2349C ADVANCED PROJECTS IN MUSIC PRODUCTI (3)**
This course will offer the student a comprehensive overview of the music production process, including composing, tracking, mixing, advanced synthesis techniques and delivery. Prerequisite: MUM1600C MUS2344C MUS2348C
This course can be used for the AA degree.
Pre or Corequisite: MUM2601C
Lec Hrs=24 Lab Hrs=0 Oth Hrs=0 Fees=100.00

**MUS2905 INDEPENDENT STUDY: MUSIC (3)**
A directed, independent study course available to both majors and non-majors who wish to investigate a particular problem related to music.
Prerequisite: instructor approval. Students will shape the course to fit their needs by planning activities with a faculty advisor.
Lec Hrs=0 Lab Hrs=48 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.

MUS2930 MUSIC: SPECIAL TOPICS (3)
Course centers around topics of current interest or of special interest to students or instructors. Topics or focus may vary from semester to semester. Topics will be identified by the MUS2930 course title published in the course schedules for each term that the course is offered. Special Topics credit hours are not automatically transferable. Transfer credit is the prerogative of the receiving institution.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.

MUS2940 MUSIC TECHNOLOGY CO-OP WORK EXPERIE (3)
A course designed to provide training in a student’s field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: MUM1600C MUM2700 MUS2344C
Lec Hrs=0 Lab Hrs=0 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.

MUT1001 FUNDAMENTALS OF MUSIC (3)
A study of basic music fundamentals for the non-music major or the beginning music major whose background in music has been minimal.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.

MUT1111 MUSIC THEORY I (3)
A course on music theory and related keyboard skills. Emphasis on diatonic materials. Pre or Corequisite: MUT1241. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

MUT1112 MUSIC THEORY II (3)
A continuation of MUT1111. Prerequisite: MUT1111
This course can be used for the AA degree.
Corequisite: MUT1242

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00
MUT1241 EAR TRAINING AND SIGHT SINGING I (1)
A course in the development of sight singing and ear training skills. Corequisite: MUT1111
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

MUT1242 EAR TRAINING AND SIGHT SINGING II (1)
A continuation of MUT1241. Prerequisite: MUT1241This course can be used for the AA degree.
Corequisite: MUT1112
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=0. 00

MUT2116 MUSIC THEORY III (3)
Continuation of MUT1112. Concentration on chromatic materials, musical forms, and 20th century techniques. Prerequisite: MUT1112
Corequisite: MUT2246
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

MUT2117 MUSIC THEORY IV (3)
Continuation of MUT2116. Prerequisite: MUT2116
This course can be used for the AA degree.
Corequisite: MUT2247
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

MUT2246 EAR TRAINING AND SIGHT SINGING III (1)
A continuation of MUT1242. Prerequisite: MUT1242
This course can be used for the AA degree.
Corequisite: MUT2116
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=0. 00

MUT2247 EAR TRAINING AND SIGHT SINGING IV (1)
Continuation of MUT2246. Prerequisite: MUT2246
This course can be used for the AA degree.
Corequisite: MUT2117
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=0. 00

MUT2641 JAZZ THEORY AND IMPROVISATION I (3)
A study of the materials and structure of jazz music and the development of improvisational skills. Prerequisite: MUT1111
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.
MUT2642 JAZZ THEORY AND IMPROVISATION II (3)
A study of the materials and structure of jazz music and the development of improvisational skills. Prerequisite: MUT2641
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

MVB1011 PRE-PRINCIPAL TRUMPET (1)
College preparatory applied instruction in Trumpet for the music principal. One hour lesson per week and two hours practice daily. Prerequisite: audition. Corequisite: Any (MUx) course other than Music Appreciation.
Corequisite: MVK1211 or MVK2221.
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

MVB1012 PRE-PRINCIPAL FRENCH HORN (1)
College preparatory applied instruction in French horn for the music principal. One hour lesson per week and two hours practice daily. Prerequisite: audition. Corequisite: Any (MUx) course other than Music Appreciation.
Corequisite: MVK1211 or MVK2221.
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

MVB1013 PRE-PRINCIPAL TROMBONE (1)
College preparatory applied instruction in trombone for the music principal. One hour lesson per week and two hours practice daily. Prerequisite: audition. Corequisite: Any (MUx) course other than Music Appreciation.
Corequisite: MVK1211 or MVK2221.
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00

MVB1014 PRE-PRINCIPAL BARITONE HORN (1)
College preparatory applied instruction in baritone horn for the music principal. One hour lesson per week and two hours practice daily. Prerequisite: audition. Corequisite: Any (MUx) course other than Music Appreciation.
Corequisite: MVK1211 or MVK2221.
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

MVB1015 PRE-PRINCIPAL TUBA (1)
College preparatory applied instruction in tuba for the music principal. One hour lesson per week and two hours practice daily. Prerequisite: audition. Corequisite: Any (MUx) course other than Music Appreciation.
Corequisite: MVK1211 or MVK2221.
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

MVB1211 TRUMPET (1)
One-half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00
This course can be used for the AA degree.

MVB1212 FRENCH HORN (1)
One-half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00
This course can be used for the AA degree.

MVB1213 TROMBONE (1)
One-half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00
This course can be used for the AA degree.

MVB1214 BARITONE HORN (1)
One-half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00
This course can be used for the AA degree.

MVB1215 TUBA (1)
One-half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.
This course can be used for the AA degree.

**MVB1311 PRINCIPAL TRUMPET I (I)**

Applied instruction in trumpet for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211

Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00

This course can be used for the AA degree.

**MVB1312 PRINCIPAL FRENCH HORN I (I)**

Applied instruction in French horn for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211

Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00

This course can be used for the AA degree.

**MVB1313 PRINCIPAL TROMBONE I (I)**

Applied instruction in trombone for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211

Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00

This course can be used for the AA degree.

**MVB1314 PRINCIPAL BARITONE HORN I (I)**

Applied instruction in baritone horn for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211

Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00

This course can be used for the AA degree.

**MVB1315 PRINCIPAL TUBA I (I)**

Applied instruction in tuba for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211

This course can be used for the AA degree.

**MVB2221 TRUMPET (I)**

One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.

Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00

This course can be used for the AA degree.

**MVB2222 FRENCH HORN (I)**

One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.

Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00

This course can be used for the AA degree.

**MVB2223 TROMBONE (I)**

One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.

Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00

**MVB2224 BARITONE HORN (I)**

One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.

Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00

This course can be used for the AA degree.

**MVB2225 TUBA (I)**

One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.

Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00

This course can be used for the AA degree.

**MVB2321 PRINCIPAL TRUMPET II (I)**

Applied instruction in trumpet for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211

Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00

This course can be used for the AA degree.

**MVB2322 PRINCIPAL FRENCH HORN II (I)**
Applied instruction in French horn for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MKV1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

MVB2323 PRINCIPAL TROMBONE II (1)
Applied instruction in trombone for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than music Appreciation. Corequisite: MKV1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

MVB2324 PRINCIPAL BARITONE HORN II (1)
Applied instruction in baritone horn for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MKV1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

MVB2325 PRINCIPAL TUBA II (1)
Applied instruction in tuba for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MKV1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00

MVJ1010 PRE-PRINCIPAL JAZZ PIANO (1)
College preparatory applied instruction in jazz piano for the music principal. One hour lesson per week and two hours practice daily. Prerequisite: audition. Corequisite: Any (MUx) course other than Music Appreciation. Corequisite: MKV1211 or MKV2221. Corequisite: MKV1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

MVJ1013 PRE-PRINCIPAL JAZZ GUITAR (1)
College preparatory applied instruction in jazz guitar for the music principal. One hour lesson per week and two hours practice daily. Prerequisite: audition. Corequisite: Any (MUx) course other than Music Appreciation. Corequisite: MKV1211 or MKV2221. Corequisite: MKV1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

MVJ1014 PRE-PRINCIPAL ELECTRIC BASS (1)
College preparatory applied instruction in electric bass for the music principal. One hour lesson per week and two hour practice daily. Prerequisite: audition. Corequisite: Any (MUx) course other than Music Appreciation. Corequisite: MKV1211 or MKV2221. Corequisite: MKV1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00

MVJ1019 PRE-PRINCIPAL JAZZ PERCUSSION (1)
College preparatory applied instruction in jazz percussion for the music principal. One hour lesson per week and two hour practice daily. Prerequisite: audition. Corequisite: Any (MUx) course other than Music Appreciation. Corequisite: MKV1211 or MKV2221. Corequisite: MKV1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

MVJ1210 JAZZ PIANO / SECONDARY (1)
One half-hour lesson weekly and one hour of practice daily. Corequisite: Any music course
(MUx) other than Music Appreciation. *This course can be used for the AA degree.*
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00

**MVJ1211 JAZZ VOICE SECONDARY (1)**
One half-hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation. *This course can be used for the AA degree.*
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00

**MVJ1213 JAZZ GUITAR / SECONDARY (1)**
One half-hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00

**MVJ1214 ELECTRIC BASS / SECONDARY (1)**
One hour lesson weekly and two hours of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation. *This course can be used for the AA degree.*
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=100.00

**MVJ1219 JAZZ PERCUSSION (1)**
One half-hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation. *This course can be used for the AA degree.*
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=100.00

**MVJ1310 PRINCIPAL JAZZ PIANO I (1)**
Applied instruction in jazz piano for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00 *This course can be used for the AA degree.*

**MVJ1311 PRINCIPAL JAZZ VOICE I (1)**
Applied instruction in jazz voice for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00 *This course can be used for the AA degree.*

**MVJ1313 PRINCIPAL JAZZ GUITAR I (1)**
Applied instruction in jazz guitar for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00

**MVJ1314 PRINCIPAL ELECTRIC BASS I (1)**
Applied instruction in electric bass for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00

**MVJ1319 PRINCIPAL JAZZ PERCUSSION I (1)**
Applied instruction in jazz percussion for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211 or MVJ2221. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00 *This course can be used for the AA degree.*

**MVJ2220 JAZZ PIANO (1)**
One half-hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation. *This course can be used for the AA degree.*
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00

**MVJ2223 JAZZ GUITAR (1)**
One half-hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation. *This course can be used for the AA degree.*
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00

**MVJ2224 ELECTRIC BASS (1)**
One half-hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation. *This course can be used for the AA degree.*
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00

**MVJ2229 JAZZ PERCUSSION (1)**
One half hour lesson weekly and one hour practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

MVJ2320 PRINCIPAL JAZZ PIANO II (1)
Applied instruction in jazz piano for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

MVJ2323 PRINCIPAL JAZZ GUITAR II (1)
Applied instruction in jazz guitar for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211 or MVK2221
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=50.00
This course can be used for the AA degree.

MVJ2324 PRINCIPAL ELECTRIC BASS II (1)
Applied instruction in electric bass for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

MVJ2329 PRINCIPAL JAZZ PERCUSSION II (1)
Applied instruction in jazz percussion for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211 or MVK2221. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

MVK1011 PRE-PRINCIPAL PIANO (1)
College preparatory applied instruction in piano for the music principal. One hour lesson per week and two hours practice daily. Prerequisite: audition. Corequisite: Any (MUx) course other than Music Appreciation.
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

MVK1111 PIANO CLASS (1)
Basic piano skills for the beginning student.
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=50.00
This course can be used for the AA degree.

MVK1112 PIANO CLASS II (1)
Basic piano skills for the intermediate student. Two hours weekly. Prerequisite: MVK1111
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=50.00
This course can be used for the AA degree.

MVK1211 PIANO (1)
One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00
This course can be used for the AA degree.

MVK1213 ORGAN (1)
One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00
This course can be used for the AA degree.

MVK1311 PRINCIPAL PIANO I (1)
Applied instruction in piano for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.
MVK1313 PRINCIPAL ORGAN I (1)
Applied instruction in organ for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

MVK2221 PIANO (1)
One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00
This course can be used for the AA degree.

MVK2223 ORGAN (1)
One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00
This course can be used for the AA degree.

MVK2321 PRINCIPAL PIANO II (1)
Applied instruction in piano for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

MVK2323 PRINCIPAL ORGAN II (1)
Applied instruction in organ for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

MVO1070 APPLIED MUSIC JAZZ COACHING (1)
Applied music jazz coaching on the student's instrument. One hour lesson per week and two hours practice daily. By permission of the instructor. Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

MVP1011 PRE-PRINCIPAL PERCUSSION (1)
College preparatory applied instruction in percussion for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: Any (MUx) course other than Music Appreciation. Corequisite: MVK1211 or MVP2221. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

MVP1211 PERCUSSION (1)
One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00
This course can be used for the AA degree.

MVP1311 PRINCIPAL PERCUSSION I (1)
Applied instruction in percussion for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

MVP2221 PERCUSSION (1)
One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00
This course can be used for the AA degree.

MVP2321 PRINCIPAL PERCUSSION II (1)
Applied instruction in percussion for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVP1311
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
MVS1011 PRE-PRINCIPAL VIOLIN (1)
College preparatory applied instruction in violin for the music principal. One hour lesson per week and two hours practice daily. Prerequisite: audition. Corequisite: Any (MUx) course other than Music Appreciation. Corequisite: MVK1211 or MVK2221. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100. 00

This course can be used for the AA degree.

MVS1012 PRE-PRINCIPAL VIOLA (1)
College preparatory applied instruction in viola for the music principal. One hour lesson per week and two hours practice daily. Prerequisite: audition. Corequisite: Any (MUx) course other than Music Appreciation. Corequisite: MVK1211 or MVK2221. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100. 00

This course can be used for the AA degree.

MVS1013 PRE-PRINCIPAL CELLO (1)
College preparatory applied instruction in cello for the music principal. One hour lesson per week and two hours practice daily. Prerequisite: audition. Corequisite: Any (MUx) course other than Music Appreciation. Corequisite: MVK1211 or MVK2221. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100. 00

This course can be used for the AA degree.

MVS1014 PRE-PRINCIPAL STRING BASS (1)
College preparatory applied instruction in string bass for the music principal. One hour lesson per week and two hours practice daily. Prerequisite: audition. Corequisite: Any (MUx) course other than Music Appreciation. Corequisite: MVK1211 or MVK2221. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100. 00

This course can be used for the AA degree.

MVS1015 PRE-PRINCIPAL HARP (1)
College preparatory applied instruction in harp for the music principal. One hour lesson per week and two hours practice daily. Prerequisite: audition. Corequisite: Any (MUx) course other than Music Appreciation. Corequisite: MVK1211 or MVK2221. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100. 00

This course can be used for the AA degree.

MVS1016 PRE-PRINCIPAL CLASSICAL GUITAR (1)
College preparatory applied instruction in classical guitar for the music principal. One hour lesson per week and two hours practice daily. Prerequisite: audition. Corequisite: Any (MUx) course other than Music Appreciation. Corequisite: MVK1211 or MVK2221. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100. 00

This course can be used for the AA degree.

MVS1116 GUITAR CLASS (1)
Class instruction in beginning classical guitar techniques.
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=0. 00

This course can be used for the AA degree.

MVS1211 VIOLIN (1)
One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50. 00

This course can be used for the AA degree.

MVS1212 VIOLA (1)
One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation. This course can be used for the AA degree.
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50. 00

MVS1213 CELLO (1)
One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation. This course can be used for the AA degree.
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50. 00

MVS1214 STRING BASS (1)
One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50. 00
This course can be used for the AA degree.

**MVS1215 HARP (1)**
One half hour lesson weekly, and one hour of practice daily. Course scheduled on demand. Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00
This course can be used for the AA degree.

**MVS1216 CLASSICAL GUITAR (1)**
One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00
This course can be used for the AA degree.

**MVS1311 PRINCIPAL VIOLIN I (1)**
Applied instruction in violin for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

**MVS1312 PRINCIPAL VIOLA I (1)**
Applied instruction in viola for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

**MVS1313 PRINCIPAL CELLO I (1)**
Applied instruction in cello for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00

**MVS1314 PRINCIPAL STRING BASS I (1)**
Applied instruction in string bass for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

**MVS1315 HARP (1)**
One hour lesson weekly, and two hours of practice daily. Class offered on demand. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

**MVS1316 PRINCIPAL CLASSICAL GUITAR I (1)**
Applied instruction in classical guitar for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

**MVS2126 GUITAR CLASS (1)**
Class instruction in intermediate guitar techniques.
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=50.00
This course can be used for the AA degree.

**MVS2221 VIOLIN (1)**
One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation. This course can be used for the AA degree.
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00

**MVS2222 VIOLA (1)**
One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation. This course can be used for the AA degree.
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00

**MVS2223 CELLO (1)**
One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.
MVS2224 STRING BASS (1)
One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation. This course can be used for the AA degree.
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00

MVS2225 HARP SECONDARY (1)
One half hour lesson weekly, and one hour practice daily. Course scheduled on demand. Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00 This course can be used for the AA degree.

MVS2226 CLASSICAL GUITAR (1)
One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation. This course can be used for the AA degree.
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00

MVS2321 PRINCIPAL VIOLIN II (1)
Applied instruction in violin for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

MVS2322 PRINCIPAL VIOLA II (1)
Applied instruction in viola for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

MVS2323 PRINCIPAL CELLO II (1)
Applied instruction in cello for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

MVS2324 PRINCIPAL STRING BASS II (1)
Applied instruction in string bass for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

MVS2325 PRINCIPAL SOPHOMORE HARP (1)
Applied instruction in harp for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00 This course can be used for the AA degree.

MVS2326 PRINCIPAL CLASSICAL GUITAR II (1)
Applied instruction in classical guitar for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

MVV1011 PRE-PRINCIPAL VOICE (1)
College preparatory applied instruction in voice for the music principal. One hour lesson per week and two hours practice daily. Prerequisite: audition. Corequisite: Any (MUx) course other than Music Appreciation. Corequisite: MVK1211 or MVK221. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=50.00
This course can be used for the AA degree.

MVV1111 VOICE CLASS (1)
Fundamentals of voice production and building of solo repertoire. Term I, II and III.
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=50.00

MVV1211 VOICE (1)
One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course
(MUx) other than Music Appreciation. This course can be used for the AA degree.
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00

**MVV1311 PRINCIPAL VOICE I (1)**
Applied instruction in voice for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

**MVV2221 VOICE (1)**
One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation. This course can be used for the AA degree.
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00

**MVV2321 PRINCIPAL VOICE II (1)**
Applied instruction in voice for the music principal. One hour lesson weekly and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

**MVW1011 PRE-PRINCIPAL FLUTE (1)**
College preparatory applied instruction in flute for the music principal. One hour lesson per week and two hours practice daily. Prerequisite: audition. Corequisite: Any (MUx) course other than Music Appreciation. Corequisite: MVK1211 or MVK2221. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

**MVW1012 PRE-PRINCIPAL OBOE (1)**
College preparatory applied instruction in oboe for the music principal. One hour lesson per week and two hours practice daily. Prerequisite: audition. Corequisite: Any (MUx) course other than Music Appreciation. Corequisite: MVK1211 or MVK2221. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

**MVW1013 PRE-PRINCIPAL CLARINET (1)**
College preparatory applied instruction in clarinet for the music principal. One hour lesson per week and two hours practice daily. Prerequisite: audition. Corequisite: Any (MUx) course other than Music Appreciation. Corequisite: MVK1211 or MVK2221. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

**MVW1014 PRE-PRINCIPAL BASSOON (1)**
College preparatory applied instruction in bassoon for the music principal. One hour lesson per week and two hours practice daily. Prerequisite: audition. Corequisite: Any (MUx) course other than Music Appreciation. Corequisite: MVK1211 or MVK2221. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

**MVW1015 PRE-PRINCIPAL SAXOPHONE (1)**
College preparatory applied instruction in saxophone for the music principal. One hour lesson per week and two hours practice daily. Prerequisite: audition. Corequisite: Any (MUx) course other than Music Appreciation. Corequisite: MVK1211 or MVK2221. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00
This course can be used for the AA degree.

**MVW1211 FLUTE (1)**
One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation. This course can be used for the AA degree.
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00

**MVW1212 OBOE (1)**
One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation. This course can be used for the AA degree.
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00

**MVW1213 CLARINET (1)**
One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (Mux) other than Music Appreciation. This course can be used for the AA degree.
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00

MVW1214 BASSOON (1)
One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (Mux) other than Music Appreciation. This course can be used for the AA degree.
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00

MVW1215 SAXOPHONE (1)
One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (Mux) other than Music Appreciation.
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00

MVW1311 PRINCIPAL FLUTE I (1)
Applied instruction in flute for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (Mux) other than Music Appreciation. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00

This course can be used for the AA degree.

MVW1312 PRINCIPAL OBOE I (1)
Applied instruction in oboe for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (Mux) other than Music Appreciation. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00

This course can be used for the AA degree.

MVW1313 PRINCIPAL CLARINET I (1)
Applied instruction in clarinet for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (Mux) other than Music Appreciation. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00

This course can be used for the AA degree.

MVW1314 PRINCIPAL BASSOON I (1)
Applied instruction in bassoon for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (Mux) other than Music Appreciation. Corequisite: MVK1211
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=100.00

This course can be used for the AA degree.

MVW1315 PRINCIPAL SAXOPHONE I (1)
Applied instruction in saxophone for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (Mux) other than Music Appreciation. Corequisite: MVK1211

This course can be used for the AA degree.

MVW2221 FLUTE (1)
One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (Mux) other than Music Appreciation. This course can be used for the AA degree.
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00

MVW2222 OBOE (1)
One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (Mux) other than Music Appreciation. This course can be used for the AA degree.
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00

MVW2223 CLARINET (1)
One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (Mux) other than Music Appreciation. This course can be used for the AA degree.
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00

MVW2224 BASSOON (1)
One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (Mux) other than Music Appreciation. This course can be used for the AA degree.
Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00

MVW2225 SAXOPHONE (1)
One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course
NUCLEAR MEDICINE PHYSICS AND MATHEM (3)
This course educates the student on the fundamentals of nuclear physics including nuclear terminology and important photon interactions that interplay with common radioisotopes used in Nuclear Medicine. The student will also gain knowledge of the various calculations necessary for a successful nuclear medicine technologist to attain. Prerequisite: NMT1002 NMT1430

**NMT1002 INTRODUCTION TO NUCLEAR MEDICINE TE (3)**
This course is designed to introduce the student to the field of nuclear medicine. Upon completion of this course, the student will have knowledge upon vital signs, patient care, universal precautions, and phlebotomy. The student will also receive a brief overview on radiation safety and the most common procedures performed in nuclear medicine. Pre or Corequisite: NMT1002L

**NMT1002L INTRODUCTION TO NUCLEAR MEDICINE LA (1)**
The student will be introduced to aspects of the healthcare field and the fundamentals of nuclear medicine by applying the skills learned in Introduction to Nuclear Medicine to fully prepare the student for the hospital and/or clinical site. Pre or Corequisite: NMT1002 NMT1430

**NMT1430 RADIATION SAFETY AND RADIOBIOLOGY (3)**
This course is designed to educate students on the biological effects of radiation and also informs the student on the local, state and federal regulations regarding radiation protection and safety for themselves, others and the environment. The students will learn how to follow appropriate protection procedures; dose limits, the long and short term effects of radiation, and how to handle and dispose of radioactive materials; and practice personnel monitoring of radiation exposure. Pre or Corequisite: NMT1002

**MVW2321 PRINCIPAL FLUTE II (1)**
Applied instruction in flute for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211

**MVW2322 PRINCIPAL OBOE II (1)**
Applied instruction in oboe for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211

**MVW2323 PRINCIPAL CLARINET II (1)**
Applied instruction in clarinet for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211

**MVW2324 PRINCIPAL BASSOON II (1)**
Applied instruction in bassoon for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211

**MVW2325 PRINCIPAL SAXOPHONE II (1)**
Applied instruction in saxophone for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211

(MUx) other than Music Appreciation. This course can be used for the AA degree.

Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00

This course can be used for the AA degree.

