Palm Beach Community College, a richly diverse comprehensive two-year institution with a history of achievement since 1933, is dedicated to serving the educational needs of the residents of Palm Beach County by providing the associate in arts, associate in science and associate in applied science degrees, professional certificates, workforce development and lifelong learning.

The mission of Palm Beach Community College is to provide an accessible and affordable education through a dedicated and knowledgeable faculty and staff, a responsive curriculum and a strong community partnership, which together will enable students to think critically, demonstrate leadership, develop ethical standards and compete effectively in the global workplace.

Expect More.
About the Catalog

The Palm Beach Community College Catalog is an information and reference guide on College policies, facilities, degree and certificate programs, course offerings, services and personnel. Since the statements contained in the catalog are for informational purposes only, it should not be considered the basis of a contract between the institution and the student.

Generally, the provisions outlined in the catalog are applicable as stated, but PBCC reserves the right to initiate changes including but not limited to academic requirements for graduation without direct notification to individuals. Any statement in this catalog is subject to change by the College. Though the College catalog is produced as a reference guide, each student is responsible for keeping apprised of current requirements for graduation for a particular degree program.

A Catalog Addendum may be published online by July 1 of each year, depending on the number of changes incurred since the Catalog was printed. Availability of a Catalog Addendum (if published) would be on the College’s Web site only. Many policy changes are listed on the Student Updates Web page, located at www.pbcc.edu/StudentUpdates.

PBCC Disability Support

Palm Beach Community College does not discriminate on the basis of disability in the admission or access to, or treatment of employment in, its programs or activities. The following persons, whose offices are at the Lake Worth campus, have been designated to coordinate compliance with the non-discrimination requirements of the Americans with Disabilities Act and with Section 504 of the Rehabilitation Act of 1973:

Disability Support Services/Access
Susan Lang (561) 868-3375

Employment Access
Ardease Johnson (561) 868-3114

Facilities Access
John Wasukanis (561) 868-3615

This publication can be made available in alternate formats to persons with disabilities. Please make requests well in advance of need to:

Susan Lang
Palm Beach Community College
Disability Support Services, MS #55
4200 Congress Avenue
Lake Worth, FL 33461-4796
Telephone: (561) 868-3375 (V/TTY)

Equal Access

Palm Beach Community College is committed to the policy that all persons shall have equal access to its programs, facilities and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status or sexual orientation. For more information, see the Non-Discriminatory Policy in the Admissions section of this catalog.

Religious Observances Policy

The College shall make reasonable accommodation in admissions, class attendance, scheduling of examinations and work assignments in regard to religious observances, practices and beliefs of individual students, as required by Florida statute. Students are required to make arrangements in writing with teachers and other appropriate College personnel at least one week prior to an anticipated religious observance. A student who is denied accommodations may appeal in writing to the supervisor of the faculty or staff member who denied the request within 10 class days from the time of the denial. If the student is not satisfied with the determination at this level, an appeal may be made to the next level of academic management. To expedite the process, the maximum time period between all appeals and responses will be 10 class days.

The student may appeal to the dean of student services for a committee hearing if the student is not satisfied with the results of the preceding steps. The committee, to be appointed by the vice president of student services, will hear the facts and provide a recommendation to the vice president of student services, whose decision on the matter shall be final.

Sex Crimes Prevention Act

The Federal Campus Sex Crimes Prevention Act requires registered sex offenders/predators to provide to the Florida Department of Law Enforcement notice of each institution of higher education in the state at which the offender/predator is employed, carries on a vocation, or is a student. Any member of the PBCC community who wishes to obtain further information regarding sexual offenders/predators in their area may refer to the FDLE Web site at: www.fdle.state.fl.us or call 1(888) FL-PREDATOR or 1(888) 357-7332.
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History

Establishing Florida’s first public two-year college in the depths of the Great Depression may have seemed like folly in 1933. Large government expenditures were out of the question. Still, civic organizations and local citizens lobbied the County Board of Public Instruction to open a two-year public college for the area’s high school graduates who were unable to find employment and couldn’t afford to leave home to attend a university.

County School Superintendent Joe Youngblood and Howell Watkins, principal of Palm Beach High School, consulted with the University of Florida and the Florida State Women’s College (Florida State University) and based the College’s curriculum on that of the two universities. Because of the Depression-era budget, teachers at Palm Beach High School volunteered to teach at the college for free.

A total of 41 students began classes on November 14, 1933, at the new college adjacent to the high school in downtown West Palm Beach. Youngblood and Watkins (the first dean of the College) founded and nurtured the fledgling institution until John I. Leonard became PBCC’s first president in 1936. Leonard was affectionately known as “Mr. Junior College” because of his dedication to the students, the College and the two-year college system.

By 1948, the College had outgrown its original building and moved to Morrison Field, a retired Air Force base used in World War II, where the library was housed in a vast airplane hangar and the Officer’s Club became the perfect Student Union Building. Just three years later, though, the Korean Conflict erupted, and Morrison Field was reactivated. The air base later became Palm Beach International Airport.

So in 1951 Palm Beach Junior College moved yet again, to Lake Park Town Hall, where the quarters were so cramped students had to be turned away, and enrollment dropped significantly to less than 200. Chemistry class was held in the jail. The local media dubbed it “the little orphan college,” but the Lake Park location is remembered fondly by its alumni for the camaraderie that existed there. Master English and Speech Professor Watson B. Duncan taught classes in the nearby church and even in the hallway. Duncan discovered famous actors Burt Reynolds and Monte Markham in Lake Park, as well as Terry Garrity, the author of “The Sensuous Woman.”

Almost five years later the Palm Beach County Commission donated 114 acres in Lake Worth to the College, and the state gave PBJC $1 million for buildings. The College finally had a permanent home. Harold C. Manor, Ph.D., became president in 1958 directing extraordinary growth in enrollment, services and offerings, including many technical and vocational programs.

In 1965, the height of the Civil Rights Movement, the state legislature ordered that black and white two-year colleges be merged, and the mostly white Palm Beach Junior College and the all-black Roosevelt Junior College became one. Six professors and staff members from Roosevelt were transferred to PBJC, and other faculty members were transferred to the school district. A period of adjustment ensued, and such key figures as Professors Samuel Bottosto and Ed Pugh and Paul Glynn, dean and later vice president of student affairs, intervened on behalf of the new students to make them feel welcome.

In the 1970s and 80s the College established satellite centers, then permanent locations in Belle Glade, Palm Beach Gardens and Boca Raton. Edward M. Eissey, Ph.D., president from 1978 to 1996, was the driving force behind the building boom and the name change to Palm Beach Community College in 1988.

Current president Dennis P. Gallon, Ph.D., has expanded the College’s comprehensive mission with more workforce programs and partnerships with business, industry, other educational institutions and various agencies. As a result, PBCC is truly a community college that responds to community needs and plays a critical role in the economic vitality of the area.
Beliefs

We believe:
- Students are our first priority.
- Appropriate resources for faculty/staff training and development must be provided to enhance learning.
- The College must be responsive to the needs of the community.
- Lifelong learning enhances the quality of life.
- Strong partnerships enhance the development of the College and the community.
- Each student should leave with skills necessary to achieve individual goals.
- Everyone should have access to an affordable, quality education.
- The College must prepare students for future leadership roles.
- Participation of all members of the College community will enhance the decision-making process.
- Students must be prepared for an ever-changing global environment.
- Providing a quality education is worth the cost and effort.
- Instruction should meet the varying learning styles of students.
- We must hold an uncompromising commitment to excellence.
- Equity and equality of opportunity are essential.
- A safe, supportive and secure College climate is essential.
- Diversity should be embraced as a reflection of society and enhances the educational process.
- The College should prepare students to be responsible and productive members of the community.
- Knowledge of options is essential.
- All of our students are capable of experiencing success.
- Increased student interaction with the College and the community enriches learning.

Mission

Palm Beach Community College, a richly diverse comprehensive two-year institution with a history of achievement since 1933, is dedicated to serving the educational needs of the residents of Palm Beach County by providing the associate in arts, associate in science and associate in applied science degrees, professional certificates, workforce development and lifelong learning.

The mission of Palm Beach Community College is to provide an accessible and affordable education through a dedicated and knowledgeable faculty and staff, a responsive curriculum and a strong community partnership, which together will enable students to think critically, demonstrate leadership, develop ethical standards and compete effectively in the global workplace.

Accreditation

Palm Beach Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone 404-679-4501) to award the associate in arts, associate in science and associate in applied science degrees. Accreditation also has been granted by professional organizations for certain specific programs. This is noted in this catalog on pages where the program is outlined. The absence of such a notation indicates that professional accreditation has neither been sought nor granted.

Memberships

The College is an active member of the American Association of Community Colleges and the Florida Association of Community Colleges, as well as other professional organizations.

Foundation

The Palm Beach Community College Foundation was established in 1973 to encourage, solicit, receive and administer gifts and bequests of property for scientific, educational, developmental and charitable purposes, all for the advancement of Palm Beach Community College and its objectives. All funds and property are subject to the limitations and conditions under which they are received; therefore, funds are restricted for specific uses. The Foundation works in conjunction with departments within the College and with various individuals and agencies within the community and the state. The Foundation provides funding for endowed faculty chairs and raises scholarship funds. Applications for scholarships are available at all locations.
Locations
Courses are offered at PBCC locations in Belle Glade, Boca Raton, Lake Worth and Palm Beach Gardens. Each location offers general education courses; however, certain programs may not be available at all locations. Classes also are offered through satellite centers at Royal Palm Beach, Wellington, West Boca Raton and the Count and Countess de Hoernle Historic Building in West Palm Beach. Detailed maps for each PBCC location are at the back of this catalog.

BELLE GLADE
Serving residents of the western communities of Palm Beach County, PBCC at Belle Glade opened in 1972. The permanent facility was built in 1977 and occupied in January 1978. Guided since 1999 by a consortium of educational, community and civic leaders called the Glades Initiative Partnership Council, the College has expanded general education, occupational training, student services and community outreach to meet the diverse educational needs of the area.

The Belle Glade location offers comprehensive courses for college transfer to four-year institutions as well as vocational, technical and continuing education courses. The 470-seat Dolly Hand Cultural Arts Center at Belle Glade was completed in 1982, and the lobby was expanded in 1996. The theater offers a variety of cultural and entertainment performances and is available for rental by individuals and organizations.

BOCA RATON
Since 1971, Palm Beach Community College has been serving the greater south Palm Beach County area from its campus in Boca Raton, conveniently located adjacent to Florida Atlantic University. Many students take advantage of the unique partnership between the two institutions to earn a baccalaureate degree at one location. PBCC’s Boca Raton campus provides its students with state-of-the-art classrooms and laboratory facilities. In addition, all PBCC students enjoy full-use privileges at the FAU library.

PBCC at Boca Raton offers classes for those seeking a college degree as well as those interested in job training, upgrading of skills and personal enrichment workshops. Well known for addressing the learning needs of the entire local community, PBCC at Boca Raton also offers Summer Youth College for ages 8-14, After School Youth College for ages 8-18, and Learning Unlimited, a personal enrichment program for adults of all ages.

LAKE WORTH
PBCC at Lake Worth is the College’s largest and longest-established campus. Bordering Lake Osborne and John Prince Park, this central location has accommodated the educational needs of the community for more than 40 years. The 114-acre campus houses an extensive selection of programs for those planning to transfer to universities or enter or advance in the workforce. PBCC’s intercollegiate athletic teams play and practice at this campus, which also offers a fitness center and wellness programs for students and employees.

The 158,000-square-foot Education and Training Center, opened in 2003, provides state-of-the-art facilities for academic instruction, occupational training and student support services. The spacious Watson B. Duncan III Theatre serves as the campus’ performing arts instructional facility and hosts a variety of cultural and entertainment events for the public.

PALM BEACH GARDENS
The Palm Beach Gardens campus opened in 1982 as a permanent, full-time facility offering associate in arts and associate in science degrees and certificate programs. Today, PBCC at Palm Beach Gardens offers credit and noncredit courses, programs and workshops to approximately 10,000 students each year. The campus also features modern multimedia classrooms and laboratories, a horticultural nursery, community athletic fields, an art gallery and the 250-seat Alfred W. Meldon Lecture Hall.

The 750-seat Eissey Campus Theatre is a cultural hub for northern Palm Beach County, presenting community educational programs as well as family entertainment through its popular “Arts in the Gardens” guest artist series. The Center for Early Learning is a state-of-the-art child care center serving children of PBCC students and employees as well as families from the community.
Admission Criteria

Students seeking admission to take courses, other than continuing workforce education noncredit courses, must have one of the following:

• Standard high school diploma from a regionally accredited high school.*

• Florida Home Education graduation, in accordance with FS 1003.43 and 1003.26. Contact the Admissions Office for necessary documentation.

• Florida “Special Option” Graduation (W8A): Florida public high school students who have met all standard high school diploma requirements except the Florida Comprehensive Assessment Test (FCAT) will also be granted admission; however, they are not eligible to apply for Limited Access programs (that require high school graduation), to be eligible athletes, or to receive financial aid (unless Ability to Benefit testing is complete).

• High school equivalency diploma (GED), afforded the same rights and privileges as students with standard high school diploma.

• Approval for Early Admission/High School Dual Enrollment.

• Demonstrated competency in college credit post-secondary coursework, in accordance with FS 1007.263. PBCC defines this competency as any student who is applying for a non-Limited Access program who has received an associate's degree (A.A., A.S., A.A.S.) or higher from a regionally accredited institution of higher education.*

A high school freshman or above is eligible to take a CWE (noncredit) course. They are responsible for all fees for the course(s). CWE courses are not eligible for dual enrollment and earn no high school credit. Some courses may have age restrictions because of accreditation or other requirements.

International student admission information is provided under “Admissions Procedures” in this catalog section. Some Post Secondary Adult Vocational (PSAV) programs and noncredit courses may not require high school graduation; however, students may not be enrolled in a high school program. Refer to the Areas of Study section in this catalog.

In accordance with Florida statutes, no student will be admitted to PBCC for a period of two years following expulsion from a college or university for unlawful possession, sale or use of narcotic drugs or for campus disruption.

* A student or institution may appeal the policy. However, should the quality of the educational program of the institution attended appear mediocre or unsatisfactory, the College registrar has the prerogative not to accept all or any part of the previously earned credit or diploma.

Admission Policies

COLLECTION OF STUDENT SOCIAL SECURITY NUMBERS

Federal legislation relating to the Hope Tax Credit (Federal Registrar, June 16, 2000) requires that all postsecondary institutions report student Social Security numbers (SSNs) to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for institutions to collect the SSN of every student. A student may refuse to disclose his or her SSN to the college, but the IRS is then authorized to fine the student $50. Refusal to disclose the SSN also may affect student’s ability to receive financial aid and transfer coursework. Palm Beach Community College protects students’ personal information. More information regarding the security of student records is listed in the Academic Policies section of this catalog.

CONDITIONS FOR ADMISSION

At the point of application, students applying to take credit or vocational courses will receive Conditions for Admission information that outlines any outstanding requirements needed to complete the admissions process. All degree-seeking students and certain certificate-seeking students are required to have transcripts sent to PBCC within one term or they may not register for subsequent terms. Students may view transcript-received information on PantherWeb (www.pbcc.edu/ PantherWeb). All international student transcripts and commercial evaluations, if applicable, must be received before a first term of enrollment will be permitted. Transcripts are required prior to enrollment for financial aid recipients.

Some programs have additional admissions requirements. Refer to the Areas of Study section in this catalog, high school dual enrollment and early admission information (in this section), and international students information (in this section).
HIGH SCHOOL DUAL ENROLLMENT AND EARLY ADMISSION

Dual enrollment and early admission are opportunities for students presently attending an accredited Palm Beach County public or private high school or a home school education program to enroll tuition-free in courses offered by Palm Beach Community College while concurrently enrolled in high school. Students taking early admission and dual enrollment courses are subject to the rules and regulations of PBCC, as stated in this catalog and the student handbook.

At an institution of higher education, students are exposed to a learning environment that promotes an open exchange of ideas. Course content is presented on an adult level, and class discussions require a mature understanding of divergent viewpoints and the ability to think critically on controversial issues.

Early admission and dual enrollment students who receive a failing grade may have difficulty in meeting future admissions, financial aid and scholarship requirements at colleges and universities after high school graduation.

For advisement session dates, registration deadlines or other updated information regarding PBCC early admission or dual enrollment, visit www.pbcc.edu/dualenroll. For more information on Palm Beach County’s Dual Enrollment program, search www.palmbeach.k12.fl.us and www.fldoe.org.

To participate in early admission or dual enrollment, students are responsible for:

- Transportation to and from the College
- PBCC parking decal
- Uniforms (if applicable in a PSAV program)
- Freedom from any outstanding obligations to the high school prior to registering.

Students attending Florida nonpublic high schools also may attend, pending additional appropriate documentation submitted to the PBCC Registrar’s Office.

Early Admission from High School

High school seniors meeting all minimum requirements for high school college credit dual enrollment (as listed in this section) may, upon written recommendation of their high school principal, enroll full time at Palm Beach Community College. Early Admission students must take at least 12 college credits for a maximum of two semesters (fall and spring terms only). Interested students should contact their high school principal.

Tuition-free credits earned during the early admission period must be used to satisfy graduation requirements from high school, with the high school principal determining how these credits are to be utilized. Continued participation in the early admission program requires students to earn a grade of C or higher in all college-level courses. Grades earned will become part of students’ permanent high school and college transcripts.

Early admission students may be awarded a high school diploma with their regular class or as determined by the high school principal, provided that the students have completed two college semesters, or equivalent, with a normal class load and have maintained a college GPA of 2.0 or higher.

