

Palm Beach State College
Curriculum Committee FYI Agenda Addendum
September 26, 2013

II. FYI Information (See attached FYI Agenda)

CCE/Avocational Course Dictionary Actions March 25 to September 18, 2013

New Avocational and CCE Courses	Title	Clock Hours
AVO0998	Rape Aggression Defense for Women	12
AVO0999	Rape Aggression Defense for Women	9
BEO0382	Tecnologia al Dia	15
BEO0383	International Markets Development	12
CDO0101	Commercial Driver Operator (Classroom/Home Study)	174
CDO0102	Commercial Driver Operator (Operation Instruction)	160
CDO0103	Heavy Equipment Operator Part 1 (Classroom/Home Study Instruction)	360
CDO0104	Heavy Equipment Operator Part 2 (Operation Instruction)	201
CWO0281	Photoshop – Photo Retouching Techniques	6
CWO0282	Dreamweaver Creating Web Pages/Website Layout	6
CWO0283	Dreamweaver – Advanced Navigation/Object Embedding	6
CWO0284	Dreamweaver Site Optimization/Management	6
CWO0285	Adobe Design and Web Suite	12
CWO0286	Photoshop Effects and Filters	6
CWO0287	Dreamweaver – HTML and CSS Basics	6
CWO0288	Photoshop – Optimizing Images for the Web	6
CWO0289	ASP.NET New Templates – Create a New Website Based on WebMatrix Built-In Templates	6
CWO0290	ASP.NET Web Application – Build a Simple Movie-Listing Web Application	6
CWO0291	ASP.NET Web Design – Intro to WebMatrix, Web Development Tool	6
CWO0292	Windows 8 Overview	3
CWO0293	Prezi	3
CWO0294	Photoshop Selection and Masks	6
FFO0217	FLUSAR Confined Space Operations Level	24
FFO0699	Driver Operator Refresher (8 Hours)	8
FFO0822	Training Burn (4)	4
FFO0960	Taming the Monster Within	16
HEO0145	English for Childcare 1	45
HEO0236	Introduction to Communities of Practice	10
HEO0237	Pre K CLASS: Classroom Organization	10
HEO0238	Instructional Support for Pre-K	16
HIO0001	Certified Documentation Improvement Professional	25
HIO0002	Certified Health Data Analyst	25
HIO0003	Certified in Healthcare Privacy and Security Advanced Training	25
HIO0004	Certified Professional in Healthcare Quality	25
HIO0005	ICD-10-CM for Physicians and Outpatient Settings	25
HIO0006	ICD-10-CM for Facility Coders	25
HIO0007	ICD-10-PCS Coding	25
HOO0131	EKG for Health Care Professionals	40
HRO0187	Rejuvenate Your Retirement	4
HRO0190	PHR/SPHR Certification Exam Preparation	30
LGO0125	Language Coaching	2
LGO0126	Ingles Minimo Completar: English for Spanish Speakers	33
LGO0127	English IEP Program Instruction	64
LGO0128	French 1 for Beginners	24
LGO0129	French 2 – Intermediate	24
LSO0169	Florida Certified Landscape Technician Exam Prep	8

Palm Beach State College
Curriculum Committee FYI Agenda Addendum
September 26, 2013