**NMT1002 INTRODUCTION TO NUCLEAR MEDICINE TE (3)**
This course is designed to introduce the student to the field of nuclear medicine. Upon completion of this course, the student will have knowledge upon vital signs, patient care, universal precautions, and phlebotomy. The student will also receive a brief overview on radiation safety and the most common procedures performed in nuclear medicine. Pre or Corequisite: NMT1002L

**NMT1002L INTRODUCTION TO NUCLEAR MEDICINE LA (1)**
The student will be introduced to aspects of the healthcare field and the fundamentals of nuclear medicine by applying the skills learned in Introduction to Nuclear Medicine to fully prepare the student for the hospital and/or clinical site. Pre or Corequisite: NMT1002 NMT1430

**NMT1430 RADIATION SAFETY AND RADIOBIOLOGY (3)**
This course is designed to educate students on the biological effects of radiation and also informs the student on the local, state and federal regulations regarding radiation protection and safety for themselves, others and the environment. The students will learn how to follow appropriate protection procedures; dose limits, the long and short term effects of radiation, and how to handle and dispose of radioactive materials; and practice personnel monitoring of radiation exposure. Pre or Corequisite: NMT1002

**MVW2321 PRINCIPAL FLUTE II (1)**
Applied instruction in flute for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211

**MVW2322 PRINCIPAL OBOE II (1)**
Applied instruction in oboe for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211

**MVW2323 PRINCIPAL CLARINET II (1)**
Applied instruction in clarinet for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211

**MVW2324 PRINCIPAL BASSOON II (1)**
Applied instruction in bassoon for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211

**MVW2325 PRINCIPAL SAXOPHONE II (1)**
Applied instruction in saxophone for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211

This course can be used for the AA degree.

Lec Hrs=0 Lab Hrs=8 Oth Hrs=0 Fees=50.00
Pre or Corequisite: NMT1714 NMT1804
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

NMT1714 NUCLEAR MEDICINE PATHOLOGY (2)
This course introduces the student to general pathological conditions with emphasis on those commonly seen in the field of nuclear medicine. Basic anatomy is reviewed in correlation to pathophysiology of disease. Descriptions of how diseases are classified, diagnosed and treated, as well as the natural course/prognosis of these diseases are presented. Topics will include; Pathogenesis, disease classification systems, and the study of specific disease of the respiratory, skeletal, gastrointestinal, hepatobiliary, urinary, cardiovascular & hematopoietic, nervous, endocrine and reproductive systems with nuclear medicine imaging considerations. Prerequisite: NMT1002 NMT1430
Corequisite: NMT1630 NMT1804
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

NMT1804 NUCLEAR MEDICINE CLINICAL EDUCATION (2)
This course introduces the student to general pathological conditions with emphasis on those commonly seen in the field of nuclear medicine. Basic anatomy is reviewed in correlation to pathophysiology of disease. Descriptions of how diseases are classified, diagnosed and treated, as well as the natural course/prognosis of these diseases are presented. Topics will include; Pathogenesis, disease classification systems, and the study of specific disease of the respiratory, skeletal, gastrointestinal, hepatobiliary, urinary, cardiovascular & hematopoietic, nervous, endocrine and reproductive systems with nuclear medicine imaging considerations. Prerequisite: NMT1002 NMT1002L NMT1430
Corequisite: NMT1630 NMT1714
Lec Hrs=0 Lab Hrs=0 Oth Hrs=256 Fees=89.18

NMT2061 NUCLEAR MEDICINE SEMINAR (3)
This course challenges the student with comprehensive testing, discussions and refinement of their accumulated knowledge of all aspects of Nuclear Medicine technology in preparation for the National Board Examinations. Prerequisite: NMT2102 NMT2534 NMT2723 NMT2723L NMT2960
Pre or Corequisite: NMT2844
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

NMT2102 NUCLEAR MEDICINE ADMINISTRATION (1)
The student will be introduced to the administrative duties required of a Nuclear Medicine Technologist. Upon completion, the student will attain knowledge of proper resume building skills, interviewing skills, stress management and overall successful in the healthcare field. Prerequisite: NMT2130 NMT2713 NMT2779
Pre or Corequisite: NMT2534 NMT2834 NMT2960
Lec Hrs=16 Lab Hrs=0 Oth Hrs=0 Fees=0.00

NMT2130 NUCLEAR MEDICINE RADIOPHARMACY (2)
This course will educate the student upon all aspects of all the radiopharmaceuticals used in Nuclear Medicine and PET. The student will understand how radiopharmaceuticals are produced, to maintain radiopharmaceutical records; obtain a generator eluate; prepare radiopharmaceuticals and perform quality control tests on them; dispose of radioactive waste appropriately; demonstrate an understanding of ordering pharmaceuticals in appropriate dosage and at an effective time frame. Prerequisite: instructor approval Pre or Corequisite: NMT2713 NMT2713L NMT2779
NMT2534  NUCLEAR MEDICINE INSTRUMENTATION (2)
This class incorporates the principles of nuclear physics associated with the operation and calibration of radiation detection devices applied in nuclear medicine. Students will have a hands-on approach to the various types of devices and equipment that are commonly used in nuclear medicine. Students will be educated on quality control testing of imaging and non-imaging systems, which also include SPECT, PET, and CT applications. Prerequisite: NMT2130 NMT2713 NMT2779

Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

NMT2713  NUCLEAR MEDICINE METHODOLOGY I (2)
This is the first of a series of 2 courses which thoroughly educates the student upon nuclear medicine imaging procedures to allow the student proper execution of these procedures during clinical rotation. The student will also demonstrate knowledge of respective PET imaging procedures frequently performed. Prerequisite: NMT2824 NMT2130 NMT2713L NMT2779

Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

NMT2713L  NUCLEAR MEDICINE METHODOLOGY I LAB (1)
This is the first of a series of 2 laboratories which allows the student to apply their knowledge of the material they learn in Methodology I and enhance the student's familiarity with the clinical setting. Pre or Corequisite: NMT2130 NMT2713 NMT2779

Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=34.00

NMT2723  NUCLEAR MEDICINE METHODOLOGY II (2)
This course enhances the student's knowledge attained from Methodology I by learning the remaining nuclear medicine procedures in order to be able to properly execute all procedures successfully. The student will also demonstrate knowledge of any remaining PET imaging procedures not discussed in Methodology I. Prerequisite: NMT2130 NMT2713

Pre or Corequisite: NMT2534 NMT2723L NMT2834

Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

NMT2723L  NUCLEAR MEDICINE METHODOLOGY II LAB (1)
This is the second of a series of 2 laboratories which allows the student to apply their knowledge of the material they learn in Methodology II and enhance the student's familiarity within the clinical setting. Prerequisite: NMT2130 NMT2713L

Pre or Corequisite: NMT2723 NMT2834 NMT2960

Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=34.00

NMT2779  INTRODUCTION TO MULTIPLE MODALITIES (2)
This course educates the student upon proper recognition and interpretation of cross sectional anatomy. The student will also compare and analyze images from complementary modalities. It is crucial for the nuclear medicine technologist to understand three dimensional imaging in order to enhance patient care and be an asset to the facility. Pre or Corequisite: NMT2824 NMT2130 NMT2713 NMT2713L

Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

NMT2824  NUCLEAR MEDICINE CLINICAL EDUCATION (3)
Second in a five-course sequence of supervised clinical instruction in nuclear medicine technology. In addition to topics covered in NMT1814, the student is expected to perform routine quality control and quality assurance procedures. Students must complete patient care competencies as determined by the program. Pre or Corequisite: NMT2130 NMT2713 NMT2713L NMT2779

Lec Hrs=0 Lab Hrs=0 Oth Hrs=384 Fees=28.00

NMT2834  NUCLEAR MEDICINE CLINICAL EDUCATION (3)
Fourth in a five-course sequence of supervised clinical education courses in nuclear medicine
technology. In addition to topics covered in previous clinical education courses, the student is expected to perform most, if not all, quality control procedures and imaging procedures. The student should be progressing toward refinement with clinical experience and expanded knowledge. Students must continue to successfully complete the required number of competencies as stated in the clinical handbook for the respective semester. Pre or Corequisite: NMT2534 NMT2723 NMT2960

Lec Hrs=0 Lab Hrs=0 Oth Hrs=384 Fees=49.43

NMT2844 NUCLEAR MEDICINE CLINICAL EDUCATION (2)
Fifth in a five-course sequence of supervised clinical instruction in nuclear medicine technology. In addition to topics covered in all previous clinical education courses, the student is expected to perform all quality control and imaging procedures. Students must successfully complete all required competencies and random terminal competencies when asked upon. Prerequisite: NMT2534 NMT2723 NMT2834 NMT2960

Corequisite: NMT2061
Lec Hrs=0 Lab Hrs=0 Oth Hrs=256 Fees=90.18

NMT2905 INDEPENDENT STUDY IN NUCLEAR MEDICINE (3)
A directed independent study course in Nuclear Medicine. The course is available to only majors who wish to investigate specific clinical education situations. The student will make an application for the course to the Program Manager.

Lec Hrs=0 Lab Hrs=0 Oth Hrs=128 Fees=61.18

NMT2960 NUCLEAR MEDICINE ADVANCE APPLICATION (2)
This course allows the student to take a more in depth perception upon previous taught courses with emphasis upon clinical application and knowledge developed from prior clinical education classes. Prerequisite: NMT2130 NMT2713 NMT2713L

Pre or Corequisite: NMT2534 NMT2834

Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

NSP2781 REFRESHER NURSE UPDATE (5)
This course has been developed to review current theory in relation to nursing practice so that the inactive R.N. may be able to move with confidence into a staff nurse orientation and return to practice. The material presented will emphasize trends in nursing practice and nursing education today, changes in the fundamentals of nursing skills necessary for providing effective nursing care in a variety of situations. A reasonable comprehensive review of the up-to-date nursing management of the adult patient with a medical surgical problem will be presented. Prerequisite: Current Florida RN license, current BCLS-C certificate, professional liability insurance, physical examination and recency of work experience. Pre or Corequisite: NSP2781L

Lec Hrs=80 Lab Hrs=0 Oth Hrs=0 Fees=12.00

NSP2781L REFRESHER NURSE UPDATE PRACTICUM (5)
This course will provide various laboratory and clinical experiences for the R.N. in providing patient care, team leading, and exposure to nursing care in the specialty areas. Pre or Corequisite: NSP2781

Lec Hrs=0 Lab Hrs=0 Oth Hrs=160 Fees=111.18

NUR1020 NURSING PROCESS I (3)
A theoretical course for the beginning nursing student. Nursing process provides the students with the fundamentals of nursing including such basic skill as health assessment, health teaching, and legal aspects of nursing practice, communication techniques, the nursing process, and the role of the nurse as a member of the health care team. This course also includes explanation of specific physiological and psychological human needs as hygiene, sleep and rest, sensory, grief and loss, and self-concept and the nurse's role in assisting a person meet these needs, while sensitive to cultural diversity, human dignity, and developmental progression. Prerequisite: BSC2086 BSC2086L CHM1032 ENC1101

Pre or Corequisite: HSC1149 MTB1370 NUR1020L
NUR1020L NURSING PROCESS I CLINICAL LAB (2)
A clinical course for the beginning nursing student. Initially skills are learned in simulation lab and then the student is introduced to direct patient care in an inpatient setting. The focus is on care of the adult experiencing medical/surgical situations. The focus is practical application and transference of the theoretical concepts covered in Nursing Process I. Pre or Corequisite: HSC1149 MTB1370 NUR1020
Lec Hrs=0 Lab Hrs=0 Oth Hrs=112 Fees=121.18

NUR1210 NURSING PROCESS II (3)
The second in a series of theoretical courses for the beginning nursing student. This course builds on previously learned concepts and introduces more sophisticated nursing interventions related to medication administration, care of patient experiencing alterations in the basic needs of nutrition, elimination, comfort, fluid and electrolyte balance, oxygenation, mobility, asepsis, and care of the surgical patient. Prerequisite: MTB1370 NUR1020 NUR1020L

Pre or Corequisite: HSC1149 NUR1210 NUR1210L
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

NUR1220L NURSING PROCESS II CLINICAL LAB (2)
The second in a series of clinical courses building on previously learned concepts while incorporating more sophisticated nursing interventions related to medication administration, care of patients experiencing alterations in the basic needs of nutrition, elimination, comfort, fluid and electrolyte balance, oxygenation, mobility, asepsis, and care of the surgical patient. Course activities focus on nursing care of the adult patient experiencing medical/surgical situations. Prerequisite: MTB1370 NUR1020 NUR1020L

Pre or Corequisite: HSC1149 NUR1210 Lec Hrs=0 Lab Hrs=0 Oth Hrs=112 Fees=136.18

NUR1220 HEALTH ALTERATIONS I (3)
Health Alterations I is a course designed to provide the student with knowledge of alterations of ingestion, digestion, metabolism, and elimination throughout the life cycle. The major focus is directed at meeting the health care needs of the adult and pediatric patient through utilization of the nursing process. The student will be expected to integrate principles of anatomy, physiology, and pathophysiology of the digestive and genito urinary systems into the nursing process. Components of pharmacology and nutrition will be included in this course. Consideration will also be given to the psychosocial aspects of the wellness/illness continuum. Prerequisite: HSC1149 NUR1210 NUR1210L

Pre or Corequisite: NUR1220L Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

NUR1220L HEALTH ALTERATIONS I CLINICAL LAB (2)
Health Alterations I Clinical Lab is a course designed to provide the student with the opportunity to utilize the nursing process in the care of patients with alterations of ingestion, digestion, metabolism, and elimination throughout the life cycle. The student will be expected to correlate theoretical knowledge and scientific principles with clinical situations, observational experiences, written assignments and performance exams may be included in this course. Prerequisite: HSC1149 NUR1210 NUR1210L

Pre or Corequisite: NUR1220 Lec Hrs=0 Lab Hrs=0 Oth Hrs=112 Fees=120.18

NUR1304L TRANSITION PEDIATRIC NURSING CLINIC (1)
This clinical course provides the LPN student with an understanding of growth and development through the stages of childhood and the application of the nursing process through these stages. Prerequisite: NUR1220 NUR1220L

Pre or Corequisite: NUR1310 Lec Hrs=0 Lab Hrs=0 Oth Hrs=56 Fees=119.18

NUR1310 PEDIATRIC NURSING (3)
This pediatric course is designed to provide an understanding of growth and development through the stages of childhood and the application of the nursing process to these stages. Prerequisite: NUR1220 NUR1220L

Pre or Corequisite: NUR1310L
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

NUR1310L PEDIATRIC NURSING LAB (2)
This clinical course provides the student with an understanding of growth and development through the stages of childhood and the application of the nursing process to these stages. Prerequisite: NUR1220 NUR1220L

Pre or Corequisite: NUR1310
Lec Hrs=0 Lab Hrs=0 Oth Hrs=112 Fees=119. 18

NUR1400L TR HLTHCARE OF WOMEN CLINICAL LAB (1)
This clinical course is for the LPN student and will enable students to apply the nursing process in providing nursing care to the maternity patient, her family, and the fetus/newborn during antepartal, intrapartal and postpartal periods. Consideration is given to the multiple factors which complicate the normal physiological or psychological process of the childbearing period. Prerequisite: NUR1220 NUR1220L

Pre or Corequisite: NUR1421
Lec Hrs=0 Lab Hrs=0 Oth Hrs=56 Fees=120. 18

NUR1421 HEALTH CARE OF WOMEN (3)
Health care of women is a course designed to provide the student with the knowledge of the reproductive system and health care needs of women throughout the life cycle. The major focus is directed to the childbearing portion of the life cycle. The student is expected to utilize the nursing process in providing nursing care to the maternity patient, her family, and the fetus/newborn during antepartal, intrapartal and postpartal periods. Consideration is given to the multiple factors which complicate the normal physiological or psychological process of the childbearing period. Prerequisite: NUR1220 NUR1220L

Pre or Corequisite: NUR1421L
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

NUR1421L HEALTH CARE OF WOMEN CLINICAL LABOR (2)
Health Care of Women is a clinical course designed to provide the student with the knowledge of the reproductive system and health care needs of women throughout the life cycle. The major focus is directed to the childbearing portion of the life cycle. The student is expected to utilize the nursing process in providing nursing care to the maternity patient, her family, and the fetus/newborn during antepartal, intrapartal and postpartal periods. Consideration is given to the multiple factors which complicate the normal physiological or psychological process of the childbearing period. Prerequisite: NUR1220 NUR1220L

Pre or Corequisite: NUR1421
Lec Hrs=0 Lab Hrs=0 Oth Hrs=112 Fees=120. 18

NUR1500L TRANSITION PSYCHIATRIC NURSING CLIN (1)
This clinical course provides the LPN student with a definition and understanding of psychiatric nursing. Therapeutic modalities are included. Prerequisite: NUR1220 NUR1220L

Pre or Corequisite: NUR1520
Lec Hrs=0 Lab Hrs=0 Oth Hrs=56 Fees=120. 18

NUR1520 NURSING CARE OF THE PSYCHIATRIC PAT (3)
This course provides the student with a definition and understanding of psychiatric nursing. The nursing process is utilized to present pathological conditions. Therapeutic modalities are included. Prerequisite: NUR1220 NUR1220L

Pre or Corequisite: NUR1520L
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

NUR1520L NURSING CARE OF THE PSYCHIATRIC PAT (2)
This clinical course provides the student with a definition and understanding of the psychiatric
nursing. The nursing process is utilized to present pathological conditions. Therapeutic modalities are included. Prerequisite: NUR1220 NUR1220L.

Pre or Corequisite: NUR1520
Lec Hrs=0 Lab Hrs=0 Oth Hrs=112 Fees=120. 18

**NUR2000 TRANSITION NURSING I (2)**
This theoretical course for the LPN covers the following concepts: nursing process, legal aspects of nursing, communication techniques, computer concepts, and the role of the ADN registered nurse. Prerequisite: BSC2086 BSC2086L CHM1032 ENC1101
Pre or Corequisite: HSC1149 MTB1370 NUR2000L.

Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

**NUR2000L TRANSITION NURSING I CLINICAL LAB (2)**
The student shall be responsible for providing care of a selected group of patients, being aware of legal and ethical issues pertinent to their care and effecting change as necessary. It will be essential for the student to examine his/her own values and methods of communication in attempting to problem-solve patient situations. Observational experiences, written assignments, and performance exams may be included in this course. Prerequisite: BSC2086 BSC2086L CHM1032 ENC1101
Pre or Corequisite: HSC1149 MTB1370 NUR2000
Lec Hrs=0 Lab Hrs=0 Oth Hrs=112 Fees=119. 18

**NUR2221 HEALTH ALTERATIONS II (3)**
In this course the student will be responsible for applying the nursing process to assigned patients with alterations in mobility, skin integrity and neurological functions. This experience will require both clinical and written assignments. Evaluation will be based on their application of the nursing process to assigned patients. Prerequisite: NUR1310 NUR1310L NUR1421 NUR1421L NUR1520 NUR1520L Pre or Corequisite: NUR2221
Lec Hrs=0 Lab Hrs=0 Oth Hrs=112 Fees=134. 18

**NUR2221L HEALTH ALTERATIONS II CLINICAL LAB (2)**
In this course the student will be responsible for applying the nursing process to assigned patients with alterations in mobility, skin integrity and neurological functions. This experience will require both clinical and written assignments. Evaluation will be based on their application of the nursing process to assigned patients. Prerequisite: NUR2221 NUR2221L.

Pre or Corequisite: NUR2222
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

**NUR2222 HEALTH ALTERATIONS III (3)**
This course is designed to provide the student with the knowledge necessary to implement the nursing process on patients with cardiopulmonary dysfunction throughout the life cycle. The focus is the pathophysiology, common medical, diagnostic and treatment modes, nursing assessments and interventions necessary to treat those patients. The students will be responsible for reviewing anatomy and physiology, pharmacology, pediatric and psychiatric principles as they apply to this course. Prerequisite: NUR2221 NUR2221L.

Pre or Corequisite: NUR2222
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

**NUR2222L HEALTH ALTERATIONS III CLINICAL LAB (2)**
In this course the student will be responsible for applying the nursing process to assigned patients with alterations in cardiopulmonary functioning. This experience will require both clinical and written assignments. Evaluation will be based on the application of the nursing process to assigned patients. Prerequisite: NUR2221 NUR2221L.

Pre or Corequisite: NUR2222
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=123. 18

**NUR2801 TRANSITION NURSING IV (3)**
This theoretical course for the LPN covers the following concepts: leadership, team management, legal ethical situations, problem solving techniques, interviewing techniques and emergency nursing. Prerequisite: NUR2222 NUR2222L.
Pre or Corequisite: NUR2801L
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

NUR2801L TRANSITION NURSING IV CLINICAL LAB (2)
This course for the LPN provides clinical opportunities to develop leadership skills, team management skills, and legal, ethical responsibilities. Prerequisite: NUR2222 NUR2222L

Pre or Corequisite: NUR2801
Lec Hrs=0 Lab Hrs=0 Oth Hrs=112 Fees=388.18

NUR2811TRENDS, PRACTICES, AND ROLES (3)
This course is designed to provide the knowledge necessary to move from the role of a student to that of a graduate nurse. The focus is directed toward the legal, ethical and professional responsibilities of the nurse in managerial and coordinating roles. Prerequisite: NUR2222 NUR2222L

Pre or Corequisite: NUR2811L
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

NUR2811L TRENDS, PRACTICES, AND ROLES CLINIC (2)
This course is designed to provide the student with the knowledge necessary to implement the nursing process on patients with cardiopulmonary dysfunctions throughout the life cycle. The focus is the pathophysiology, common medical, diagnostic and treatment modes, nursing assessments and interventions necessary to treat those patients. The students will be responsible for reviewing anatomy and physiology, pharmacology, pediatric and psychiatric principles as they apply to this course. Prerequisite: NUR2222 NUR2222L

Pre or Corequisite: NUR2811
Lec Hrs=0 Lab Hrs=0 Oth Hrs=112 Fees=429.18

NUR3069 ADVANCED HEALTH ASSESSMENT (2)
Advanced health assessment addresses the totality of the client including the spiritual aspects of health, disease/disability, and the individual client’s perceptions of the health/illness spectrum. The determination of the health/illness status of the client within the context of the client's socio-cultural values is essential in providing the framework for planning, implementing, communicating, and evaluating the outcomes of care. This course provides the knowledge, skills, interviewing and interactive techniques needed to obtain and communicate a systematic, culturally-appropriate, comprehensive health history and physical examination. Pre or Corequisite: NUR3069L NUR3678 NUR3805

Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

NUR3069L ADVANCED HEALTH ASSESSMENT LAB (1)
The Advanced health Care Assessment addresses the totality of the client including the spiritual aspects of health, disease/disability, and the individual client's perceptions of the health/illness spectrum. The determination of the health/illness status of the client within the context of the client's socio-cultural values is essential in providing the framework for planning, implementing, communicating, and evaluating the outcomes of care. This laboratory course provides the knowledge, skills, interviewing and interactive techniques needed to obtain and communicate a systematic, culturally-appropriate, comprehensive health history and physical examination. Pre or Corequisite: NUR3069 NUR3678 NUR3805

Lec Hrs=0 Lab Hrs=48 Oth Hrs=0 Fees=194.18

NUR3119 NURSING CONCEPTS AND THEORIES (3)
The profession of nursing is the culmination of concepts and theories. Concepts and theories are the body of knowledge used to support nursing practice. Nursing recognizes that socialization into a discipline is guided by theories' use of language, identification of concepts and definition of relationships, structured ideas and facilitation of disciplined inquiry, practice and communication, as well as predicting outcomes of nursing practice. The Nursing Concepts and Theories course will explore the major constructs, theories, and models that form the foundation of nursing. The course will also investigate the history and evolution of nursing leaders, evolving
issues, concepts, and theories, and their application to nursing practice. Prerequisite: NUR3069 NUR3069L NUR3805

Pre or Corequisite: NUR3167 NUR4165
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**NUR3167 NURSE AS A SCHOLAR (3)**
Present aspects of scholarship that support the values of the nursing profession committed to both social relevance and scientific advancement. The practice of nursing derives knowledge from a wide array of other fields and disciplines adapting and applying this knowledge as appropriate to professional practice. This course examines these interrelationships and allows the nurse to utilize scholarly evidence to design and implement nursing care that is high-quality and cost effective to address issues important to the profession of nursing to question assumptions and to utilize clinical reasoning and judgment. Prerequisite: NUR3069 NUR3069L NUR3805

Pre or Corequisite: NUR3119 NUR4165
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**NUR3678 NURSING CARE OF VULNERABLE POPULATIONS (3)**
Caring for the vulnerable is an imperative for the compassionate, caring, effective and competent nurse. This course focuses on health issues affecting at-risk and vulnerable populations and how nurses can advocate reducing disparities in health care systems and health care delivery. The course emphasizes the interrelationships of sociocultural and public health care systems. Barriers to the navigation and utilization of health care systems are explored as related to the economical, legal, political and cultural aspects of health protection and health maintenance. Prerequisite: STA2023