High School Dual Enrollment

Students who participate in the dual enrollment program receive college credits that may be used toward a degree program. Credits earned must be applied toward high school graduation. Grades earned will become part of students’ permanent high school and college transcripts. Dual enrolled students are essentially high school students, and it is the responsibility of the student and high school to ensure that requirements for graduation from high school are met.

Dual enrollment of 9th-grade students is limited to the second semester of their high school freshmen year. Eligible high school students may participate in dual enrollment for college credits, or for post secondary adult vocational courses that lead toward a certificate in a vocational program. Students should contact their high school guidance counselor or home education office for more information.

Minimum Requirements

All qualifications must be completed prior to the deadlines established by the high school and PBCC. To be eligible for participation in the Dual Enrollment Program, any Palm Beach County student must:

- Obtain a Dual Enrollment Permission Form from the high school principal or his/her designee. (Home education students may obtain the form from the PBCC dual enrollment coordinator.)
- Complete a PBCC Application for Admission.
- Be approved by the high school principal/designee.
- Have parental permission.
- Satisfy all course prerequisites.
- Provide scores for the ACT-E, SAT1, or FCELPT. Second semester high school freshmen must provide passing scores for dual enrollment qualification. All other students are required to provide passing scores based on Gordon Rule course selection.

Interested students should contact their high school principal or guidance counselor. The completed form and College application must be submitted to the Registrar’s Office or a PBCC dual enrollment campus coordinator. After the form has been submitted, the student will then be registered for the PBCC course(s) offered at the high school site or courses offered on the College campus.
A new Dual Enrollment Permission Form must be submitted for each term enrolled. The following courses are NOT permitted:

- College preparatory courses
- Physical education activity courses
- Courses less than three credits (unless the course is a corequisite or in PSAV dual enrollment)
- ATF or CDO prefix courses
- Limited Access program courses.

**College Credit Dual Enrollment**

Students taking college credit course dual enrollment may take up to eight college credits per fall, spring, or summer semester. Graduating seniors are not eligible for summer dual enrollment following their senior year.

In addition to the minimum qualifications, students also must:

- Achieve a weighted or unweighted grade point average (GPA) or honors point average (HPA) of 3.0* or higher. Note: High school sophomores, juniors or seniors with a 2.5 GPA are eligible to take Strategies for College Success, SLS 1501.
- Maintain a 3.0 weighted or unweighted high school grade point average, and earn a grade of C or higher in their college-level courses to continue participation.

* Dual enrollment students may participate in PBCC's Honors courses or Honors contracts with a 3.5 cumulative GPA and placement scores as listed at [www.pbcc.edu/honors](http://www.pbcc.edu/honors).

**PSAV Dual Enrollment**

In addition to the minimum requirements, students also must:

- Have a minimum 2.0 weighted or unweighted grade point average (GPA).
- Be the appropriate age (if applicable for the program).
- Have TABE Level D appropriate scores*.
- Enroll in an approved program.

Courses within a program are sequential and are not available to students who have not been accepted into the program. Students participating in PSAV dual enrollment must successfully complete each PSAV course in the program sequence to continue participation.

* Students must meet the TABE minimum basic skill level by the conclusion of a program to receive a PSAV Certificate, with the exception of limited access programs, which require the minimum test scores to be achieved prior to admission to the program.

**INSURANCE**

The College assumes no responsibility if an accident occurs. Students are encouraged to secure adequate insurance to cover any medical expenses they might incur. Student health insurance forms may be picked up from the advisement department. The College acts only as the dissemination point for these brochures. All arrangements for payment and claims are made between the student and the insurance carrier.

- Insurance is mandatory for all students on a Form-1 visa. Contact the International Student Office for more information.
- Students in certain programs may also be required to secure insurance. Refer to the specific program information in the Areas of Study section of this catalog.

**NON-DISCRIMINATORY POLICY**

Palm Beach Community College does not discriminate on the basis of race, color, creed, ethnicity, national origin, gender, age, sexual orientation, marital or disability status in any of its educational programs or other programs and practices. Limited Access programs select students using a blind applicant pool and consider only the criteria outlined in each program's additional application information.

However, the College reserves the right to deny admission to applicants who fail to meet established academic and behavioral standards. Decision on admission rests with the Registrar's Office. Applicants who are initially denied admission may appeal to the Admissions Appeals Committee, chaired by the vice president of student services.

If an applicant believes that he or she has been subject to discrimination during the application process, the applicant should submit concerns to:

**College Registrar**

Palm Beach Community College
4200 Congress Avenue, MS #13
Lake Worth, FL 33461

Letters should include the applicant's name, Social Security number, address, phone numbers, and information relating to the complaint. The College registrar will investigate the stated claim and provide a response in writing.

The College prohibits retaliation against any applicant who utilizes this complaint procedure regarding application processes. The applicant will be considered for any future programs for which he or she applies and is qualified.

**OFFICIAL COMMUNICATION WITH STUDENTS POLICY**

New policies and upcoming policy changes will be communicated to students by the following means:

- The official Student Updates Web page, located at [www.pbcc.edu/StudentUpdates](http://www.pbcc.edu/StudentUpdates)
- E-mail (Non-directory information protected by the Federal Educational Rights and Privacy Act will not be sent via e-mail unless appropriate security measures are in place.)
Students are encouraged to provide the College with their e-mail address and to keep it updated. Should they choose not to receive communication via e-mail, they must refer to the official Student Updates Web page for information.

**RELEASE OF TRANSCRIPTS**

Upon admission, students authorize the College to release PBCC transcripts to governmental, educational, and licensing agencies as appropriate. Transcript requests must be made either in writing or through PantherWeb, www.pbcc.edu/PantherWeb. Neither fax nor telephone requests will be honored. For additional information regarding the release of student records, refer to the Academic Policies section of this catalog.

Students may view their transcripts from other institutions but may not obtain a copy of the record, except by writing to request a copy from the institution from which the transcript originated.

**Admission Procedures**

**FIRST-TIME-IN-COLLEGE STUDENTS OR TRANSFER STUDENTS**

1. **Application**
   Submit an application online at www.pbcc.edu/admissions/application.asp (click on “FACTS” logo) or print and fully complete the paper application form and forward it to any campus Admissions Office. Incomplete applications will be returned. Students falsifying applications or records are subject to immediate dismissal without refund.

2. **Application Fee**
   The application fee is $20 for U.S. citizens. For international students, the fee is $30 U.S. currency (F-1/M-1 students only). The application fee is nonrefundable.

3. **Transcripts**
   Transcripts are official records of coursework taken at educational institutions. All credit degree-seeking students and certificate-seeking students whose program requires high school completion must have transcripts sent within one term or they may not register for subsequent terms. Transcripts should be received by the Registrar’s Office prior to orientation and registration and must show graduation with a standard high school diploma or high school equivalency diploma. Applicants who have a General Education Development (GED) diploma must have official transcripts sent directly from the GED testing center to the Admissions Office. Transfer students must have both official high school and college transcripts sent and should have college transcripts sent prior to registration to ensure proper advisement. Transfer students are encouraged to read information under “Transfer Students” in this catalog section.

Transcript request forms and information are available at www.pbcc.edu/admissions/transcript.asp. Transcripts-received information can be viewed on PantherWeb (www.pbcc.edu/PantherWeb). All transcripts and documents received become property of the College and will not be copied or transmitted to third parties, except in accordance with state law.

Students with out-of-country high school credentials must provide proof of high school completion (based on PBCC evaluation). Original records are not required. All transcripts from postsecondary institutions outside the United States must have a course-by-course commercial evaluation completed by an approved agency (listed online at www.naces.org/members.htm). The registrar must receive all international students’ (on F1/M1 visa) transcripts and commercial evaluations before a first term of enrollment.

4. **Placement Tests**
   All degree-seeking students, as well as non-degree seeking students wishing to take Gordon Rule* writing and mathematics courses, who have not successfully completed college-level math and English must furnish official test scores from the Florida College Entry Level Placement Test (FCELPT), ACT-E, or SAT1 before registration. (If ACT-E or SAT1 scores are too low, students must retest or take the FCELPT for placement.) Test scores are valid for two years from the date the test was taken. Students who have not yet taken one of the placement tests listed above should contact the Testing Center (Information available at www.pbcc.edu/testing/information.asp).

Students whose native language is not English and who did not graduate from a U.S. high school also are required to prove college-level English proficiency. Contact the Testing Center at any PBCC campus for more information.

*Gordon Rule requirements are explained in the Academic Policies section.

PSAV students may be required to meet minimum score requirements on the Test of Adult Basic Education (TABE). Refer to Areas of Study section in this catalog.

5. **Orientation**
   Orientation is required of all first-time-in-college, degree-seeking students before registration. Contact the Academic Advisement department to schedule an appointment.

6. **Acceptance of Students**
   Upon completion of all forms and assuming eligibility, the applicant will receive Conditions for Admission information from the Admissions Office. Limited or selected admission programs require a second step in the admission process. Any student falsifying application records will be subject to immediate dismissal without refund.
INTERNATIONAL STUDENTS

Applicants to Degree Programs

PBCC is authorized under United States Federal Law, Section (101)(a)(15)(F), to enroll non-immigrant alien students. General immigration information is available from the U.S. Citizenship and Immigration Services (USCIS) at www.uscis.gov.

The College welcomes students from other countries who meet our standard admissions requirements in addition to the criteria below. Application deadlines are listed online at www.pbcc.edu/International. For more information, please contact the Office of International Admissions and Recruitment at (561) 868-3029. International students who are unable to complete the required admission and registration procedures prior to the beginning of classes for the approved term of enrollment must wait for the next term to begin their studies at PBCC.

1. Start the admission process at the earliest possible date prior to the beginning of any College term. Three months lead-time is recommended to ensure enrollment as requested.

2. Submit required documents. The registrar must receive all transcripts and commercial evaluations before the international student’s first term of enrollment will be permitted.
   - Documents written in a foreign language may be required to be accompanied by certified English translations.
   - Satisfactory academic and conduct records from comparable secondary or higher-level educational institution attended must be submitted.
   - Records must show the equivalent of at least United States high school graduation as determined by the Registrar’s Office.
   - University-level transcripts must be accompanied by a course-by-course commercial evaluation from an accredited company (listed online at www.naces.org/members.htm). Applicants transferring from postsecondary institutions must have at least a 2.0 GPA, be in lawful immigration status, and be in good standing (eligible to continue at or return to the institution).

3. Provide evidence of English proficiency if required. International students whose native language is not English must present evidence of proficiency in speaking, writing and understanding of the English language by submitting passing scores on one of the following tests:
   - TOEFL - A score of 450 or higher is required on the Test of English as a Foreign Language (TOEFL), or 133 or higher on the computerized TOEFL, or 45 or higher on the Internet-based test (TOEFLiBT). The TOEFL is administered by the Education Testing Service (ETS), Princeton, New Jersey 08451, USA (www.toefl.org). The applicant must make arrangements directly with ETS to take the examination and must request that results be sent to the Office of International Admissions and Recruitment at PBCC. (PBCC TOEFL Code is #5531.)
   - MELAB - A score of 60 or higher is required on the Michigan English Language Assessment Battery (MELAB).
   - Compass/ESL - A score of 68 is required on the Compass/ESL test, which PBCC administers through its Testing Centers. This test may be taken once every 30 days.

4. Provide notarized affidavit of financial support. Applicants must show they have sufficient funds to cover tuition, fees, books, living expenses, transportation and incidental expenses while attending PBCC. Proof of the availability of funds (i.e., bank statements) to cover the expenses for the first year of enrollment is required. Funds must be available prior to the time international students register for each semester. No federal financial aid is available to international students, although limited funds are sometimes provided by local community organizations through the Financial Aid Office.

5. Provide proof of health and accident insurance. Insurance can be arranged through the Office of International Admissions and Recruitment.

Acceptance of Applicants to Degree Programs

International applicants will be notified by the Office of International Admissions and Recruitment of their acceptance to PBCC and will then be provided with the Certificate of Eligibility (Form I-20). Documentary evidence of means of financial support must be attached to the Certificate of Eligibility (Form I-20) when applying for the student visa at the United States Embassy or Consular Office, or for the Change of Status with the United States Citizenship and Immigration Services (USCIS).

Upon acceptance, the student is responsible for complying with all immigration laws in order to maintain valid legal status.

The following conditions apply:
   - International students must be classified as degree-seeking students and maintain full-time academic status (12 semester hours) in the fall and spring terms. In addition, students admitted in the summer must be enrolled full time during their initial term of enrollment.
   - International students are expected to complete the two-year program in two years and must maintain eligibility to re-enroll at PBCC, as based on the Standards of Academic Progress.
   - International students must keep a current passport that is valid for at least six months in the future.
• International students must have their travel documents reviewed by the international student advisor before leaving the USA.
• Employment is not permitted for F-1 visa students without meeting specific conditions and having permission from the United States Citizenship and Immigration Services (USCIS).

Applicants to Certificate Programs
PBCC has been approved by the United States Citizenship and Immigration Services (USCIS) to issue the Certificate of Eligibility (I-20 M/N) to non-immigrant applicants to selected postsecondary vocational programs. For deadline dates, please contact the Office of International Admissions and Recruitment at (561) 868-3029.

To request admission to PBCC, international (M-1) students must submit the following documents to the:

Office of International Admissions and Recruitment
Palm Beach Community College
4200 Congress Avenue
Lake Worth, Florida 33461, U.S.A.

1. A PBCC Application for Admission. Prospective international (M-1) students should start the admission process at the earliest possible date prior to the beginning of any college semester. A three-month lead-time is recommended to ensure enrollment as requested. Applications from international (M-1) students will be accepted only in the Accounting Operations and Administrative Assistant programs (this list subject to change).

2. Proof of English proficiency, if English is not the native language (as listed in item #3 above).

3. A notarized Affidavit of Financial Support signed by sponsor (as listed in item #4 above).

Acceptance of Applicants to Certificate Programs
International applicants will be notified by the Office of International Admissions and Recruitment of their acceptance to PBCC and will then be provided with the Certificate of Eligibility (Form I-20). Documentary evidence of means of financial support must be attached to the Certificate of Eligibility (Form I-20) when applying for the student M-1 visa at the United States Embassy or Consular Office, or for the Change of Status with the United States Citizenship and Immigration Services (USCIS).

Upon arrival, or if student is already in the United States, the following must be provided:
• Copy of visa stamp and I-94 (front and back)
• International Student Transfer Form and copy of previous I-20 (for students transferring from USCIS approved schools).

Before an international (M-1) student can enroll in classes, the following steps must be taken:
• Take the Test of Adult Basic Education (TABE).
• Provide proof of health and accident insurance to the PBCC Office of International Admissions and Recruitment.

NON-DEGREE STATUS
Students who have been admitted for credit course work may classify themselves as non-degree-seeking. (Credits will be granted for completed courses.) The non-degree status may be used only when it is not necessary for the student’s previous academic records to be on file. Students may take up to 21 credit hours as a non-degree-seeking student, at which time students must be degree-seeking. The non-degree status shall not be used with degree-seeking, certificate-seeking students, students seeking any type of financial aid (Social Security, veteran benefits, federal grants, scholarships, etc.), or by international students on an F-1/M-1 visa. Non-degree-seeking students are not eligible for financial aid.

Non-degree-seeking students may be required to submit placement scores to register for certain courses. Please see the Course Listing section of this catalog, or speak with an academic advisor.

READMITTED STUDENTS
A former student who wishes to enroll in PBCC classes after an absence of 12 months or more should:
• Complete a new application for admission online at www.pbcc.edu/admissions/application.asp (click on “FACTS” logo) or print and fully complete the paper application form and forward it to any campus Admissions Office. Incomplete applications will be returned.
• Send for additional forms or transcripts (if seeking degree, or if necessary to satisfy prerequisites) to update admission records. Previously outstanding transcripts must be received prior to registration. All new transcripts should be received before registration but must be received within one term or the student may not register for subsequent terms.
• Update placement (FCELPT, ACT-E or SAT1) if necessary. Test scores are only valid for two years from the date the test was taken.

Read the “Catalog in Effect” information under the “Graduation” portion of the Academic Policies section of this Catalog.

Note: Students who do not reapply approximately two months before registration begins may not get priority registration consideration.
TRANSFER STUDENTS
A student is classified as a transfer student if he/she has previously registered at any other regionally accredited college or university, regardless of the amount of time spent in attendance or credit earned. In addition to the high school transcript, all courses received for transfer college credit must be received, evaluated, and approved by the Registrar’s Office. All transcripts must be received within one term or no registration will be allowed for subsequent terms. It is important for students to have transcripts sent as early as possible to allow evaluations to be completed before registration.

Transfer credit may be accepted from degree-granting institutions that are fully accredited at the collegiate level by their appropriate regional accrediting agency. Courses from non-regionally accredited institutions that appear on the State Common Course Numbering System list are also transferred with no appeal required. Students with college credit from colleges outside the U.S. must have a course-by-course commercial evaluation from an accredited company (listed online at www.naces.org/members.htm). Appeals for course evaluations should be addressed to the campus registrar, except on the Lake Worth campus, where appeals should be addressed to the associate college registrar.

- Students may transfer credit from other institutions into PBCC; however, at least 25% (15 credit hours-A.A.) of the program or certificate credit must be earned at PBCC (excluding CLEP or credit by exam or prior learning).
- The amount of credit allowed for a quarter, semester or term would not exceed the amount the student earned at the original institution. (Quarter-hour credits will be converted to semester hours.)
- PBCC accepts on transfer only those courses completed at other regionally accredited* institutions with grades of D or higher. Grades of D cannot be used to satisfy General Education requirements.
- All courses on the transcript are considered in calculating grade point average for student standards of academic progress and for meeting graduation requirements.
- Plus (+) and minus (-) designations will be removed from all transfer courses. (High school plus and minus grades will be used for consideration in Limited Access programs that require high school course completion.)