New Avocational and CCE Courses	Title	Clock Hours
POO0525	Investigating Crimes Against Children	40
POO0526	Speed Measurement	40
POO0527	Smart Policing	4
P000528	Active Shooter/Critical Incident Instructor	24
TIO0383	Revit BIM for Design Professionals, Construction and Facilities Managers	3
TIO0492	Six Sigma Yellow Belt	16
TIO0493	Six Sigma Green Belt	56
TIO0959	Cosmetology Hands-On Practice Lab	8
YCO0187	Discover Aviation - ASYC	12
YCO0188	Build Your Own Mobile Apps – ASYC	12
YCO0189	Fun with Algebra	12
YCO0190	Simple Physic Machines	12
YCO0191	Painting America The Beautiful	12
YCO0192	Greek Mythology for Kids	12
YCO0193	Ancient Law	12
YCO0194	Robots (Beginner Lego NXT)	24
YCO0195	Sewing Animal and Monster Hats	12
YCO0196	Fractured Fairy Tales	12
YCO0197	Go Green Grow Food	12
YCO0198	Ancient Medicine History	12
YCO0199	Good Guys vs. Bad Guys	12
YCO0600	Gym Games	12
YCO0601	Angel Blankets	12
YCO0602	Henna Art (Beginners)	12
YCO0603	Little Drummer Girls	12
YCO0604	Math Games Grade 3-4	12
YCO0605	Build Your Own Mobile Apps – SYC Two Week Camp	48
YCO0606	Sing, Sing, Sing!	12
YCO0607	Cyber Space Defense	12
YCO0608	SYC Top Model	12
YCO0609	The Science of Physics – SYC Two Week Camp	48

Revised Avocational and CCE Courses	Title	Changes
AVO0391	A Journey thru China	Change course title to <i>Chinese 101</i> .
AVO0487	Dinos: Facts & Fiction	Change course title to <i>Dynamic Dinosaurs</i> ; change special fee from \$58.88 to \$68.88; Revise course description.
BEO0360	Effective Business Writing	Change course title to <i>Strategies for Effective Business Writing</i> ; Change special fee from \$25 to \$135; Revise course description.
BEO0381	Grant Writing Made Easy	Revise course description.
CWO0201	Adobe Photoshop CS3	Change course title to <i>Photoshop Tools and Layers</i> ; Change clock hours from 12 to 6; Change special fee from \$6 to \$45; Revise course description.
CWO0233	What's New in Office 2010	Change course title to <i>What's New in Office 2013</i>
CWO0238	Use YouTube to Brand and Market Your Business	Revise course description.
CWO0246	MS Office 2010 Fundamentals – Part 1	Change course title to <i>MS Office 2013 Fundamentals – Part 1</i> ; Revise course description.
CWO0247	MS Office 2010 Fundamentals – Part 2	Change course title to <i>MS Office 2013 Fundamentals – Part 2</i> ; Revise course description.

Palm Beach State College
Curriculum Committee FYI Agenda Addendum
September 26, 2013

FFO0185	Initial Company Operations at Residential Structure Fires	Change course title to <i>Engine Operations</i> ; Change special fee from \$145 to \$175.
FFO0411	Candidate Physical Ability Test (C.P.A.T.)	Revise course description; Change special fee from \$109.92 to \$152.11; Medical Accident Insurance Fee \$7.81 remains.
FFO0868	Wildland Fire Field Day	Added medical accident insurance fee \$7.81
HRO0127	First Time Manager	Revise course description; Change special fee from \$33 to \$85.
HRO0136	Conflict Management	Change clock hours from 8 to 6; Revise course description; Change special fee from \$33 to \$60.
HRO0168	Solid Business Writing	Change clock hours from 4 to 6; Change special fee from \$19 to \$65; Revise course description.
HRO0184	The Bucket List: How to Turn Contacts into Prospect	Change course title to <i>Power Prospecting: Converting Contacts into Clients!</i> ; Change special fee from \$40 to \$55.
IGO0300	Overview of Public Records	Change course title to <i>Search Public Records</i> ; Change special fee from \$45 to \$95.
LSO0156	Florida Certified Horticulture Professional Exam Prep	Change special fee from \$55 to \$85.
TIO0975	Advanced Esthetics – Spa Therapy	Change course title to <i>Advanced Esthetics – Body Wrapping</i> ; Change special fee from \$45 to \$55.
YCO0400	Summer Youth Camp: R.A.M.P.S. Ages 7-8	Change course title to <i>Summer Youth Camp: R.A.M.P.S.</i> ; Change special fee from \$646.80 to \$696.80; Revise course description.
YCO0401	Summer Youth Camp: R.A.M.P.S. Ages 9-10	Change course title to <i>Summer Youth Camp: R.A.M.P.S. 2nd year</i> ; Revise course description.
YCO0403	Summer Youth Camp: R.A.M.P.S. Ages 7-8 Session 2	Change course title to <i>Summer Youth Camp: R.A.M.P.S. 4-Week Session</i> ; Change special fee from \$348.40 to \$398.40; Revise course description.