Pre or Corequisite: NUR3069 NUR3069L NUR3805
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**NUR3805 NURSING, ROLES, DIMENSIONS, AND PERSONALITY (3)**
The discipline of Nursing has been identified as having the potential for making a major impact on the transformation of health care delivery to a safer, quality, and more cost effective system, thus improving healthcare outcomes across populations. This course facilitates the transition of the Registered Nurse with an Associate Degree in Nursing or diploma to the role of the BSN graduate. It encompasses the history, evaluation, ethical imperatives, trends and issues impacting the nursing profession in evolving and global health delivery environments. It explores the responsibilities and values of the nursing profession, communication theories and techniques, teaching learning concepts, critical thinking and clinical reasoning and judgment. Prerequisite: STA2023

Pre or Corequisite: NUR3069 NUR3069L NUR3678
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**NUR4165 NURSING RESEARCH (3)**
This course explores the research process and allows the student to apply research methods relevant to nursing and nursing practice. Emphasis is placed in the legal, ethical, sociocultural, economic and political implications of research in nursing and health care. Evidence-based practice is emphasized in guiding nursing practice. Prerequisite: NUR3069 NUR3069L NUR3805

Pre or Corequisite: NUR3119 NUR3167
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**NUR4195 END OF LIFE PALLIATIVE CARE (3)**
This course is designed to recognize death as the last stage of human growth and development. With a focus on the physical, emotional, psychosocial, spiritual, and cultural considerations at the end-of-life, the student will explore ethical and legal issues to enhance their skills and knowledge when working with patients and families at the end-of-life. Lec Hrs=32 Lab Hrs=0 Oth Hrs=48 Fees=0.00

**NUR4284 DYNAMICS AND CONTEMPORARY ISSUES IN (3)**
The aging population will affect the skills and services the healthcare workforce must be equipped to provide and the settings in which the care is provided. This course will provide an in-
depth understanding of the concepts in normal aging, issues related to the client in communities, and health care issues confronted by the elderly. The impact of the elderly on society, end-of-life issues, the application of current theories and evidence of elderly, and available and potential health care systems and services are explored. Prerequisite: NUR3069 NUR3069L NUR3805 STA2023 Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

NUR4636 COMMUNITY HEALTH NURSING (3)
The community based nurse cares for clients from many diverse cultures and must be prepared to give quality, effective, and culturally competent health care in a variety of settings and specialties. This course focuses on the role of the nurse in the community and emphasizes concepts and theories related to community health nursing. Community nursing addresses cultural, social, and epidemiological factors relative to health and illness, health promotion and disease prevention across the lifespan and families of diverse populations. Prerequisite: NUR3069 NUR3069L NUR3119 NUR3678 NUR3805 NUR4165 NUR4284 Pre or Corequisite: NUR4636L Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

NUR4636L COMMUNITY HEALTH NURSING PRACTICUM (2)
This course presents clinical concepts of community health nursing focusing on the community as client and the multiple determinants of health in community health settings. The learner will participate in selected community based clinical activities and various community agencies as a interdisciplinary provider, designer and manager in the process to provide competent care, promote health protection, provide assistance with health maintenance and health restoration to a diverse population within the community. Prerequisite: NUR3069 NUR3069L NUR3119 NUR3167 NUR3678 NUR3805 NUR4165 NUR4284 Pre or Corequisite: NUR4636 Lec Hrs=0 Lab Hrs=0 Oth Hrs=96 Fees=101. 18

NUR4667 NURSING PERSPECTIVES AND GLOBAL TRE (3)
This course examines the knowledge and skills of baccalaureate nursing students' perspectives on global health trends. This information helps to facilitate the awareness and knowledge of increased globalization affecting health care and its delivery. The incorporation of ethical considerations and cultural sensitivity into nursing practice has become a greater need as a result of an increasingly diverse, multicultural, globally oriented world. Information covering the overall socio- political and economical health care environment changes occurring in the 21st century health care system is addressed. Prerequisite: NUR3069 NUR3069L NUR3805 Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

NUR4826 ETHICAL AND LEGAL ASPECTS OF NURSING (3)
This course focuses on the ethical and legal aspects of nursing; exploring ethical issues, ethical decision making, and legal accountability in various populations. Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

NUR4827 PRINCIPLES OF NURSING LEADERSHIP AN (3)
This course provides a forum for the examination and discussion of concepts, theories, and principles of leading and managing for the nurse manager to be effective in today's diverse and global health care environment. Grounded in evidence-based, best practices, the ethical, economic, legal and political context of contemporary health systems are examined in terms of role development, interpersonal skills, networking, facilitation of groups, provision of quality care and quality improvement, budgeting and resource allocation. Health care systems, outcomes management, clinical judgment as it pertains to nursing management, and health and safety goals are emphasized across practice settings. Prerequisite: NUR3069 NUR3119 NUR3167 NUR3678 NUR3805 NUR4165 NUR4284 Pre or Corequisite: NUR4636 NUR4636L NUR4667 Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

NUR4870 NURSING INFORMATICS (3)
This course is designed to explore the use of informatics in nursing practice and its role in enhancing client care to provide quality patient
outcomes. The course provides an overview of various operating systems, hardware, software and network configurations. With a focus on health information systems and the electronic health record, the course also examines issues related to the protection of the privacy, confidentiality and security of information in healthcare environments and the potential use of social networking tools used to communicate health related information. Prerequisite: CGS1060C
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

NUR4945 NURSING CAPSTONE (2)
Professional practice of the Registered Nurse focuses on health promotion; risk reduction; direct and indirect care of clients, families, groups, and populations; and providing the human interface between health care systems and the client. Following the completion of all required RN-BSN, general education, state of Florida and program pre-requisite course requirements, the Nursing Capstone requires the student to demonstrate the competencies consistent with program outcomes and to synthesize the knowledge, skills, concepts and theories he/she has attained in a written and approved professional portfolio. Prerequisite: NUR4284 NUR4636 NUR4636L NUR4827
Corequisite: NUR4945L
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

NUR4945L NURSING CAPSTONE PRACTICUM (2)
Professional practice of the Registered Nurse focuses on health promotion; risk reduction; direct and indirect care of clients, families, groups, and populations; and providing the human interface between health care systems and the client. Following the completion of all required RN-BSN, general education, state of Florida and program pre-requisite course requirements, the Nursing Capstone Practicum requires the student to demonstrate the competencies consistent with program outcomes. Prerequisite: NUR4284 NUR4636 NUR4636L NUR4827
Corequisite: NUR4945
Lec Hrs=0 Lab Hrs=0 Oth Hrs=96 Fees=61. 18

OCE1001 INTRODUCTORY OCEANOGRAPHY (3)
A survey of the four classic disciplines of the ocean sciences: geological oceanography, chemical oceanography, physical oceanography, and biological oceanography. Course will focus on the basic principles of the ocean sciences and stress the interdisciplinary nature of oceanography.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

OCE1001L OCEANOGRAPHY LABORATORY (1)
Laboratory methods for the Ocean Sciences. The topics covered will include problem solving in all aspects of ocean science to understand how the hydrosphere, lithosphere, biosphere and atmosphere of our planet functions and interacts and demonstrate a basic understanding of the unifying principles and processes that link geology, chemistry, physics, meteorology and biology to the study of the world ocean. Pre or Corequisite: OCE1001
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=24. 00

OPT1110 PHYSICAL AND GEOMETRIC OPTICS (3)
This course provides a review of light energy as it passes through air, plastic, glass and water with emphasis on how light is modified by prisms and curved lens surfaces. These principles relate to the effect these ophthalmic devices have in correcting the errors of human vision. Pre or Corequisite: OPT1110L OPT1210 OPT1330
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

OPT1110L PHYSICAL AND GEOMETRIC OPTICS LAB (1)
This course provides the opportunity for students to demonstrate, measure and explore the behavior of light energy as it passes through prisms and curved lens surfaces. Students will demonstrate the principles of ophthalmic devices and how they correct the errors of human vision. Pre or Corequisite: OPT1110 OPT1210 OPT1330
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=7. 00

OPT1150 OPHTHALMIC LENSES (2)
Characteristics of single vision and multifocal lens reference points for proper lens selection to meet visual needs of the patients. Emphasis is on accurate positioning of the optical centers and
selected multifocal addition design. ANSI and F. D. A. standards; prescription ordering; verification procedures; and absorptive lenses are presented. Low vision devices and occupational specialty lenses will be discussed. Prerequisite: OPT1110 OPT1110L OPT1210

Corequisite: OPT1150L OPT2090
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0, 00

OPT1150L OPHTHALMIC LENSES LAB (2)
This course provides the opportunity for students to gain hands on experience in the accurate positioning of the optical centers and selected multifocal addition designs. ANSI and F. D. A. standards, prescription ordering and verification procedures will be applied to patient jobs. Emphasis will be placed on the use of the manual and automated Lensometer. Fitting of low vision devices and occupational specialty lenses will be discussed. Prerequisite: OPT1110 OPT1110L OPT1210

Pre or Corequisite: OPT1150
Lec Hrs=0 Lab Hrs=64 Oth Hrs=0 Fees=7, 00

OPT1210 ANATOMY AND PHYSIOLOGY OF THE EYE (3)
This course provides a review of the structure and function of the systems of the human body, emphasizing the anatomy of the human eye. Visual recognition of common eye disorders and refractive disorders are discussed. Pre or Corequisite: OPT1110 OPT1110L OPT1330

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0, 00

OPT1330 ORIENTATION TO VISION CARE (2)
This course reviews the techniques needed in a clinical environment for the collection of patient case history, entrance visual acuity, basic visual skills of ocular motility and accommodation, color discrimination, depth perception and binocular fusion. Emphasis is placed on medical terminology as it relates to the visual system. Pre or Corequisite: OPT1110 OPT1110L OPT1210

Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0, 00

OPT1450 OPHTHALMIC DISPENSING (2)
This course reviews the theory and terminology of ophthalmic frame materials, multifocal lenses, including progressive power and occupational bifocals and high index lenses. The process of analyzing the patient's prescription and identifying the patient's specific visual needs for the proper frame and lens selection are highlighted. Prerequisite: OPT1150 OPT1150L OPT2090 OPT2879
Pre or Corequisite: OPT1450L OPT2500 OPT2500L OPT2800L
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0, 00

OPT1450L OPHTHALMIC DISPENSING LAB (2)
This course provides the opportunity for students to practice ophthalmic dispensing. Measurement and adjusting ophthalmic frame materials, multifocal lens, occupational bifocals, high index lenses and low vision devices will be emphasized. The process of analyzing the patient's prescription and identifying the patient's specific visual needs for the proper frame and lens selection are highlighted. Prerequisite: OPT1150 OPT1150L OPT1330 OPT2375
Pre or Corequisite: OPT1450 OPT2500 OPT2500L OPT2800L
Lec Hrs=0 Lab Hrs=64 Oth Hrs=0 Fees=7, 00

OPT2060 OPHTHALMIC MANAGEMENT POLICY AND PR (3)
This course provides a review of procedures and terminology in correspondence, legal and ethical principles, inter-and intra-professional relationships, and retail office management. The history of opticianry, optometry and ophthalmology is traced. Special emphasis is on a comprehensive review of the curriculum. The student will be required to present oral and written reports. Prerequisite: OPT2800L OPT2875

Pre or Corequisite: OPT2876
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0, 00

OPT2090 ORIENTATION TO VISION CARE CLINIC (1)
This course provides an introduction to the Broward Community College Vision Care Clinic. Students will apply technical skills acquired in previous course work. Recording of clinical data, administrative procedures and techniques in
patient handling under the close supervision of clinic instructors and 5th semester students. Prerequisite: OPT1110 OPT1210 OPT1330 Lec Hrs=0 Lab Hrs=0 Oth Hrs=32 Fees=0.00

OPT2375 REFRACTOMETRY (2)
This course reviews the theory and terminology used in determining the powers of corrective lenses in relation to a patient's refractive error. Emphasis will be placed on the phoropter, retinoscope, and automated refraction instruments. Problems associated with the change in refractive powers will also be discussed. Prerequisite: OPT1110 OPT1110L OPT1210 Pre or Corequisite: OPT1150 OPT1150L OPT1330 OPT2879 Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

OPT2420 EYEWEAR FABRICATION I (1)
This course presents a review of the theory of ophthalmic surfacing and finishing procedures. Students acquire knowledge to arrange single vision and multifocal lenses, use lensometers and lens clocks, operate project-o-markers for lens layout, select or fabricate frame patterns, and utilize several systems for surfacing and edging lenses for ophthalmic frames. Prerequisite: OPT2500 OPT2800L Pre or Corequisite: OPT2420L Lec Hrs=16 Lab Hrs=0 Oth Hrs=0 Fees=0.00

OPT2420L EYEWEAR FABRICATION I LAB (2)
In this laboratory course students will gain practical experience in ophthalmic surfacing and finishing procedures. Students will fabricate single vision and multifocal lenses: use lensometers and lens clocks: operate project-o-markers for lens layout: select or fabricate frame patterns: and utilize several systems for surfacing and edging lenses for ophthalmic frames. Prerequisite: OPT2500L OPT2879 Pre or Corequisite: OPT2420 Lec Hrs=0 Lab Hrs=64 Oth Hrs=0 Fees=11.00

OPT2421 EYEWEAR FABRICATION II (1)
Advanced techniques in measurement, fabrication and verification of single vision and multifocal lenses. Theory of ophthalmic surfacing and finishing procedures from written specifications ensuring that current ANSI and FDA standards are exceeded. Prerequisite: OPT2420 OPT2420L Pre or Corequisite: OPT2421L Lec Hrs=16 Lab Hrs=0 Oth Hrs=0 Fees=0.00

OPT2421L EYEWEAR FABRICATION II LAB (3)
Laboratory for OPT2421. Students will fabricate eyewear for the patients of the Vision Care Clinic using advanced techniques in measurement, fabrication and verification of single vision and multifocal lenses. Advanced techniques in the operation and maintenance of manual and computerized equipment. Prerequisite: OPT2420 OPT2420L Pre or Corequisite: OPT2421 Lec Hrs=0 Lab Hrs=96 Oth Hrs=0 Fees=11.00

OPT2460 OPHTHALMIC DISPENSING CLINIC I (2)
Development of skills in the fitting and dispensing of ophthalmic lenses. Students will work under the close supervision of clinical staff in dispensing glasses to patients of the Vision Care Clinic. Emphasis will be placed on techniques used to dispense new technology in ophthalmic frame materials; multifocal lenses including progressive power and occupational bifocals; and high index lenses. The process of analyzing the patient's prescription and identifying the patient's specific visual needs for proper frame and lens selection is highlighted. Prerequisite: OPT2375 OPT2500 OPT2800L Pre or Corequisite: OPT2420 OPT2830L OPT2875 Lec Hrs=0 Lab Hrs=80 Oth Hrs=46.75 Fees=11.00

OPT2461 OPHTHALMIC DISPENSING CLINIC II (3)
This is a continuation of OPT2493L. It involves advanced skills in the fitting and dispensing of ophthalmic lenses. Students will work under the supervision of clinical staff in dispensing glasses to patients of the Vision Care Clinic. Students will practice advanced techniques used to dispense new technology in ophthalmic frame materials, multifocal lenses including progressive power and
occupational bifocals, high index lenses, and low vision devices. Corequisites: OPT2421, OPT2831, OPT2876. Prerequisite: OPT2420 OPT2460 OPT2875

Pre or Corequisite: OPT2421 OPT2831L OPT2876

Lec Hrs=0 Lab Hrs=0 Oth Hrs=120 Fees=28.43

OPT2500 CONTACT LENS THEORY (2)
This course provides a review of the theory and terminology of contact lenses including fitting, application and removal procedures, care of soft and hard lenses, verification of contact lens prescription and "in-office" modification of contact lenses. Prerequisite: OPT1150

Corequisite: OPT1450

Pre or Corequisite: OPT2500L. Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

OPT2500L CONTACT LENS THEORY LAB (2)
This course provides a review of the practical procedures used to apply technical skills of contact fitting, application and removal procedures, care of soft and hard lenses, verification of contact lens prescription and "in-office" modification of contact lenses. Prerequisite: OPT1150L

Corequisite: OPT1450L

Pre or Corequisite: OPT2500 Lec Hrs=0 Lab Hrs=64 Oth Hrs=0 Fees=9.00

OPT2800L VISION CARE CLINIC I (2)
This course provides a review of the practical procedures used to apply technical skills of contact fitting, application and removal procedures, care of soft and hard lenses, verification of contact lens prescription and "in-office" modification of contact lenses. Prerequisite: OPT1150 OPT1150L

Corequisite: OPT1450L OPT2500L

Pre or Corequisite: OPT2375 OPT2879 Lec Hrs=0 Lab Hrs=0 Oth Hrs=80 Fees=68.18

OPT2830L CONTACT LENS CLINIC I (2)
Assist eye care specialists in the fitting and follow-up care of rigid and soft contact lenses for patients referred from the Vision Care Clinic. Familiarization with over-refraction, instructions for lens handling, cleaning, care and storage, and basic contact lens pathology. Prerequisite: OPT2500 OPT2500L OPT2800L

Pre or Corequisite: OPT2420 OPT2460 OPT2875
Lec Hrs=0 Lab Hrs=0 Oth Hrs=120 Fees=68.18

OPT2831L CONTACT LENS CLINIC II (2)
This course involves the use of contact lens instruments to confirm all parameters for replacement lenses. Particular attention is given to the patient who is having problems with contact lenses after long-term wear due to corneal changes and sensitivity to solutions. Advanced over-refraction and contact lens fitting procedures are practiced. Prerequisite: OPT2420L OPT2460 OPT2830L

Pre or Corequisite: OPT2421 OPT2461 OPT2876
Lec Hrs=0 Lab Hrs=0 Oth Hrs=80 Fees=68.18

OPT2875 OPHTHALMIC DISPENSING PRACTICUM I (2)
In this laboratory course students will fabricate eyewear for the patients of the Vision Care Clinic using advanced techniques in measurement, fabrication and verification of single vision and multifocal lenses. Advanced techniques in the operation and maintenance of manual and computerized equipment. Prerequisite: OPT2375 OPT2500 OPT2800L OPT2879
Pre or Corequisite: OPT2420 OPT2420L OPT2830L

Lec Hrs=0 Lab Hrs=0 Oth Hrs=120 Fees=66.18

OPT2876 OPHTHALMIC DISPENSING PRACTICUM II (2)
This is an externship in an approved retail ophthalmic dispensing establishment involving frame styling, ordering of appropriately designed lenses, adjustment, repair and dispensing of
eyewear. The student will gain a working knowledge of administrative management procedures of the practice. Prerequisite: OPT2420 OPT2830L OPT2875

Pre or Corequisite: OPT2060 OPT2421
Lec Hrs=0 Lab Hrs=0 Oth Hrs=120 Fees=66. 18

OPT2879 REFRACOMETRY PRACTICUM (2)
Practicum for OPT2375. Practical procedures used in determining the powers of corrective lenses in relation to a patient's refractive error. The student will learn to use the Phoropter, retinoscope, and automated refraction instruments in determining the patient's subjective and objective refraction. Problems associated with the change in refractive powers will be demonstrated. Prerequisite: OPT1110 OPT1110L OPT1210 OPT1330
Pre or Corequisite: OPT1150 OPT1150L OPT1330 OPT2375
Lec Hrs=0 Lab Hrs=0 Oth Hrs=96 Fees=66. 18

ORH1523 NATIVE UPLAND PLANTS (2)
This course includes the identification of approximately 100 plants and plant groups native or naturalized in the higher ground habitats of South Florida. The application of these plants as in-situ, mitigation or landscape materials in the ecological and esthetic situations of this area will be an additional objective. Most instruction will be done in the field utilizing local passive- and active-use parks. Completion of any landscape plant identification class, ORH1524, ORH1510, ORH2511 ORH2512 or ORH1101, is strongly recommended.
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

ORH1524 NATIVE WETLAND PLANTS (2)
This course is a continuation of HOS1071, Native Upland Plants, and includes the identification of approximately 100 plants and plant groups native or naturalized in fresh and salt water wetlands of South Florida. The application of these plants as in-situ and mitigation species in ecological, landscape and esthetic situations will be done in the field.

Prerequisite: Instructor approval
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

OST1100C KEYBOARDING & DOCUMENT PROCESSING I (3)
This course offers an introduction to the keyboard with development of fundamental techniques, skill development, and simple correspondence and other business keyboarding and document processing. A minimum completion speed of 35 words per minute with a 3 error cutoff on 3 minute timed writing is required. This course can be used for the AA degree.
Lec Hrs=0 Lab Hrs=16 Oth Hrs=32 Fees=12. 00

OST1103C BASIC KEYBOARDING (1)
This course offers an introduction to the keyboard with development of fundamental techniques. Minimum completion speed of 25 words per minute with a 3-error cutoff on 3-minute timed writings using touch technique is required. This course can be used for the AA degree.
Lec Hrs=4 Lab Hrs=12 Oth Hrs=0 Fees=7. 00

OST1110C KEYBOARDING & DOCUMENT PROCESSING I (3)
This keyboarding course includes skill development which includes speed building, and accuracy improvement; with an emphasis on refining and creating business correspondence, forms, reports, and tables. Laboratory hours are required in addition to the scheduled course hours. A minimum completion speed of 45 words per minute with a 4-error cutoff on 5-minute timed writings are required. Prerequisite: OST1100C
Lec Hrs=16 Lab Hrs=32 Oth Hrs=0 Fees=74. 00

OST1257C MEDICAL TERMINOLOGY FOR THE ADMINIS (3)
This course is designed to provide the student with an extensive study of medical terminology used in the various areas of the healthcare industry. Emphasis is placed on the building of medical terms from word parts.
Lec Hrs=12 Lab Hrs=36 Oth Hrs=0 Fees=20. 00

OST1330 BUSINESS ENGLISH (1)
This course provides a refresher course in punctuation and capitalization.
Lec Hrs=16 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

**OST1355 RECORDS MANAGEMENT (3)**
Students will act as records managers in a simulated office utilizing computerized and paper management of records from planning, creation, filing, and retrieving to disposal according to ARMA principles. The student will learn and work with the basic legal requirements (such as Privacy Act and Freedom of Information Act) for the release and safekeeping of information and the laws and regulations regarding the management of such records.
Lec Hrs=24 Lab Hrs=24 Oth Hrs=0 Fees=31. 00

**OST1795 TELECOMMUNICATIONS (1)**
A hands-on course utilizing the Internet. Course topics include telecommunications terminology, the use of the world wide web, bulletin boards, attachments, address books, bookmarks, search engines, history lists, browser programs and customizing the browser. E-mail etiquette, legal issues, and organizing and archiving e-mail are also investigated.
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=0. 00

**OST1811C DESKTOP PUBLISHING (3)**
This course provides hands-on applications with a popular desktop publishing package. Through the application of desktop publishing techniques, students plan, design and create documents. Effective typeface and use of graphics and color in a publication's design and function are also covered.
Lec Hrs=0 Lab Hrs=48 Oth Hrs=0 Fees=0. 00

**OST1831 WINDOWS / GRAPHICAL ENVIRONMENT (1)**
This course provides an introduction to the Windows Operating System. Students will learn the basic Windows commands including: My Computer, Explorer, Control Panel, Print Manager, WordPad, Paint, customizing the desktop, multi-tasking, and optimizing Windows.
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=0. 00

**OST2053 SUCCESSFUL JOB SEARCH (1)**
This course presents a hands-on, interactive study of interview and employability skills and focuses on the keys to career success.
Lec Hrs=16 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

**OST2335 COMMUNICATIONS IN THE WORKFORCE (3)**
This course is designed to help students communicate more effectively. Students will practice analyzing, planning, managing, and executing both written and oral presentations. Special focus includes grammar and all types of business documents to ensure appropriate content and structure.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=8. 00
*This course can be used for the AA degree.*

**OST2431 LEGAL OFFICE TECHNIQUES I (3)**
This course provides an introduction to legal terminology, the typing of legal documents and pleadings, and office procedures for law firm employees.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00
*This course can be used for the AA degree.*

**OST2432 LEGAL OFFICE TECHNIQUES II (3)**
A further study of legal terminology with emphasis on preparation of legal papers. Prerequisite: OST2431
Lec Hrs=0 Lab Hrs=48 Oth Hrs=0 Fees=0. 00
*This course can be used for the AA degree.*

**OST2455C MEDICAL BILLING AND CODING I (3)**
This course provides advanced skills needed to work in a variety of medical billing and coding positions in the medical field. In-depth study of the various areas of medical billing/coding, workers' compensation, reimbursement, and appeal are presented. Prerequisite: OST1257C
Lec Hrs=12 Lab Hrs=36 Oth Hrs=0 Fees=0. 00

**OST2456C MEDICAL BILLING AND CODING II (3)**
This course provides extended knowledge and skills needed to work in a variety of medical billing and coding positions in the medical field. Topics include medical coding, medical claims, medical billing, accounts receivable, and medical
management software. Prerequisite: OST2455C
OST2464C
Lec Hrs=24 Lab Hrs=24 Oth Hrs=0 Fees=0.00