Correspondence Courses
Correspondence course transfer credit may be accepted provided:
- The course was administered by a regionally accredited institution.* Courses from non-regionally accredited institutions that appear on the State Common Course Numbering System list are also transferred with no appeal required.
- The minimum grade D or higher was earned.
- The credit is acceptable by the institution offering the correspondence course toward one of its own degrees.

* A student or institution may appeal the policy. However, should the quality of the educational program of the institution attended appear mediocre or unsatisfactory, the College registrar has the prerogative not to accept all or any part of the previously earned credit.

TRANSIENT STUDENTS
Students seeking degrees at other institutions may attend PBCC as “transient” students to take one or more courses. Transient students are non-degree seeking at PBCC, and are considered essentially students at their home institutions. A “Letter of Good Standing” or “Transient Letter” must accompany all transient applications for each term of transient study and should be filed using FACTS (www.FACTS.org). Transient students, taking courses as listed on their Transient Form, will not be required to submit transcripts or meet PBCC testing or pre-requisite course requirements. All co-requisite course requirements apply, unless specifically waived by the home institution. Residency for tuition purposes will be granted based on the information on the Transient Form, barring any error from the home institution. PBCC’s Standards of Academic Progress do not apply to transient students, although transient students are required to meet all PBCC Code-of-Conduct and disciplinary regulations while attending PBCC.

Credit for Prior Learning
College credit may be awarded for prior learning opportunities and/or acceptable scores through Advanced Placement (AP), College Level Examination Program (CLEP), or International Baccalaureate (IB). Students may not receive credit by examination for courses in areas where they have received college credit for equal courses or more advanced work. Credits for prior learning may not be applied toward grade forgiveness.

Students with official transcripts of prior learning credit earned outside a regionally accredited classroom, issued directly to the college from the program in question, may be awarded up to a maximum of 45 semester hours of credit (30 semester hours for IB). Students may be granted PBCC credit for prior learning experiences; however, at least 25% (15 credit hours-A.A.) of the program or certificate credit must be earned at PBCC (excluding CLEP, credit by exam, or prior learning) to meet the residency requirement for graduation.
ADVANCED PLACEMENT (AP)
PBCC follows the guidelines in Florida State Board Rule 6A-10.024(8) for awarding AP credits. AP credit granted by PBCC may be transferable to participating Florida institutions of higher education. It is the responsibility of the student to contact the institution to which he/she expects to transfer to determine the acceptability of this credit.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)
PBCC follows the guidelines set by the Articulation Coordinating Committee (ACC) in Florida State Board Rule 6A-10.024(7) for awarding CLEP credits. Due to state statute revision, students admitted to PBCC for Fall 2002 and beyond, or currently enrolled students who send previously unevaluated CLEP scores after June 30, 2002, may receive General Education Gordon Rule writing credit. Previously received scores are not eligible for Gordon Rule writing course credit.

It is the responsibility of the student to contact the institution to which he/she expects to transfer to determine the acceptability of this credit. The CLEP is a computerized test offered by the College Board. For more information on the CLEP exams available, go to www.collegeboard.com/student/testing/clep/about.html.

DEPARTMENTAL AND SPECIAL COURSE CHALLENGE EXAMINATIONS
Students who have been admitted to the College may take, when available, special credit course “challenge” examinations. Any credit earned will be reported to the student and placed on his/her transcript. Institutional challenge exams may not be taken more than once. For a current listing of eligible courses and procedures for taking such examinations, go to www.pbcc.edu/acsv/challenge.asp.

INTERNATIONAL BACCALAUREATE (IB)
PBCC follows the guidelines set by the Articulation Coordinating Committee (ACC) in Florida State Board Rule 6A-10.024(7) for awarding IB credits. A maximum of 30 college credits will be granted to a student who has received a diploma from the International Baccalaureate program for higher-level and subsidiary-level subjects with scores of 4 or above. For students who have the IB Certificate only, college credit will be awarded for higher-level subjects with scores of 5 or above.

PRIOR LEARNING CREDIT
The assessment for prior experiences process is designed to recognize the academic value of learning through experiences including work experience, employment-related training programs, seminars, volunteer work, travel, military service or self-directed study. Credits will be held in escrow until the student has completed at least 25 percent of his/her program credit hours at PBCC.

Not all courses are assessable. Courses being assessed must be offered as a requirement or an elective in an A.S. or A.A.S. degree or vocational credit certificate program at PBCC. General education and A.A. courses are not assessable.

Assessment
Assessment of experiential learning involves one or more of the following:
• Written or performance tests
• Preparation of a portfolio describing learning and how it was acquired
• Evaluation of certificates and licenses
• Interviews.

The program area responsible for the courses for which credit is requested determines the method of assessment and the amount of credit awarded.

The fees associated with experiential learning vary with the type of assessment. For complete information on the process, please see www.pbcc.edu/acsv/experiential.asp.

MILITARY SERVICE CREDITS
PBCC follows the guidelines in Florida State Board Rule 6A-10.024(12) for awarding credit for Defense Activity of Non Traditional Educational Support (DANTES) exams. PBCC grants credit for the United States Armed Forces Institute (USAFI) and College Level Examination Program (CLEP). Credit is not granted for USAFI high school or college level GED tests. However, students may use the USAFI high school certification or GED for admission to the College. PBCC is a Service Opportunity College (SOC) member and uses the American Council on Education (ACE) guidelines in evaluating military learning experiences.

TECH PREP
“Tech Prep” is a program that recognizes work successfully completed in high school and awards that achievement with college credit. PBCC has an agreement with the School District of Palm Beach County for awarding college credit for certain high school level courses. To receive credit in some courses, the student is required to complete a portfolio or a challenge examination. For complete details, please visit www.pbcc.edu/acsv/techprep.asp.
Fees and Payment

APPLICATION AND REGISTRATION FEES
A nonrefundable fee is charged for processing applications, and a one-time fee is charged each term for registration. Some limited access programs charge an additional application fee.

CLASS TUITION AND FEES
The Board of Trustees establishes tuition annually. In addition, special fees are associated with some classes. Tuition and fees are listed in the course schedule each term or online at [www.pbcc.edu/admissions/tuition.asp](http://www.pbcc.edu/admissions/tuition.asp). Non-Florida residents pay higher fees.

All fees are due at the time of registration and must be received by their payment due date, as indicated on the bottom of the student's printed schedule. A student may not attend classes until this has been completed. No registration will be completed until all fees have been paid in full. Students may pay:

- By Web at [www.pbcc.edu/PantherWeb](http://www.pbcc.edu/PantherWeb). Please note that the system may be down for periodic system maintenance. Students should not wait until the last minute to execute payment as volume or system maintenance may prevent completion of the process.
- By drop box located at each PBCC location
- By mail to the Cashier's Office
- In person at the Cashier's Office.

Personal checks may be accepted for the amount of fees due. It is suggested that each student bring two checks to registration: one for registration and one for the purchase of books and supplies. All fees are subject to change by action of the Florida Legislature and the PBCC District Board of Trustees.

RETURNED CHECK FEES AND UNPAID ACCOUNTS
A fee of $20 or 5 percent of the check, whichever is greater, is charged for returned checks. Any student who has a delinquent account shall be notified. If the delinquency is not cleared within the specified time, all academic records will be frozen until the account is cleared. If a student has had a returned check, he/she may be required to pay all future fees by cash, money order or certified check.

Unpaid student accounts, including past due fees or returned checks, will prevent graduation, granting of credit, or release of transcript. Amounts remaining unpaid also will be subject to collection agency action.

SENIOR CITIZEN REDUCED TUITION
Senior citizens 60 years of age or older may register each fall 16-week, spring 16-week or summer 12-week term for a maximum of two credit courses per term, only on the day designated, on a space-available basis (student may not take the last open seat) if all prerequisites have been met. There is a fee payment of $10 per credit hour, regardless of Florida residency status. The student activity fee, financial aid fee, and capital outlay fees will not be charged.

Senior citizens will be expected to pay the one-time application fee and all regularly assessed special fees and registration fees for any courses in which they enroll.

STATE EMPLOYEE FEE WAIVER
State employees wishing to use the state employee fee waiver must get the appropriate form from their employer. Students may register only on the designated day on a space-available basis (student may not take the last open seat).

Registration dates are listed on the online academic calendar ([www.pbcc.edu/AcademicCalendar](http://www.pbcc.edu/AcademicCalendar)) prior to registration.

Placement Testing

REQUIREMENTS FOR CREDIT COURSES AND PROGRAMS
All degree-seeking students, and non-degree seeking students wishing to take Gordon Rule writing and mathematics courses, who have not successfully completed college-level math and English must furnish official test scores from the Florida College Entry Level Placement Test (FCELPT), ACT-E, or SAT1 before registration. (If ACT-E or SAT1 scores do not meet the state-designated minimums, students must retest or take the FCELPT for placement.) The test must have been taken within the last two years. Students who have not yet taken one of the placement tests listed above should contact the Testing Center on the campus where registering ([www.pbcc.edu/testing](http://www.pbcc.edu/testing)).

As shown on Table 2-1, higher scores place students into regular or advanced courses, while lower scores require students to be placed into college preparatory courses. Students placed into the college preparatory program will be allowed three attempts to complete each subject area. Students identified as English as a Second Language (ESL) students may be required to take English for Academic Purposes (EAP) courses.

Advisors will use this information for placement of a student in mathematics, English, reading and Gordon Rule writing classes.
### Placement Test Scores

**Students who test into English or Reading Prep are required to enroll in SLS 1501 (Strategies for Success)**

<table>
<thead>
<tr>
<th>ESL Prep Courses</th>
<th>FCELPT Florida College Entry Level Placement Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAP 0420 - Intermediate Reading†</td>
<td>0-54 (RC)</td>
</tr>
<tr>
<td>EAP 1520 - High-Intermediate Reading</td>
<td>55-68 (RC)</td>
</tr>
<tr>
<td>EAP 1620 - Advanced Reading</td>
<td>69-82 (RC)</td>
</tr>
<tr>
<td>EAP 0484 - Intermediate English‡</td>
<td>0-54 (SS)</td>
</tr>
<tr>
<td>EAP 1584 - High-Intermediate English</td>
<td>55-68 (SS)</td>
</tr>
<tr>
<td>EAP 1684 - Advanced English</td>
<td>69-82 (SS)</td>
</tr>
<tr>
<td>EAP 0400 - Speaking &amp; Listening Level 1‡</td>
<td>See Testing Center</td>
</tr>
<tr>
<td>EAP 1500 - Speaking &amp; Listening Level 2</td>
<td>See Testing Center</td>
</tr>
</tbody>
</table>

### College Prep Courses

**Florida College Entry Level Placement Test**

<table>
<thead>
<tr>
<th>College Prep Courses</th>
<th>FCELPT Florida College Entry Level Placement Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>REA 0001 - College Prep Reading I</td>
<td>0-60 (RC)</td>
</tr>
<tr>
<td>REA 0002 - College Prep Reading II</td>
<td>61-82 (RC)</td>
</tr>
<tr>
<td>ENC 0001 - College Prep English I</td>
<td>0-60 (SS)</td>
</tr>
<tr>
<td>ENC 0010 - College Prep English II</td>
<td>61-82 (SS)</td>
</tr>
<tr>
<td>MAT 0012 - Basic Algebra I</td>
<td>0-44 (EA)</td>
</tr>
<tr>
<td>MAT 0020 - Basic Algebra II</td>
<td>45-71 (EA)</td>
</tr>
</tbody>
</table>

### College Level English

<table>
<thead>
<tr>
<th>College Level English</th>
<th>ACT Enhanced</th>
<th>SAT I</th>
<th>FCELPT Florida College Entry Level Placement Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101 - College Composition I</td>
<td>18 &amp; above (English/Reading)</td>
<td>440 &amp; above (Verbal)</td>
<td>83 &amp; above (both RC &amp; SS)</td>
</tr>
<tr>
<td>ENC 1121 - Honors College Comp I</td>
<td>27 &amp; above (English)</td>
<td>N/A</td>
<td>97 (RC) &amp; 100 (SS)</td>
</tr>
</tbody>
</table>

### College Level Math

<table>
<thead>
<tr>
<th>College Level Math</th>
<th>ACT Enhanced</th>
<th>SAT I</th>
<th>FCELPT Florida College Entry Level Placement Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 1033 - Intermediate Algebra*</td>
<td>19 &amp; above (Math) or MAT 0020</td>
<td>440 &amp; above (Math) or MAT 0020</td>
<td>72 &amp; above (EA) or MAT 0020</td>
</tr>
<tr>
<td>MAC 1105 - College Algebra** or MGF 1106 - Liberal Arts Math or MGF 1111 - Geometry or MGF 1112 - Math Logic or STA 1021 - Probability/Statistics or MGF 1107 - Finite Math or MTG 2203 - College Geometry or STA 2023 - Statistics**</td>
<td>20 &amp; above (Math) or “C” or above in MAT 1033</td>
<td>450 &amp; above (Math) or “C” or above in MAT 1033</td>
<td>72 &amp; above (EA) and 44 &amp; above (CLM) or “C” or above in MAT 1033</td>
</tr>
<tr>
<td>MAC 1114 - Trigonometry** or MAC 1140 - Precalculus**</td>
<td>22 &amp; above (Math) or “C” or above in MAC 1105</td>
<td>480 &amp; above (Math) or “C” or above in MAC 1105</td>
<td>72 &amp; above (EA) and 75 &amp; above (CLM) or “C” or above in MAC 1105</td>
</tr>
<tr>
<td>MAC 2233 - Survey of Calculus**</td>
<td>23 &amp; above (Math) or “C” or above in MAC 1105 or MAC 1140 (preferred)</td>
<td>510 &amp; above (Math) or “C” or above in MAC 1105 or MAC 1140 (preferred)</td>
<td>72 &amp; above (EA) and 75 &amp; above (CLM) or “C” or above in MAC 1105 or MAC 1140 (preferred)</td>
</tr>
<tr>
<td>MAC 2311 - Calculus &amp; Analytic Geometry I***</td>
<td>28 &amp; above (Math) or “C” or above in MAC 1114 and MAC 1140</td>
<td>560 &amp; above (Math) or “C” or above in MAC 1114 and MAC 1140</td>
<td>72 &amp; above (EA) and 95 &amp; above (CLM) or “C” or above in MAC 1114 and MAC 1140</td>
</tr>
</tbody>
</table>

---

* High School Algebra I
** High School Algebra I & II
*** Both MAC 1114 and MAC 1140 are prerequisites for MAC 2311-Calculus and Analytic Geometry I. Successful completion of High School Trigonometry is acceptable in lieu of MAC 1114.

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**NOTE:**
- EAP placement scores subject to revision. Students whose primary language is not English, and who test into preparatory reading and/or English, are required to take ESOL preparatory courses.
- Students required to prove English proficiency may be placed into the EAP Foundation Program.
- Students below 17 must retest or take FCELPT.
- Students below 440 must retest or take FCELPT.
- Students below 17 must retest or take FCELPT.

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**Table 2-1**

<table>
<thead>
<tr>
<th>College Level Math</th>
<th>ACT Enhanced</th>
<th>SAT I</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 1033 - Intermediate Algebra*</td>
<td>19 &amp; above (Math) or MAT 0020</td>
<td>440 &amp; above (Math) or MAT 0020</td>
</tr>
<tr>
<td>MAC 1105 - College Algebra** or MGF 1106 - Liberal Arts Math or MGF 1111 - Geometry or MGF 1112 - Math Logic or STA 1021 - Probability/Statistics or MGF 1107 - Finite Math or MTG 2203 - College Geometry or STA 2023 - Statistics**</td>
<td>20 &amp; above (Math) or “C” or above in MAT 1033</td>
<td>450 &amp; above (Math) or “C” or above in MAT 1033</td>
</tr>
<tr>
<td>MAC 1114 - Trigonometry** or MAC 1140 - Precalculus**</td>
<td>22 &amp; above (Math) or “C” or above in MAC 1105</td>
<td>480 &amp; above (Math) or “C” or above in MAC 1105</td>
</tr>
<tr>
<td>MAC 2233 - Survey of Calculus**</td>
<td>23 &amp; above (Math) or “C” or above in MAC 1105 or MAC 1140 (preferred)</td>
<td>510 &amp; above (Math) or “C” or above in MAC 1105 or MAC 1140 (preferred)</td>
</tr>
<tr>
<td>MAC 2311 - Calculus &amp; Analytic Geometry I***</td>
<td>28 &amp; above (Math) or “C” or above in MAC 1114 and MAC 1140</td>
<td>560 &amp; above (Math) or “C” or above in MAC 1114 and MAC 1140</td>
</tr>
</tbody>
</table>

---

* High School Algebra I
** High School Algebra I & II
*** Both MAC 1114 and MAC 1140 are prerequisites for MAC 2311-Calculus and Analytic Geometry I. Successful completion of High School Trigonometry is acceptable in lieu of MAC 1114.

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ALL STUDENTS WHO TEST INTO COLLEGE PREPARATORY COURSES ARE STRONGLY ENCOURAGED TO READ THE COLLEGE PREPARATORY COURSE REQUIREMENT SECTION LISTED IN THE COLLEGE READINESS SECTION OF THIS CATALOG.