Five Year Rule Courses: BOT Policy 6Hx-18-2.08 requires a review of courses that have not had enrollment in five years. This policy requires that these courses be inactivated at Palm Beach State and inactivated on the SCNS list of courses for Palm Beach State. The following courses fall under this criteria. Those courses included in programs offered at Palm Beach State must also have related curriculum actions to remove the courses from those programs.

Inactivation of Credit Courses		
5-Year No Enrollment rule - Effective January 2014 (end termed 2014-1)		
Inactivated Course	Title	Credit Hours
EDF2949C	Co-Op Education 2 (AA)	3 credits
HLP1080	Physical Fitness 1 (AA)	1 credit

Inactivation of Credit Courses		
5-Year No Enrollment rule - Effective Fall 2013 (end termed 2013-3)		
Inactivated Course	Title	Credit Hours
ZOO2303	Vertebrate Zoology (AA)	3
ZOO2303L	Vertebrate Zoology Laboratory (AA)	1

Inactivation of Avocational and CCE Courses		
5-Year No Enrollment Rule - Effective Fall 2013 (end termed 2013-3)		
Inactivated Course	Title	Clock Hours
AVO0260	Cha-Ching! Selling on Ebay	7.5
AVO0302	Virtual Field Trips	12
AVO0372	Game Set Match – Beginners 2	12
AVO0376	What in the World is Going On?	12
AVO0387	Communicate Beautifully (and Get What You Want)	12

Palm Beach State College
Curriculum Committee FYI Agenda Addendum
September 26, 2013

Inactivation of Avocational and CCE Courses 5-Year No Enrollment Rule - Effective Fall 2013 (end termed 2013-3)		
Inactivated Course	Title	Clock Hours
AVO0438	Economics You Can Understand	10
AVO0450	ESOL Intermediate Level English Boot Camp	36
AVO0490	Fossil Exploration	12
AVO0495	Paper Wizards	12
AVO0504	Creative Collage	12
AVO0505	Create Your Writing	12
AVO0511	SYC Book Club with a Twist	12
AVO0553	PBCC Ping Pong 7.5	7.5
AVO0580	Yoga for You!	5
AVO0587	Tell a Story and Illustrate It	12
AVO0589	Publish Your Writing	12
AVO0595	Astrology – Your Road Map for Life	12
AVO0608	Touring World Religions	12
AVO0616	Line & Design – It is More Than Just Fashion	12
AVO0639	Every Day Etiquette	12
AVO0644	Art from Scrap	12
AVO0646	Children of the World	12
AVO0648	Drama is Action (Ages 11-14)	12
AVO0649	Emergency Care 101	12
AVO0650	Free to be Me!	12
AVO0656	Play Ball!	12
AVO0700	Registered Nursing Boot Camp	21
AVO0802	A Swing Extravaganza (5)	5
AVO0807	Fabric Book Making	12
AVO0837	Transition Your Life	12
AVO0851	Calendar of Crafts	12
AVO0873	Campus Scrubs	12
AVO0878	Photography	12
AVO0888	Financial Management Just for Women!	6
AVO0899	Evolution, Karma, and Rebirth	7.5
AVO0904	Do You Want to Laugh While You are Learning?	7.5
AVO0906	Myths, Archetypes and Symbols	7.5
AVO0909	Fateful Choices – Ten Decisions that Decided WWII and Shaped Our World	7.5
AVO0911	Tax Time!	7.5
AVO0913	Mr. Real Estate Cooks “Real Estate!”	7.5
AVO0916	Get Down to Business	7.5
AVO0917	Appreciating the Short Story	7.5
AVO0927	Anatomy – A Peek Inside (ASYC)	7.5
AVO0930	Hands on Art (ASYC)	7.5
AVO0941	Great Podcasts!	12
AVO0944	Sew Awesome	12
AVO0945	History of Film 1	12
AVO0946	History of Film 2	12
AVO0949	Jazz Dance for Musical Theatre	12
AVO0952	Fit-n-Fun	12
AVO0953	Adventures in Archeology	12
AVO0955	American History 1900-1945	12
AVO0956	Computer Design for Young Artists	12
AVO0959	Sudoku	12