OST2464C MEDICAL OFFICE COMPUTER APPLICATION (3)
This course prepares a medical office assistant to work in a health care practice utilizing computerized medical office management software. It provides training for input of new patient entry, posting procedures and payments, insurance billing, appointment scheduling, file maintenance with support files, and generating the daily, end-of-month, and end-of-period reports which are performed in a medical office. Lec Hrs=40 Lab Hrs=8 Oth Hrs=0 Fees=40.00

OST2501 OFFICE MANAGEMENT (3)
This course is a study of the skills needed by the office professional in the workforce. It includes technology, the global economy, increased diversity, teamwork, and the changing skills and nature of work demanded in the workforce. The efficient handling of office matters, such as scheduling appointments, customer/client relations, managing office operations, processing mail and correspondence, communication, e-mail etiquette and effectiveness, coordinating meetings/travel, planning and managing an event budget, and career planning and advancement are covered.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

OST2601 TRANSCRIBING MACHINES (3)
This course emphasizes skill development for accurate transcription of recorded dictation to office standard proficiency levels. Special materials related to each student's major subject areas of legal and medical are provided.
Lec Hrs=0 Lab Hrs=48 Oth Hrs=0 Fees=0.00

OST2621L LEGAL OFFICE TRANSCRIPTION (3)
The student will study legal terminology, operate a transcribing machine efficiently, and proofread accurately. The student will apply the rules of spelling, grammar and punctuation to produce legal documents directly from transcription tapes.
Lec Hrs=0 Lab Hrs=48 Oth Hrs=0 Fees=0.00

OST2764C ADVANCED WORD (3)
This course will provide specialized training on advanced word processing concepts and techniques. The major emphasis of this course will be the formatting of characters, paragraphs and documents, managing text flow, graphics, advanced table features, reference tools, mail merge and macros, and customizing Word. The skills developed by students completing this course will help prepare them for the Microsoft Certified Application Specialist (MCAS) exam. Prerequisite: Keyboarding speed of 40 words a minute, orLec Hrs=16 Lab Hrs=32 Oth Hrs=0 Fees=19.00

OST2949 CO OP WK EXP (3)
A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of learning objectives and employer evaluations.
Lec Hrs=0 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

PAD2002 INTRODUCTION TO PUBLIC ADMINISTRATION (3)
This introductory course examines the governmental context of public administration including political values, bureaucratic politics, leadership and intergovernmental relations; organizational theory including decision making and organizational structure; and the administrative process including public personnel administration, budgeting, policy making and governmental regulation. The objective of this course is to provide the student with an overview of public administration with an emphasis on the political context.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

PCB3063 GENETICS (3)
This course is an introductory study of the principles of inheritance and the molecular genetics of both prokaryotes and eukaryotes. The main objective of this course is to provide the pre-professional science educator a broad understanding of molecular, transmission, population and quantitative genetics from both an historical and modern perspective. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline required for teacher
certification. Prerequisite: BSC2010 BSC2010L BSC2011 BSC2011L.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

PCB4043 ECOLOGY (3)
This course is an introduction to ecological principles covering physiological, behavioral, population, community, ecosystem, landscape and global ecology. This course examines the integrated working of nature at all levels, from atoms and molecules to global cycles that sustain life on earth. The ecology of individuals is examined, in the realm of physiological ecology and in the adaptations of organisms to the abiotic factors of the environment.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

PEL1041C RECREATION ACTIVITIES (2)
An overview of outdoor and indoor games and activities for various age groups in a recreational setting.
Lec Hrs=16 Lab Hrs=32 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

PEM1116 FUNCTIONAL WELLNESS (2)
Functional Wellness emphasizes the importance of knowledge, attitudes, and practices relating to personal wellness. It is a course designed to expose students to a broad range of issues and information relating to the various aspects of personal wellness including physical, social, emotional, intellectual, spiritual and environmental wellness. This course integrates personal wellness and fitness in both a classroom and exercise environment, and may include pilates, yoga, functional training, spinning and basic training. Evolving current topics such as nutrition, disease prevention, stress reduction, exercise prescription, and environmental responsibility are integrated to enable the student to understand the lifelong effects of healthy lifestyle choices.
Lec Hrs=16 Lab Hrs=32 Oth Hrs=0 Fees=11.00

PEM1121 BEGINNING YOGA EXERCISES (1)
Students will learn proper exercise, relaxation and balance of both the body and mind. A holistic approach to health and stress management is emphasized. Coeducational.

Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=4.00
This course can be used for the AA degree.

PEM1131 WEIGHT TRAINING (2)
A course primarily designed and organized for students of all ages to optimize their wellness in each of the following six interrelated dimensions: physical wellness; intellectual wellness; emotional wellness; spiritual wellness; interpersonal/social wellness; environmental/planetary wellness. Students will learn how to assess and apply this information to their lives in order to contribute to the welfare of the community and environment with a specific emphasis on resistance training methods and techniques.
Lec Hrs=16 Lab Hrs=32 Oth Hrs=0 Fees=11.00
This course can be used for the AA degree.

PEM1141 AEROBIC WELLNESS (2)
Aerobic Wellness emphasizes the importance of knowledge, attitudes, and practices relating to personal wellness. It is a course designed to expose students to a broad range of issues and information relating to the various aspects of personal wellness including physical, social, emotional, intellectual, spiritual and environmental wellness. This course integrates personal wellness and fitness in both a classroom and exercise environment. Students will incorporate and apply concepts of aerobic exercise and healthy living in ways that will contribute to the welfare of the community and the environment. This course can be used for the AA degree.
Lec Hrs=16 Lab Hrs=32 Oth Hrs=0 Fees=10.00

PEM1121 BEGINNING SWIMMING (1)
Coeducational.
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=30.00
This course can be used for the AA degree.

PEM1171 AQUATIC WELLNESS (2)
Aquatic Wellness emphasizes the importance of knowledge, attitudes, and practices relating to personal wellness. It is a course designed to expose students to a broad range of issues and information relating to the various aspects of personal wellness including physical, social, emotional, intellectual, spiritual and environmental wellness. This course integrates
personal wellness and fitness in both a classroom and exercise environment. Students will incorporate and apply concepts of aquatic exercise and healthy living in ways that will contribute to the welfare of the community and the environment. This course can be used for the AA degree.

Lec Hrs=16 Lab Hrs=32 Oth Hrs=0 Fees=1.00

PEO1031C INDIVIDUAL SPORTS AND ACTIVITIES (2)
An overview of individual sports and activities concepts appropriate for a variety of ages.
Lec Hrs=16 Lab Hrs=32 Oth Hrs=0 Fees=13.00

PET1303 FOUNDATIONS OF EXERCISE SCIENCE (3)
This course is designed to provide a foundational knowledge base which is common to all the different areas of fitness leadership. The didactic instruction lays the groundwork required by the fitness professionals in order to be analytical in their approach to safe and effective exercise programming for the public. Course content is heavy in the areas of anatomy and physiology as well as kinesiology, the science of human movement.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

PET2622 CARE/PREVENTION/ATHLETIC INJURIES (2)
Develops competence, knowledge and skill in the prevention and care of athletic injuries.
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

PGY1802C DIGITAL PHOTOGRAPHY (3)
This is a graphic design course formulated to develop skills in digital imaging. Students will learn through the use of the computer how to create, edit and manipulate digital images from scanned photographs and artwork. Students will utilize retouching technique to modify, enhance and reshape images, apply special effects, adjust color balance, manage files, and prepare their work for print output and web/electronic presentation. The class is portfolio driven, training students to follow a business process for analyzing client needs, conducting research and developing a concept for production within a budget. Prerequisite: ART1300C
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=55.00
take photographs for use in the designs they create for print, web and multimedia. Students will learn to properly expose, compose, and use effective lighting in the making of photographs. The use of natural and artificial lighting will be used in portraiture, product and outdoor photography. Prerequisite: PGY1801C
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=55.00

PGY2401C PHOTOGRAPHY I (3)
Basic procedures of black and white still camera work, developing, and printing. There will be an emphasis on intensifying visual perception and analysis of photographs as an Art form. (Students will supply 35mm camera, film, and paper).
Lec Hrs=0 Lab Hrs=96 Oth Hrs=0 Fees=50.00
This course can be used for the AA degree.

PGY2404C PHOTOGRAPHY II (3)
This course is designed for the exploration of more advanced printing and shooting techniques. The students will be required to understand and apply techniques in medium format cameras, large focus cameras and studio lighting in order to achieve a cohesive body of work. (The use of 35mm is also included). Prerequisite: PGY2401C
Lec Hrs=0 Lab Hrs=96 Oth Hrs=0 Fees=50.00
This course can be used for the AA degree.

PGY2800C FINE ARTS DIGITAL PHOTOGRAPHY (3)
This course is a Visual Arts class formulated to introduce and develop some of the necessary skills that will enable the students to understand the basic principles of digital cameras, film scanners and digital printing and how to use them in the context of the visual language. it is a course designed for Visual Arts students which will provide them with the necessary tools to understand the conceptual, visual, historical and cognitive arguments needed to create a cohesive and personal body of work. The students will learn Fine Arts Digital Photography through the use of digital cameras, film scanners and photo editing software. It will be hands-on learning experience. An important part of the class will be lectures, slide presentations, and discussion of historical and contemporary issues dealing with conceptual and visual arguments. Critiques will be the forum where students present their ideas and discuss/verbalize concepts dealing with
Prerequisite: PGY2401C. This course can be used for the AA degree.
Lec Hrs=32 Lab Hrs=64 Oth Hrs=0 Fees=75.00

PGY2905 INDEPENDENT STUDY: PHOTOGRAPHY (3)
A directed, independent study course available to both majors and non-majors who wish to investigate a particular problem. During this course students will be asked to produce a cohesive body of work, technically and conceptually resolved. Prerequisite: PGY2401C
PGY2404C
Lec Hrs=0 Lab Hrs=96 Oth Hrs=0 Fees=47.00
This course can be used for the AA degree.

PHI1100 INTRODUCTORY LOGIC (3)
Study of the principles and evaluation of critical thinking including identification and analysis of fallacious, as well as valid reasoning. Traditional and symbolic logic will be considered and foundations will be laid for further study in each area. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

PHI2100 INTRODUCTION TO PHILOSOPHY (3)
be examined. Ion to the nature of philosophy, philosophical thinking, major intellectual movements in the history of philosophy, and specific problems in philosophy. The relationship between philosophy, society, religion and culture will also be examined. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

PHI2600 INTRODUCTION TO ETHICS (3)
This course is an introduction to the nature of ethics, ethical thinking, major intellectual movements in the history of ethics, and specific problems in ethics. A study of the basic concepts and principles of morals, values, and judgments that govern human actions, as well as various ethical theories, will be conducted. The relationship between ethics, society, religion, and culture will also be examined.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.
PHI2930 SPECIAL TOPICS: PHILOSOPHY (3)
Course centers around topics of current interest or of special interest to students or instructors. Topics or focus may vary from semester to semester. Topics will be identified by the PHI2930 course title published in the course schedules for each term that the course is offered. Special Topics credit hours are not automatically transferable. Transfer credit is the prerogative of the receiving institution.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

PHT1000 PHYSICAL PRINCIPLES FOR THE PT ASSIST (1)
Course introduces the student to the basic physical principles that apply to commonly utilized therapeutic procedures in the field of physical therapy. Topics include but are not limited to body mechanics, ergonomics, the physiological effects of heat, cold, sound and electricity to facilitate heating. Prerequisite: PHT1103L
Corequisite: PHT1211
Lec Hrs=16 Lab Hrs=0 Oth Hrs=0 Fees=0.00

PHT1020 THERAPEUTIC COMMUNICATION FOR THE PT (2)
An overview of effective communication skills and concepts regarding successful therapeutic interactions will be presented. Students will participate in several interactive sessions to become familiar with team building, verbal and non-verbal communication requirements, effective listening concepts, and conflict management to determine how to manage clinical situations as they arise. Cultural diversity is discussed. Students are responsible for developing an in-service presentation as a means of enhancing effectiveness of communication. Prerequisite: PHT1801L
Corequisite: PHT2224
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

PHT1103 ANATOMY FOR THE PT ASSISTANT (2)
Course introduces basic human anatomy with an emphasis on the structure and function of the skeletal and muscular systems. Actions, origins, insertions and innervations of muscles are discussed. Surface anatomy is presented with an introduction to basic palpation. Corequisite: PHT1103L PHT1200
Pre or Corequisite: BSC2086 BSC2086L
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

PHT1103L ANATOMY FOR PHYSICAL THERAPIST ASSIST (1)
Laboratory sessions for Anatomy for PTA (PHT1103) are designed to provide the students with an opportunity to identify, with accuracy, a variety of bones, bony landmarks, muscles, ligaments and other soft tissue structures using graphics and various anatomical specimens/models. Basic palpation skills are developed. Corequisite: PHT1103 PHT1200L
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=0.00

PHT1200 INTRODUCTION TO PHYSICAL THERAPY (3)
Course introduces the student to the historical background, philosophy and goals of physical therapy as a profession. It incorporates discussion on legal and ethical issues, educational requirements, supervisory relationships and current developments related to physical therapy. Health care delivery systems, the medical record and issues of reimbursement are discussed. Presents the basic theory of preparing the patient and the treatment area, positioning and transferring techniques, gait training, and wheelchair prescription. Professional behaviors are introduced. Corequisite: PHT1200L PHT1300
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

PHT1200L INTRODUCTION TO PHYSICAL THERAPY LA (1)
Laboratory sessions for Introduction to Physical Therapy (PHT1200) are designed to allow the students an opportunity to familiarize themselves with the basic fundamentals of patient care. Emphasis is on body mechanic analysis, positioning procedures, transfers, gait training, and basic patient preparation skills. Case studies of various medical conditions with emphasis in these areas are completed. Data collection relative to the course content as well as patient and caregiver education are emphasized. Skill checks as well as competency evaluations are completed.
Professional behaviors, at the novice level, are assessed. Corequisite: PHT1103L PHT1200  
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=50.00

PHT1211 DISABILITIES AND THERAPEUTIC PROCED (2)  
Course introduces the student to the theory and practical application of physical therapy modalities. The physiological effects of and the indications/contraindications of patient care interventions such as heat, cold, radiant therapy, electrotherapy, traction, intermittent compression and massage are presented. Principles of effective documentation and discharge planning are discussed. Problem-solving skills are detailed. Prerequisite: BSC2086 BSC2086L PHT1103 PHT1200  
Corequisite: PHT1010 PHT1211L PHT2224  
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

PHT1211L DISABILITIES AND THERAPEUTIC PROCED (2)  
Laboratory sessions for Disabilities & Therapeutic procedures (PHT1211) are designed to develop student skills in the actual performance of the patient care interventions presented. Skills in massage are developed. Practical application of each intervention is emphasized with patient simulations and case studies enhancing the ability to understand a plan of care for a patient. Professional behaviors, at the intermediate level, are assessed. Data collection relative to the course content as well as patient and caregiver education are emphasized. Skill checks as well as competency evaluations are completed. Students are expected to demonstrate competency in carrying out an appropriate therapeutic modality plan of care, including effective documentation. Corequisite: PHT1211 PHT2224L  
Lec Hrs=0 Lab Hrs=64 Oth Hrs=0 Fees=50.00

PHT1300 SURVEY OF PATHOLOGICAL DEFICITS (3)  
Course introduces the student to general pathological conditions with emphasis on those commonly seen in the field of physical therapy. Basic system anatomy is reviewed with an emphasis on the pathophysiology of disease. Descriptions of how diseases are classified and the natural course/prognosis of these diseases are presented. Implications of disease processes, etiology, signs and symptoms, diagnostic testing, contraindications/precautions and treatment are discussed for each pathology presented in the course. When relevant, specific physical therapy plans, such as chest PT, are discussed. The effects of aging upon disease and in general are considered. Pre or Corequisite: PHT1200 PHT1310  
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

PHT1310 SURVEY OF MUSCULOSKELETAL DEFICITS (2)  
Course introduces student to general pathological conditions with emphasis on those commonly seen in the field of physical therapy as they relate to the musculoskeletal systems. Descriptions of how musculoskeletal diseases are classified, diagnosed and treated, as well as the natural course/prognosis of these diseases are presented. Implications of disease processes as well as contraindications, precautions and patient/caregiver education related to physical therapy are discussed through case study analysis. The effects of aging upon disease and in general are considered. Pre or Corequisite: BSC2086 BSC2086L  
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

PHT1350 BASIC PHARMACOLOGY FOR PT ASSISTANT (1)  
Course introduces concepts of basic pharmacology and presents pharmacological agents dispensed for conditions commonly seen in physical therapy. Drug responses and interactions as they relate to patient response are discussed. Prerequisite: PHT1010 PHT2224  
Pre or Corequisite: PHT2162  
Lec Hrs=16 Lab Hrs=0 Oth Hrs=0 Fees=0.00

PHT1801L CLINICAL PRACTICE I (2)  
Course involves student assignment to a local clinical facility. Includes scheduled class meetings to discuss clinical performance objectives, the self-appraisal process, and overall requirements for this novice-level practicum. Discussions also include professionalism, attitudes, patient rapport, sexual harassment, etc. A journal report of clinical experiences and an article review are required. Weekly online discussion forums facilitate critical thinking, peer review, and managing clinical situations at the novice-level. Students attend a
personal conference with the academic coordinator of clinical education to discuss progress and to identify areas of strength/weakness with appropriate target dates methods of amelioration, if needed. Students receive a satisfactory/fail grade. Prerequisite: PHT1200L PHT1300

Corequisite: PHT1211 PHT2224
Lec Hrs=0 Lab Hrs=0 Oth Hrs=120 Fees=61. 18

PHT2120 APPLIED KINESIOLOGY (3)
This course is designed as part of a continuum in the application of anatomy to facilitate student analysis of functional movements with specific focus on the relationship between joint structure and function. Principles of biomechanics as it relates to human movement will be reviewed. Normal and pathological gait patterns are presented as well as normal and pathological movement patterns of the head, spine, pelvis, UE, and LE. Special tests which help identify specific deficits will be discussed. Case studies of various functional impairments with an emphasis on functional task analysis as well as therapeutic interventional approaches which help restore function are presented. Orthotic interventions for the spine and extremities are applied with an an emphasis on correcting pathological biomechanics. Prerequisite: PHT1211L PHT2224L

Corequisite: PHT1350 PHT2120
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=0.00

PHT2162 SURVEY OF NEUROLOGICAL DEFICITS (4)
Course introduces the etiology, pathophysiology and symptoms of common neurological diseases/conditions. Neurodiagnostic procedures are presented. Course introduces the etiology, pathophysiology and clinical manifestations of common neurological diseases/conditions including but not limited to cerebrovascular accidents, traumatic brain injuries, and spinal cord injuries. Basic neuroanatomy of the central and peripheral nervous systems is reviewed. Reflex integration as well as normal growth and development are discussed. Online case studies in the form of Grand Rounds assignments of various neurological conditions are completed. Prerequisite: PHT1211

Corequisite: PHT2210 PHT2810L
Lec Hrs=64 Lab Hrs=0 Oth Hrs=0 Fees=0.00

PHT2224 DISABILITIES & THERAPEUTIC PROCEDUR (4)
Course introduces concepts of therapeutic exercise with regards to its principles, and objectives. The theory of and application of specific exercise regimes are presented. Principles of ROM and stretching techniques are presented. A basic introduction to goniometry and manual muscle testing procedures is presented as it pertains to the development of therapeutic exercise interventions. Prerequisite: PHT1103 PHT1310

Corequisite: PHT1211 PHT1801L PHT2224L
Lec Hrs=64 Lab Hrs=0 Oth Hrs=0 Fees=0.00

PHT2224L DISABILITIES AND THERAPEUTIC PROCED (2)
Laboratory sessions for Disabilities and Therapeutic Procedures II (PHT2224) are designed to provide the student with observation and actual application of therapeutic exercise in the laboratory setting. Case studies of various
medical conditions with emphasis on therapeutic exercise interventions are completed. ROM and stretching techniques are practiced. Goniometry and manual muscle testing procedures are practiced as they relate to the provision of therapeutic exercise. Data collection relative to the course content as well as patient and caregiver education are emphasized. Professional behaviors, at the intermediate level, are assessed. Skill checks as well as competency evaluations are completed. Students are expected to demonstrate competency in developing and carrying out an appropriate therapeutic exercise program including effective documentation. Corequisite: PHT1020 PHT1211L PHT2224

Lec Hrs=0 Lab Hrs=64 Oth Hrs=0 Fees=22.00

PHT2704 REHABILITATION PROCEDURES (3)
Advanced course designed to develop skill in and understanding of the underlying principles of advanced physical therapy plans of care including motor learning principles. Techniques presented include advanced therapeutic exercise programs (stroke, spinal cord injured, etc.) proprioceptive neuromuscular facilitation (PNF), Bobath and Brunnstrom. Amputations and principles of prosthetics are detailed with fitting and check-out procedures reviewed. Prerequisite: PHT1350 PHT2162

Corequisite: PHT2704L PHT2931
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

PHT2704L REHABILITATIVE PROCEDURES LAB (1)
Laboratory sessions for Rehabilitative Procedures (PHT2704) are designed for the students to practice the utilization of developmental postures in patient interventions as well as PNF, facilitation/inhibition techniques and other forms of advanced therapeutic exercise approaches. Stump wrapping and therapeutic management of prosthetic patients are practiced. Case studies of various medical conditions with emphasis on advanced therapeutic exercise approaches as well as application of prosthetic principles are completed. Data collection relative to the course content as well as patient and caregiver education are emphasized. Skill checks are completed. Students are expected to demonstrate competency in developing and carrying out appropriate interventions for a patient with neurological deficits. Professional behaviors, at the entry level, are assessed. Prerequisite: PHT2120L PHT2162

Corequisite: PHT2704 PHT2931
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=0.00

PHT2810L CLINICAL PRACTICE II (5)
Course involves student assignment to local clinical facility. Includes scheduled class meetings to review clinical performance objectives, the self-appraisal process, and overall requirements for this intermediate level practicum. Class discussions are held to share and discuss experiences, patient care problems, learning styles, cooperative group participation, acceptance and implementation of constructive criticism, etc. A clinical journal and an in-service are required. Weekly online discussion forums facilitate critical thinking, peer review, and managing clinical situations at the intermediate level. Students attend a personal conference with the academic coordinator of clinical education to discuss progress and to identify areas of strength/weakness with appropriate target dates and methods of amelioration, if needed. Students receive a satisfactory/fail grade. Prerequisite: PHT1020 PHT1801L PHT2224L

Corequisite: PHT2704 PHT2931
Lec Hrs=0 Lab Hrs=300 Oth Hrs=0 Fees=69.18

PHT2820L CLINICAL PRACTICE III (5)
Course involves full time student assignment to a local clinical facility. Includes scheduled class meetings to discuss clinical performance objectives, the self-appraisal process, and overall requirements for this entry-level practicum. A clinical journal, a case study report and a research project are required. Class discussions are held to share and discuss experiences, patient care problems, readiness for the workplace, leadership responsibilities, professional growth, etc. Weekly online discussion forums facilitate critical thinking, peer review, and managing clinical situations at entry level. Students attend a personal conference with the academic coordinator of clinical education to discuss progress and to identify area of strength/weaknesses with appropriate target
PHT2931 TRANSITION SEMINAR (2)
A discussion and presentation seminar course on legal and ethical issues, interpersonal skill refinement, employment techniques, quality assurance, and career development. Discharge planning concepts are reviewed. Empathy for patients and enhanced understanding of the challenges of a disability are explored through a community advocacy project. A capstone project is completed to assess entry level preparation. The course also provides a comprehensive curriculum review and presents details on applying for licensure as students prepare for the transition to the work place. Prerequisite: PHT2120 PHT2162 PHT2810L
Corequisite: PHT2704
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=87.00

PHY1001 APPLIED PHYSICS (3)
PHY 1001 is an introductory course in general physics outlining topics in mechanics, matter, magnetism, electricity, heat and wave phenomena. The course is intended for students in technical or vocational fields. The student will learn to analyze and solve problems using analysis in algebra and written composition projects. Prerequisite: MAT1033
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

PHY1001L APPLIED PHYSICS LAB (1)
PHY1001L is a laboratory which allows students to able to collect and analyze data in a variety of experiments covering topics covered in its companion course PHY1001. Students will create experiment reports using analysis in algebra. Placement by Testing Department or Pre or Corequisite: PHY1001 This course can be used for the AA degree.
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=84.00

PHY2048 GENERAL PHYSICS WITH CALCULUS I (4)
PHY 2048 is part one of a comprehensive course in physics outlining mechanics, heat, wave motion and sound using analysis in calculus. Pre or Corequisite: MAC2312 PHY2048L This course can be used for the AA degree.
Lec Hrs=64 Lab Hrs=0 Oth Hrs=0 Fees=0.00

PHY2048L GENERAL PHYSICS WITH CALCULUS I LAB (1)
PHY 2048L is a laboratory which allows students to able to collect and analyze data in a variety of experiments covering topics covered in its companion course PHY 2048. Students will create experiment reports using analysis in calculus. Pre or Corequisite: PHY2048. This course can be used for the AA degree.
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=18.00

PHY2049 GENERAL PHYSICS WITH CALCULUS II (4)
PHY 2049 is part two of a comprehensive physics course outlining electricity, magnetism and optics using analysis in calculus. Prerequisite: PHY2048
This course can be used for the AA degree.
Pre or Corequisite: MAC2313 PHY2049L
Lec Hrs=64 Lab Hrs=0 Oth Hrs=0 Fees=0.00

PHY2049L GENERAL PHYSICS WITH CALCULUS II LA (1)
A continuation of laboratory experiences chosen to coincide with the topics of electricity, magnetism, optics. One 2-hour period per week. Special fee charged. Placement by Testing Department or Prerequisite: PHY2048PHY2048L
This course can be used for the AA degree.
Pre or Corequisite: PHY2049
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=24.00

PHY2053 GENERAL PHYSICS I (3)
PHY2053 is the first course in a two semester sequence outlining mechanics, properties of matter, heat and sound. Algebra, trigonometry, geometry and vector methods will be used in the quantitative description of these topics. Prerequisite: MAC1114
This course can be used for the AA degree.
Pre or Corequisite: PHY2053L
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
PHY2053L GENERAL PHYSICS I LAB (1)
PHY 2053L is a laboratory which allows students to able to collect and analyze data in a variety of experiments covering topics covered in its companion course PHY 2053. Students will create experiment reports using analysis in algebra. Pre or Corequisite: PHY2053
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=18. 00
This course can be used for the AA degree.