- Test scores expire two years from the date of the test. Students whose test scores expire and who have not initiated the related English, math, or reading courses are required to retest in that area.
- Students required to take the FCELPT (a computerized test) must bear the cost of the test.
- The Florida Commissioner of Education and the State Board of Education determine the entry-level test cutoff scores. In addition to the cutoff scores for college prep, scores for advising into other courses have been identified.
- Cutoff scores for placement in mathematics, English and reading courses shall be those given in Table 2-1. Students may register for a course lower than indicated by test scores but not in a higher one.
- Students who test into the college preparatory program must begin taking college preparatory courses during their first 12 semester hours of credit course work at the College and must continue to enroll in college preparatory courses until all preparatory requirements are completed.
- Students who test into college preparatory English or reading cannot enroll in any Gordon Rule writing course until all preparatory course(s) in the respective areas have been successfully completed. Those who test into college preparatory mathematics cannot enroll in any course for which mathematics is a prerequisite until college preparatory math is complete.
- Students who test into preparatory English and/or reading courses must also take the co-requisite course Strategies for College Success (SLS 1501).
- Students whose primary language is not English, and who test into preparatory reading and/or English, are required to take EAP (English for Academic Purposes) preparatory courses.
- Students currently enrolled in a college preparatory course may not attempt to test out of that area after add/drop. Students must wait 30 days before retesting in a subject area.
- College preparatory courses shall be graded A, B, C, N (Not Pass) and will be three contact hours per week. Three institutional credits will be granted for each course successfully completed. Institutional credits are not used for graduation or grade point average calculations, but they are used towards assessing full-time academic status.

- College preparatory courses (as listed in Table 2-1) and their corequisites, if indicated through placement testing, must be completed in addition to all course requirements in the program the student chooses.

Note: In the Testing Centers, students may find a list of tutorial services that assist students with the FCELPT. These services are provided as an alternative remedial option to traditional courses; however, upon completion, students still must score satisfactorily on the FCELPT in order to place out of college preparatory courses.

REQUIREMENTS FOR VOCATIONAL (PSAV) PROGRAMS

Test of Adult Basic Education (TABE)
The TABE is a state requirement for students entering PSAV certificate programs of more than 450 contact hours. Any student enrolling in these programs without TABE scores is required to take the TABE during the first six weeks of class. Students with an A.A.S. degree or higher; students who have successfully completed the College Level Academic Skills Test (CLAST); or students who have already met the minimum cut scores, within the past two years, on the ACT-E, FCELPT or SAT1 are exempt from the TABE exam. Students with certain licenses also may be exempt from the TABE requirement. See program information in the Areas of Study section of this catalog for required TABE scores. Students must wait 30 days before retaking the TABE.

Note: Limited Access Programs follow procedures specific to those programs. Exemptions may not be available for all programs.

Registration Dates
Students begin registering at different times, depending on their status as (1) degree-seeking and certificate-seeking, (2) non-degree-seeking, (3) college transient student, (4) noncredit, or (5) high school dual enrollment/early admission. Registration windows and other important dates are located on the registration calendar at www.pbcc.edu/AcademicCalendar. Currently enrolled, degree-seeking students are provided the earliest registration dates, typically beginning approximately two months prior to the start of the upcoming term.

New students and students returning after an absence of more than one year should apply at least two months before registration begins to receive the earliest possible registration date. All dates are subject to change without notice.

Add/drop dates are listed on students' schedules. Major-session dates are also listed on the registration calendar at www.pbcc.edu/AcademicCalendar.
Residency Classification

A student’s residency classification is determined at the time of admission to PBCC, in accordance with Florida Statute 240.1201. Students may petition to reclassify their status after having their legal domicile in the state of Florida for 12 months; however, any residency classification changes would be in effect for the next term. To change to resident student, a Residency Request Form must be submitted to the Registrar’s Office prior to the first day of the term. Accompanying documentation will be accepted only through the last day of the add/drop period for the term being considered.

IN-STATE RESIDENCY

A student is considered to be a resident for tuition purposes when he/she (or, if a dependent, his parent(s) or legal guardian) has been a permanent resident of the state of Florida for at least 12 consecutive months preceding enrollment at PBCC. Legal papers proving guardianship and other documentation must accompany the application, when applicable. Final residency determination will be based on state guidelines and will be determined by the registrar.

Students may be eligible for a waiver of out-of-state tuition if they qualify for one of the following exceptions. (Documentation appropriate to the particular exception will be required.)

- Dependent children residing with a legal resident adult relative other than the parents for at least five years. Legal papers proving guardianship and copies of tax returns are required.
- Persons married to legal Florida residents and who intend to make Florida their permanent home, and who relinquish their legal ties to any other state.
- Persons who were enrolled as Florida residents for tuition purposes, but who abandon Florida residency and then re-enroll in Florida within 12 months of the abandonment.
- Active-duty members of the armed services of the United States residing or stationed in Florida (and spouse/dependent children), or military personnel not stationed in Florida whose home of record or state of legal residence certificate, DD Form 2058, is Florida (and spouse/dependent children).
- United States citizens living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children.
- Full-time instructional and administrative personnel employed by Florida public schools, community colleges and institutions of higher education (and spouse/dependent children).
- Students from Latin America and the Caribbean who receive scholarships from the U.S. federal or Florida state government. The student must be enrolled on a full-time basis.
- Full-time employees of state agencies or political subdivisions of the state when the fees are paid by the state agency or political subdivision for job-related law enforcement or corrections training.
- Qualified beneficiaries under the Florida Pre-Paid Post-Secondary Expense Program per Florida Statute 1009.981.
- A dependent child whose parents are divorced, separated, or otherwise living apart, will be considered a resident for tuition purposes if either parent is a legal resident of the state of Florida using the above guidelines, regardless of which parent claims the minor for tax purposes.

Note: The College may require documentation in support of the above exceptions.

OUT-OF-STATE RESIDENCY

Unless students (or, if dependents, their parent(s) or legal guardians) have had their place of bona fide permanent residence in the state of Florida for at least 12 months immediately preceding registration, and established certain legal ties to the state, they will be classified as out-of-state students.

RESIDENT ALIENS AND OTHERS

The law allows for non-U.S. citizens to be considered for Florida residency for tuition purposes if they are lawful permanent residents of the United States, asylees, parolees, or refugees who have applied for and/or been approved for such status. Students in these categories must provide appropriate immigration documents to support their status. To be considered a resident for fee purposes, they must also have established residence in the state of Florida 12 months immediately preceding the first day of term.

Certain nonimmigrant visa categories are eligible to establish Florida residency for tuition purposes. Please see the Admissions Office for more information. F-1/M-1 visa students cannot be considered for in-state residency.

Student Retention and Completion

Information about student retention and completion in each of the academic programs is available to students in the Student Services offices. The availability of this information satisfies the federal requirement regarding dissemination of student consumer information.
Palm Beach Community College provides a complete program for students to build their skills for success, whether they are entering from high school or are starting or resuming their college career later in life. College readiness courses in reading, English, mathematics and success skills prepare students for college-level courses. These courses are scheduled like regular college classes and are taught by professionals in developmental education.

Any student may enroll in these classes; however, they are designed especially for students whose placement scores on the Florida College Entry Level Placement Test (FCELPT) indicate they need some additional skills to be successful in college courses. Academic advisors at PBCC work with these students to design a college readiness plan to help them prepare for college level work.

The FCELPT placement scores indicate whether a student is required to enroll in this program. The placement test scores table and Florida statute requirements for college readiness are listed in the Admissions section of this catalog.

**COLLEGE READINESS AREAS**

The College Readiness program is tailored to each individual student’s needs. Each college readiness area has two or three courses; the number of courses the student needs to take depends on his/her placement scores on the FCELPT.

The College Readiness Program is designed for students at all levels of readiness in reading, English and mathematics. For those whose primary language is not English, the program offers English for Academic Purposes foundation courses.

College readiness courses for students whose primary language is English:

- College Prep Reading I and II (REA 0001 and REA 0002)
- College Prep English I and II (ENC 0001 and ENC 0010)

College readiness courses for students whose primary language is NOT English:

- Intermediate Reading, High Intermediate Reading, Advanced Reading (EAP 0420, EAP 1520 and EAP 1620)
- Intermediate English, High Intermediate English, Advanced English (EAP 0484, EAP 1584 and EAP 1684)

For all college readiness students:

- Basic Algebra I and II (MAT 0012 and MAT 0020)
- Strategies for College Success (SLS 1501)

A key course in the College Readiness program is SLS 1501, Strategies for College Success. This course teaches study and test-taking skills and time management, and students explore their own learning styles. Many students find the skills they learned in this course to be very valuable to their success in all of their PBCC courses.

**COLLEGE READINESS SUPPORT**

In addition to the courses in the College Readiness program, PBCC has a complete support network for college readiness students. Student Services provides academic advising for college readiness students to help in course selection and educational planning.
SUCCESS TIPS FOR COLLEGE READINESS STUDENTS

• Students required to take college readiness courses should start them during their first term at PBCC.
• Take the courses in a sequence – for example, take College Readiness Algebra II as soon as you successfully complete College Readiness Algebra I. Students who wait a semester or two to take the next level may forget many of the newly learned skills.
• Once the college readiness courses are completed, take the required college-level courses in English (ENC 1101) and mathematics (MAT 1033) as soon as possible to apply the new skills in a college-level course.

English for Academic Purposes Foundation

PBCC offers this program for non-native English speaking students who have been placed into this level, prior to taking college readiness courses. The foundation program includes three courses in reading and writing, grammar, and listening and speaking. These courses combine lecture and lab components to meet the specific needs of non-native English speakers. Academic support is provided through tutoring, audio and video technology and interactive computer software in the Student Learning Center/Vocational Preparatory Instruction Lab (SLC/VPI) at each location. Students must successfully complete all three foundation classes before registering for any other classes at the college.

Student Learning Center

The Student Learning Center (SLC) at each PBCC location provides services for all PBCC students. The SLC is a highly supportive environment where students can receive additional help through tutoring, individualized instruction and Supplemental Instruction (SI). The SLC staff consists of trained professionals dedicated to supporting all students at PBCC.

The SLC is equipped with computer software and other learning tools to support many credit and college readiness courses at PBCC. Review materials for standardized tests such as the College Level Academic Skills Test (CLAST) and Test of Adult Basic Education (TABE) are available. The SLC also provides Vocational Preparatory Instruction (VPI) for students in career certificate programs who need additional skills to pass the TABE test. For information about the SLC, such as hours of operation, please visit www.pbcc.edu/slc.
Types of aid available at PBCC include grants, scholarships, work-study programs and student loans. Grants are awarded on the basis of financial need and do not have to be repaid. Scholarships do not have to be repaid and are awarded for various reasons, including merit, talent and need. The work-study program allows students to earn money for their education through on-campus or community service jobs. Loans are available to parents and students and must be paid back according to the terms of the loan agreement. For detailed information on financial aid programs offered at PBCC, and how they are distributed, refer to the PantherAid publication available in the Financial Aid Office or online at www.pbcc.edu/financialaid.

Financial Aid Application

The Free Application for Federal Student Aid (FAFSA) is the first step in applying for all financial aid and is available online at www.fafsa.ed.gov, or through the Financial Aid Office on each campus. The student needs to complete a FAFSA each academic year. The student must follow all instructions carefully as filling out this form correctly will prevent delays in the financial aid application process. Assistance with completing the FAFSA is provided by the Financial Aid Office on each campus. Students must complete each section of the FAFSA completely. If you are considered a dependent student by federal guidelines, your parents must also complete and sign the FAFSA before you submit it for processing. The Financial Aid Office will use the results of this application to determine financial need and offer you a financial aid award package.

Financial Aid “Priority Deadline Dates” are listed in the Financial Aid Office of each campus and online. Your financial aid file must be complete and received electronically by the Financial Aid Office by this date to be considered “on time” for the academic year. Applications received by this date will be given priority when awarding limited funds such as scholarships, grants and on-campus employment. If your application is selected for verification, it is not considered complete until all verification documents have been returned and reviewed by financial aid staff. Any corrections to the initial application may change and/or delay award eligibility. No funds will be awarded until the Financial Aid Office has completed its review of the information and verified the application; therefore, applicants should submit all requested documentation as soon as possible.

Note: The Financial Aid Office retains the right to request any additional documentation deemed necessary to complete the review or verification of an application.

STUDENT RESPONSIBILITIES

- Students must reapply for financial aid every academic year. (The academic year begins in August.) Applications are available beginning in January for the upcoming academic year. Please see the student handbook for additional important dates and priority deadlines concerning financial aid.

- Students must have a high school diploma or GED or be admitted to the College under the Ability to Benefit clause before any aid can be awarded. (In accordance with the Ability to Benefit clause, certificate-seeking students in an approved program for financial aid that does not require a high school diploma or GED must pass the Florida College Entry Level Placement Test.

- The student must be enrolled at PBCC as a degree-seeking or certificate-seeking student in an eligible program of study to receive a financial aid award.

- Students must keep their addresses updated. Students can change their information online at www.pbcc.edu/PantherWeb or contact the Admissions Office each time the address changes to avoid unnecessary delays in receiving checks and correspondence.

- Students must keep the Financial Aid Office updated on any changes to their academic schedule and/or enrollment status. Students who decide not to attend one or more classes will be liable for the tuition and fees unless they drop the course(s) prior to the end of the published add/drop period for that term.

- Students must notify the campus Financial Aid Office if they plan to enroll at more than one institution during the same semester.

- Students can receive funding from only one school at a time; however, students may be eligible to have award amounts adjusted if they qualify for dual enrollment. See the campus Financial Aid Office for details.

- Students must meet the College's Standards of Academic Progress to be eligible to receive financial aid (see the Standards of Academic Progress section). Students under suspension are not eligible for financial aid. Students must also meet a Financial Aid Standards of Academic Progress (SAP) to be eligible for
financial aid. For more information on the financial aid SAP policy please see the Panther Aid or online at www.pbcc.edu/financialaid.

• All transfer students must have high school transcripts received and all postsecondary transcripts evaluated by PBCC before there can be an offer of financial aid.

Alternative Loans
PBCC does not participate in any Alternative Loan Programs.

Federal Stafford Loans
First-time borrowers with PBCC under the subsidized Federal Stafford Loan and/or unsubsidized Federal Stafford Loan programs are required to complete an entrance interview before receiving their loan funds. A student must maintain at least six credit hours during the requested loan period to be eligible to receive funds from this program.

Disbursement of Aid
Disbursement of financial aid awards to students generally begins in September for the fall term, February for the spring term, and June for the summer term, provided the student has submitted all required information and meets all eligibility criteria, including the Standards of Academic Progress for Financial Aid Program Participation. Disbursements will continue throughout the semester for eligible students. If the total amount of the award for the term exceeds the cost of tuition, fees and books (if any) for the term, the student may receive a Financial Aid disbursement check of any remaining balance from the College Bursar’s Office based on the funds that have been disbursed. Financial Aid checks are subject to the above disbursement schedule.

Financial Aid awards are subject to change depending on the student’s enrollment status at the time of disbursement. A student will not be paid for courses that are not in progress.

Emergency Loans
Emergency loans are available on a limited basis to assist financial aid-eligible students facing unexpected short-term educational financial difficulties. The loan repayment will be deducted from the student’s financial aid awards when they are disbursed. Loans will be approved for documented financial emergencies at the discretion of the campus Financial Aid Office. Students are limited to one emergency loan per semester up to a maximum of $400. A 2 percent service charge will be collected upon repayment of the loan.

Failure to repay the loan according to the specified terms may prohibit the student from receiving subsequent emergency loans from PBCC. Emergency loans will not be granted as an advancement for a pending financial aid disbursement.

Enrollment Status
For the purpose of awarding and adjusting financial aid, the following chart is used to determine enrollment status for financial aid recipients.

<table>
<thead>
<tr>
<th>Status</th>
<th>Credit Hours Required</th>
<th>Clock Hours Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>12 or more</td>
<td>360 or more</td>
</tr>
<tr>
<td>Three-quarter-time</td>
<td>9 to 11</td>
<td>270 to 330</td>
</tr>
<tr>
<td>Half-time</td>
<td>6 to 8</td>
<td>180 to 240</td>
</tr>
<tr>
<td>Less than half-time</td>
<td>1 to 5</td>
<td>30 to 150</td>
</tr>
</tbody>
</table>

*Note: Clock hours are divided by 30 to obtain the equivalent credit hour value.

Financial Aid for Students with Disabilities
Students with disabilities are eligible to apply for any and all forms of financial assistance that are available through the College. No programs, however, through either the Financial Aid Office or Disability Support Services (DSS) Office are specifically for students with disabilities. The DSS Office maintains a limited list of specialized scholarships.

Students with documented disabilities may enroll in a less than full-time course load as an academic adjustment to accommodate their disabilities under the Americans with Disabilities Act of 1990 and the regulations accompanying Section 504 of the Rehabilitation Act of 1973. Students are encouraged to discuss full-time course load requirements with an academic advisor or student services counselor for their respective program. Additionally, the nature of the disability must warrant the adjustment. A financial aid counselor can determine how a reduced course load will affect their aid.

Students should be aware that federal law requires the Federal Pell Grant funds be prorated based on the number of credits taken, and that the student financial aid budget will also be reduced accordingly. In addition, to participate in the federal Stafford Loan Program, or to have a previous loan deferred, the student must take at least six credits. Finally, as always, eligibility for financial aid depends upon satisfactory academic progress.
Policy for Withdrawals

Students who withdraw from the College (all courses in a given term) and are receiving financial aid will be subject to the Refund and Repayment Policy and may have to return funds. (See the following section.) In addition, withdrawals affect the qualitative measure of academic progress and the time frame for degree completion listed above.

Title IV Funds

The amount of Title IV aid a student must repay is determined via the Federal Formula for Returns of Title IV Funds, as specified in Section 484B of the Higher Education Act. This act also specifies the order of return of the Title IV funds to the programs from which they were awarded. A copy of the complete policy is available in the Financial Aid Office.