Palm Beach State College
Curriculum Committee FYI Agenda Addendum
September 26, 2013

Inactivation of Avocational and CCE Courses 5-Year No Enrollment Rule - Effective Fall 2013 (end termed 2013-3)		
Inactivated Course	Title	Clock Hours
AVO0961	Tropical Medley	12
AVO0964	Choreograph This!	12
AVO0966	Magical Memories	12
AVO0972	Cover all Bases!	12
AVO0974	Shake Hands with Shakespeare!	12
AVO0978	Dancing through the Decades	12
AVO0981	A Driving Tour of Florida	12
AVO0982	The Evolution of the Hero	12
AVO0986	Algebra the Fun Way for 5 th Graders	12
AVO0991	Look Good, Feel Good	12
BEO0331	The Courage to Coach	4
BEO0332	Everybody Wins	4
BEO0351	Raising the Bar on Organizational Leadership and Management	9
BIO0111	Nanotechnology & Life Scientists	1
BIO0112	Biotechnology Basics: How to Start a Biotechnology Company	10
BIO0113	Mad, Bad & Dangerous to Eat	3
CBO0001	Working Green	2
CBO0004	Transition to Microsoft 2007	2
CBO0005	Workforce Re-entry	2
CFO0125	For the Children	4
COO0180	Emergency Preparedness for Corrections	40
CWO0124	MS Publisher	12
CWO0127	EBAY – Buying & Selling	12
CWO0166	Adobe Photoshop Basics	24
CWO0189	Mail Merge in Word	2
CWO0195	Podcasting	6
CWO0198	Acrobat Tips & Tricks	6
CWO0200	Navigating through Office 2007	9
CWO0208	Building a Dynamic Website with Joomla – An Award Winning Content Management System	24
EDO0046	Classroom Preparation Activities: Elementary	5
EDO0047	Classroom Preparation Activities: Secondary	5
FFO0810	Saw Training	3
FSO0117	Food Safety and Sanitation Refresher	8
HEO0103	6-Hour Behavioral Observation and Screening (CWE)	6
HEO0119	Fundamentals of Child Care (3 hours)_ (CWE)	3
HEO0140	ESOL/ECPC Module 1	15
HEO0141	ESOL/ECPC Module 2	15
HEO0142	ESOL/ECPC Module 3	15
HEO0150	Application of Advancing Youth Development Principles	12
HEO0160	Score with the Core	3
HEO0182	Emergent Literacy in the VPK Classroom	10
HEO0183	Integrating the Standards: Phonological Awareness	2
HEO0200	Outcomes Driven Training: Principles of Adult Learning 1 (PAL1)	6
HEO0201	Outcomes Driven Training: Principles of Adult Learning 2 (PAL2)	6
HEO0209	High Performing Leaders 1 – The Leadership Challenge	36
HOO0107	Annual Updates 1	6
HOO0108	Annual Updates 2	8
HPO0049	Interpreting Techniques	40
HPO0055	American Sign Language 4	39

Palm Beach State College
Curriculum Committee FYI Agenda Addendum
September 26, 2013