PHY2054 GENERAL PHYSICS II (3)
PHY2054 is the second course in a two semester sequence, PHY2053 and PHY2054. This sequence includes two laboratory classes: PHY2053L to be taken concurrently with PHY2053, and PHY2054L to be taken concurrently with PHY2054. The topics covered in PHY2054 include: electricity, magnetism and optics. Algebra, trigonometry, geometry and vector methods will be used in the quantitative description of these topics. Prerequisite: PHY2053 PHY2053L
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.

PHY2054L GENERAL PHYSICS II LAB (1)
Laboratory experiences designed to accompany the topics under study in PHY2054. One two hour period per week. Special fee charged. Placement by Testing Department or Prerequisite: PHY2053 PHY2053L
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=30. 00
This course can be used for the AA degree.

PHY2420 ELEMENTARY WAVE THEORY (3)
A survey of the basic topics in the properties of physical and electromagnetic waves, including the study of intensity and motion waves. Placement by Testing Department or Prerequisite: MAT1033
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.

PHY2464 ACOUSTICS (3)
A survey of basic topics in the physical properties of sound and music, including an in-depth study of wave motion, pitch, timbre intensity, and the nature of stringed, wind, percussion, and vocal instruments. Three hours weekly. Prerequisite: MAT1033 with a grade of "C" or higher. Prerequisite or corequisite: MUT1111 or consent of instructor. Placement by Testing Department or Prerequisite: MAT1033
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.

PLA1003 INTRODUCTION TO LEGAL ASSISTING (3)
This course provides an overview of the training and duties of the legal assistant/paralegal. Also included is a discussion of legal terminology, research techniques, and pertinent litigation documents. Program Manager's approval or Pre or Corequisite: ENC1101
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

PLA1104 LAW LIBRARY/RESEARCH (3)
This course provides information on how to research using both traditional and computer-assisted methodologies. An in-depth examination of the law library and legal research techniques are emphasized. Program Manager's approval or Pre or Corequisite: ENC1101 PLA1003
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=48. 00

PLA1201 CIVIL LITIGATION (3)
This course covers the basic concepts of Civil Litigation. Discussions involve the liability of the individual in relation to the specific acts committed. Program Manager's approval or Pre or Corequisite: ENC1101 PLA1003 PLA1104
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

PLA1303 CRIMINAL LITIGATION (3)
This course provides students with a survey of the criminal justice system. Substantive and procedural aspects of criminal law are studied. Course content includes the nature of different crimes, the potential charges, and penalties involved; also covered are pre-trial procedures, discovery, plea-bargaining process, and the problems involved in the conduct of trial proceedings. Program Manager's approval or Pre or Corequisite: ENC1101 PLA1003 PLA1104
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

PLA1435 CORPORATIONS (3)
This course provides an in-depth study of Corporate Law. Topics covered include types of corporations, articles of incorporation, bylaws, shareholders’ agreements, voting rights,
management structure, directors' powers, and voluntary/involuntary dissolutions. Non-profit corporations and professional associations are also discussed. Program Manager's approval or Prerequisite: ENC1101 PLA1003 PLA1104
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

PLA1600 PROBATE PRACTICE (3)
This course prepares legal assistants to work effectively under the supervision of a lawyer in the probate and administration of an estate. The Florida Probate Code, trusts and taxes are studied. Preparation of pleadings is included
Program Manager's approval or Prerequisite: ENC1101 PLA1003 PLA1104
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

PLA1610 PROCEDURES FOR REAL ESTATE TITLE CL (3)
This course surveys the basic concepts of Real Property Law. The students study how to handle a real estate transaction from the drafting of a contract to its closing. The nature of property, the consequences of its possession, and the mechanics of the title examination are also studied. Program Manager's approval or Prerequisite: ENC1101 PLA1003 PLA1104
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

PLA1800 DOMESTIC RELATIONS (3)
This course surveys domestic relations, and includes topics such as marriage, dissolution of marriage, separation agreements, custody, legitimacy, adoption, name changes, support, court procedures, and property disposition. Program Manager's approval or Prerequisite: ENC1101 PLA1003 PLA1104
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

PLA1841 IMMIGRATION LAW (3)
This course provides an in depth study of Immigration Law. Topics covered include a historical overview of immigration law, types of immigration law practices, agencies involved with immigration laws, the drafting of all documents and forms associated with immigration law, the Immigration and Nationality Act and the administrative system covering the practice of immigration law. Program Manager's approval or Pre or Corequisite: ENC1101
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

PLA2114 LEGAL WRITING AND DRAFTING (3)
This course concentrates on developing skills in the grammar, language, and format of legal documents. Emphasis is placed on drafting interoffice memoranda. Other documents drafted include legal correspondence, briefs, persuasive documents, and contracts. Program Manager's approval or Prerequisite: ENC1101 PLA1003 PLA1104
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

PLA2466 DEBTOR/CREDITOR RELATIONS (3)
This course provides an in-depth study of Debtor/Creditor law. Topics covered include collection of debts through court processes, post-judgment collection practices, bankruptcy law, landlord/tenant debt law, collection of debts based upon negotiable instruments, federal consumer collection acts, and foreclosure actions. Program Manager's approval or Prerequisite: ENC1101 PLA1003 PLA1104
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

PLA2662C PARALEGAL OFFICE SYSTEMS (3)
This course covers a wide range of knowledge, skills, and tasks in order to enable the paralegal to function effectively in a legal office. Technology, management skills, and general office procedures and systems are also covered. Prerequisite: ENC1101 PLA1003 PLA1104
Lec Hrs=24 Lab Hrs=24 Oth Hrs=0 Fees=20. 00

PLA2930 SELECTED TOPICS IN PARALEGAL STUDIES (3)
This course will explore a selection of topics and trends of special interest in the legal field. Program Managers approval or Prerequisite: ENC1101 PLA1003 PLA1104
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

PLA2940 LEGAL ASSISTING PRACTICUM (3)
This course is designed to apply the knowledge and skills developed in the required courses through practical work experience. The student will perform legal work for 144 hours under the supervision of an attorney. Program Manager's
PSC1121 PHYSICAL SCIENCES SURVEY (3)
PSC 1121 is a survey course outlining topics in astronomy, chemistry, geology, meteorology and physics. The course is intended for the non-major student. The student will compose writing projects and analyze problems using analysis in algebra. Prerequisite: MAT0028
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

PSC1121L PHYSICAL SCIENCES LABORATORY (1)
PSC 1121L is a laboratory which allows students to able to collect and analyze data in a variety of experiments covering topics covered in its companion course PSC 1121L. Students will create experiment reports using analysis in algebra. Pre or Corequisite: PSC1121
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=29.00
This course can be used for the AA degree.

POS2910 DIRECTED INDEPENDENT RESEARCH (0)
Students (individually or in a group) will conduct research projects or certain aspects of research projects under the supervision of the instructor. This course is intended to help students acquire skills in applying research principles and obtaining practice in rigorous data collection and reporting in physical sciences. Hours may vary. Permission of instructor is required.
Lec Hrs=0 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

PSY2043 ADVANCED GENERAL PSYCHOLOGY (3)
This course is intended to help students acquire skills in applying research principles and obtaining practice in rigorous data collection and reporting in physical sciences. Hours may vary. Permission of instructor is required.
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

PSY2012 GENERAL PSYCHOLOGY (3)
General Psychology reviews the scientific principles related to human behavior and mental processes. Topics include the scientific method, neuroscience, learning, memory, and thinking, emotions, motivation, and health, life span development, personality, psychological disorders, and therapies, and social psychology.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

POS2112 STATE & LOCAL GOV’T (3)
This course provides a systematic introduction to the principles and institutions of American state and local government, with some emphasis on Florida politics. It delves into the structure, functions, and decision-making processes of the 50 states and the more than 85,000 localities (governments) within those states. Students must earn a minimum grade of C to meet the requirements of the Gordon Rule.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

POS2121 PHYSICAL SCIENCES SURVEY (3)
PSC 1121 is a survey course outlining topics in astronomy, chemistry, geology, meteorology and physics. The course is intended for the non-major student. The student will compose writing projects and analyze problems using analysis in algebra. Prerequisite: MAT0028
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

POS2601 THE AMERICAN CONSTITUTION (3)
A study of the basic elements of the U. S. Constitution as they impact society and the individual. Emphasis is placed upon the document’s theoretical, as well as, pragmatic applications. Course is taught from perspectives which are primarily historical and cultural.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

PSC1121L PHYSICAL SCIENCES LABORATORY (1)
PSC 1121L is a laboratory which allows students to able to collect and analyze data in a variety of experiments covering topics covered in its companion course PSC 1121L. Students will create experiment reports using analysis in algebra. Pre or Corequisite: PSC1121
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=29.00
This course can be used for the AA degree.

PSC2910 DIRECTED INDEPENDENT RESEARCH (0)
Students (individually or in a group) will conduct research projects or certain aspects of research projects under the supervision of the instructor. This course is intended to help students acquire skills in applying research principles and obtaining practice in rigorous data collection and reporting in physical sciences. Hours may vary. Permission of instructor is required.
Lec Hrs=0 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

PSY2012 GENERAL PSYCHOLOGY (3)
General Psychology reviews the scientific principles related to human behavior and mental processes. Topics include the scientific method, neuroscience, learning, memory, and thinking, emotions, motivation, and health, life span development, personality, psychological disorders, and therapies, and social psychology.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.
The rationale, methods, and application of the scientific analysis of behavior. Emphasis is placed on the lawfulness of behavior, how behavioral laws are found and used in the modification of behavior. Prerequisite: PSY2012
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

PSY2905 INDEPENDENT STUDY IN PSYCHOLOGY (3)
Directed study course in the Behavioral Sciences. The course will be available to both majors and non-majors who wish to investigate a particular problem. The student will make application for the course to the Head of the Behavioral Sciences Department via an Instructor.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

PSY2930 SPECIAL TOPICS: PSYCHOLOGY (3)
Course centers around topics of current interest or of special interest to students or instructors. Topics or focus may vary from semester to semester. Topics will be identified by the PSY2930 title published in the course schedules for each term that the course is offered. Special Topics credit hours are not automatically transferable. Transfer credit is the prerogative of the receiving institution.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

QMB2100 QUANTITATIVE METHODS IN BUSINESS (3)
This course applies quantitative methods to business problems with emphasis on learning to select the appropriate problem solving method, applying the chosen method, and interpreting the solution. The use of quantitative methods in managerial decision making is a continuous focus of this course. Management problems are used and written managerial recommendations are required. Prerequisite: MAT1033. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

RAT1001 INTRODUCTION TO RADIATION THERAPY (1)
This course will provide the students with an introduction to the radiation therapy program and the role and responsibilities of a student radiation therapist. This course will also define the different personnel required for a radiation therapy department to function, and define the structure and organization of hospitals. This course will also provide an introduction into cancer and cancer management with an overview of the psychological, sociological and economical aspects of cancer.
Lec Hrs=16 Lab Hrs=0 Oth Hrs=0 Fees=0.00

RAT1002 INTRODUCTION TO RADIATION THERAPY C (2)
A course designed to provide knowledge and instruction in the application of radiation therapy procedures with a detailed study of instrumentation, radiation therapy equipment, patient charting and radiation procedures during the early phases of patient contact. This course will also cover radiation safety, treatment tolerance doses of critical structures, treatment procedures, basic patient positioning, operation of the equipment and patient accessories. Pre or Corequisite: RAT1002L RAT1804
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

RAT1002L INTRODUCTION TO RADIATION THERAPY C (1)
A course designed to provide knowledge and hands-on instruction in the application of radiation therapy procedures with a detailed study of instrumentation. This lab corresponds to the information and objectives of RAT 1002 Specific radiation therapy terminology, basic procedures, specific patient positioning and accessories will also be covered. Pre or Corequisite: RAT1002 RAT1804
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=27.00

RAT1111 RADIOGRAPHIC IMAGING & MODALITIES (2)
A study of radiographic image formation & modalities to include intensifying screens, film & processing, factors that affect image density & contrast, image formation (distortion & detail), grids, digital imaging, fluoroscopy, mammography, computed tomography (CT), magnetic resonance imaging (MRI), nuclear medicine, & sonography. Prerequisite: RAT1001 RAT1614
Pre or Corequisite: RAT1002C RAT1111L
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00
RAT1111L RADIOGRAPHIC PROCESS LAB (1)
Practical application of radiographic imaging through exposing phantom body parts to x-radiation and image processing. Prerequisite: RAT1001 RAT1614

Pre or Corequisite: RAT1002C RAT1111
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=40.00

RAT1123 PATIENT CARE AND ETHICS (2)
This course is designed to give an incoming student an overview of patient care and ethics. Topics that will be covered include communication, patient safety, patient transfers, immobilization of patient and body parts, infection control, vital signs, caring for patient who have special needs, pharmacology, drug administration, case history, universal precautions, isolation techniques and medical legal issues in radiation therapy.
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

RAT1515 RADIATION PHARMACOLOGY (1)
This course is designed to discuss the pharmacology concepts as it pertains to imaging practices of the radiation therapist. This course will introduce to the students essential practices and guidelines of pharmaceutical administration essential for imaging and patient diagnosis. It will also discuss medical oncology drugs and how they are metabolized by the systems. Pre or Corequisite: RAT1001 RAT1123
Lec Hrs=16 Lab Hrs=0 Oth Hrs=0 Fees=0.00

RAT1614 INTRO RADIATION THERAPY PHYSICS (3)
An introductory study of radiation therapy physics to include mathematical principles & measurement, atomic structure, electromagnetic radiation, magnetism, electrostatics, electrodynamics, electromagnetism, radiographic circuits, the x-ray tube, x-ray production & interactions. Admission to program required.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

RAT2021 PRINCIPLES OF RADIATION THERAPY I (2)
Content is designed to provide an overview of cancer and the specialty of radiation therapy. The historic and current aspects of cancer treatment will be covered. The roles and responsibilities of the radiation therapist will be discussed. In addition, treatment prescription, techniques and delivery will be covered. Pre or Corequisite: RAT2023 RAT2617 RAT2814
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

RAT2023 RADIATION ONCOLOGY 1 (3)
A study of the fundamentals of clinical radiation oncology stressing the following: etiology, epidemiology, histopathology, symptoms, diagnosis, staging, prognosis, treatment set up and guidelines, and the therapeutic aim of malignant conditions. Program admission required. Pre or Corequisite: RAT2021 RAT2617 RAT2814
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

RAT2040 RADIATION ONCOLOGY HEALTH CARE LAW (1)
The course is a description the major legal structure and function of the United States health care system, as well as the principles and policies of that health care system. This course also provides the legal principles and rationale used for decisions made upon the health care industry and how it pertains to radiation oncology. Prerequisite: RAT1001 RAT1804
Pre or Corequisite: RAT2021 RAT2617 RAT2814
Lec Hrs=16 Lab Hrs=0 Oth Hrs=0 Fees=0.00

RAT2041 RADIATION ONCOLOGY ETHICS (1)
This course is designed to discuss ethical thinking in regards to health care. This course will introduce to the student essential vocabulary and thought process that will enable them to participate, evaluate, and understand ethical decision making. Prerequisite: RAT2021
Pre or Corequisite: RAT2022 RAT2248 RAT2618 RAT2824
Lec Hrs=16 Lab Hrs=0 Oth Hrs=0 Fees=0.00

RAT2241 RADIOBIOLOGY (2)
A study of the sequence of events following the absorption of energy from ionizing radiation.
Factors influencing radiation effects, tissue sensitivity, tolerance, and clinical applications are considered. Prerequisite: RAT2021

Corequisite: RAT2022
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

RAT2243 RADIATION ONCOLOGY SECTIONAL ANATOMY (4)
This course is designed to present sectional anatomy and its importance to radiation therapist in the Radiation Therapy Field. This course will include 3-D imaging identification of anatomical structures in various imaging methods and planes. Location of internal organs and critical structures by topographical anatomy will also be included. The pathophysiology of normal tissues as well as malignant tissues will also be discussed and visualized in 3-D Imaging. An emphasis on etiological considerations, neoplasia, and associated diseases in the radiation therapy patient will also be presented. Prerequisite: RAT2021

Corequisite: RAT2022 RAT2241
Lec Hrs=64 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

RAT2617 ADVANCED RADIATION THERAPY PHYSICS (3)
The fundamentals of x-ray, gamma, and corpuscular radiation as applied to radiation therapy. Teletherapy units and nuclear reactors are also discussed. Pre or Corequisite: RAT2021

RAT2618 ADVANCED RADIATION PHYSICS II (3)
Advanced physics of ionizing radiation including measurements, dosages, absorption, isodose curves, filters, radioactive materials treatment planning, properties of radionuclides, radiation safety and health physics. Prerequisite: RAT2617

Corequisite: RAT2241
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

RAT2619 DOSIMETRY AND COMPUTER TREATMENT PL (2)
The study of radiation dose measurement and instrumentation usage. The need for accuracy is stressed. Prerequisite: RAT2022 RAT2241 RAT2618 RAT2657 RAT2824
Corequisite: RAT2619L

Pre or Corequisite: RAT2834
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

RAT2657 QUALITY ASSURANCE AND PHARMACOLOGY (3)
Will present an in-depth study of the principles and concepts of quality assurance and pharmacology to include the history, theory, biological effects and their relationship to oncology. Prerequisite: RAT2021

Corequisite: RAT2022
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

RAT2814 CLINIC EDUCATION II (3)
Patient treatment competency assignments continue in radiation therapy departments. The student’s responsibilities increase as more complex competencies in patient treatment are mastered, and additional competencies are performed in simulation and the dosimetry area are performed. Student is also introduced into a variety of patient care areas. Pre or Corequisite: RAT2021 RAT2023 RAT2617
Lec Hrs=0 Lab Hrs=0 Oth Hrs=384 Fees=71. 18

RAT2824 CLINIC EDUCATION III (3)
Advanced clinical education stressing practical application of dosimetry competencies under the direct supervision of a medical physicist or dosimetrist. Continuation of advanced patient treatment competencies under the supervision of a registered radiation therapist, continuation of simulation procedures and assurance testing. Prerequisite: RAT2021 RAT2023 RAT2617

Corequisite: RAT2241 RAT2618
Lec Hrs=0 Lab Hrs=0 Oth Hrs=384 Fees=71. 18

RAT2834 CLINIC EDUCATION IV (3)
The most advanced clinical education as evidenced by the level of competency demonstrated by terminal competency skills. The student will also demonstrate their didactic knowledge, technical understanding of treatment planning and basic calculations required of an
entry level radiation therapist. Completion of this course will ensure that the student is competent upon graduation to assume all the responsibilities required of an entry level Registered Radiation Therapy Technologists. Prerequisite: RAT2241 RAT2618

Pre or Corequisite: RAT2619 RAT2619L
Lec Hrs=0 Lab Hrs=0 Oth Hrs=384 Fees=78. 18

RAT2905 INDEPENDENT STUDY IN RADIATION THER (1)
A directed study course in Radiation Therapy. The course is available to only majors who wish to investigate a particular clinical education situation. The student will make an application for the course to the head of the Medical Imaging Department via an instructor with whom he/she wants to work with. Pre or Corequisite: RAT2834 Lec Hrs=0 Lab Hrs=0 Oth Hrs=128 Fees=61. 18

REA0007C COLLEGE PREPARATORY READING I (4)
This course teaches basic reading skills, vocabulary, word recognition skills, and work-study skills. Placement in REA0007C is determined by PERT test scores. An EAP0320C student must have an A, B, or C in EAP0320C and have taken the PERT reading subtest to place into REA0007C. Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=20. 00

REA0017C COLLEGE PREPARATORY READING II (4)
College Preparatory Reading II teaches basic reading and study skills to prepare students for college course work. An EAP0420C student must have an A, B, or C in EAP0420C and have taken the reading portion of the PERT assessment to place into REA0017C. Special fee charged. Prerequisite: Completion of REA0007C with a grade of "C" or higher or placement by assessment test. Prerequisite: REA0007C Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=20. 00

REA1105 COLLEGE READING STRATEGIES (3)
Teaches efficient reading abilities, comprehension, vocabulary, speed, study techniques, and reading skills necessary to conduct investigative research. REA1105 includes all CLAST skills. Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=0. 00 This course can be used for the AA degree.