Students in default on Title IV loans will not be able to register for classes. In the case of lifting a default hold to allow a student to register at the College, the student must prove that he or she has made six consecutive on-time payments. The College will release academic transcripts for students with defaulted loans in accordance with Florida Statute 1009.95.

Transfer Students

Any student who transfers to PBCC from any other school beyond high school must provide official transcripts from all schools attended, including high school. The transcripts must be evaluated by PBCC before there can be an offer of financial aid.

Veteran Affairs (VA)

The College is state approved for veterans training. Veterans and eligible dependents who plan to attend under any of the various veterans’ training laws should apply through the veterans’ section of the Financial Aid Office.
Palm Beach Community College strives to provide broad opportunities for the intellectual and cultural development of students in an atmosphere of order and respect. Various student services and organizations are available on each campus, as described in this section.

Academic Advisement
Student Services counselors, advisors and program managers advise students in all programs. Students are urged to maintain contact with their advisors to be certain they are taking the courses necessary to complete a program, graduate, or transfer to their preferred university. Students assume ultimate responsibility for course selection.

Career Planning and Employment Services
Career services are available at each location, where students can visit for an introduction and orientation to career resources. These resources include career counseling and advisement, computerized career guidance programs, career assessment inventories, and a career library documenting current trends in employment markets. Students receive personalized information about their interests, abilities and values relating to occupations and educational programs.

Employment services are available to students and graduates, including job search strategies, interviewing and resume writing assistance. Employment counseling, workshops, audio visual materials and printed resources are used to develop effective job search techniques. Students can identify part-time and full-time employment opportunities through the PBCC Online Career Office Program, on-campus recruiting and job fairs. Resumes can be posted online so employers can search for students meeting their employment needs.

Credit classes in career development and job searching are available to students:
- SLS 1300- Career Self-Assessment - 1 credit
- SLS 1301- Career Development - 3 credits
- SLS 1302- Career Information and Decision Making - 1 credit
- SLS 1303- Job Search - 1 credit

Centers can be accessed at www.pbcc.edu/career. Enrollment in the PBCC Online Career Office program gives students access to the virtual career center 24 hours a day. This online career service contains thousands of resources to assist students in career exploration, locating employment opportunities, and talking with local mentors in various careers through the Career Consultants Network. Students seeking individual assistance with career planning or job searching are encouraged to make an appointment with a career specialist at the location of their choice.

ELIGIBILITY TO USE CAREER CENTERS
To use Career Center services, persons must meet one of the following criteria:
- Currently enrolled students in degree programs, certificate/PSAV programs, credit classes and noncredit courses and Crossroads program students.
- Graduates of PBCC programs.
- Prospective students* with applications and the appropriate test scores (FCELPT or TABE) on file.

Note: Transfer students with appropriate test scores on file from previous institutions must pay the application fee in order to establish their eligibility.

* If a prospective student does not enroll in the next upcoming term or session, the Community Career Center fee will be required.

SERVICES FOR NON-PBCC STUDENTS
Non-PBCC students have two options to be eligible to use the Centers:
1. Complete an Application for Admission and pay the $20 application fee.
2. Enroll in the Community Career Center program and pay $20 fee (may not be available at all campuses).

Use of resources in the Center is allowed for the term or session in which the person enrolls with one orientation/tour and one consultation with a counselor/advisor.
Child Care Services

Child care is available at the PBCC Lake Worth and Palm Beach Gardens locations. Fees vary.

LAKE WORTH

The Center for Early Learning in Lake Worth is a laboratory preschool, licensed to serve 22 children ages 3 to 6. The mission of this Center is to provide a setting for PBCC students who are required as part of their college coursework to observe, work with or assess preschool children. Philosophically, the Center is Montessori-based and is equipped with a full complement of Montessori materials. The staff believes that each child is a unique individual, and therefore, learning experiences are tailored to meet each individual child's needs.

The Center for Early Learning in Lake Worth is open from 8:00 a.m. to noon weekdays during the Fall, Spring and Summer A terms. The Center is staffed by three trained teachers.

The Center is open to children of students, staff and faculty. For additional information, call (561) 868-3355.

PALM BEACH GARDENS

The Center for Early Learning in Palm Beach Gardens serves children from age 6 weeks to 5 years. The Center offers a play-based, developmentally appropriate curriculum that enriches and enhances the growth of the whole child. Staff members are trained, have a natural affinity for children and are motivated to learn and grow as professionals. The Center celebrates and affirms the unique heritage of each family and seeks to work as a team with family, together creating the optimal environment for each child to reach his/her full potential.

Space is limited, and there are usually waiting lists for all age groups. Priority is given to children of students and staff. Reduced fees and scholarships are available to qualified college student applicants. For additional information, call (561) 207-5225.

Crossroads

Crossroads is a displaced homemaker program offering free career guidance and employability skills training to eligible individuals 35 years of age or older. The programs assists participants in their efforts to rebuild self-confidence and become economically self-sufficient through employment and training. Career development seminars are offered in alternating daytime and evening schedules with on-going job-readiness support available in a group and/or on an individual basis. Some limited funds are available for participants with educational or training needs. To register or get more information, call (561) 868-3586 or visit online at www.pbcc.edu/crossroads.

Disability Support Services

PBCC is committed to providing full access to all programs, services and facilities for qualified individuals with disabilities as mandated by Section 504 of the Rehabilitation Act of 1973 and by the Americans with Disabilities Act of 1990. Services and accommodations are not automatic. It is the responsibility of the student or prospective student to notify the Disability Support Services (DSS) Office at his/her individual campus of the need for modifications and to provide appropriate written verification by a qualified professional in support of the disability claim. Services cannot be authorized until the documentation has been verified and the student has officially registered with the DSS Office. This voluntary self-declaration procedure is independent from the admissions process itself, and all disability records are treated as confidential and kept separately in the DSS Office.

Students with disabilities are, therefore, encouraged to meet with the disability service representative at their campus before registration. This advisor will assist with course selection and accommodation needs and also will coordinate other campus resources to best meet the educational needs of students with disabilities. For further information, call (561) 868-3375 or visit online at www.pbcc.edu/disabilities.

PantherCard

All students are encouraged to obtain a PantherCard, PBCC's photo identification card, by visiting their campus bookstore. PantherCard is required to use tutoring labs, check out library books, use the campus wireless network and utilize other campus services. Certain programs may require students to wear (display) their PantherCard when in class or attending training provided by PBCC at an off-site location. Fees may apply for PantherCard. For more information, see www.pbcc.edu/PantherCard.

PantherWeb

Students use PBCC's online Student Services tool, PantherWeb, to register, change classes, pay tuition, view transcripts and degree audits and change personal information. The necessary personal identification number (PIN) is given to students when they apply. For more information, see www.pbcc.edu/PantherWeb.
Student Handbook

All regulations and policies pertaining to student conduct are listed in the student handbook. A planner is included to assist students with their academic calendar. The handbook may be viewed online (www.pbcc.edu/current), and copies are available in the Student Services office on each campus. Students are responsible for reading the information in the student handbook.

One condition of enrollment at the College is that the student follows the Student Code of Conduct, as listed in the student handbook. The vice president of student services, College registrar, and campus provosts, with the assistance of the deans of student services and other college personnel, are responsible for interpreting and enforcing policies, rules and regulations that apply to students.

Student Publication

The Beachcomber, PBCC’s student newspaper, is published bimonthly. Although experience is preferred, a limited number of inexperienced students are accepted as trainees. Students receive practical, on-the-job training in the fields of reporting, advertising, editing, photography and business management. The newspaper office is located at the Lake Worth campus.

Student Success Grants

Palm Beach Community College has been awarded several grants to support student success programs.

EDUCATIONAL OPPORTUNITY CENTER

The Educational Opportunity Center (EOC) is funded by the U. S. Department of Education. The primary role of EOC is to assist adults 19 years of age and older, who are residents of Palm Beach County, meet federal low income guidelines, and/or are potential first-generation college students (neither parent graduated from college with a bachelor’s degree). EOC provides counseling on college admissions for adults who wish to pursue higher education. Other services include vocational and career counseling, academic advising, and assistance in preparing applications for admissions and financial aid. For more information, call (561) 868-3681.

STUDENT SUPPORT SERVICES

This program is a U.S. Department of Education grant-funded TRIO program which serves 160 low-income, first-generation college students and students with disabilities. Services provided include personalized academic and financial aid advisement, tutoring, career exploration activities, cultural events and university tours. The program assists students in completion and transition from one level of higher education to the next. Students must be enrolled at PBCC in a degree-seeking program to be eligible for services. For more information, call (561) 868-3392.

TITLE III: STRENGTHENING INSTITUTIONS

Through a five-year, $1.7 million federal grant, PBCC has created the Institute for Student Success to target the most difficult problems related to student retention and student success. Focusing on those students who test into college preparatory mathematics, the institute provides a number of intervention programs, including an early alert system to assist those students with problems in the classroom, training of faculty and advisors in the philosophy and implementation of developmental advising and educational planning, and the presentation of the math prep curriculum in a personally tailored approach designed to address individual students’ specific weaknesses in established areas of competency. For more information, see www.pbcc.edu/TitleIII.

Testing Services

Various testing programs for students are provided on each campus. A variety of national and state exams for students such as the CELT, CLAST, CLEP, E-ACT, FCALP, SAT1, and TABE are administered. Application and information for these and other tests are available in the Student Services Testing Center on each campus. Current or prospective students taking a test at the College’s Testing Centers must be prepared to sit for the full amount of time allotted for the test.

Fees are assessed for each service. Test fees are non-refundable. A list of fees is available in the Testing Center or at www.pbcc.edu/testing/information.asp.

Note: A legal photo ID is required for all testing services. See the Admissions section of this catalog for detailed testing information.
ATHLETICS
The College has varsity intercollegiate athletic teams for women (basketball, volleyball and softball) and for men (basketball and baseball). Memberships in the Florida Junior College Conference and the National Junior College Athletic Association largely determine policies and procedures. The program provides an opportunity for students to experience competition, skill development, self-discipline and cooperation. Students with disabilities are encouraged to try out for teams on which they might successfully participate.

Intramural and Recreational Activities
Intramural and recreational activities represent a broad selection of individual and team sports. Opportunities are available for students to participate in all phases of the intramural program, including planning and organizing, competing and officiating.

STUDENT GOVERNMENT
Each PBCC location has a Student Government Association (SGA). These groups provide guidance and direction to the student body, develop student programs and activities, promote student involvement, develop positive working relationships and provide students with opportunities to develop and exercise leadership skills. Contact the campus Student Services office for information.

STUDENT ORGANIZATIONS AND CLUBS
PBCC offers assistance in the formation and official recognition of clubs and other organizations of students, faculty and alumni who have interests in common. There are well-defined procedures available through the Student Activities Office for the establishment and sanctioning of a student club or organization.

To hold office in a student organization, a student must have a minimum 2.0 grade point average (GPA) at the beginning of tenure of office and must achieve a minimum 2.0 GPA during each term in office. To belong to the PTK Honors Society, a student must have a minimum 3.2 GPA and have earned 12 semester hours at PBCC.

The following are currently sanctioned groups:

**Belle Glade**
- African-American Student Association
- Campus Crusade for Christ
- Dream It, Do It
- International Student Club
- Intramurals - Flag Football and Softball
- Kiskeya (Haitian student organization)
- Phi Theta Kappa (Academic Honors Society)
- Salsa Club
- Student Government Association
- Toastmasters Club

**Boca Raton:**
- The Aids Awareness Poets
- Black Student Association
- Brain Bowl
- Center for Student Leadership
- Chess Club
- Christian Leadership Association
- Computer Club South
- Djakout Lakay (Haitian student organization)
- Drama Club
- Florida Future Educators of America
- Intramurals
- Phi Theta Kappa (Academic Honors Society)
- Political Forum
- Spanish and Latin Student Association (SALSA)
- Student Government Association
- Students for Israel (S.F.I.)
Lake Worth
- American Institute of Architectural Students (AIAS)
- Black Student Union
- Brain Bowl
- Caribbean Club
- Center for Student Leadership (CSL)
- Cheerleaders
- Computer Club
- Dental Assisting Student Association (DASA)
- Dream It, Do It
- Expressions Books Club
- Florida Future Educators of America
- Group 5 Art Society (Graphic Arts Club)
- Intramural Sports
- Kiskeya (Haitian student organization)
- Music Club
- Nursing Student Association (NSA)
- Panther Medics (EMS)
- PBCC Players (drama club)
- Performing Musical Groups:
  - Concert Band
  - Concert Choir
  - Chamber Singers
  - Troubadours (jazz vocal ensemble)
  - Brass Ensemble
  - 12 O’Clock Jazz Ensemble
  - Tuesday Nite Big Band
  - Jazz Combos
- Phi Beta Lambda (PBL)
- Phi Theta Kappa (Academic Honors Society)
- Scrub Club (Surgical Technology)
- S.T.A.R.E. (Student Trainers for AIDS Related Education - Peer Advisors)
- Student American Dental Hygiene Association (SADHA)
- Student Government Association
- Students for International Understanding (SIU)
- Yashi Hama Tandai Budo Kai (Martial Arts Club)
- Young Activists Team

Palm Beach Gardens
- Art Alliance
- Black Student Union
- Brain Bowl
- Circle K (Kiwanis)
- Community Earth
- Dream It, Do It
- Faith Walkers Christian Fellowship
- Florida Future Educators of America
- Intramurals
- Literature Club
- Phi Beta Lambda (Business)
- Phi Theta Kappa (Academic Honors Society)
- Political Forum
- Psi Beta (Honors Psychology)
- Radiography Club
- Respiratory Care Club
- Sociology Forum
- Spanish and Latino Student Association (SALSA)
- Students for International Understanding (SIU)
- Student Government Association (SGA)
Campus Libraries

Library services and resources support the curriculum, faculty and students at all PBCC locations. Campus libraries maintain a diverse collection of materials that includes books, periodicals, local, state and national newspapers, microfilm and reference materials. Access to all library materials and electronic collections of books, periodicals and journals are available through LINCC (Library Information Network for Community Colleges), the online catalog. Over 2,000 journals and periodicals are available online and in full text, and electronic books add more than 10,000 volumes to the collection. Florida Atlantic University provides PBCC at Boca Raton with library service through a joint-use agreement.

Librarians are faculty members who are professionals in the research process. They work closely with students in finding and using information and developing information literacy skills. Librarians offer individual and classroom instruction in the use of resources and work collaboratively with other faculty to develop innovative approaches to using library resources. Librarians teach credit courses in the use of electronic resources and teach online courses using the latest technology.

Additional services provided by the library include: an interlibrary loan service that links all Florida community college libraries, universities and public libraries together for cost-free lending/borrowing of materials; a reserve collection of materials; a computer/instruction lab; study rooms and private study areas; photocopiers, and a virtual reference desk (Ask-a-Librarian). Students also have borrowing privileges at FAU and with area libraries that are members of the Southeast Florida Library Information Network (SEFLIN).

Library hours vary on each campus and between terms. Current information is available at www.pbcc.edu/llrc.

Cooperative Education

Cooperative education (co-op) is a nationally recognized academic program combining on-campus study with work-related experience in area business, industry or governmental agencies. It is based on the principle that learning is not confined to classroom achievement and is equally dependent upon experiential opportunities.

As a co-op student you can:
1. Earn academic credit.
2. Gain practical experience and job knowledge.
3. Test your career decision.
4. Make valuable contacts in your professional field.
5. Earn income through work in your chosen field of study.

ELIGIBILITY

Students who have completed one full-time semester or at least 12 credit hours are eligible to enter the co-op program, provided they have a minimum cumulative grade point average of 2.0 and are in good academic standing. Participating students must be willing to develop a cooperative education position related to their major fields of study.

OPERATIONS

Co-op participation may be part-time, full-time, paid or unpaid work experience providing entry-level, intermediate or advanced training. Current employment may meet the program requirements with modified or enhanced duties in cooperation with the employer. The work experience is coordinated with on-campus study. Students may earn up to six academic credits usable as elective credits or hours to meet curriculum requirements in designated programs. Students should consult with an academic advisor regarding the transferability of co-op credits in programs offered by upper-division colleges and universities.

ENROLLMENT

Co-op education varies across the district, using a common core of required student activities. For specific information regarding enrollment requirements and student activities, contact the appropriate campus listed below:

Belle Glade (561) 993-1122
Boca Raton (561) 862-4325
Lake Worth (561) 868-3066
Palm Beach Gardens (561) 207-5350
Distance Learning (e-pbcc)
Distance Learning classes provide increased student access through alternative education delivery systems and flexibility of time and location. They promote the integration of technology in the learning environment and the globalization of education through electronic access to information and experts worldwide. These courses use multiple learning environments, such as the Internet, television and videoconferencing. Some courses will combine a variety of these environments in the instruction. The chief difference between face-to-face courses and distance learning courses is in the type of course delivery. Course materials may be on video or online, or the instructor may broadcast from another site rather than be in the same classroom with the student. Students may contact their instructors and other classmates via telephone, e-mail, chat rooms, bulletin boards, fax or sometimes during on-campus meetings.

These courses have the same educational objectives as face-to-face classes, are fully accredited and appear on a student’s transcript like a face-to-face class. Some PBCC courses may require an additional course fee, as noted in the class schedule.

For more information about distance learning, check the Web site at www.pbcc.edu/dl or send an e-mail to learn@pbcc.edu. Many online courses can be found at webct.pbcc.edu as WebCT is the primary course management system (CMS) used at the college for online course content delivery.