Inactivation of Avocational and CCE Courses 5-Year No Enrollment Rule - Effective Fall 2013 (end termed 2013-3)		
Inactivated Course	Title	Clock Hours
HRO0100	Juggling Multiple Priorities	8
HRO0103	Managing Managers	8
HRO0104	Managing Remote Teams	4
HRO0105	Managing Stress	8
HRO0106	Managing Teams	8
HRO0107	Managing Technical Professionals	4
HRO0108	Meeting Management	8
HRO0109	Motivating Employees to be Their Best	8
HRO0110	Giving and Receiving Feedback	4
HRO0111	Goal Setting for Success	4
HRO0112	How to be an Outstanding Receptionist	8
HRO0113	How to Conduct Internal Investigations	4
HRO0114	How to Develop and Deliver Dynamic Presentations	12
HRO0115	How to Handle Change and Upheaval	4
HRO0116	How to Manage Generation X Employees	4
HRO0118	Interactive Interviewing	8
HRO0119	Interviewing and Hiring	8
HRO0120	Defining Team Roles and Responsibility	8
HRO0121	Dirty Little Secrets that Negatively Impact the Workplace	8
HRO0122	Diversity Awareness Training	8
HRO0123	Dynamic Decision Making	8
HRO0124	Effective Negotiation Skills	8
HRO0125	Employee Initiative: How to Make It Happen	4
HRO0126	Finance for Non-Financial Professionals	16
HRO0128	Fundamentals of Effective Facilitation	8
HRO0130	Career Planning and Development	4
HRO0131	Challenging Negative Attitudes at Work	8
HRO0132	Civility in the Workplace	8
HRO0133	Communication Mystery: Solved	8
HRO0134	Communication Skills for Emerging Leaders	8
HRO0135	Communication Skills for Technical Professionals	8
HRO0138	Cross-Functional Teams	4
HRO0139	Cultural Competency	8
HRO0140	Customer Service Over the Phone	4
HRO0145	Behavioral Interviewing	4
HRO0146	Office Politics	4
HRO0148	Positive Approaches to Resolving Performance	4
HRO0149	Preventing Workplace Harassment	4
HRO0151	Real-World Project Management	16
HRO0152	Retention: Attracting and Keeping Your Best	8
HRO0153	The Art and Science of Communication	8
HRO0154	The Art of Effective Communication	16
HRO0157	The Great Balancing Act: Maintaining Work/Life Balance	8
HRO0158	The Sandwich Generation: Balancing Home, Eldercare and Work	8
HRO0159	Team Building	16
HRO0160	The Team Foundation	4
HRO0161	Time Management	8
HRO0162	Violence in the Workplace	8
HRO0163	What Customers Really Want	8
HRO0166	Secrets to Management Success	8

Palm Beach State College
Curriculum Committee FYI Agenda Addendum
September 26, 2013

Inactivation of Avocational and CCE Courses 5-Year No Enrollment Rule - Effective Fall 2013 (end termed 2013-3)		
Inactivated Course	Title	Clock Hours
HRO0167	Sexual Harassment	4
HRO0170	Supervising in an Automated Environment	4
HUS0067	America The Violent – Child Abuse and Neglect in Our Culture	4
HUS0801	Sexual Offenders 2	2
IGO0146	Performance Management	6
INO0165	Ethics for Agents	3
INO0202	Hurricane Loss Mitigation	3
INO0203	Commercial Property and Casualty	7
INO0204	Personal and Business Auto	7
INO0205	Health Savings Account	3
INO0206	Life Insurance Needs Analysis	4
INO0207	Ethics for Insurance Professionals	3
INO0208	Florida Long Term Care Partnership Program	8
INO0209	Long Term Care Insurance	4
INO0210	Long Term Care Planning vs. Medicare and Medicaid	7
INO0211	Medicare and Medicaid Supplemental Insurance	7
INO0212	Purpose of Annuities	7
INO0213	Exposure to Liability Losses	8
INO0214	Workers Compensation	3
INO0215	Commercial Insurance, Part A	8
INO0216	Commercial Insurance, Part B	8
INO0217	Commercial Insurance, Part C	8
LEO0107	Law, Language and Literature	10
LEO0108	Family Law Matters	15
LEO0109	Banking and Finance Law Program	35
LEO0110	Florida Estate Planning and Probate Practice for Paralegals	6
LEO0111	Legal Assisting Fundamentals	6
LEO0112	Ethics for the Paralegal	6
LEO0113	Overview of the American Legal System	12
LUO0004	Email Workshop	8
LUO0013	Collage/Assemblage	10
LUO0014	Working in Pastels	10
LUO0016	Stop Clutter from Stealing Your Life	9
LUO0017	Trash to Art Treasure: Think Green	12
LUO0018	Mural Making	12
LUO0019	eBay – Buy and Sell with PayPal	12
LUO0020	Natural Landscaping and Yard Care	4
LUO0021	Earth Friendly Approaches to a Better Lawn	4
LUO0022	Give Your Budget a Boosts: Reduce Home Energy Costs	4
LUO0023	Living a Sustainable Lifestyle	4
LUO0024	Improve Your Indoor Air Quality for Better Health	4
LUO0025	Trim n Tone	11
LUO0027	Shorinji Kempo	48
LUO0031	A Road Trip through France	7.5
LUO0032	Castle and Abbey Escapades	7.50
LUO0033	ABCs of Parenting – If You Don't Know It, then How Can You Teach It?	7.50
LUO0035	Film on Film	18
LUO0036	Writing Speculative Fiction	15
LUO0038	First-Person Film	15
LUO0039	Film on Music	15