RED3342 FOUND OF RESEARCH PRAC. IN READ ED (3)
This course provides an understanding of the principles of scientifically based reading research as the foundation of comprehensive instruction that synchronizes and scaffolds each of the major components of the reading process to assist students in mastering this process. Course will address effective research-based instruction methodology to prevent reading difficulties and promote acceleration of reading progress for struggling students, including students with disabilities, and students from diverse populations. Guided field experience provides preprofessional educators with the experience of observation and interaction with K-12 students. Pre or Corequisite: EDF1005 EDF2085 EME2040 TSL3080 Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=39. 75

RED3352 READING IN THE CONTENT AREA (3)
This course is designed to prepare pre-service teachers of subject matter content to acquire the knowledge, skills, and techniques necessary to guide middle and secondary level students to be successful learners by addressing issues in reading instruction as an integral part of comprehending content. The course will provide classroom instructional strategies for teaching reading across the curriculum with emphasis on content areas such as science, mathematics, and social sciences. Emphasis will be given to the importance of language and cognition as well as scientifically based reading research as the basis of comprehensive instruction. Prerequisite: EDF3280 RED3342 Pre or Corequisite: EDG4410 Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=39. 75

RED4519 LIT ASSESSMENT AND DIFFERENTIATED I (3)
This course provides an understanding of the role of assessments in guiding instruction and decision making for reading progress of striving readers. It also provides extensive knowledge of differentiated instruction with appropriate scientifically based strategies and materials for students from differing backgrounds and diverse learners. Prerequisite: EDF3280 RED3342 RED3352

Pre or Corequisite: EEX4843 TSL4081
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=39.75

REE1040 FLORIDA REAL ESTATE COMMISSION I (4)
The Real Estate Commission Course I. It provides an introduction to the basic principles and theories of real property, its economic value, and the legal aspects of real estate law affecting salespersons. Successful completion qualifies a candidate to apply for the State of Florida Salesperson's License Exam.
Lec Hrs=64 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

REL1210 OLD TESTAMENT HISTORY (3)
Reading the English Bible in various documents, and examining selected source material, with emphasis on its cultural importance today. Prerequisite: College-level reading skills. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

REL1240 NEW TESTAMENT HISTORY (3)
A study of the social, historical, cultural, and religious environment of the New Testament as well as of the dynamics of the beginnings and spread of the Christian Faith during the First Century A. D. and into the Second Century A. D. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

REL2000 INTRODUCTION TO THE STUDY OF RELIGI (3)
An introduction to the study of religion as an academic discipline. The focus of the course is religion, not religions; an attempt is made to acquaint the student with the problems and issues ever present in the understanding of religious phenomena. Upon successful completion of this course, the students should be able to recognize, describe, and appreciate the complex phenomena of religion. A student must earn a grade of "C" or higher to meet the requirements of the Gordon rule.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

REL2300 WORLD RELIGIONS (3)
This course is a descriptive examination of the world's most popular religions. College-level reading skills are recommended. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

REL2930 SPECIAL TOPICS: RELIGION (3)
Course centers around topics of current interest or of special interest to students or instructors. Topics or focus may vary from semester to semester. Topics will be identified by the REL2930 course title published in the course schedules for each term that the course is offered. Special Topics credit hours are not automatically transferable. Transfer credit is the prerogative of the receiving institution.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

RET1026 RESPIRATORY THERAPY EQUIPMENT (3)
This course reviews all of the equipment normally used for respiratory therapy with the exception of mechanical ventilation. Especially emphasized are methods used in manufacturing, storing and administering oxygen; humidity and aerosol therapy, airway management and airway clearance techniques. Prerequisite: BSC2085 CHM1032 MAT1033
Pre or Corequisite: RET1026L
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

RET1026L RESPIRATORY THERAPY EQUIPMENT LAB (1)
This course allows the student to work with and master the manipulative skills required to utilize respiratory therapy equipment. Emphasis is on oxygen, humidity and aerosol therapy, and airway management. Prerequisite: BSC2085 CHM1032 MAT1033
RET1264 MECHANICAL VENTILATION (3)
This course describes the concepts of mechanical ventilation, current modes of ventilation, tailoring of the ventilator settings to meet patient needs, and patient assessment on mechanical ventilation. The student will learn the concepts of noninvasive ventilation and IPPB. The principles and operation of commonly used ventilators are emphasized. Prerequisite: RET1026 RET1026L RET1485

Corequisite: RET1264L RET1484 RET1832L
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=39.00

RET1264L MECHANICAL VENTILATION LAB (1)
This course allows the student to work with all facets of mechanical ventilation to gain hands on experience prior to entering their adult critical care rotation. Prerequisite: RET1026 RET1026L RET1485

Pre or Corequisite: RET1264 RET1484 RET1832L
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=23.00

RET1484 CARDIO PULMONARY PATHOPHYSIOLOGY (3)
This course is designed to introduce the students to the basic concepts of cardiopulmonary disease. Included are the mechanism of altered lung structure, airway caliber, neurogenic control and pulmonary vascular function. Prerequisite: RET1026 RET1026L RET1485

Pre or Corequisite: CVT1200 RET1264 RET1484 RET1832L
Lec Hrs=32 Lab Hrs=0 Oth Hrs=96 Fees=61.18

RET1485 RESPIRATORY PHYSIOLOGY (3)
This course provides an in-depth study of the anatomy and physiology of the cardiopulmonary system. Included is a review of the physiology of respiration, ventilatory mechanics, neurogenic control, internal and external respiration and gas exchange.

RET1832L RESPIRATORY THERAPY CLINIC I (3)
In this first clinical course, the students are oriented to, and work at, tasks of a non-critical nature. Included are oxygen and aerosol administration, chest physiotherapy, IPPB administration, and incentive spirometry. Special fee is charged. Prerequisite: RET1026 RET1026L RET1485

Pre or Corequisite: CVT1200 RET1264 RET1484
Lec Hrs=0 Lab Hrs=0 Oth Hrs=256 Fees=62.18

RET1833L RESPIRATORY THERAPY CLINIC II (3)
This clinic course represents continuation of the activities in Clinic I. By the end of this term the student must have mastered all non-critical care duties normally performed by respiratory therapists and the fundamentals of adult critical care. Special fee is charged. Prerequisite: CVT1200 RET1264 RET1484 RET1832L
Pre or Corequisite: RET2418
Lec Hrs=0 Lab Hrs=0 Oth Hrs=96 Fees=61.18

RET2265 ADVANCED RESPIRATORY EQUIPMENT (2)
This course introduces students to more advanced monitoring techniques in the areas of ventilation and oxygenation for the adult, pediatric and neonatal patient. Prerequisite: RET1833L RET2418

Pre or Corequisite: RET2265L RET2714
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

RET2265L ADVANCED RESPIRATORY EQUIPMENT LAB (1)
This course provides hands on interaction for students to learn the techniques of more advanced monitoring in the areas of ventilation and oxygenation for the adult, pediatric and neonatal patient. Prerequisite: RET1832L RET2418

Pre or Corequisite: RET2265 RET2714
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00
RET2286C MANAGEMENT OF THE INTENSIVE CARE PA (2)
This course provides an in depth discussion of several disease processes of the lung as well as other issues concerning the respiratory intensive care patient. This course fosters the physician to student relationship by providing physician lectures and clinical rounds with physicians. Prerequisite: RET2414 RET2414L RET2714 RET2834L RET2934 Corequisite: RET2601 RET2835L.
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=39.00

RET2414 RESPIRATORY THERAPY PULMONARY FUNCT (1)
This course reviews techniques used for pulmonary function testing, blood gas analysis and the basic principles of cardiopulmonary stress testing. Techniques used in the diagnosis of cardiopulmonary disease are covered. Prerequisite: RET1485 RET1833L RET2418.
Corequisite: RET2414L RET2714 RET2834L.
Lec Hrs=16 Lab Hrs=0 Oth Hrs=0 Fees=0.00

RET2414L PULMONARY FUNCTION LAB (1)
This course provides the opportunity to practice the techniques used for spirometric determination of lung volumes and flow rates and the basic principles of cardiopulmonary stress testing. Prerequisite: RET1485.
Pre or Corequisite: RET2414
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=27.00

RET2418 CARDIOPULMONARY DIAGNOSTICS AND TEC (2)
This course is designed to assist the student in successfully making the transition from the role of a student to that of a competent member of the health care team. Objectives include advanced cardiac life support certification and becoming a member of the national and state organization for respiratory care. Emphasis is placed on preparation and application for the national credential examinations and for the Florida state license. Prerequisite: RET2414 RET2414L RET2714 RET2834L RET2934 Corequisite: RET2286C RET2835L.
Lec Hrs=16 Lab Hrs=0 Oth Hrs=0 Fees=0.00

RET2714 PEDIATRIC AND NEONATAL RESPIRATORY (3)
This course emphasizes neonatal and pediatric diseases, their etiology and treatment. It encompasses the newest equipment and latest techniques used in monitoring and maintaining the respiratory compromised infant and pediatric patient. Prerequisite: RET1833L RET2418.
Pre or Corequisite: RET2414 RET2834L.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

RET2834L RESPIRATORY THERAPY CLINIC III (3)
This clinical course is designed to introduce the student to all aspects of respiratory therapy critical care. The students will work primarily with patients requiring continuous ventilatory support. Special fee is charged. Prerequisite: RET1833L RET2418.
Pre or Corequisite: RET2414 RET2714.
Lec Hrs=0 Lab Hrs=0 Oth Hrs=256 Fees=61.18

RET2835L RESPIRATORY THERAPY CLINIC IV (3)
This is a continuation of the activities in Clinic III. The student's responsibility will increase as his clinical skills become more sophisticated. By the end of this term the student will assume all of the responsibilities required of critical care therapists with patients requiring ventilatory management or support. Special fee is charged. Prerequisite: RET2414 RET2834L.
Pre or Corequisite: RET2286C RET2601.
RET2934 SELECTED TOPICS IN RESPIRATORY CARE (1)
This course will present information on recent changes in technology and therapeutic modalities used in Respiratory Care. The student will participate in literature review activities to enable them to remain knowledgeable of ongoing changes in the profession after they become Respiratory Care practitioners. Prerequisite: RET1833L RET2414 RET2414L RET2418
Corequisite: RET2714 RET2834L
Lec Hrs=16 Lab Hrs=0 Oth Hrs=0 Fees=0.00

RTE1000 INTRODUCTION TO RADIOLOGIC TECHNOLO (3)
The organization and operation of a radiology department; radiologic topics include: x-ray equipment operation, historical aspects of radiography, department organizational structure, safety, radiation protection, imaging media and receptors, image processing techniques, basic exposure factors, and accreditation and professional development. Pre or Corequisite: RTE1111 RTE1503 RTE1503L RTE1804
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

RTE1111 PATIENT CARE, LAW, & ETHICS (2)
An introduction to the principles and practices of patient care during radiographic examinations. Topics include medical ethics, legal issues, patient assessment & communication, patient care & safety, infection control, surgical asepsis, vital signs & oxygen administration, electrocardiography, medical emergencies, trauma & mobile considerations, the care of pediatric & geriatric patients, patient care during urologic & GI exams, & care of patients needing alternative treatments. Pre or Corequisite: RTE1000 RTE1503 RTE1804
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

RTE1418 IMAGING I (2)
A study of the production and properties of X-radiation, primary exposure factors as they relate to the formulation of radiographic technique, the properties and characteristics of imaging media and the primary factors of radiographic quality. Prerequisite: RTE1000 RTE1111 RTE1503 RTE1503L RTE1804
Pre or Corequisite: RTE1418L RTE1513 RTE1513L RTE1613 RTE1814L
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

RTE1418L IMAGING I LAB (1)
Practical application of theory taught in RTE1418. Students perform laboratory experiments to demonstrate concepts taught in lecture. Prerequisite: RTE1000 RTE1111 RTE1503 RTE1503L RTE1804
Pre or Corequisite: RTE1418 RTE1513 RTE1513L RTE1613 RTE1814L
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=21.00

RTE1503 RADIOGRAPHIC PROCEDURES I (3)
A study of radiographic procedures of the chest, abdomen, gastrointestinal tract, and biliary and urinary systems. Students will study the anatomy, the radiographic positions/projections, along with the trauma, mobile and pediatric considerations relating to each area covered. Pre or Corequisite: RTE1000 RTE1111 RTE1503L RTE1804
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

RTE1503L RADIOGRAPHIC PROCEDURES I LAB (1)
Practical application of Radiographic Procedures I class, to include radiography of the chest, abdomen, biliary system and gastrointestinal tract, urinary system, and related trauma and mobile examinations of adults and pediatric patients. Pre or Corequisite: RTE1000 RTE1111 RTE1503 RTE1804
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=4.00

RTE1513 RADIOGRAPHIC PROCEDURES II (3)
A study of radiographic procedures of the upper limb, humerus & shoulder girdle, lower limb, femur & pelvic girdle, bony thorax, and related trauma, mobile, and pediatric examinations. Students will study the radiographic positions/projections for each body part and its associated anatomy. Prerequisite: RTE1000 RTE1111 RTE1503
Pre or Corequisite: RTE1418 RTE1513L RTE1613
RTE1513L  RADIOGRAPHIC PROCEDURES II LAB (1)
Practical application of radiographic procedures & positioning to include the upper limb, humerus & shoulder girdle, lower limb, femur & pelvic girdle, bony thorax, & related trauma & mobile examinations. Prerequisite: RTE1000 RTE1111 RTE1503 RTE1503L RTE1804 Pre or Corequisite: RTE1418 RTE1418L RTE1513 RTE1613 Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=0.00

RTE1523 RADIOGRAPHIC PROCEDURES III (2)
A study of radiographic procedures of the cervical spine, thoracic spine, lumbar spine, sacrum & coccyx, skull & cranial bones, facial bones & sinuses, & related trauma, mobile, and pediatric examinations. Students will study the radiographic positions/ projections for each body part and its associated anatomy. Prerequisite: RTE1418 RTE1418L RTE1513 RTE1513L RTE1613 RTE1814 Pre or Corequisite: RTE1523L RTE1824 Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

RTE1523L  RADIOGRAPHIC PROCEDURES III LAB (1)
Practical application of radiographic procedures & positioning to include the cervical spine, thoracic spine, lumbar spine, sacrum & coccyx, skull & cranial bones, facial bones & sinuses, & related trauma & mobile examinations. Prerequisite: RTE1418 RTE1418L RTE1513 RTE1513L RTE1613 RTE1814 Pre or Corequisite: RTE1523 RTE1824 Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=5.00

RTE1613 RADIOGRAPHIC PHYSICS (2)
Introduction to the fundamentals of physics involved in the operation of radiographic equipment to include: units of measurement, matter, energy, mechanics, magnetism, electrostatics, and electrodynamics. Prerequisite: RTE1000 RTE1111 RTE1503 RTE1503L RTE1804 Pre or Corequisite: RTE1418 RTE1418L RTE1513 RTE1513L RTE1814Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

RTE1804 CLINICAL EDUCATION I (2)
Provides the student with clinical experience for practical application of concepts & skills taught in lecture & laboratory. Clinical rotations include an orientation to the hospital & imaging department, patient transportation & clerical functions, image processing, the main department, portables, the emergency room, & other ancillary imaging areas. Students will perform radiographic exams of the chest, abdomen, biliary tract & upper gastrointestinal system, lower gastrointestinal system, & urinary system. Pre or Corequisite: RTE1000 RTE1111 RTE1503 RTE1503L Lec Hrs=0 Lab Hrs=0 Oth Hrs=256 Fees=72.18

RTE1814 CLINICAL EDUCATION II (2)
Provides the student with continuing clinical experience for practical application of concepts & skills taught in lecture & laboratory. Clinical rotations include the main department, portables, the emergency room, & other ancillary imaging areas. Students will perform radiographic exams of the upper limb, humerus & shoulder girdle, lower limb, femur & pelvic girdle, bony thorax, & procedures previously learned. Prerequisite: RTE1000 RTE1111 RTE1503 RTE1503L RTE1804 Pre or Corequisite: RTE1418 RTE1418L RTE1513 RTE1513L RTE1613Lec Hrs=0 Lab Hrs=0 Oth Hrs=256 Fees=72.18

RTE1824 CLINICAL EDUCATION III (2)
Provides the student with continuing clinical experience for practical application of concepts & skills taught in lecture & laboratory. Clinical rotations include the main department, portables, the emergency room, & other ancillary imaging areas. Students will perform radiographic exams of the cervical, thoracic, & lumbar spines, sacrum & coccyx, skull & cranial bones, facial bones & sinuses, & procedures previously learned. Prerequisite: RTE1418 RTE1418L RTE1513 RTE1513L RTE1613 RTE1814 Pre or Corequisite: RTE1523 RTE1523L Lec Hrs=0 Lab Hrs=0 Oth Hrs=384 Fees=72.18

RTE2061 RADIOGRAPHY SEMINAR (1)
A review of the topics studied during the Radiography Program to help students prepare for the American Registry of Radiologic
Technologists (ARRT) Certification Exam and to transition to the role of professional care giver. Topics include radiation protection, equipment operation & quality control, image production & evaluation, radiographic procedures, and patient care & education. Prerequisite: RTE2130 RTE2130L RTE2623 RTE2782 RTE2844
Pre or Corequisite: RTE2854
Lec Hrs=16 Lab Hrs=0 Oth Hrs=0 Fees=0.00

RTE2130 PHARMACOLOGY & VENIPUNCTURE FOR RAD (1)
A study of pharmacology & venipuncture related to the administration of drugs & contrast media for radiographic examinations. Topics include pharmacology principles, parenteral contrast media, drug administration, & venipuncture technique. Prerequisite: RTE2385 RTE2457 RTE2457L RTE2533 RTE2834
Pre or Corequisite: RTE2130L RTE2623 RTE2782 RTE2844
Lec Hrs=16 Lab Hrs=0 Oth Hrs=0 Fees=0.00

RTE2130L PHARMACOLOGY & VENIPUNCTURE FOR RAD (1)
Practical application of the principles of pharmacology & venipuncture related to the administration of drugs & contrast media for radiographic examinations. Prerequisite: RTE2385 RTE2457 RTE2457L RTE2533 RTE2834
Pre or Corequisite: RTE2130 RTE2623 RTE2782 RTE2844
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=14.00

RTE2385 RADIATION BIOLOGY AND PROTECTION (2)
Study of the biological effects associated with exposure to ionizing radiation and the accepted radiation protection principles and practices. Topics will include radiation sources, radiation/matter interaction modes, cellular, tissue and total body biological response patterns, radiation detection and measurement and Federal and State radiation protection guidelines relating to equipment and personnel. Prerequisite: RTE1523 RTE1523L RTE1824

Pre or Corequisite: RTE2457 RTE2457L RTE2533 RTE2834
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

RTE2457 IMAGING II (2)
A study of the factors that affect radiographic image quality, solving technique problems, automatic exposure control, & development of technique charts. Prerequisite: RTE1523 RTE1523L RTE1824

Pre or Corequisite: RTE2385 RTE2457L RTE2533 RTE2834
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

RTE2457L IMAGING II LAB (1)
Practical application of theory taught in RTE2457 class. Students perform laboratory experiments to demonstrate factors affecting radiographic quality. Prerequisite: RTE1523 RTE1523L RTE1824

Pre or Corequisite: RTE2385 RTE2457 RTE2533 RTE2834
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=25.00

RTE2533 RADIOGRAPHIC PROCEDURES IV (2)
A study of radiographic procedures to include computed tomography (CT), surgical radiography, arthrography, hysterosalpingography, myelography, sialography, orthoroentgenography, mammography, bone densitometry, angiography & interventional examinations, magnetic resonance imaging (MRI), sonography, nuclear medicine, & radiation therapy. Students will study the radiographic positions/projections for each body part/procedure and its associated anatomy. Prerequisite: RTE1523 RTE1523L RTE1824

Pre or Corequisite: RTE2385 RTE2457 RTE2457L RTE2834
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

RTE2575 INTRODUCTION TO MAGNETIC RESONANCE (3)
A study of the clinical applications and principles of Magnetic Resonance Imaging. Basic MR physics, history, hardware, safety, and important aspects of the MR exam are among the topics covered to introduce the student to the MR Imaging Technology profession. Prerequisites: Graduation from a two year allied health program.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=12.00
RTE2623 RADIOGRAPHIC EQUIPMENT & QUALITY AS (3)
A study of the physical basis of operation of radiographic equipment. Emphasis includes x-ray equipment components, x-ray tubes, image tubes, intensifiers, TV monitors and video recorders, serial imaging, generators, image subtraction techniques, digital equipment, non-film imaging equipment, accessory equipment, x-ray production and interaction processes, Quality Assurance and CT equipment. Prerequisite: RTE2385 RTE2457 RTE2457L RTE2533 RTE2834
Pre or Corequisite: RTE2130 RTE2130L RTE2782 RTE2844
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

RTE2782 RADIOGRAPHIC PATHOLOGY (1)
An introduction to the study of human disease and the radiographic appearances of specific diseases. Topics will include: Pathogenesis, disease classification systems, and the study of specific diseases of the respiratory, skeletal, gastrointestinal, hepatobiliary, urinary, cardiovascular & hematopoietic, nervous, endocrine and reproductive systems with radiologic imaging considerations. Prerequisite: RTE2385 RTE2457 RTE2457L RTE2533 RTE2834
Pre or Corequisite: RTE2130 RTE2130L RTE2623 RTE2844
Lec Hrs=16 Lab Hrs=0 Oth Hrs=0 Fees=0.00

RTE2834 CLINICAL EDUCATION IV (3)
Provides the student with continuing clinical experience for practical application of concepts & skills taught in lecture & laboratory. Clinical rotations include the main department, portables, the emergency room, the operating room, computed tomography (CT), magnetic resonance imaging (MRI), sonography, nuclear medicine & PET, radiation therapy, other ancillary imaging areas, & evenings. Students will perform, assist with, and/or observe MRI scans, sonograms, nuclear medicine scans, radiation therapy, & procedures previously learned. Prerequisite: RTE2385 RTE2457 RTE2457L RTE2533 RTE2834
Pre or Corequisite: RTE2130 RTE2130L RTE2623 RTE2782
Lec Hrs=0 Lab Hrs=0 Oth Hrs=384 Fees=72.18

RTE2844 CLINICAL EDUCATION V (3)
Provides the student with continuing clinical experience for practical application of concepts & skills taught in lecture & laboratory. Clinical rotations include the main department, portables, the emergency room, the operating room, computed tomography (CT), magnetic resonance imaging (MRI), sonography, nuclear medicine & PET, radiation therapy, other ancillary imaging areas, & evenings. Students will perform, assist with, and/or observe MRI scans, sonograms, nuclear medicine scans, radiation therapy, & procedures previously learned. Prerequisite: RTE2385 RTE2457 RTE2457L RTE2533 RTE2834
Pre or Corequisite: RTE2130 RTE2130L RTE2623 RTE2782
Lec Hrs=0 Lab Hrs=0 Oth Hrs=384 Fees=72.18

RTE2854 CLINICAL EDUCATION VI (1)
Provides the student with terminal clinical experience for practical application of concepts & skills taught in the program. Clinical rotations include the main department, portables, the emergency room, the operating room, other ancillary imaging areas. Students will perform all radiographic exams previously learned to include the chest & bony thorax, abdomen, upper & lower extremities, spine, cranium, contrast media studies, & surgical procedures. Prerequisite: RTE2130 RTE2130L RTE2623 RTE2782 RTE2844
Pre or Corequisite: RTE2061
Lec Hrs=0 Lab Hrs=0 Oth Hrs=144 Fees=72.18

RTV2000 INTRODUCTION TO RADIO AND TELEVISIO (3)
An introduction to the broadcast media through which the students should gain an understanding of the historical, technical, legal, and critical aspects of radio and television media. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=15.00
RTV2102 BROADCAST WRITING (3)
Designed to give students an opportunity to learn the style of presentation for different types of media/broadcast scripts. The course will emphasize practical broadcast writing skills, radio and television copy techniques and forms of commercial copy, as well as learning the special rules and regulations governing the presentation of materials "over the air." Instructor's approval or Prerequisite: ENC1101 ENC1102 This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

RTV2241C TELEVISION PRODUCTION I (3)
In this course the student will acquire understanding of the theory and practice of television program production and directing with emphasis on studio production. There is a requirement of two hours of television laboratory production per week. Completion of RTV2000 recommended prior to taking this course. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=32 Oth Hrs=0 Fees=50. 00

RTV2949 CO OP WORK EXP (3)
A course designed to provide training in a student field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by students and employer. Prerequisite: Co-Op department approval. Student will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Education Office to obtain registration approval.
Lec Hrs=0 Lab Hrs=0 Oth Hrs=0 Fees=0. 00 This course can be used for the AA degree.

RUSI120 BEGINNING RUSSIAN I (4)
Fundamentals of speaking, understanding, reading and writing. Classroom practice and exercises supplemented by language laboratory.
Lec Hrs=64 Lab Hrs=0 Oth Hrs=0 Fees=15. 00 This course can be used for the AA degree.

RUSI121 BEGINNING RUSSIAN II (4)
Continuation of RUS1120. Further development of the basic skills. Selected readings. Prerequisite: RUS1120
Lec Hrs=64 Lab Hrs=0 Oth Hrs=0 Fees=15. 00

SCE3320 INTEGRATIVE TEACHING METHODS IN MID (3)
This inquiry-based course involves active participation and reflection of the learning process which will promote the growth and development of equitable middle school science constructs. The Pre-service educator will apply knowledge previously acquired in individual content science courses and communicate them by designing an integrated and lab-based science curriculum unit. Students will be required to spend 2 non-credit hours per week for a mandatory 20 hours as part of a field experience component. Course completers will teach integrated science concepts using the inquiry processes as the basis for teaching and learning Science in middle schools. Prerequisite: EDF3280 Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=39. 75

SCE3420C PHYSICAL SCIENCE FOR MIDDLE SCHOOL (4)
This course is a study of the fundamental concepts of physical science as part of teaching science in grades 5-9. This course focuses on three elements: content knowledge, inquiry and other teaching strategies, and use of multimedia and visualization tools in teaching and learning about physical science. This course incorporates methods and metacognitive strategies for learning and teaching, including scientific reasoning, prediction, and abstract and critical thinking, and helps educators optimize their science teaching experiences. Through the readings, videos, discussions, assignments, and other interactive experiences, learners in this course will have multiple opportunities to develop content knowledge about transfer of energy; light, sound, and waves; mechanisms of heat transfer; and solubility and density. Prerequisite: CHM1045 CHM1045L MAC1105 PHY1001 PHY1001L. Lec Hrs=64 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

SCE3941 TEACHING MIDDLE AND SECONDARY SCHOOL (3)
Science educators are faced with many unique sets of circumstances that are not encountered in other disciplines. These include unique legal and safety considerations, equipment acquisition and organization, and participation in programs that provide key resources. This course shall prepare
the pre-professional science educator with some of the key tools and strategies that are utilized in the science classroom. Each unit focuses on one of the major areas that science educators will experience. The course is presented as a series of hands-on experiences in which the student is involved in graded planning or concept exercises, followed by observed and graded application or execution of those plans. Prerequisite: SCE4330

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=39.75

SCE3943 INTERACTIVE PROJECTS THAT PROMOTE L (3)
This inquiry based course involves active participation and reflection of the learning process that will promote the growth and development of equitable middle and high school constructs. The Pre-professional educator will apply knowledge previously acquired in individual content science courses and communicate them by designing an integrated and lab-based curriculum unit. Course completers will teach integrated science concepts using inquiry processes as the basis for teaching and learning Science in middle and high schools.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

SCE4330 METHODS AND STRATEGIES OF TEACHING (3)
This course is designed to introduce methods and strategies that have been proven to be effective for teaching secondary biology. This course will include topics in appropriate instructional techniques and selection of appropriate resources for diverse classroom activities. Students will learn principles of effective curriculum design and assessment and how to apply these principles by designing and developing interactive biology projects for secondary school students including real world applications.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=39.75

SLS1001 STRATEGIES FOR SUCCESS (3)
This course is tailored for First Time in College students and provides opportunities to learn about Broward Community College and higher education, acquire and practice learning strategies, explore personal learning styles, identify career options, and develop life-long skills for responsible citizenship. This course can be used for the AA degree.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

SLS1103 FOUNDATION COURSE (3)
This course is tailored for First Time in College students and provides opportunities to learn about professional behaviors that lead to academic and "knowledge work" career success such as developing self-discipline, leading self-managed teams, and creating effective teams composed of individuals with different working styles.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

This course can be used for the AA degree.