WHO SHOULD TAKE A DISTANCE LEARNING CLASS?
Successful distance learning students need to be highly motivated and have good study skills and time management skills. They must be willing to contact their instructor for assistance when needed and be responsible for completing assignments on time and without reminders. Before students register for a distance learning class the first time, they should visit the distance learning Web site and contact an academic advisor for assistance.

SUPPORT SERVICES FOR DISTANCE LEARNING STUDENTS
Students registered in distance learning courses receive the same support services as on-campus students. These services include registration, advising, financial aid, disabled student services, bookstore services, library services and Testing Center services, as well as many others. A list of support services is available on the PBCC Web site under distance learning.

INTERNET COURSES
Internet classes offer a world of resources to students who have Internet access. These classes provide some of the materials in an anytime anywhere mode. Students can keep in touch with the instructor and other students by using the communication tools of the Internet.

Internet courses vary:
1. Pure Internet courses are taken entirely over the Internet. On-campus time is NOT required. Some instructors may request an on-campus orientation meeting or testing.
2. Hybrid courses require attendance in a face-to-face classroom in conjunction with activities involving the use of the Internet.
3. Tele-Web classes combine video lessons from the television classes with an Internet component. There may be some face-to-face requirements.

TELEVISION COURSES
Television courses offer convenience and flexibility in class scheduling. Students can watch videos, complete readings and do assignments in the home or workplace. These courses use videos, textbooks, study guides and other elements as the basic study materials for the course. On-campus attendance may be required for meetings and testing.

Television course options include:
1. “Course-in-a-Box” classes, a set of prerecorded videotapes, DVDs and/or video CDs that are checked out to enrolled students for the term of the course. These videos may be mailed to the student’s home and must be returned at the end of the term.
2. Telecourses broadcast on the local cable channels at a scheduled time. Students also have the option of viewing the video lessons at one of PBCC’s Media Technology departments and/or PBCC Library Learning Resource Center locations.

VIDEOCONFERENCING COURSES
Videoconferencing courses give the student the ability to take a course at one of PBCC’s convenient locations. Each course is taught by an instructor at one location and transmitted to the other locations. The instructor interacts “live” with the students at the other locations via a two-way video and audio system. Instructional materials are available at each location for each enrolled student.
Economic and Workforce Development

Through the Office of Economic and Workforce Development, Palm Beach Community College offers continuing education workshops, seminars, courses, and programs designed to meet the learning, professional, and development needs of its local community.

Through research, development and environmental scans, PBCC continues to be responsive to the economic and workforce development needs of Palm Beach County. Please visit the Web page www.pbcc.edu/cte workforce/apply.asp for information on registration.

Honors

As part of its commitment to high achievement, PBCC offers the Honors program, designed for students who enjoy a challenge and wish to excel in their studies. Students who seek the challenge of Honors coursework can select from two options. The experience of either option helps students to make interdisciplinary and real-life connections and prepares them with skills needed to transfer to a university or the workforce.

The first option is enrollment in Honors courses. These learning environments promote the development of critical thinking and research skills through in-depth class discussions, reading and writing assignments, and nontraditional classroom styles and activities. Each course has “Honors” clearly indicated in its title, which is also noted on the student’s transcript.

The second option is to add an Honors component to any credit course, with faculty permission, by completing an Honors project contract. In this case, the student completes an Honors project in the course and meets with the faculty member throughout the term for guidance and advice.

PBCC students qualify for the Honors program with a cumulative 3.5 GPA or acceptable test scores on a placement test. Students who register with the Academic Services Office are given priority registration as Honors program students. Students who graduate from PBCC with a 3.5 GPA and have 12 credit hours of Honors coursework completed with grade of B or higher are designated as Honors graduates and are given special recognition at the graduation ceremony. PBCC Honors graduates also have many scholarship opportunities when transferring to an upper-division university.

To discover more about Honors and its benefits, visit www.pbcc.edu/honors or call Academic Services at (561) 868-3892.

Institute of Excellence in Early Care and Education

The Institute of Excellence in Early Care and Education provides the child care workforce of Palm Beach County with a comprehensive approach to career development. The goal is a quality, seamless professional development system for early childhood personnel entering and exiting the system at any level. The Institute provides career advising in the field of early childhood and a scholarship program for early childhood educators. The Institute has also established mechanisms to ensure quality in the training and technical assistance offered to child care providers. This quality assurance system incorporates guidelines and standards for training activities, including a process for approving trainers who meet these standards. The Institute maintains a registry of approved trainers. For more information on the initiatives and support provided by the Institute, please visit www.pbcc.edu/IEECE.

Institute of Teacher Education

The Institute of Teacher Education was created at PBCC to address the critical teacher shortage in Palm Beach County and the requirements of the No Child Left Behind Act of 2001. The Institute, a collaborative effort with the School District, includes several programs. The Transition to Teaching and Teacher Certification programs help non-teacher-trained professionals with bachelor degrees move into the teaching profession. The Paraprofessional Retention Outreach (PRO) Program works with the School District’s paraprofessionals to help them obtain associate degrees. Other programs include the PBCC/FAU 2+2 program for mathematics and biology teacher education and the Summer Algebra Institute.

To find out more about the Institute of Teacher Education, go to www.pbcc.edu/Teachered.
Recreational Learning

CENTER FOR LIFETIME LEARNING
The Center for Lifetime Learning founded by Etta Ress is dedicated to exploring educational and cultural opportunities for adults, especially retirees, through courses, seminars, forums, field trips and lectures. It is a cooperative venture with volunteers from the theater and the scientific and professional arenas to bring intellectual enrichment to the community. For more information, call (561) 868-3556.

LEARNING UNLIMITED
Learning Unlimited is a noncredit enrichment program for adults of all ages. Instructors are local experts known in their fields teaching short-term, personal enrichment courses in current events, history, metaphysics, alternative health, art, music, dance, finance and more. The inexpensive courses are held days and evenings at PBCC in Boca Raton. For more information, call (561) 862-4725.

Vocational Preparatory Instruction Lab

The Vocational Preparatory Instruction Lab (VPI) offers a series of short-term courses for Post Secondary Adult Vocational (PSAV) students who wish to remediate for all or part of the Test of Adult Basic Education (TABE). The VPI Lab offers personalized instruction with learning specialists and tutors. Computer programs and additional learning materials are available for the student.

The TABE remediation courses are:
- VPI 0100 - Vocational Preparatory Reading
- VPI 0300 - Vocational Preparatory Language
- VPI 0200 - Vocational Preparatory Math I - Computation
- VPI 0211 - Vocational Preparatory Math II - Applied Math (VPI0200 pre-requisite)

Before registering for a TABE remediation course, a student should first meet with an advisor to discuss the entrance requirements for his or her specific program. Students should then visit the VPI Lab and obtain a TABE course application, schedule, and further information. There is a $30 fee for each TABE remediation course. A required workbook for each course is available in the bookstore.
Academic Recognition

PRESIDENT’S LIST
At the end of the fall and spring terms, any student carrying a full academic load (12 hours for which they receive credit, excluding institutional credit) and earning a term grade point average of 3.8 or higher will be placed on the President’s List. At the end of the spring term, any part-time student who has accumulated 12 or more semester hours credit during the combined fall and spring terms with a combined term grade point average of 3.8 or higher will be placed on the President’s List.

DEAN’S LIST
At the end of fall and spring terms, any student carrying a full academic load (12 hours for which they receive credit, excluding institutional credit) and earning a term grade point average of 3.20 to 3.79 will be placed on the Dean’s List. At the end of spring term, any part-time student who has accumulated 12 or more semester hours credit during the combined fall and spring terms with a combined term grade point average of 3.20 to 3.79 will be placed on the Dean’s List.

STANDARDS OF ACADEMIC PROGRESS
PBCC requires each student to maintain reasonable academic progress. Any student not maintaining the minimum cumulative grade point average as specified in the Standards of Academic Progress (SOAP) policy will be placed on academic probation and could be suspended from college.

Financial Aid Student Note:
Students receiving Financial Aid are also affected by a separate “Standard of Academic Progress for Financial Aid Students Policy,” listed in the student handbook and at www.pbcc.edu/financialaid/sap.asp.

Preparatory Course Note:
Preparatory courses will not be calculated in students’ Cumulative Grade Point Average, but will be used in calculations for term Grade Point Averages.

Good Academic Status
Students who are not on academic probation or dismissal from the College are considered in good academic status. Students in credit programs must maintain a cumulative grade point average (CGPA) of:

- 1.4 or better for 1-14 semester hours attempted
- 1.6 or better for 15-27 semester hours attempted
- 1.8 or better for 28-45 semester hours attempted
- 2.0 or better for over 45 semester hours attempted

* The College administration will continually assess the impact of the academic progression policy and make adjustments as necessary to the academic probation grade point average table above. It is anticipated that the cumulative grade point average required to remain in good academic standing will increase in the future. Therefore, it is imperative that students meet with an academic advisor regularly to discuss academic success issues and support services and to carefully plan their academic program.

Academic Probation
Probation will be continued as long as the student fails to achieve the standard cumulative grade point average (CGPA) for the number of hours attempted (see table above). Probation will be calculated at the end of each term. Transfer students whose CGPA does not meet the standard for good academic status will enroll on academic probation. Any student on academic probation will be limited in course load to a maximum of 12 semester hours during the fall, spring and summer terms. Students on academic probation are required to meet with an academic advisor prior to registering for subsequent terms. Academic advisors are authorized to limit the number of hours and types of courses taken by students on academic probation. Academic probation is noted on the student’s permanent record.

Academic Suspension
Academic suspension is the first involuntary separation. Academic suspension results from a student’s failure, while on academic probation, to regain good academic standing or achieve a minimum 2.0 term grade point average (GPA). Suspension requires the student to stay out of school for one semester to reflect on their academic goals and level of commitment to education. Academic suspension is noted on the student’s permanent record. Students readmitted after an academic suspension will be on academic probation and must meet with an academic advisor prior to registering for classes.

Academic Dismissal
Academic dismissal is a subsequent involuntary separation imposed upon a student who, having been previously suspended from the college and readmitted, fails to regain good academic status or achieve a minimum 2.0 term grade point average (GPA). After one
calendar year, students on academic dismissal are eligible to appeal for readmission to the College Admissions Appeals Committee. Academic dismissal is noted on the student’s permanent record. An appeal for readmission is not automatic, and the decision of the committee is final.

Note: Students on academic suspension or dismissal are eligible to enroll in PSAV or avocational courses.

Audit and Withdrawal Policies

Students may withdraw online using PantherWeb (www.pbcc.edu/PantherWeb) or audit a class by filing an official Audit Request Form with the Registrar’s Office by the audit/withdrawal deadline. Deadlines are published in the registration calendar on the inside front cover of this catalog. In cases of non-standard beginning or ending dates, the audit deadline is the last day of add/drop, and the withdrawal deadline is 65 percent of the course session. Students with questions about audit and withdrawal deadlines should contact the Registrar’s Office.

International students and athletes must get authorization from their advisor before auditing or withdrawing from a class.

AUDIT

A student may be admitted to certain courses on an audit basis with the completed request form submitted prior to the deadline. Audit requests will not be processed after the add/drop period ends. Classes designated as audit during add/drop do not count as attempts. Students auditing a course must attend class, but they are not required to take tests and examinations. No audit students may change their schedule to seek credit in any course in which they are enrolled. Prerequisites, tuition and all special fees apply.

Courses taken for the third or fourth attempt, or for high school dual enrollment/early admission may not be audited. Students are not permitted to audit college preparatory courses, courses under a selected admission program, or vocational credit or noncredit courses. A student may not audit a course in which he or she received a grade of C or higher. An instructor may withdraw an audit student (XW) for non-attendance.

INSTRUCTOR WITHDRAWALS

Instructors may give a non-punitive WX grade for excessive absences for up to 65 percent of the course session. No WX grades shall be given after 65 percent of the course has elapsed. Instructors may also give a punitive (F, N, or U) grade for excessive absences, as defined in their syllabi, up to the end of the term.

Courses taken for audit are subject to the same attendance criteria; however, instructors may assign a grade of XW for excessive absences at any time throughout the term.

Note: Upon the third attempt of a credit course, a withdrawal (student or instructor) or audit will not be permitted and the student will receive a grade for the course.

STUDENT WITHDRAWALS

Students who withdraw from a course will receive a grade of W on their transcript. There is normally no refund for withdrawals submitted after the add/drop deadline (see the calendar in this catalog for deadlines); however, if a student has certain extenuating circumstances (such as death of family member or personal hospitalization), a refund may be considered. See Refund Appeals policy in the student handbook. Students considering withdrawing from any course are strongly encouraged to speak with an academic advisor to discuss any impact that a withdrawal may have financially or academically. Certain Limited Access programs prohibit course withdrawals. Speak with your program advisor for more information.

A student may not withdraw from a PSAV course that meets less than two times. The deadline to withdraw for each course is listed on the student’s Class Schedule printout. Students taking classes in fall 1997 or later will be permitted a maximum of two attempts and/or withdrawals per course.

Note: Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for that course.
Enrollment Status

FRESHMAN AND SOPHOMORE CLASSIFICATION
A student is considered a sophomore when the student has completed 24 semester hours of credit, regardless of the number of terms the student has been in attendance. Until 24 hours of credit are completed, the student is a freshman.

FULL-TIME STUDENT
A student is considered a full-time student when enrolled in 12 or more semester hours of credit or 360 or more clock hours. Although audit and preparatory courses carry no credit, they are counted toward the student's enrollment status. When determining a student's enrollment status for Selective Service deferment or Veterans Administration benefits, noncredit and preparatory courses cannot be counted, but must be taken in addition to the required number of credit hours. Institutional credits (i.e., college preparatory classes) are included when determining a student's enrollment status.

Note: Enrollment status may be defined differently for financial aid recipients.

STUDENT MAXIMUM COURSE LOAD
Most students are not permitted to enroll in more than 18 semester hours; however, a student who has at least a 3.2 cumulative average may enroll in a maximum of 21 semester hours.

Grades

GRADE CHANGE PROCEDURE
Students may approach instructors to initiate an Informal Grade Appeal process at any time after the final course grade is assigned. If students wish to appeal the grade further, a Formal Grade Appeal process must be initiated no later than the first thirty calendar days after classes begin in the subsequent fall or spring term. Additional Grade Appeal information is listed in the student handbook.

GRADE FORGIVENESS POLICY
Courses for which a grade of C or higher was earned may not be repeated. The last grade received will be used to calculate the grade point average (GPA). All grades from the third and subsequent attempts will be calculated in the GPA.

The Forgiveness Policy pertains only up to the time of the awarding of degree and does not extend beyond that time. No challenge examination (institutional, CLEP, AP, IB, etc.) may be used to forgive a grade. Institutions to which subsequent transfer is made may not necessarily honor this policy.

GRADE POINT AVERAGE (GPA)
The cumulative GPA is determined by dividing the total quality points earned by the total semester hours attempted (including all transfer credit). Quality points are assigned as follows:
A = 4 quality points per credit hour
B = 3 quality points per credit hour
C = 2 quality points per credit hour
D = 1 quality point per credit hour

Only the last attempt of a repeated course will be used in computing the grade point average (except for the third attempts and beyond that will be averaged); however, all grades appear on the student's transcript. The PBCC grade point average is determined by dividing the total quality points earned at PBCC by the total semester hours attempted at PBCC. The term grade point average is determined by dividing the total quality points earned during a term by the total semester hours attempted during that term.

GRADE REPORTS
Grade reports are not mailed. Students may access grades via PantherWeb - www.pbcc.edu/PantherWeb, or FACTS - www.facts.org, using their PBCC Personal Identification Number (PIN). Students who do not know their PIN may obtain it from the Admissions Office after presenting legal photo identification.

GRADING SYSTEM
A - Excellent
B - Good
C - Fair
D - Poor but Passing
F - Failure
L - Instructor Grade Late
I - Incomplete
N - No Pass*
P - Pass
S - Satisfactory
U - Unsatisfactory
W - Withdrawn
WX - Withdrawn for Excessive Absences
X - Audit
XW - Withdrawn for Excessive Absences (audited course)

* Considered In Progress
Most avocational classes, including Learning to Go classes, will be assigned a grade of NG unless the course requires a record of attendance. In those cases where an NG is not the grade, an S or WX may be issued.
INCOMPLETE GRADES
Incomplete grades are automatically changed to punitive grades of F, N or U if not made up within 30 calendar days after classes begin in the subsequent fall or spring term. It is the student’s responsibility to complete all assignments and submit them to the instructor. Classes with incomplete grades may not be used to satisfy course prerequisites.

REPEATED COURSES AND ACADEMIC AVERAGE
Effective fall 1997, only courses for which a grade of D or F was earned or withdrawals may be repeated. A student may not audit a course in which a grade of C or higher was received. A student will be permitted a maximum of three attempts per course. Attempts include the original grade, repeats of course grades, audits initiated after add/drop and withdrawals (student or instructor). Upon the third attempt of a course, a withdrawal or audit will not be permitted and the student will receive the grade earned. This grade will be used in quality point average computation. All grades from the third and subsequent attempts will be calculated in the grade point average. A fourth attempt may be allowed only through the academic appeals process based on major extenuating circumstances. Fifth attempts are not allowed, and this may not be appealed. Credit can only be earned once per course, unless the course is designated as “repeatable”.

Note: Students will be assessed the full cost of instruction (out-of-state tuition), beginning with the third attempt for college preparatory and credit courses. Students may appeal the higher cost to the campus registrar through the add/drop period. Decisions are based on state-issued guidelines.

Graduation
All students, without regard to the degree or certificate to be granted, must meet general requirements for graduation from PBCC and fulfill all financial obligations to the College. Final responsibility for meeting the requirements for graduation rests with the student.