Palm Beach State College
Curriculum Committee FYI Agenda Addendum
September 26, 2013

Inactivation of Avocational and CCE Courses 5-Year No Enrollment Rule - Effective Fall 2013 (end termed 2013-3)		
Inactivated Course	Title	Clock Hours
LUO0044	Discover and Develop Your Unique Talents	8
LUO0045	Find Your Life Purpose and Your True North	8
LUO0046	Increase Your Mental, Emotional, and Physical Powr	8
LUO0050	Love Rules the Heart – and also Politics, Religion and War	7.5
LUO0051	Fix It Yourself!	7.5
LUO0052	The Great Art Salons: Their Politics and Patrons1	7.5
LUO0053	The Great Art Salons: Their Politics and Patrons 2	10
LUO0054	The Great Art Salons 3: Art Centers of the World	10
LUO0055	The Great Art Salons 4: American Art Centers	10
LUO0056	Diego Rivera and the Mexican Muralists	7.5
LUO0058	Yang Tai Chi	6
LUO0060	Weight management: Lifestyle Changes	6
LUO0062	Start Your Marriage Off Right	4.5
LUO0068	Yoshinkan Aikido	20
LUO0069	Buddhist Meditation	10
LUO0071	A Day at the Spa	7.5
LUO0072	Increase Your Self Esteem	7.5
LUO0075	Window Treatment Tips – Fabrics 101	6
LUO0076	Eliminate Test Anxiety with Self Hypnosis	5
POO0093	Case Preparation and Courtroom Presentation	40
POO0136	Police Laser OP	12
POO0299	Detective Academy	80
POO0427	Use of Force Manager	24
POO0437	CMS First Aid Instructor	40
POO0457	Safe and Realistic Training Instructor	24
POO0458	Martial Blade Concepts	16
POO0459	High Liability Instructor Up-Date 2008	6
POO0460	General Instructor Up-Date 2008	4
POO0461	Chem/Bio Rescue Wear Workshop	8
POO0463	Commando Krav Maga	32
POO0464	Beyond Basic Supervision	40
POO0467	REDMAN Instructor Certification	24
POO0469	The Winning Mind	8
POO0470	Basic Explosive Demolition and Breaching Course	40
POO0471	Advanced Explosive Demolition and Breaching Course	24
POO0472	Self-Defense Awareness & Familiarization Exchange	8
POO0473	Elite Combat Fitness	24
POO0475	Inside the Mind of a Teen Killer	6
REO0805	Condominium Meetings and Procedures	3
REO0806	Condo Rights and Obligations	4
TIO0108	HVAC "Green" Service School	7
TIO0109	HVAC Refrigeration Equipment Installation and Service	7
TIO0111	HVAC Quality Installation/(ANSI/ACCA Standard)	7
TIO0127	Welder Certification Prep for AWS (American Welding Society)	30
TIO0483	FMEP Standard Work Skills Training for Manufacturing	4
TIO0485	LE 104: Supply Chain Management for Manufacturing	8
TIO0751	Construction Drawings Intermediate – Residential	24
TIO0800	Project Management for General Contractors	12
TIO0803	Advanced FBC (Florida Building Code)	1
TIO0813	Construction Contractors Complete Required CEUs	15