SLS1261 LEADERSHIP (3)
The purpose of this course is to provide effective leadership skills for student leaders to help them develop an ethical, value grounded leadership style for future educational, organizational and community leadership roles.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

This course can be used for the AA degree.

SLS1272 TEAM SELF-MANAGEMENT AND CAREER EXP (3)
This course provides an introduction to Team Self-Management (TSM) theory and practice of team self-management and its application in work organizations: explores the connections between one's purpose and intentions and one's behaviors, and develops the self-management skills to successfully attain one's goals. The course provides an introduction to career exploration and planning. This course can be used for the AA degree.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

SLS1301 CAREER PLANNING WORKSHOP (2)
This course is a study of the career decision making process. The student will learn the skills
necessarily for career decision making as it applies to their individual characteristics (including values, interests, abilities, goals, strengths, etc.).

Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

This course can be used for the AA degree.

**SLS1501 COLLEGE SUCCESS SKILLS (1)**
This course is designed primarily for freshman students. It serves as an introduction to Broward Community College and assists students in coping with challenges of college life, clarifying their goals, learning strategies and skills that will help them succeed in college and life. Topics covered include test-taking, note-taking, listening skills, memory techniques, academic regulations, ideas for wellness, understanding of diversity and career issues that face college students. This course can be used for the AA degree.

Lec Hrs=16 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**SLS2271 TEAM SELF MANAGEMENT WITH SOCIAL JUSTICE (3)**
This course provides students with the theory and practice of team self management. It includes leading and working on a self-managing team, and developing project management skills. This course will also help students develop awareness of social justice topics so that they may gain an in-depth understanding of a social justice issue through utilizing primary based research, and scenario planning methodologies. This course can be used for the AA degree.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**SLS2715 STUDENT LEADERSHIP DEVELOPMENT (1)**
The purpose of this course is to provide effective leadership skills for student leaders to help them develop an ethical, value grounded leadership style for for their role as peer mentors and advocates.

Lec Hrs=16 Lab Hrs=0 Oth Hrs=0 Fees=0.00

This course can be used for the AA degree.

**SON1003L FUNDAMENTALS OF SONOGRAPHY LAB I (1)**
This course incorporates an introduction to ultrasound scanning techniques using ultrasound equipment to practice the principles and protocols to the performance of adequate diagnostic sonographic imaging and Doppler procedures in a supervised setting. Prerequisite: SON1100 SON1170

Corequisite: SON1121 SON1211 SON1214 SON1804

Lec Hrs=0 Lab Hrs=48 Oth Hrs=0 Fees=17.00

**SON1100 PRINCIPLES AND PROTOCOLS OF SONOGRAPHY (3)**
An introduction to the basic approaches to sonographic scanning and scanning protocols for the abdomen and pelvis. Prerequisite: Program Admission. Pre or Corequisite: SON1170

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**SON1100L PRINCIPLES AND PROTOCOLS OF SONOGRAPHY (2)**
An introduction to the basic approaches to sonographic scanning and scanning protocols for the abdomen and pelvis. Pre or Corequisite: SON1170

Lec Hrs=0 Lab Hrs=96 Oth Hrs=0 Fees=0.00

**SON1111 ABDOMINAL SONOGRAPHY I (2)**
An introduction to the cross-sectional anatomy of the abdominal are and its recognition on sonographic visualization systems. Prerequisite: SON1170

Pre or Corequisite: SON1121 SON1211 SON1214 SON1804

Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**SON1112 ABDOMINAL SONOGRAPHY II (2)**
An in-depth presentation of sonographs of the abdominal area stressing deviations from the norm and the studies to make a diagnostically acceptable study. Prerequisite: SON1111 SON1121 SON1170

Pre or Corequisite: SON1122 SON1212 SON1215

Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

**SON1121 SONOGRAPHIC OB/GYN I (2)**
An introduction to the cross-sectional anatomy of the female reproductive system with and without an existing pregnancy. The sonographic
recognition of the normal throughout all terms of pregnancy is presented. Prerequisite: SON1170

Pre or Corequisite: SON1111 SON1211 SON1214
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

SON1122 SONOGRAPHIC OB/GYN II (2)
The detection of anomalies, pathology, deviation from normal and the planes which must be sonographically imaged for accurate diagnosis is stressed. Prerequisite: SON1111 SON1170 SON1211 SON1804
Pre or Corequisite: SON1112 SON1212 SON1215
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

SON1141 SMALL PARTS SONOGRAPHY (2)
A general introduction to the areas of carotid, eye, thyroid, prostate, scrotum, breast and other superficial structures. Prerequisite: SON1112 SON1122 SON1212
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

SON1170 SONOGRAPHY OF THE CIRCULATORY SYSTE (2)
An introduction to the hemodynamics of the circulatory systems and the sonographic imaging and Doppler assessment of the cardiac and vascular structures. Prerequisite: Program Admission. Pre or Corequisite: SON1100L
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0.00

SON1211 MEDICAL SONOGRAPHIC PHYSICS I (3)
A study of the principles of diagnostic ultrasound, the fundamental properties of ultrasonic physics, stressing tissue interactions, and interfaces. Focusing characteristics, methods, intensity, and power considerations are introduced along with system resolution considerations. Prerequisite: SON1100 SON1170

Pre or Corequisite: SON1111 SON1121 SON1214
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

SON1212 MEDICAL SONOGRAPHIC PHYSICS II (3)
A continuation of the study of the properties of diagnostic ultrasound stressing the operation of diagnostic equipment, the display systems, biological effects and quality assurance methods. Current developments in ultrasound are reviewed, discussed, and evaluated. Prerequisite: SON1111 SON1121

Pre or Corequisite: SON1112 SON1212 SON1215
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

SON1214 PRACTICAL ASPECTS OF SONOGRAPHY I (2)
A study of the principles of diagnostic ultrasound and practical aspects of scanning techniques, film critique, film identification and patient care and handling as related to sonographic examination. Stressing the operation of diagnostic ultrasound equipment and routine images obtained. Prerequisite: SON1170

Pre or Corequisite: SON1111 SON1121 SON1211
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=17.00

SON1215 PRACTICAL ASPECTS OF SONOGRAPHY II (2)
Offering more advanced principles of diagnostic ultrasound, adding knowledge of pathological processes. Further presenting the practical aspects of scanning techniques, film critique, film identification and patient care and handling as related to sonographic examination. Stressing the correlation of all patient data, including sonographic images obtained to assist in the differential diagnosis process. Prerequisite: SON1111 SON1170 SON1211

Pre or Corequisite: SON1112 SON1212 SON1212
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=17.00

SON1804 CLINIC A (2)
Clinical education requiring application of the knowledge learned. Professionalism and personal interaction are stressed along with technical abilities. As the student progresses he or she will be performing examinations with less and less supervision. Prerequisite: SON1170
Pre or Corequisite: SON1111 SON1121 SON1211
Lec Hrs=0 Lab Hrs=0 Oth Hrs=256 Fees=102.18

SON1814 CLINIC B (2)
A continuation of the learning by doing process where more responsibility in the form of decision making regarding anatomical areas and resultant imaging is assumed by the student being supervised. 24 Hr. clinical per week. Term II. Prerequisite: SON1111 SON1121 SON1211 SON1804
Pre or Corequisite: SON1112 SON1122 SON1212
Lec Hrs=0 Lab Hrs=0 Oth Hrs=256 Fees=102.18

SON1824 CLINIC C (3)
This clinical course is designed to provide students the opportunity to make judgmental decisions regarding technical aspects, to interact in a professional manner with those with whom he/she comes in contact with, and to generally progress to the point where, after successful testing, he/she may be accepted as a competent sonographer for general sonographic exams. Prerequisite: SON1112 SON1122 SON1814
Pre or Corequisite: SON1112 SON1122 SON1212
Lec Hrs=0 Lab Hrs=0 Oth Hrs=384 Fees=102.18

SON2013L FUNDAMENTALS OF SONOGRAPHY LAB II (1)
This course incorporates ultrasound scanning techniques using ultrasound equipment to practice the principles and protocols to the performance of adequate diagnostic sonographic imaging and Doppler procedures in a supervised setting. Prerequisite: SON1003L SON1111 SON1121
Corequisite: SON1112 SON1122
Lec Hrs=0 Lab Hrs=48 Oth Hrs=0 Fees=0.00

SON2061 SEMINAR IN SONOGRAPHY (1)
A discussion and presentation seminar course on interpersonal skill refinement, employment techniques, and career development. The course also provides a comprehensive curriculum review of all aspects of Sonography and presents details on applying for licensure as students prepare for the transition to the work place. Prerequisite: SON2400 SON2834
Pre or Corequisite: SON2161 SON2844
Lec Hrs=0 Lab Hrs=16 Oth Hrs=0 Fees=0.00

SON2161 NEONATAL NEUROSONOLOGY (2)
An introduction to the sonographic imaging of the neonatal and infant brain. Emphasis is placed on normal brain anatomy, congenital and acquired pathological conditions, as well as sonographic scanning techniques. Prerequisite: SON2400 SON2834
Pre or Corequisite: SON2401 SON2844
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=2.00

SON2171 VASCULAR SONOGRAPHY (3)
Venous and arterial anatomy and hemodynamic functions, both normal and abnormal are stressed. Sonographic imaging techniques for vascular structures and Doppler spectral analysis of normal and pathological patterns are also studied. Student must be an American Registry for Diagnostic Medical Sonography (ARDMS) Registered Sonographer. Special Fee Charged.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=2.00

SON2175 VASCULAR SONOGRAPHY II (3)
Arterial anatomy below the neck and head, and it's hemodynamic functions, both normal and abnormal, are stressed, along with sonographic imaging techniques for arterial vascular structures, non-imaging testing modalities, and Doppler analysis of normal and abnormal flow patterns. Prerequisite: SON2171
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=2.00

SON2176 VASCULAR SONOGRAPHY III (3)
Venous and arterial anatomy and hemodynamic functions of the circulatory system of the neck and head, both normal and abnormal, are stressed, along with sonographic imaging techniques for vascular structures and Doppler analysis of normal and abnormal flow patterns. An understanding of the process of test validation and interpretation of test results will be covered. Prerequisite: SON2175
SON2400 INTRODUCTION TO ECHOCARDIOGRAPHY (2)
Anatomy of the heart and the procedures used in screening are introduced stressing recognition of the normal versus abnormal. Prerequisites: Program Admission or Permission by Program Manager and Prerequisite: SON1141 SON1824

Pre or Corequisite: SON2400L SON2834
Lec Hrs=0 Lab Hrs=0 Oth Hrs=0 Fees=0.00

SON2401L INTRODUCTION TO ECHOCARDIOGRAPHY II LAB (1)
Laboratory sessions for Introduction to Echocardiography Lab (SON 2401L) are designed to provide opportunities for the students to practice basic skills of sonographic scanning techniques of normal cardiac structures including real-time and Doppler scanning techniques. Performance of special tests will be practiced on a cardiac simulator. This course incorporates advanced ultrasound scanning techniques using ultrasound equipment to practice the principles and protocols to the performance of entry-level Cardiac diagnostic sonographic imaging and Doppler procedures in a supervised setting. Prerequisite: SON1824 SON2400 SON2400L SON2834
Pre or Corequisite: SON1141 SON2401
Lec Hrs=0 Lab Hrs=48 Oth Hrs=0 Fees=0.00

SON2834 CLINIC D (3)
A course designed to add additional clinical competencies to those gained in the specialties mastered in the first year. Emphasis on specialty of echocardiography with clinical application of classroom material presented. To continue to make judgment decisions regarding the technical aspects of diagnostic sonographic exams. Prerequisite: SON1141 SON1824

Pre or Corequisite: SON2400
Lec Hrs=0 Lab Hrs=0 Oth Hrs=384 Fees=102.18

SON2844 CLINIC E (3)
Application of all the materials presented requiring the student to interact in a professional manner, to make judgment decisions regarding the technical aspects, and to generally progress to the point where he/she may be accepted as a competent sonographer. Further mastering of all skills gained, emphasizing echocardiography and cardiovascular examination techniques. Clinical application of classroom material presented. Prerequisite: SON2400 SON2834

Pre or Corequisite: SON2161 SON2401
Lec Hrs=0 Lab Hrs=0 Oth Hrs=384 Fees=102.18

SOP2002 SOCIAL PSYCHOLOGY (3)
This course provides scientifically based constructs used in understanding social phenomena and their impact on the individual. Identification of the social and psychological variables that give human behavior a predictable base is stressed. Topics considered include human nature, psychological development, sex role identification love, affiliation, aggression, image management, attitudes, opinion manipulation, morality, leadership, group
dynamics, attribution and construct theory. This course can be used for the AA degree.

Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

SOW2020 INTRODUCTION TO SOCIAL WELFARE (3)
This is a beginning course in the behavioral science based field of social work. It aims at introducing the student to the historical, political policy and methodological systems that have interacted to produce the institutions of welfare services and the profession of social work.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.

SOW2054 SOCIAL SERVICE FIELD EXPERIENCE I (3)
A survey and orientation to organization, and operations of the social service setting. Contact with and participation in social service agencies to make students aware of community resources is a goal of this course. Part of the course's activities can include volunteer participation in an agency or a supervised review of an agency in which a person is employed. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.

SPC1024 INTRODUCTION TO SPEECH COMMUNICATION (3)
This course is designed to provide students with the fundamentals of speech communication including speaking and listening. Topics include: intrapersonal, interpersonal, verbal, nonverbal, small group communication, and public speaking in various cultural contexts.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.

SPC1511 ARGUMENTATION AND DEBATE (3)
The student, upon completion of this course, should achieve proficiency in the principles of argumentation including analysis, evidence, inference, and refutation as they pertain to the debate situation in democratic society.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

SPC1608 INTRODUCTION TO PUBLIC SPEAKING (3)
This course is designed to provide students with fundamental training and practical experience for speaking in public, business, and professional situations. Topics include: audience analysis, speech anxiety, critical listening, and preparation and delivery of speeches in various cultural contexts. This course can be used for the AA degree.
Lec Hrs=32 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

SPC2300 INTRODUCTION TO INTERPERSONAL COMMUNICATION (3)
Upon completion of this course, the student should demonstrate an understanding of the basic concepts of interpersonal communication with emphasis on perception, self-awareness, dyadic communication, small group communication, and communication conflict.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.

SPN1000 ELEMENTARY SPANISH CONVERSATION (3)
A custom made course for those residents in the community who require a cursory knowledge of Spanish to help them communicate with Spanish speaking people. One hour language laboratory weekly. Special fee charged.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=15. 00

SPN1120 BEGINNING SPANISH I (4)
Fundamentals of speaking, listening-comprehension, reading, writing, and Hispanic culture. Classroom practice and exercises supplemented by laboratory and/or multi-media designed to develop communicative competence and cultural sensitivity. Student expected to continue further implementation and expansion of their proficiencies in SPN1121 and SPN2220. Students are encouraged to study abroad. This course can be used for the AA degree.
Lec Hrs=64 Lab Hrs=0 Oth Hrs=0 Fees=15. 00

SPN1121 BEGINNING SPANISH II (4)
Continuation of SPN 1120. Further development of the basic skills in speaking, listening-comprehension, reading, writing, and appreciation of culture. Classroom practice and exercises supplemented by laboratory and/or multi-media activities designed to develop and enhance communicative competence and cultural sensitivity. Skills and concepts are further
polished in SPN 2220. Students are encouraged to study abroad. Prerequisite: SPN1120
Lec Hrs=64 Lab Hrs=0 Oth Hrs=0 Fees=15.00

SPN1170 SPANISH STUDY TRAVEL (3)
A course designed for students who wish to combine the study of Spanish with subsequent travel to a Spanish speaking region.
Lec Hrs=15 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

SPN2201 INTERMEDIATE SPANISH II (3)
Emphasis on composition, reading comprehension and conversation. A more in depth review of the history, geography, literature, and current issues of Spain and Spanish America. Students will acquire a greater knowledge of these diverse two cultures and gain more fluency in oral and written communication. This course completes the intermediate level. Students are encouraged to study abroad. Prerequisite: SPN2220
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

SPN2220 INTERMEDIATE SPANISH I (4)
Continuation of SPN1121. Polishing of skills in speaking, listening comprehension, reading, writing and appreciation of culture and an introduction of new grammatical and idiomatic material. Classroom practice and exercises supplemented by laboratory and multi-media activities designed to develop and enhance communicative competence and cultural sensitivity. Compositions and readings in Hispanic prose and culture. Students are encouraged to study abroad. Prerequisite: SPN1121
Lec Hrs=64 Lab Hrs=0 Oth Hrs=0 Fees=15.00
This course can be used for the AA degree.

SPN2240 INTERMEDIATE SPANISH CONVERSATION (3)
Course may be taken in conjunction with SPN2220 or SPN2201 but cannot displace either one of those courses as a college parallel requirement. The purpose of this course is to permit that student who wishes to increase his comprehension and speaking facility in Spanish to be in a class where the emphasis is totally on the oral approach and where a greater variety of topics will be discussed at a faster pace than the required SPN 2201 course would allow. Special Fee Charged. Prerequisite: SPN1120 SPN1121
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=15.00
This course can be used for the AA degree.

SPN2340 BEGINNING SPANISH FOR SPANISH SPEAK (4)
This course is designed for Spanish Speakers who have an oral command of the language but whose knowledge of written and/or formal Spanish is incomplete. Class is conducted in Spanish with emphasis on improvement of spelling, grammar, vocabulary, reading, writing, and oral skills. Emphasis will be placed on the correction of typical errors created by the influence of the English language. Every unit will cover important cultural aspects of the Hispanic world. Prerequisite: To be a heritage or native speaker of Spanish. Special Fee charged.
Lec Hrs=48 Lab Hrs=16 Oth Hrs=0 Fees=15.00
This course can be used for the AA degree.

SPN2955 STUDY ABROAD: ADVANCED COMPOSITION (3)
For students wishing to attain greater proficiency in spoken and written Spanish. Conversation and composition based on selected readings and a variety of contemporary topics. This course is used only in BCC Study Abroad Programs. Prerequisite: SPN2201
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

STA2023 STATISTICS (3)
A first course in statistical methods including such topics as collecting, grouping, and presenting data; measures of central tendency, position, and variation; theoretical distributions; probability; test of hypotheses; estimation of parameters; and regression and correlation. Use of statistical computer software and/or a scientific calculator (capable of performing 2-variable statistics) will be required. Recommendation of the Mathematics Department or at least a grade of "C" in the prerequisite course is required. Prerequisite: MAT1033
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=22.00
This course can be used for the AA degree.
SWS2242C WETLANDS MANAGEMENT I (3)
This course provides the background to define a wetland using indigenous plant forms, aquatic conditions, geology and applicable laws and regulations. The strategies and techniques needed to maintain natural habitats are outlined. Course consists of classroom and extensive field work.Completion of any of the horticultural biology, zoology, or native plant courses would be helpful and is suggested.
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=0.00

SYG2000 PRINCIPLES OF SOCIOLOGY (3)
This course is designed to introduce students to the basic terminology, theories, research and topics sociologists study. More specifically, students will be introduced to the relationship between the individual and society; how social structures, such as organizations, family, the mass media, etc.; shape views, perceptions, and behaviors; and to society's issues and problems. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

SYG2010 SOCIAL PROBLEMS (3)
This course is an examination of the major social problems found in our changing social environment. More specifically, students will be introduced to a variety of topics which may include inequality based on class, race, ethnicity, education, age; violence in society; the changing family; social problems related to gender and sexual behavior; global social problems. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

SYG2212 SOCIETY AND THE ENVIRONMENT (3)
A study of humanity's social systems and the resulting impact of their technologies on the natural environment and natural life support systems.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00 This course can be used for the AA degree.

SYG2230 CONTEMPORARY RACE AND ETHNIC STUDIES (3)
A study of minority dominant relations with emphasis on ethnic, racial, and religious minorities.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00 This course can be used for the AA degree.

SYG2322 JUVENILE DELINQUENCY (3)
A study of juvenile and delinquent behavior and its development which focuses on the social structure of society to find patterns of delinquent activity and its causations.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00 This course can be used for the AA degree.

SYG2323 INTRODUCTION TO CRIMINOLOGY (3)
A study of crime and criminal behavior, and its cause and related effects on society, with an emphasis given to criminal theory, and the sociological implications of criminal behavior.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00 This course can be used for the AA degree.

SYG2340 SOCIOLOGY OF HUMAN SEXUALITY (3)
The Sociology of Human Sexuality is a general review of the scientific principles related to the study of human sexuality. Topics include: the cultural context of sexuality, theoretical perspectives of sexuality, research methods, gender/sex roles, sexual orientation, sexual coercion, sexual anatomy, sexual arousal, pregnancy, STDs, love and human intimacy, and human sexuality through the life course.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00 This course can be used for the AA degree.

SYG2421 MARRIAGE AND FAMILIES: INTERCULTURAL (3)
A study of the institution of the family utilizing historical, cross cultural and sub-cultural comparisons to understand the background evolution and current familiar structures of the world. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

SYG2441 SOCIAL INSTITUTIONS (3)
A study of the institutions of pre-industrial, industrial, and post-industrial societies. Special emphasis is on theories of social organization, social change, and the exploration of each institution in world societies.
TAX2000 INCOME TAX I (3)
This course covers principles of federal income taxation applicable to individuals. The course is designed for students to acquire the basic knowledge necessary in the preparation of individual tax returns. Sample tax returns will be prepared. Prerequisite: TAX2000
Lec Hrs=0 Lab Hrs=48 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.

TAX2010 INCOME TAX II (3)
This course is a continuation of TAX2000 with emphasis on income tax laws applicable to partnerships and corporations. A brief survey of estate and gift taxes will be undertaken. Sample tax returns will be prepared. Prerequisite: TAX2000
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.

THE2000 THEATRE APPRECIATION (3)
A course designed to acquaint the student with the elements of theatre and how they combine and interact to create the live theatre experience. Lecture and discussion will investigate the nature and art of theatre, while the viewing of video taped and live stage plays will furnish examples of the various dramatic genres, including tragedy, comedy and musical theatre. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

THE2051L CHILDREN'S THEATRE PRODUCTION (3)
Participation in the rehearsal and production of the Children's Theatre Program, which continues during the entire term. This course can be used for the AA degree.
Lec Hrs=0 Lab Hrs=96 Oth Hrs=0 Fees=0. 00

THE2052L CHILDREN'S THEATRE TECHNICAL (3)
Participation in the technical aspects of the Children's Technical Theatre Program. Lec Hrs=0 Lab Hrs=96 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.

THE2300 SURVEY OF DRAMATIC LITERATURE (3)
A study of dramatic literature from the time of the early Greek dramatists to recent dramatists in light of the historic, socio-political milieu of the era that promulgates the particular genre. Plays will be analyzed from a dramaturgical point of view. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0. 00

TPA1290 TECHNICAL THEATRE LAB I (1)
Participation as technician in the dramatic and musical productions of the college. May be repeated four times for credit. Instructor’s permission required for enrollment.
Lec Hrs=48 Lab Hrs=32 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.
TPA1291 TECHNICAL THEATRE LAB II (2)
Participation as technician in the Dramatic and Musical productions of the college. May be repeated four times for credit. Instructor's permission required for enrollment.
Lec Hrs=0 Lab Hrs=64 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.