CATALOG IN EFFECT FOR GRADUATION POLICY
Students who have maintained continuous enrollment have the option of graduating under the catalog in effect at the time they enter the College or any catalog in effect during the student’s continuous enrollment, as long as the catalog chosen is not more than five years old. Continuous enrollment may be maintained by enrollment in one credit or PSAV course for a minimum of one term per academic year.

If students choose a new catalog, all requirements from the new catalog must be met for graduation. If continuous enrollment is maintained for a period of more than five years, the catalog five years previous will be chosen for them, unless students specify otherwise. If attendance is interrupted by 12 months, students must graduate under the catalog in effect when they are readmitted or any future catalog within five years of the date of graduation (as in above statement). The College does not guarantee that courses will always be available. Some courses or programs may be discontinued. The College reserves the right to change the curriculum as necessary.

Note: Students must graduate under the program requirements in effect the term they enter a limited access program.

COLLEGE LEVEL ACADEMIC SKILLS TEST (CLAST)
The CLAST is designed to test the communication and computation skills that are judged by state university and community college faculty to be generally associated with successful performance and progression through the baccalaureate level. Florida statutes and the State Board of Education mandate the test for all students seeking an A.A. degree.

Eligibility
Students seeking associate in arts or baccalaureate degrees are eligible to register for the CLAST provided the following criteria have been met:
1. Satisfactory completion of at least 18 semester hours of college level course work, and
2. Completion of the A.A. General Education requirements in English composition and Gordon Rule mathematics.

CLAST is required for A.A. degree candidates only. Other degree seekers are not required to take the test unless they are planning to transfer to a university and the university requires the test. Students wanting to sit for the CLAST must apply to take the test by the registration deadline. Late registrants will be placed on standby status. Students who do not take and pass this test will not be awarded the associate in arts degree.

All students taking the CLAST after Oct. 1, 1992, must meet the following standard scores established by the state Board of Education:

<table>
<thead>
<tr>
<th>Category</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>295</td>
</tr>
<tr>
<td>Writing</td>
<td>295</td>
</tr>
<tr>
<td>Computation</td>
<td>295</td>
</tr>
<tr>
<td>Essay</td>
<td>6</td>
</tr>
</tbody>
</table>

Note: Students who took the CLAST before Oct. 1, 1992, should contact their advisor or review the Degree Audit on www.facts.org to determine successful completion or exemption.
Exemptions

- Beginning Jan. 1, 1996, students who have achieved passing scores on the FCELPT or have requirements in English composition and Gordon Rule mathematics as identified by the Florida Postsecondary Education Planning Commission may be exempt from some or all of the CLAST requirements.
- A score of 500 or higher in the Verbal section of the SAT1 earns an exemption in the Essay, English, Language Skills and Reading sections of the CLAST.
- A score of 500 or higher in the Math section of the SAT1 earns an exemption in the Math section of the CLAST.
- A score of 21 or higher in the English section of the ACT-E earns an exemption in the Essay & Language Skills sections of the CLAST.
- A score of 22 or higher in the Reading section of the ACT-E earns an exemption in the Reading section of the test. A score of 21 or higher in the Math section of the ACT-E earns an exemption in the Math section of the CLAST.
- There are also possible exemptions based on scores earned for AP & IB courses taken in high school. Candidates should check with an advisor concerning these exemptions.

Retakes

Students may not retake any subtest of the CLAST for which they already have a passing score. Students must wait 30 days between retakes. CLAST review courses and tutoring services are available. Contact SLC/VPI for more information.

DEGREE VERIFICATIONS

PBCC has entered into an agreement with Credentials, Inc. for the verification of degrees and earned certificates. Credentials, Inc. has been granted the authority to respond to these types of requests from interested third parties on PBCC’s behalf. Verifications require student authorization.

PBCC warrants that the results delivered by Credentials, Inc., acting as the College’s agent, should be considered equivalent in authority to information provided directly by the College. To begin an order at no cost to current or previous students, go to www.degreechk.com. Students must select a unique user ID and password, which is not their PBCC Student ID number and password.

GRADUATION COMPETENCY STATEMENTS FOR DEGREES

The Southern Association of Colleges and Schools (SACS) requires that all institutions insure that its degree program graduates (A.A., A.S. and A.A.S.) demonstrate competency in Reading, Writing, Oral Communications, Fundamental Mathematical Skills and the Basic Use of Computers (SACS 4.2.2). In addition PBCC requires that degree program graduates are competent in Information Literacy. The competencies can be achieved through the coursework listed for each competency area.

Expected Student Outcomes for Competency in Fundamental Reading Skills

All students in A.A., A.S., and A.A.S. programs should be able to demonstrate literal and critical reading comprehension skills:

- Literal comprehension skills include recognizing main ideas in a given passage, identifying supporting details and determining meaning of words on the basis of context.
- Critical comprehension skills include recognizing the author’s purpose, tone and overall organizational pattern; distinguishing between fact and opinion; detecting bias; recognizing explicit and implicit relationships within and between sentences; recognizing valid arguments; and drawing logical inferences and conclusions.

Methods of Assessment:

1. Students will complete one of the following course series:
   - ENC 1101 and ENC 1102
   - ENC 1121 and ENC 1122
   - ENC 1101 and ENC 1210 with grades of C or better

2. For programs that do not require ENC 1102 or ENC 1210, students will demonstrate competency through other courses that are identified by the program manager to have satisfied the above outcomes.

Expected Student Outcomes for Competency in Fundamental Writing Skills

All students in A.A., A.S., and A.A.S. programs should be able to develop a thesis or main idea statement by:

- Providing adequate support that reflects the ability to distinguish between generalized and concrete evidence
- Arranging the ideas and supporting details in an organizational pattern appropriate to the purpose and the focus
- Writing unified prose in which all supporting material is relevant to the thesis or main idea statement
- Writing coherent prose and providing effective transitional devices that clearly reflect the organizational pattern and the relationship of parts.
Methods of Assessment:
1. Students will complete one of the following course series:
   • ENC 1101 and ENC 1102
   • ENC 1121 and ENC 1122
   • ENC 1101 and ENC 1210 with grades of C or better.
OR
2. For programs that do not require ENC 1102 or ENC 1210, students will demonstrate competency through other courses that are identified by the program manager to have satisfied the above outcomes.

Expected Student Outcomes for Competency in Fundamental Oral Communication Skills
All students in A.A., A.S., and A.A.S. programs should be able to demonstrate:
• An understanding of the basic principles of human communication, both verbal and nonverbal
• An understanding of the dynamics and skills of interpersonal, small group and public communication
• Effective oral presentation skills through the preparation and delivery of speeches for an audience
• Effective critical and constructive listening skills
• An understanding of the subjective nature of perception and its effect on communication
• An understanding of their ethical and social obligations by utilizing careful research and solid supporting materials when engaged in informative and persuasive public communication.

Methods of Assessment:
1. Students will complete SPC 1016 with a grade of C or better.
OR
2. For programs that do not include SPC 1016, students will demonstrate competency through the successful completion of other college-level courses that are identified by the program manager as being able to satisfy the above outcomes.

Expected Student Outcomes for Competency in Fundamental Mathematical Skills
All students in A.A., A.S., and A.A.S. programs should be able to:
• Demonstrate basic number sense, using the four operations (+, –, *, /) involving integers, fractions and decimals
• Solve real-world problems that require the use of variables and the use of percents
• Interpret information from simple graphs
• Demonstrate skills in elementary geometry (including calculations of areas and perimeters).

Methods of Assessment:
1. Students will complete at least one Gordon Rule mathematics course with a grade of C or better.
OR
2. For programs that do not include a Gordon Rule mathematics course, students will demonstrate competency through other courses that are identified by the program manager to have satisfied the above outcomes.

Expected Student Outcomes for Competency in Basic Computer Use
All students in A.A., A.S., and A.A.S. programs should be able to:
• Input data (type) and word process
• Save files, edit and print
• Navigate the Internet, utilize e-mail and conduct electronic research.

Methods of Assessment:
1. Students will complete CGS 1570, at least one Gordon Rule social science course or EME 2040.
OR
2. For programs that do not include CGS 1570, a Gordon Rule social science course, or EME 2040, students will demonstrate competency through other courses that are identified by the program manager to have satisfied the above outcomes.

Expected Student Outcomes for Competency in Information Literacy
The information literate student is able to recognize when information is needed, locate information in many formats, and evaluate and effectively use the information needed to become an independent life-long learner.

All students in A.A., A.S., and A.A.S. programs will make significant progress to complete the following competencies:
• Determine the nature and extent of the information needed
• Access needed information effectively and efficiently
• Evaluate information and its sources critically and incorporate selected information into his or her knowledge base and value system
• Use information effectively to accomplish a specific purpose
• Understand many of the ethical, legal and socio-economic issues surrounding the use of information
• Access and use information ethically and legally.

Methods of Assessment:
1. Students will complete one of the following courses with a grade of C or better: ENC 1102, LIS 2004, or an Honors course.
OR
2. Students demonstrate competencies through other courses or online tutorial that are identified by the program manager to satisfy the outcomes listed.
GRADUATION DISTINCTIONS
Students who graduate with a 3.2 overall GPA or higher will be noted in the Commencement Bulletin as graduating with the following distinctions:
3.2 - 3.49 Academic Distinction
3.5 - 3.79 High Academic Distinction
3.8 - 4.0 Presidential Distinction
Students who graduate with 12 hours of Honors course work completed with a minimum grade of B and a minimum cumulative GPA of 3.5, and who have applied for Honors graduation will be designated as Honors Graduates. Honors graduates will be recognized with the following:
• Honors notation on Commencement Bulletin
• Honors gold seal on diploma
• Honors notation on transcript
• Honors medallion to be worn at Commencement.

GRADUATION REQUIREMENTS
Students may graduate from PBCC after meeting all the following requirements (as applicable for their programs). Exceptions to these requirements are noted in specific program descriptions.
1. All financial obligations to the College must be satisfied.
2. All official high school and postsecondary transcripts must be received.
3. Graduation Application Requirement
   • Students must make formal application for graduation before the deadline. Deadlines are listed on the calendar in the front of this catalog.
   • The Request for Graduation Form (Graduation Application) is available online at www.pbcc.edu/graduation.
4. Grade Point Average (GPA) Requirement
   • Institutional GPA of 2.0 for all work taken at PBCC
   • Cumulative GPA of 2.0 for all college courses, regardless of where taken (College Credit Certificates need a 2.0 GPA in program courses only)
5. Courses taken at PBCC (Residency Requirement)
   • Students must complete at least 25 percent (15 credits for A.A. students) of the program or certificate credit at PBCC, also known as “courses in residence” (no relationship to in-state resident tuition).
   • Transfer coursework, credits-by-exam, and credits for prior learning cannot be used to satisfy the Residency Requirement.
6. Preparatory Course/Testing Completion Requirement
   • Students must test out of English, reading and mathematics preparatory coursework.
   OR
   • Students must successfully complete all required preparatory coursework.
7. General Education Requirement
   • A grade of C or higher is required for all General Education courses.
   • General Education courses are listed in the Areas of Study section of this catalog.
   • A statement certifying completion of the full 36-Credit-Hour General Education package will be noted on students’ transcripts.
8. A.A. students also
   • Must have 60 semester hours of academic work exclusive of occupational (A.S.) courses.
   • Must also include an approved General Education program of not less than 36 semester hours.
   • Must pass all four sections of CLAST, or qualify for one of the exemptions. (See Testing Center for exemption requirements.) Passing scores are announced by the state of Florida each year. Responsibility for taking and passing the CLAST rests with the student.
   • Must meet Gordon Rule Requirement - As part of graduation with an A.A. degree, students are required to fulfill the Gordon Rule requirement, in accordance with Florida statute. Gordon Rule requires that these students complete writing assignments of at least 24,000 words in communications, humanities and social science courses and that they complete six hours of college level mathematics with a grade of C or higher.
9. A.S. and A.A.S. students also
   • Must complete the number of prescribed program credit hours.
   • Must complete a minimum of 15 hours of program-specific General Education.
10. Postsecondary Adult Vocational Certificate (PSAV) recipients: Only items 1, 2 and 5 above apply.
11. College Credit Certificate (CCC) recipients: In addition to items 1, 2 and 5 above, students must also meet GPA requirements and may have some preparatory course requirements (depending on program course prerequisites).
Graduation with Multiple Degrees
Students who have an A.A. degree or higher are eligible for any A.S. or A.A.S. degree upon completion of those degree requirements. Students who have an A.S. or A.A.S. degree are eligible for an A.A. degree upon completion of those requirements. Students with an A.A.S. may receive an A.S. degree in the same area upon completion of the additional coursework. However, students with an A.S. degree are not eligible to receive an A.A.S. in the same program area.

Maximum Physical Education or Music Ensemble Credits for Graduation
Students may use a maximum of two credit hours in Physical Education activity courses and a maximum of four credit hours of MUN ensemble courses for graduation.

Policy Changes
Any statement in the PBCC Catalog is subject to change by the College. A Catalog Addendum may be published online by July 1 of each year, depending on the number of changes incurred since the Catalog was printed. Availability of a Catalog Addendum (if published) would be on the College’s Web site only. Many policy changes are listed on the Student Updates Web page, located at www.pbcc.edu/StudentUpdates.

Prerequisites
A student who wishes to register for any course for which the prerequisites have not been completed must consult with the associate dean of the department offering the course. The associate dean may make the decision to require the student to take the prerequisite for the course, move the student to the prerequisite course, or allow the student to remain in the course. Students may not enroll for credit in a course (or prerequisite) for which they have successfully completed a higher-level course in the same logical sequence.

Students may pre-register for a future term for a course with a prerequisite requirement while they are still enrolled in the prerequisite course. However, the registration for the higher-level course may be dropped if the prerequisite course is not completed successfully.

Security of Student Records
DEFINITION OF STUDENT RECORDS
Student records may include, but are not limited to, applications, test scores, transcripts, photos and correspondence. All received transcripts and documents are the property of the College and may not be copied or transmitted to third parties, except in accordance with state law.

INSPECTION OF RECORDS
Eligible Persons
In compliance with the Family Educational Rights and Privacy Act (FERPA, also known as the Buckley Amendment), student records at PBCC (located in the Office of the Registrar) are open for inspection only by the student and, as per FERPA guidelines:
• School officials, as determined by the College Registrar to have legitimate educational interests
• State educational authorities
• Federal and state officials representing state or federal programs
• Persons having written authorization for release
• Officials in compliance with judicial orders.

The College forwards educational records on request to a school in which a student seeks or intends to enroll.

Viewing the Records
• Permanent records are never permitted out of the Office of the Registrar.
• Students may view their transcripts from other institutions but may not obtain a copy of the record, except by writing to request a copy from the institution from which the transcript originated.
• Students may make an appointment to view their records at the counter in the presence of Registrar’s Office personnel.

REQUESTS FOR COPIES OF RECORDS
• PBCC transcripts are released only upon written consent of the student.
• If a student cannot have access to the record, i.e., if he/she lives too far away (minimally outside of Palm Beach County) or extenuating circumstances exist, students may request copies of their records through written requests to the College registrar. The request must specify the types of records to be copied. The registrar will comply with a request for a meeting and/or copies in a reasonable timeframe (no more than 30 days), depending upon the complexity of the records requested and the time during the term in which the request is received.
• Students will pay a fee of 50 cents per page, up to 49 pages, then $1.00 per page thereafter for any approved copies of their records.
• Subpoenas of student records must be issued by a court of competent jurisdiction and specify the type of records being requested. A fee of $35 will be charged per subpoena. Those requesting records by subpoena must allow sufficient time (at least 10 working days) for the affected student to be notified prior to the issuance of records.

RETENTION OF RECORDS
Student records will be maintained for a maximum of five years from the student’s attendance. Certain documents, such as grades, will be maintained longer in accordance with state archiving and records retention laws and the PBCC College Registrar Records and Retention Schedule.

STUDENT DIRECTORY INFORMATION
FERPA requires each institution to determine directory information that may be released without the student’s consent, unless the student has specifically requested that some or all of the information not be released. PBCC has identified the following as directory information:
• Student name*
• Student street address*
• Date of birth
• E-mail address*
• Phone number*
• Photo ID picture/video*
• Dates of attendance (session dates only)
• Major field of study
• Weight and height of members of athletic teams
• Degrees and awards received
• Educational institution attended.

*Important Directory Information Note: Although PBCC has designated student name, street and e-mail addresses, phone number, and photographs/videos as directory information, these will appear only in PBCC-generated information such as the commencement ceremony programs, PBCC publications, Student IDs (PantherCard), and news releases of awards. Date of birth is used for identification purposes within PBCC and is not released to third parties. E-mail addresses may be made available to students in distance learning environments where electronic communication between students is required. In addition, students’ names and addresses will be given to selected institutions of higher education for recruiting purposes and military branches in accordance with federal guidelines. Military branches also will be given phone numbers.

STUDENT RIGHT TO PRIVACY
The College respects students’ personal information and guards information carefully. The student’s Social Security number is not used as a student’s primary identifier (although it is collected); an institutional Student ID number is assigned for student use to access records and receive services. A student may choose to withhold directory information but must submit a written notice to the Registrar’s Office stating which of the above directory information items are not to be released to the general public or the above organizations.

STUDENT RECORDS AMENDMENT
APPEAL PROCESS
If a student believes there is an error in the permanent record, the student should contact the Registrar’s Office to arrange a hearing. A hearing will be conducted according to FERPA.
• The hearing will be within a reasonable period of time after the request is received.
• The student shall be given notice of date, place and time reasonably in advance.
• A written decision shall be made by the registrar within a reasonable period of time after the hearing. The written decision and summary shall be based on evidence presented and reasons for the decision.