Palm Beach State College
Curriculum Committee FYI Agenda Addendum
September 26, 2013

Inactivation of Avocational and CCE Courses 5-Year No Enrollment Rule - Effective Fall 2013 (end termed 2013-3)		
Inactivated Course	Title	Clock Hours
TIO0840	Wind Mitigation	1
TIO0841	Rules and Law Introduction to Chapter 489	1
TIO0964	Make Up: How to Market Your Services	16
XRO0431	Sonography Registry Review: Abdomen	14
XRO0432	Sonography Registry Review: OB/GYN	14
YCO0003	Book It!	12
YCO0004	You're My Hero	12
YCO0007	The Heart of Music (8 hours)	8
YCO0008	Dynamic Debating (8 hours)	8
YCO0009	Games Galore (8 hours)	8
YCO0010	Let's Go Birding (8 hours)	8
YCO0011	Magical Memories (8 hours)	8
YCO0012	Creative Collage (8 hours)	8
YCO0013	Myths, Monsters and Magic (8 hours)	8
YCO0014	Reptiles & Amphibians (8 hours)	8
YCO0015	Fun with history – A Look at Saint Augustine (8 hours)	8

Housekeeping

BAS/BS Capstone Courses-It was discovered that there were some discrepancy between the titles listed in the catalog for the BAS/BS Capstone Courses and those listings in the Courses Dictionary which appear on the student transcript. It is important that the titles are consistent in these two venues so there is no confusion as to which courses the student completed. The Bachelor Program Cluster approved the corrections and these will be entered in the Course Dictionary effective January 2014. The corrections will appear in the next edition of the catalog.

(Proposed Corrections/Additions in Red)	
Catalog Listing	Course Dictionary Listing
ISM 4330 Capstone Experience: Information Management	ISM 4330 Capstone Experience : Information Management Capstone Experience —
ISM 43XX Capstone Experience: Security & Network Assurance	(Coming through September 2013 CC)
ISM 4881 Capstone Experience: Project Management	ISM 4881 Capstone Experience: Project Management
GEB 4935 Capstone Experience: General Management	GEB 4935 Capstone Experience : General Management
HSA 4938 Capstone Experience: Health Management	HSA 4938 Capstone Experience : Health Management
ENT 4900 Capstone Experience: Entrepreneurship	ENT 4900 Capstone Experience: Entrepreneurship
NUR 4945 Capstone Experience: Nursing	NUR 4945 Capstone Experience: Nursing

CNT2401 Computer Network Security Policy Development (3 credits) - prerequisite course numbers changed at SCNS and so this has been reflected in the Course Dictionary effective August 2013. Prerequisites: CIS A.S. Degree and experience and/or knowledge of ~~CEN2522 and CEN2705~~ CNT2000 and CNT2700.

EEC1523 Overview of Childcare Center Management (3 credits) The Education Cluster voted 13/2 to remove the program objective (PO) course limitation to CCE1523 effective August 2013.

Justification: Currently, the early childhood course, EEC 1523, which is part of the Childcare Center Management CCC, requires that students use a PO code (CCC, AS, or AA) to register for the course. Many students who take this course need only this course—for the State's Foundational Director Credential. In addition, once a student claims the CCC or AS PO code, and if that student does not intend to complete the degree, state reporting gets skewed and Perkins reports shows a high

Palm Beach State College
Curriculum Committee FYI Agenda Addendum
September 26, 2013

number of non-completers. Therefore, it is necessary to eliminate the requirement of a PO code in order to register for this course.