TPA1292 TECHNICAL THEATRE LAB III (3)
Participation as technician in the Dramatic and Musical productions of the college. May be repeated four times for credit. Instructor's permission required for enrollment.
Lec Hrs=0 Lab Hrs=96 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.

TPA2000C INTRODUCTION TO THEATRE DESIGN (3)
An introduction to the techniques, practices, and processes in scenic, lighting, costume, and sound design. The course includes a period styles overview, script analysis, and a survey of appropriate paperwork required by each area.
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.

TPA2060 SET DESIGN (3)
Research and execution of the visual environment of the play. Assigned projects will include pencil and ink drawings, layouts, ground plans, elevations, renderings, and models. Prerequisite: TPA2200. This course can be used for the AA degree.
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=0. 00

TPA2192L SUMMER THEATRE/TECHNICAL PRODUCTION (3)
Participation in the technical aspects of a theatrical production including but not limited to stagecraft, stage management, properties, costuming, wardrobe, lighting, sound, stage makeup and house management. Corequisite: TPP1190L.
Lec Hrs=0 Lab Hrs=96 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.

TPA2200 STAGECRAFT (3)
An investigation of the principles of stagecraft, lighting, props and set construction.
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.

TPA2220 INTRODUCTION TO STAGE LIGHTING (3)
An historical background of theatrical lighting technology and design and an introduction to the tools and concepts used by the lighting technician from primitive equipment to the modern computer system. Prerequisite: TPA2200
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.

TPA2248 MAKEUP FOR STAGE AND TELEVISION (3)
The theoretical and practical application of all types of straight and character make-up for the stage and television.
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.

TPP1190L PERFORMANCE LAB I (1)
Upon successful completion of this course, students will be able to analyze and create a dramatic character on stage in a theatrical production of the college. For each production, students will learn to understand the genre of the play and adopt appropriate acting styles and techniques. They will learn how to uncover clues in the script which will reveal character objectives and tactics. Additionally, students will create characters through analysis, improvisation, and the development of psychophysical actions grounded in the given circumstances of the play. This information will guide the student actor to make distinct choices regarding the physical and vocal qualities of each character being portrayed.
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=0. 00
This course can be used for the AA degree.

TPP1191L PERFORMANCE LAB II (2)
Upon successful completion of this course, students will be able to analyze and create a dramatic character on stage in a theatrical production of the college. For each production, students will learn to understand the genre of the play and adopt appropriate acting styles and techniques. They will learn how to uncover clues in the script which will reveal character objectives and tactics. Additionally, students will create characters through analysis, improvisation, and the development of psychophysical actions grounded in the given circumstances of the play.
This information will guide the student actor to make distinct choices regarding the physical and vocal qualities of each character being portrayed.
Lec Hrs=0 Lab Hrs=64 Oth Hrs=0 Fees=0.00

TPP192L PERFORMANCE LAB III (3)
Upon successful completion of this course, students will be able to analyze and create a dramatic character on stage in a theatrical production of the college. For each production, students will learn to understand the genre of the play and adopt appropriate acting styles and techniques. They will learn how to uncover clues in the script which will reveal character objectives and tactics. Additionally, students will create characters through analysis, improvisation, and the development of psychophysical actions grounded in the given circumstances of the play. This information will guide the student actor to make distinct choices regarding the physical and vocal qualities of each character being portrayed.
This course can be used for the AA degree.
Lec Hrs=0 Lab Hrs=96 Oth Hrs=0 Fees=0.00

TPP2110 ACTING I (3)
Study and development of acting skills concentrating on the student's ability to believe and exist in imaginary circumstances as if they were real, and to transmit those beliefs clearly and artfully to an audience.
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

TPP2111 ACTING II (3)
Building on the foundations established in Acting I, Acting II focuses on a close examination of the dramatic text which becomes the basis for character development and scene work. Students will analyze and perform two scenes during the term. Additional experience is also gained with the monologue by analyzing and performing two longer speeches. Prerequisite: TPP2110
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

TPP2190L REHEARSAL AND PERFORMANCE I (3)
Participation in the audition, rehearsal and performance process of a theatrical stage production. Corequisite: TPA2192L
Lec Hrs=0 Lab Hrs=96 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

TPP2260 PERFORMANCE IN FILM (3)
Introduction to the various approaches to acting on film and television. A number of genres will be examined including film acting, commercial acting, and various styles of television acting. Students will also study the evolving styles of film acting throughout the history of the medium.
Prerequisite: TPP2110
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

TPP2300C DIRECTING (3)
An academic study and practical application of the art and craft of directing a play. An investigation of the components of the theatre experience as they relate to the work of the director. Prerequisite: TPP2111

Pre or Corequisite: TPA2200 TPP2500C TPP2700C
This course can be used for the AA degree.
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=0.00

TPP2500C MOVEMENT FOR THE ACTOR (3)
An academic study and practical application of body movement technique for the actor. Students will extend their own range of movement through vocal and physical effort training and free themselves from any personal movement habits. This course can be used for the AA degree.
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=0.00

TPP2531 STAGE COMBAT (1)
Armed and unarmed combat techniques for the stage.
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=0.00
This course can be used for the AA degree.

TPP2700C INTRO TO VOICE (3)
An academic study and practical application of the efficient and effective use of the speaking voice, particularly in meeting the special demands of acting for the stage. Following a thorough introduction to the International Phonetic Alphabet students will learn the theories and principles of good voice and articulation of general American speech. The theories and principles of the course will be applied in written assignments, oral performances before the class,
and through vocal exercises done in class, the learning resources language laboratory, and at home.
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=0.00

This course can be used for the AA degree.

TPP2701C VOICE AND ARTICULATION II (3)
Application of techniques studied in Intro to Voice, with emphasis on the study of vocal posture and the International phonetic Alphabet. Students will continue to improve articulation and pronunciation, as they learn to apply differentiation of sounds and adjustment of vocal posture to achieve a neutral American Dialect. Learned skills will then be utilized to master three popular stage dialects. The theories and principles of the course will be applied in written assignments, oral performances before the class, and through vocal exercises done in class, the learning resources laboratory, and at home.
Prerequisite: TPP2700C
Lec Hrs=32 Lab Hrs=32 Oth Hrs=0 Fees=0.00

This course can be used for the AA degree.

TRA1010 INTRODUCTION TO TRANSPORTATION & LO (3)
This course deals with the role of logistics in the economy and the organization. Topics explored are customer service, logistics information systems, inventory management, material management and supply chain management. The objective is to explore the full scope of the transportation plant and its services as a necessary preparation to efficient use of the transportation system.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

TRA1154 SUPPLY CHAIN MANAGEMENT (3)
This course presents an integrated approach to the management of activities involved in moving goods and services from suppliers to customers. The course will focus on what employees and managers must do to ensure an effective supply chain exists in their organization. Students will learn about SCM functions, warehousing, purchasing and inventory, e-commerce, information flow and customer service.
Prerequisite: TRA1010
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

TRA1156 OPERATIONS MANAGEMENT FOR TRANSPORT (3)
This course covers the skills necessary for a supervisory role in logistics. It includes roles and responsibilities in managing different types of operations and general managerial functions and skills. Topics include the design and management of production operations, productivity, strategy, capacity planning, location, layout, resource management, just-in-time systems, materials requirement planning and project management.
Prerequisite: TRA1010
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

TRA2131 PURCHASING FOR LOGISTICS MANAGERS (3)
This course presents current and thorough coverage in the critical area of purchasing for logistics managers. Students gain insight and knowledge into the strategies, processes, and practices of purchasing, including demands placed on purchasing managers, the ethical, contractual and legal issues faced by purchasing professionals, and the impact of purchasing and supply chain management on the competitive success and profitability of the organization.
Prerequisite: TRA1010
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

TRA2930 SEMINAR IN GLOBAL TRADE & LOGISTICS (1)
This course focuses on current and emerging issues in global trade and logistics. Its format and topic will vary, but will include a full day or a half day seminar conducted by one or more industry experts who will address specific global trade and logistic topics such as, but not limited to: Functions comprising logistics; How logistics affects customer service, corporate performance and competitive advantage; Key logistics processes of supply chain management; Effective strategies for logistics managers; Key differences between domestic and international logistics; Developing strategies to effectively manage logistics; Recognizing the role played key logistics intermediaries that facilitate global trade.
Lec Hrs=16 Lab Hrs=0 Oth Hrs=0 Fees=0.00

TSL3080 ESOL ISSUES AND STRATEGIES I (3)
This course is designed to introduce the underlying issues, theories and practices of the
teaching of ESOL (English for Speakers of Other Languages). The goal of this course is to develop the foundations of knowledge necessary to prepare educational professionals to understand the concepts upon which second language acquisition and instruction are based. Course emphasizes the Florida/LULAC Consent Degree and language/literacy development. 10 school-based hours Pre or Corequisite: EDF1005 EDF2085 EME2040 RED3342
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=39.75

TSL4081 ESOL ISSUES AND STRATEGIES II (3)
This course is designed to build on the foundation course in TESOL for students in integrated pre-service teacher education programs. The goal of this course is to link the theory and practice for effective teaching of ESOL students. The course will focus primarily on methods, curriculum and assessment of ESOL students in the areas of language development, and content areas. Effective strategies regarding reading instruction for ELL students will be emphasized. Prerequisite: EDF3280 EDF4430 EDG4410 EDP4004 EEX3011 TSL3080 Pre or Corequisite: EEX4843 RED3352 RED4519
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=39.75

WOH2040 WORLD IN THE 20TH CENTURY (3)
An examination of the major political, social, economic, intellectual, diplomatic, and military developments and events of the 20th century. A chronological approach to several major themes which frame the history of the contemporary world; the decline of European hegemony in the course of two major wars and a world depression; the concomitant challenge to western supremacy from Asia; a half-century of superpower hostility following the outbreak of the Cold War; and the transformation of global politics in light of the collapse of the U. S. S. R. and the end of the Cold War. This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

ZOO2010 GENERAL ZOOLOGY (3)
Basic course pertaining to the development, anatomy, physiology, genetics, ecology and evolutionary relationships of the animal kingdom. Upon successful completion of this course, the students will be able to comprehend the basic zoological principles and processes of phylogeny, physiology, genetics and ecology. Pre or Corequisite: ZOO2010L This course can be used for the AA degree.
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

ZOO2010L GENERAL ZOOLOGY LABORATORY (1)
Upon successful completion of this course, the students should be able to demonstrate a knowledge of the animal kingdom through prescribed activities that focus on the morphology, anatomy, and physiology of selected representative specimens. Laboratory experiments and activities to accompany ZOO2010. Dissection of animals is a component of this course. Pre or Corequisite: ZOO2010
Lec Hrs=0 Lab Hrs=32 Oth Hrs=0 Fees=81.00
This course can be used for the AA degree.

ZOO4713 COMPARATIVE VERTEBRATE ANATOMY & PH (3)
This course is designed to familiarize the student with morphological and anatomical features of vertebrates from a comparative evolutionary perspective. The course starts with an introduction to the comparative method, including evolutionary concepts such as homology and homoplasy. The underlying biology of tissue-organ systems and evolutionary perspectives on the origin, maintenance, and diversification of form among the vertebrates will be discussed. The remainder of the course will be an overview of major organ systems, interspersed with discussion of particular vertebrate phenomenon that highlight the development, function and/or evolution of these organ systems. Pre or Corequisite: ZOO4713L
Lec Hrs=48 Lab Hrs=0 Oth Hrs=0 Fees=0.00

ZOO4713L COMPARATIVE VERTEBRATE MORPHOLOGY A (1)
The course is the accompanying laboratory course to PCB4273. The 3 hours of laboratory per week complements the lecture topics which include evolutionary relationships among the vertebrate groups, and a comparison of major physiological systems; nerve, muscle, respiration, circulation, osmoregulation, excretion, temperature regulation and energy metabolism. Pre or Corequisite: ZOO4713
Lec Hrs=0 Lab Hrs=48 Oth Hrs=0 Fees=42.00

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THE INSTITUTE FOR ECONOMIC DEVELOPMENT

The Institute for Economic Development

The Institute for Economic Development is a vital part of the total program at Broward College. The Institute emphasizes the community by extending the College into the community through noncredit offerings and programs reaching beyond the traditional limits of the College. The Institute for Economic Development houses the following departments.

- Continuing Education Department
- Center for Business and Industry
- Health Science Continuing Education and Workforce Development
- RENEW
- WINGS

Continuing Education

www.broward.edu/ce (954) 201-7800

The Continuing Education Department offers non-credit courses that provide continuing professional education (CPE) for individuals wishing to upgrade their present skills, explore new occupational fields, personal education, intellectual enrichment and/or specialty programs.

Continuing Education courses vary in structure and length. Non-credit courses are offered at all BC campuses (North, Central, South), Tigertail Lake Center, Miramar Center, Miramar Town Center, Willis Holcombe Downtown Center, Weston Center and other community locations.

Continuing Workforce Education

Aviation
Business and Careers
Child Care Certification
Computer Training
Institute for Renewable Resources in Building Construction
Industry Certifications
Insurance
Real Estate/Condominium

Community Education

Creative Arts
Fitness, Sports, Watersports
Hot Topics
Kids and Teens

Languages
- English Language Center (classroom)
- Foreign Language Center (classroom)

Test Preparation and Skills Refresher Course

PERT Skills Preparation- EDI 0534 students who need to refresh their skills in algebra, geometry, grammar and spelling before they take the PERT assessment or need to refresh their skills to retest the PERT later, this course will provide you with content information and review of the skills you need to demonstrate on the P.E.R.T test. It is not only informative it is fun. You will be able to review reading, writing and arithmetic, using YouTube, posters, one-on-one coaching, audio CD's and DVD's. No more boring classes. Our goal is to help you do better on the PERT.

Test Preparation
Online courses

Specialty Continuing Education Programs

Accounting: Continuing Professional Education (CPE) Seminars for CPAs.

Insurance Program: provides courses for people interested in sitting for General Insurance Agents, Adjustors, and Life, Health and Annuity State Licensing Examinations. Continuing education courses for licensed insurance agents and National Professional Insurance Courses are also offered.

Real Estate Program: provides continuing education credits for real estate salespersons, brokers, and community association managers to enable them to maintain their active license status

Kids and Teens Summer College: Children eight to fifteen years of age are introduced to Broward College’s innovative and enriching programs. Kids and Teens develop a special bond with fellow students while becoming familiar with the BC campus environment. Courses are offered in Automotive, Cosmetology, Decorating, Fashion Design, Finance, Leadership, Event Planning, Photography, Technology, Water sports, SAT and FCAT Test Prep, half day KTSC – Certificate programs and more.

Information Technology: The Institute meets the computer training needs of the Broward County business community including labor, industry, and government. Our non-credit courses are presented in state-of-the-art laboratories on BC or online. Programs are offered in a number of certifications. Programs are continually added with the advancement of
technology and for the growing need of the workforce.

The Institute has three methods for providing workshops in a range of popular microcomputer programs.

Center for Business and Industry

www.cbi.broward.edu  (954) 201-7850

The Center for Business and Industry (CBI) at Broward College's Institute for Economic Development works to support the economic well-being of Broward County's workforce. CBI provides design, development, delivery and evaluation of training programs as well as professional consultation to address workplace problems. Established in 1990, CBI has structured diverse, competency-based programs for industries and organizations focused on enhancing the skill and information base of employees. Programs are delivered by qualified trainers, business practitioners, and experienced educators to guarantee timeliness and quality.

CBI's programs are offered at all campuses and centers. Options include:

- Customized training at business and industry sites
- “Work Keys” Skills Assessment
- Adventure Training Teambuilding

Customized on-site training means an end to generic, expensive and time-consuming seminars and extensive travel. Customized programs are designed to meet specific needs of a company without requiring travel from the comfort and convenience of the firm's location. Practitioners and consultants with successful business and industry backgrounds help define training needs. Technical skills, management skills and team-building programs are tailored to the culture of the business and the learning styles of employees. Customized training offers a choice of formats best suited to employees and employers. Short or long-term programming, lasting from a few hours to several months, is available.
Health Science Continuing Education/Workforce Development

The Health Science Continuing Education/Workforce Development program provides educational opportunities for health professionals who desire to increase their knowledge and skills based on a continuum. The program supports and assists in implementing the mission of the College through continuing education offerings for health care providers. Target groups include medical assistants, dental assistants and hygienists, dietitians, registered and licensed practical nurses, certified nursing assistants clinical laboratory personnel, nursing home administrators, radiographers, physical therapists and assistants, respiratory therapists, and psychological services licensees and massage therapists.

Health Science Continuing Education is an approved provider by the CE Broker (50-266), a Division of Information Systems of Florida, Florida Department of Health Rule 64B-5.003, F.A.C. DH-MQA-CEB-8, May, 2006: (Florida Board of Clinical Laboratory Personnel – recognized by National Certifying for Clinical Lab Personnel-DPR #JP3, Exp. 08/2012; Florida Board of Clinical Social Work, Marriage and Family Therapy and Mental Health Counseling-BAP#73, Exp. 03/2013; Florida Council of Dietetics and Nutrition; Florida Board of Dentistry-Provider #P00020; Florida Board of Massage Therapy DPR Provider-MCE-129, Exp. 08/2013; Florida Board of Nursing-FBN2163, Exp. 10/2012; Florida Board of Nursing-Certified Nursing Assistants; the Florida Board of Physical Therapy Practice; and the Florida Board of Respiratory Care). Department of Health Radiation Control FL DOH – BRC Provider #3200006. The American Association of Medical Assistants**; Nursing Home Administrators (Complementary)**

**Must contact the individual Professional Board for rules and guidelines.

Interprofessional collaboration in programming fosters interaction among health care practitioners in order to provide improved quality health care. We support the concept of learning as a continuous process of formal and informal educational learning experiences. Continuing education and workforce development is supplemental to formal education and, therefore, most appropriate as short-term, non-credit offerings.

Offerings are available at all campus sites and various off campus facilities. Day, evening, and weekend classes provide opportunities for continuing education. The format for classes includes seminars, workshops, short and long-term courses and special educational programs. College credit courses, as well as on-line are also available. Contracted instructional services meet the needs of individual institutions, agencies, or groups.

Non-credit and credit courses are in the publication, Continuing Education and Workforce Development, Health Sciences, which is linked online and published three times a year. Additional flyers announce individual offerings periodically. For information regarding these programs contact Continuing Education/Workforce Development, Health Science at (954) 201-6768.
RENEW
Refugees Entering New Enterprises and Workforce (RENEW) is a comprehensive ESOL (English for Speakers of Other Languages) and job training program for refugees and political asylees. RENEW operates as a component of the Institute for Economic Development at BC and is funded by the US Department of Health and Human Services, Office of Refugee Services, and administered by the Florida Department of Children and Families. All services are free for eligible clients.

Eligibility Requirements
Clients with the following statuses are eligible for RENEW:

- Refugee Status
- Political Asylum
- Cuban/Haitian Entrant Status
- Cuban/Haitian Political Asylum Applicants
- Amerasian Status
- Certified Victims of Trafficking
- Lawful Permanent Residents Adjusted from Prior Political Asylum or Refugee Status

NOTE: Clients are eligible for services if they are within five years (60 months) of their date of entry or the date they received their status. Clients must also be employed and be a resident of Broward county to be eligible for services.

Services

English for Speakers of Other Languages (ESOL)
Language should never be a barrier to success. Through an interactive approach, RENEW allows students to overcome that barrier.

Career Counseling
Career counseling at RENEW goes beyond providing advice. The counselors take a personal interest in helping students create and pursue viable career paths based on their values, interests and desires by:

- Building attainable individual employment plans
- Setting career goals and empowering students to reach them
- Identifying training programs to launch careers
- Guiding students returning to their previous fields of employment
- Developing successful job-seeking and workplace readiness skills
- Referring clients to legal and employment service providers

For more information, contact the RENEW Department at (954) 201-8709 or send an Email to renew@broward.edu. The office is located at the Miramar Town Center, 2050 Civic Center Place, Miramar, FL 33025.

RENEW staff members speak English, Spanish, French and Haitian-Creole

WINGS (Women Investigating New Goals and Services)
WINGS is a comprehensive re-entry program offering assistance to women 35 years or older, are in transition due to the separation, divorce, death, or disability of a spouse.

Due to their circumstances, they need to enter the job market, or return to school for training to re-establish them as responsible, independent, self-supporting citizens. They have many barriers to employment due to their lack of recent work experience, lack of education, lack of updated skills, and low self-esteem. Our program helps to promote returning to school to update skills and continue their educational pursuits. We assist these women with scholarship to relieve their financial burden. Our program provides career counseling and assessment, job search skills, interviewing and resume writing. Scholarships are awarded each term to students taking at least 6 credits and showing financial need.

For more information call (954)201-2398 or visit the website at www.wings.broward.edu
ADMINISTRATORS AND FACULTY

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Directory of Campus Administrators

North Campus

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Barbara J. Bryan, B.A., M.Ed., Ed.S., Ph.D.

North Campus
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  Dean, Student Affairs
Gregory J. Ferenchak, B.S., M.S., Ed. D.
  Dean, Health Science
Eugene G. Jones, II, B.S., M.Ed., Ph.D.
  Special Projects Administrator for the
  Campus President
Edward M. Henn, Dean, BAS, Business
  Administration and Engineering
  Technology and Computer Science; Ed.D.
Jeffrey Nasse, M.A.
  Dean, Academic
  Resources
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  Ed.D. Dean, Academic Affairs
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  Dean, Business Affairs
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  Dean, Partnership Center-
  Lloyd Holness, A.S., B.A., M.S.
  Respiratory Care and Vision Care
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  Student Affairs
Kevin Keating, B.A., M.A., Ph.D.
  Social / Behavioral Sciences
Geraldine Klonarides, B.S., MBA
  Business Administration
Pam Kull, B.A., M.A.
  Reading / ESL / SLS
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  Mathematics
Jamonica L. Rolle, M.A.
  Communications & Fine Arts
Jacqueline Stawicki, A.S., B.A.
  Diagnostic Medical Sonography/
  Nuclear Medicine
Esmeralda Sweeney, A.A., B.A., M.S.
  Academic Resource A. Hugh Adams

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  M.B.A. Business Administration,
  Associate and Baccalaureate Programs
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  Science / Wellness
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  Physical Therapist Assistant / Health
  Information Management / Massage
  Therapy
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- Denotes Broward College Alumni
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Broward College
Campus Locations and Registration Hours

1. **Willis Holcombe Center**
   225 East Las Olas Blvd.
   Fort Lauderdale, FL 33301
   Registration: Bldg. 33, Room 109
   Bookstore (FAU Bldg.): 954-762-5204
   Registration Hours:
   Monday-Thursday 8 a.m.-6 p.m.
   Friday 8 a.m.-4 p.m.

2. **A. Hugh Adams Central Campus**
   3501 S.W. Davie Road, Davie, FL 33314
   Registration: Bldg. 19, Room 104
   Bookstore (Bldg. 19): 954-201-6830
   Registration Hours:
   Monday-Thursday 8 a.m.-7 p.m.
   Friday 8 a.m.-4 p.m.

3. **North Campus**
   1000 Coconut Creek Blvd.
   Coconut Creek, FL 33066
   Registration: Bldg. 46, 2nd floor
   Bookstore (Bldg. 46): 954-201-2225
   Registration Hours:
   Monday-Thursday 8 a.m.-7 p.m.
   Friday 8 a.m.-4 p.m.

4. **Judson A. Samuels South Campus**
   7200 Pines Blvd., Pembroke Pines, FL 33024
   Registration: Bldg. 68, Room 113
   Bookstore (Bldg. 67): 954-201-8805
   Registration Hours:
   Monday-Thursday 8 a.m.-7 p.m.
   Friday 8 a.m.-4 p.m.

5. **Pines Center**
   16957 Sheridan Street
   Pembroke Pines, FL 33331
   Registration Hours:
   Monday & Wednesday 8 a.m.-7 p.m.
   Tuesday & Thursday 8 a.m.-5 p.m.
   Friday 8 a.m. - 4 p.m.

6. **Maroone Automotive Training Center**
   **Marine Center of Excellence**
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7. **Tigertail Lake Recreational Center**
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8. **Weston Center**
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9. **Miramar Town Center**
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10. **Coconut Creek Administrative Center**
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11. **Coral Springs Academic Center**
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