MEA0310 Introduction to Medical Office Procedures (90 clock hours) It was discovered that the MEA0310 course outline had the same learning outcomes as MEA0201 Diseases, Disorders and Treatment for Medical Assisting 2 (which changed to MEA0237). They both went through curriculum changes in 2009 and a subsequent change in 2010 for pre/coreq changes and the error was unnoticed at that time. The correct outline and description for MEA0310 was updated on the course outline database and in the 2013-2014 catalog.

Natural Science Course Descriptions On science courses with co-requisite labs, the following verbiage was added to the course descriptions:

In a lecture science course where there is a required co-requisite lab, students may withdraw from the lab class, but stay in the lecture class. (Students may also choose to withdraw from both). Students will not be allowed to withdraw from the lecture and remain enrolled in the lab.

This statement will replace class notes that have been added sporadically when loading the courses in the past to inform students of this rule. The note should be on both the lecture and the lab.

The following courses were affected:

AST1002L DESCR ASTRONOMY LAB	CHM1046 GENERAL CHEMISTRY 2
BOT1010 GENERAL BOTANY	CHM1046L GEN CHEMISTRY 2 LAB
BOT1010L GENERAL BOTANY LAB	CHM2210 ORGANIC CHEMISTRY 1
BSC1010 PRIN OF BIOLOGY 1	CHM2210L ORGANIC CHEM 1 LAB
BSC1010L PRIN BIOLOGY 1 LAB	CHM2211 ORGANIC CHEMISTRY 2
BSC1011 PRIN OF BIOLOGY 2	CHM2211L ORGANIC CHEM 2 LAB
BSC1011L PRIN BIOLOGY 2 LAB	MCB2010 MICROBIOLOGY
BSC2085 ANATOMY-PHYSIOLOGY 1	MCB2010L MICROBIOLOGY LAB
BSC2085L ANATOMY-PHYSIO 1 LAB	OCE1001L INT OCEANOGRAPHY LAB
BSC2086 ANATOMY-PHYSIOLOGY 2	PHY2048 PHYSICS W/CALCULUS 1
BSC2086L ANATOMY-PHYSIO 2 LAB	PHY2048L LAB-PHY2053-2048
BSC2420L BIOTECHNOLOGY 1 LAB	PHY2048L LAB-PHY2053-2048
BSC2421 INTRO BIOTECHNOLOGY	PHY2049 PHYSICS W/CALCULUS 2
BSC2421L INTRO BIOTECH LAB	PHY2049L LAB-PHY2054-2049
CHM1045 GENERAL CHEMISTRY 1	PHY2053 GENERAL PHYSICS 1
CHM1045L GEN CHEMISTRY 1 LAB	PHY2054 GENERAL PHYSICS 2

The following two courses will need to have the existing description revised to allow the additional statement.

BSC2427 BIOTECHNOLOGY 2	BSC2427L BIOTECHNOLOGY 2 LAB
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Minutes Corrections

2/28/13-IV.F.3. Aeronautical Science AS: Correction to course descriptions and course contact hours

Revised Courses

- ATF1140C Private Pilot Flight 1 – Helicopter (Change grading system from AW to SU. Change course description to revise contact hours from 22 hours of dual flight instruction, 3 hours of solo flight (supervised) and 15 hours of ground instruction to 35 hours of dual flight instruction and ~~40~~ **15** hours of ground instruction. Revise Course Learning Outcomes.) 2
- ATF1142C Private Pilot Flight 2 – Helicopter (Change grading system from AW to SU. Change course description to revise contact hours from 28 hours of dual flight instruction, 7 hours of solo flight (supervised) and 15 hours of ground instruction to 25 hours of dual flight instruction, ~~40~~ **15** hours of ground instruction and 10 hours of solo. Revise Course Learning Outcomes.) 2

2/28/2013-IV.E. Criminal Justice AS: The deletion of the Corrections Concentration of the Criminal Justice AS should have listed the deletion of CJD1933 Applied Corrections Officer Competencies (19 credits) since this course is not use in any other program offered at PBSC.