Student Conduct
College students are considered to have reached the age of responsibility and discretion. Their conduct, both in and out of college, is expected to be dignified and honorable. Students must realize that the responsibility for their success in college rests largely upon themselves. The PBCC District Board of Trustees, administration and faculty formulate policies and regulations of the College. Each student, by the act of registering, is obligated to obey rules and regulations formulated by the College. The Student Code of Conduct is published in the student handbook.

Unpaid Accounts
Unpaid student accounts, including past due fees or returned checks, will prevent graduation, granting of credit or release of transcript. Amounts remaining unpaid also will be subject to collection agency action.
Degrees and Certificates

Palm Beach Community College awards three degrees:

- A.A. - Associate in Arts
- A.S. - Associate in Science
- A.A.S. - Associate in Applied Science

The College offers numerous certificate and diploma programs in a variety of fields:

- ATC - Advanced Technical Certificate
- ATD - Applied Technology Diploma
- CCC - College Credit Certificate
- PSAV - Post Secondary Adult Vocational Certificate

Palm Beach Community College offers many degree and certificate programs to help students transfer to an upper-division college or university or prepare them for immediate employment on their career path. This section describes each of the award types offered and gives detailed descriptions and course listings for each program. For graduation requirements for each of these awards, please see the Academic Policies section of this catalog.

Degrees

ASSOCIATE IN ARTS
This degree is 60 credit hours in length and is designed for the student who plans to transfer and complete a bachelor's degree.

ASSOCIATE IN SCIENCE
This degree ranges from 60 to 88 credit hours depending on the program. It is designed for students who wish to enter the workforce in a skilled field. Some limited transfer is available.

ASSOCIATE IN APPLIED SCIENCE
This degree ranges from 60 to 72 credits in length. Some programs are only available as an associate in applied science degree, while some degree programs are available with options for either an associate in science or associate in applied science degree. In this case, the associate in applied science degree has less rigorous English and mathematics courses.

Certificates

ADVANCED TECHNICAL CERTIFICATE
These certificate programs range from 9 to 16 credit hours and are designed for students who have already earned an associate's degree. They provide advanced skills in a specific area to be studied.

APPLIED TECHNOLOGY DIPLOMA
These programs are either clock-hour noncredit or credit hour based. They provide entry-level courses in a specific area that usually can be applied towards an associate in science or associate in applied science degree.

COLLEGE CREDIT CERTIFICATE
These are programs that vary in length from 12 to 43 credit hours and provide the student with a set of technical skills in a specific area of study. Each college credit certificate applies towards an associate in science or associate in applied science degree.

POSTSECONDARY ADULT VOCATIONAL CERTIFICATE
These are clock-hour based noncredit programs that provide the student with broad entry-level skills in the chosen field of study. Many of these programs can apply towards an associate in science or associate in applied science degree.
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**Associate in Arts Degree (Transfer)** 43
- Business and Office Management 52
  - Accounting Operations (PSAV)
  - Administrative Assistant (PSAV)
  - Life, Health and Variable Annuities Agent (PSAV)
  - Property and Casualty General Lines Agent (PSAV)
  - Real Estate Sales Associate (PSAV)
  - Accounting Technology (CCC)
  - Business Administration and Management (CCC)
  - Legal Office Systems (CCC)
  - Marketing (CCC)
  - Office Management (CCC)
  - Accounting Technology (AAS/AS)
  - Business Administration and Management (AAS)
  - Hospitality and Tourism Management (AAS/AS)
  - Office Administration (AAS/AS)
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  - Business Continuing Workforce Education

**Child Care and Human Services** 63
- Child Care – 40-Hour Introductory Child Care Training Certification (Birth to 5 Years) (PSAV)
- Child Care – 40-Hour Introductory Child Care Training Certification (School Age Children 5 years and Up – through Grade 5) (PSAV)
- Child Care – 30-Hour Family Child Care Certification (PSAV)
- Child Care – Child Development Associate (CDA) – Center Based (PSAV)
- Child Care – Child Development Associate (CDA) – Bilingual (PSAV)
- Child Care – Child Development Associate (CDA) – Family Child Care Home (PSAV)
- Child Care Center Management (CCC)
- Educational Assisting (CCC)
- Infant/Toddler (CCC)
- Pre-School (CCC)
- School Age (CCC)
- Human Services (CCC)
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- Educational Assisting (AS)
- Human Services (AAS/AS)
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- Certified Addiction Professional Teacher Certification Program

**Computer Science and Information Technology** 75
- Computer Support Specialist (PSAV)
- Webmaster (CIW) (PSAV)
- Cisco CCNA (CCC)
- Information Management (CCC)
- Programming (CCC)
- Web Development Specialist (CCC)
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- Internet Services Technology (AAS/AS)
- Networking Administrator (AAS/AS)
- Computer Information Security (ATC)
- Computer Science Continuing Workforce Education

**Creative Arts and Communications** 82
- Graphic Design Technology (CCC)
- Motion Picture & Television Production Technology (CCC)
- Graphic Design Technology (AAS/AS)
- Interior Design Technology (AS)
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**Environmental Science and Horticulture** 87
- Landscape and Horticulture Specialist (CCC)
- Landscape and Horticulture Professional I (CCC)
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- Landscape and Horticulture Management (AS)

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- Medical Assisting (PSAV)
- Patient Care Assistant (PSAV)
- Practical Nursing (PSAV)
- Surgical Technology (PSAV)
- Medical Coder/Biller (ATD)
- Medical Transcription (ATD)
- Sonography (CCC)
- Biotechnology (AS)
- Dental Hygiene (AS)
- Dietetic Technician (AS)
- Nursing (AAS)
- Radiography (AS)
- Respiratory Care (AS)
- Sonography (AS)
- Adult Echo Sonography (ATC)
- Cardiovascular Intervention Technology (ATC)

**Public Safety** 114
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- Public Safety Telecommunications Dispatcher (PSAV)
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- Crime Scene Technology (AS)
- Criminal Justice Technology (AAS/AS)
- Emergency Medical Services (AS)
- Fire Science Technology (AS)
- Public Safety Continuing Workforce Education

**Trade and Industrial** 123
- Apprenticeship Programs (PSAV)
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- Automotive Service Technology (PSAV)
- Commercial Vehicle Driving (PSAV)
- Cosmetology (PSAV)
- Diesel Technology (PSAV)
- Facials Specialty (PSAV)
- Heating, Ventilation, Air Conditioning and Refrigeration (PSAV)
- Machining Technology (PSAV)
- Nails Technician (PSAV)
- Welding Technology (PSAV)
- Building Construction Specialist (CCC)
- Drafting and Construction Technology (CCC)
- Industrial (Operations) Management Technology (AAS)
- Professional Pilot Technology (AAS/AS)

**For the most current listing go to the Web site. | www.pbcc.edu/programs**
Associate in Arts (A.A.) Transfer Degree

Palm Beach Community College’s associate in arts (A.A.) transfer degree is designed for the student who plans to transfer to a Florida public university as a junior to complete a bachelor’s degree. Students spend the first two years at PBCC, where they prepare for hundreds of possible transfer majors, then their last two years at a university.

During their two years at PBCC, students take the same courses that they would take as a freshman or sophomore at a university. That means a student plans his/her program of study around a planned major or career and the state university he/she wants to attend. A student graduates with an A.A. degree from PBCC, transfers to a university, and earns a bachelor’s degree in one of hundreds of different major areas available at the state universities.

A list of popular Associate in Arts pre-majors is found toward the end of this section, and additional pre-majors are listed on the Web.

The A.A. degree requirements include:

36 credit hours of general education courses and
24 credit hours of university transfer program courses.

It is important that a student select appropriate courses in both the General Education and university transfer program areas. A PBCC advisor can assist with course selection, or students can use the FACTS.org online system, as detailed in this catalog section.

ASSOCIATE IN ARTS DEGREE TRANSFER PROGRAMS

State universities in Florida offer more than 200 different majors that PBCC students can pursue. Before planning a major, students are advised to:

• speak with a PBCC advisor
• consult the catalog or the specific department at the university to which they plan to transfer to confirm which courses they should take at PBCC.

For a complete list of these programs, please see the Web page at www.pbcc.edu/acsv/majors.asp.

GUARANTEED TRANSFER TO THE STATE UNIVERSITY SYSTEM

All Florida community college associate in arts graduates are guaranteed certain rights under the statewide Articulation Agreement listed in Florida Administrative Code 6A-10.024. The Articulation Agreement governs the transfer of students from Florida public community colleges to the state university system. Guarantee of university admission does not guarantee admission to a limited access program. In a limited access program, the admissions requirements are more selective and may include a higher grade point average (GPA), higher test scores, auditions and/or portfolios. Selection for admissions to university limited access programs is competitive. However, community college A.A. graduates have the same opportunity to enroll in these programs as students who began at the university.
FOREIGN LANGUAGE REQUIREMENT
For undergraduate admission to a state university, students must have earned two credits of sequential foreign language at the high school level. If a student did not complete this requirement while in high school, the requirement can be met through successful completion of eight credit hours in one foreign language, or demonstration of proficiency by passing a CLEP (College Level Examination Program) foreign language test. Satisfaction of this university admission requirement may not satisfy a specific university graduation requirement of foreign language for certain majors. Students are encouraged to determine the graduation requirements for the university they plan to attend.

CHOOSING THE PROPER COURSES TO SATISFY UNIVERSITY ADMISSION REQUIREMENTS
All state universities have provided lists of courses that meet admission requirements for each of its majors. These lists, also known as “common prerequisites,” detail the required courses needed in both General Education and university transfer program courses. In order to have each course at PBCC count towards A.A. graduation and facilitate transfer to the desired major at the university, students should target their desired transfer university and major early in their coursework at PBCC. Once a student has identified the university and program, finding the correct courses to take at PBCC can be accomplished by:

1. Meeting on a regular basis with a PBCC advisor who can track your progress and make sure you are taking the correct courses for your desired university and major;

OR

2. Using the Web site developed by the State of Florida to facilitate student transfer called FACTS.org (Florida Academic Counseling and Tracking for Students), which is detailed at the end of this section.

OTHER TRANSFER OPPORTUNITIES FOR THE ASSOCIATE IN ARTS DEGREE
PBCC has transfer agreements with several private colleges and universities from around the nation. Included are all the members of Independent Colleges and Universities of Florida (ICUF). Please consult the PBCC web site for transfer agreement information at www.pbcc.edu/transfer.

GRADUATION REQUIREMENTS FOR THE A.A. DEGREE
Responsibility for understanding and meeting the requirements for graduation rests with the student. Refer to the Graduation Requirements information provided in the Academic Policies section of this catalog.
GENERAL EDUCATION REQUIREMENTS
The associate in arts degree contains 36 hours of General Education. Each A.A student must complete these courses with a “C” or higher to meet graduation requirements. The student must carefully choose the courses that will satisfy General Education requirements. By checking the FACTS.org system, students can determine which courses the university to which they would like to transfer accepts as satisfying program requirements. For example, MGF 1106 Liberal Arts Mathematics will satisfy the associate in arts degree requirements in mathematics but will not satisfy entrance requirements for a student who wishes to transfer to an upper division business administration program. It is imperative to check the FACTS.org Web site to find the correct courses, or see a PBCC advisor.

GENERAL EDUCATION PHILOSOPHY
General Education at Palm Beach Community College is the core foundation for lifelong learning. It fosters critical thinking, helps students to develop ethical standards and provides a comprehensive base of the knowledge and skills required to compete effectively in the global workplace.

The learning goals of the General Education curriculum include:
1. critical thinking;
2. comprehensive and critical reading and writing;
3. effective oral communication and critical listening skills;
4. ethical standards;
5. fundamental mathematics comprehension and application;
6. understanding and appreciation of and sensitivity to diversity;
7. understanding and appreciation of arts and humanities;
8. understanding of basic scientific concepts and principles of scientific investigation;
9. understanding and application of holistic concepts of wellness;
10. basic computer competency;
11. information literacy;
12. understanding and appreciation of social, historical, political and global perspectives.

Florida Statute 1007.25 specifies that General Education courses come from five core areas: communications, humanities, mathematics, natural science and social science. In accordance with the state articulation agreement (Florida Administrative Code 6A-10.024), each community college and/or university shall honor the completion of General Education courses if such completion is noted on the student’s transcript. The State of Florida requires all public community colleges and universities to include a specified amount of writing and mathematics in their curriculum to ensure students have achieved substantial competency in these areas as specified in Florida Administrative Code 6A-10.30 (Gordon Rule).
To earn an A.A. degree, students must complete 36 hours of General Education courses from the following six areas of General Education. Courses that meet Gordon Rule requirements are listed with “GR” along with the number of words each course fulfills, followed by course credits listed in parentheses, e.g. (GR 6,000) (3).

General Education courses must be completed with a “C” or higher to apply to any A.A., A.A.S. or A.S. degree program.

AREA I
COMMUNICATIONS 9 CREDIT HOURS

Select one of the following courses:

ENC 1101 College Composition 1 (GR 6,000) (3)
ENC 1121 Honors College Composition 1 (GR 6,000) (3)

Select one of the following courses:

ENC 1102 College Composition 2 (GR 7,000) (3)
ENC 1122 Honors College Composition 2 (GR 7,000) (3)
ENC 1141 Writing About Literature (GR 7,000) (3)

Students must take the following course:

SPC 1016 Fundamentals of Speech Communication (GR 2,000) (3)

AREA II
HUMANITIES 6 CREDIT HOURS

Select one of the following courses:

AML 2010 American Literature to 1865 (GR 3,000) (3)
AML 2020 American Literature after 1865 (GR 3,000) (3)
AML 2600 African American Literature (GR 3,000) (3)
ENL 2012 English Literature before 1800 (GR 3,000) (3)
ENL 2022 English Literature after 1800 (GR 3,000) (3)
LIT 1370 The Bible as Literature (GR 3,000) (3)
LIT 2090 Contemporary Literature (GR 3,000) (3)
LIT 2110 World Literature before the Renaissance (GR 3,000) (3)
LIT 2120 World Literature after the Renaissance (GR 3,000) (3)
LIT 2380 Women in Literature (GR 3,000) (3)

Approved Transfer Literature*
*(Verify course credit with an advisor.)

Select one of the following courses:

ARH 1000 Art Appreciation (GR 2,000) (3)
ARH 2050 Art History 1 (GR 2,000) (3)
ARH 2051 Art History 2 (GR 2,000) (3)
MUH 2018 History and Appreciation of Jazz (GR 2,000) (3)
MUL 1010 Music Appreciation (GR 2,000) (3)
MUT 1001 Fundamentals of Music (GR 2,000) (3)
THE 1000 Theatre Appreciation (GR 2,000) (3)

Approved Transfer Humanities*
*(Verify course credit with an advisor.)

AREA III
MATHEMATICS 6 CREDIT HOURS

Select two of the following courses:

MAC 1105 College Algebra (GR) (3)
MAC 1114 Trigonometry (GR) (3)
MAC 1140 Precalculus (GR) (3)
MAC 2233 Survey of Calculus (for Business Majors) (GR) (3)
MAC 2311 Calculus with Analytic Geometry 1 (GR) (4)
MAC 2312 Calculus with Analytic Geometry 2 (GR) (4)
MAC 2313 Calculus with Analytic Geometry 3 (GR) (4)
MAP 2302 Differential Equations (GR) (3)
MAS 2103 Matrix Theory (GR) (3)
MGF 1106 Liberal Arts Mathematics (GR) (3)

-or-

MGF 1111 Geometry -and- MGF 1112 Math Logic -and-
STA 1021 Probability/Statistics (1)

MGF 1107 Finite Mathematics (GR) (3)
MTG 2206 College Geometry (GR) (3)
STA 2023 Statistics (GR) (3)

Approved Transfer Mathematics*
*(Verify course credit with an advisor.)

For more information on A.A. transfers go to the Web site. | www.pbcc.edu/acvs/majors.asp
### AREA IV

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<td>Descriptive Astronomy</td>
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<tr>
<td>AST 1003</td>
<td>Planetary Astronomy</td>
<td>3</td>
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<tr>
<td>AST 1004</td>
<td>Stellar &amp; Galactic Astronomy</td>
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<td>BOT 1010/BOT 1010L</td>
<td>General Botany 1 and Lab</td>
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<td>BSC 1005</td>
<td>Concepts of Biology</td>
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<td>(Non-Science Major)</td>
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<td>(Lab BSC 1005L optional)</td>
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<td>BSC 1010</td>
<td>Principles of Biology</td>
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<td>(Lab BSC 1010L optional)</td>
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<td>BSC 1011/BSC 1011L</td>
<td>Principles of Biology 2 and Lab</td>
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<td>BSC 1050</td>
<td>Environmental Conservation</td>
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<td>BSC 1085/BSC 1085L</td>
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<td>Principles of Chemistry</td>
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<td>Introductory Chemistry</td>
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<td>HUN 1201</td>
<td>Elements of Nutrition</td>
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<td>MCB 2010/MCB 2010L</td>
<td>Microbiology and Lab</td>
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<td>OCE 1001</td>
<td>Introduction to Oceanography</td>
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<td>PHY 2049/PHY 2049L</td>
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<td>PHY 2053</td>
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<td>PHY 2054</td>
<td>General Physics 2</td>
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<tr>
<td>PSC 1341</td>
<td>Physical Science for Today's World</td>
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<td>ZOO 1010</td>
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<td>ZOO 1010L</td>
<td>General Zoology Lab</td>
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*Approved Transfer Science*

*(Verify course credit with an advisor.)*

### AREA V

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<td>Anthropology</td>
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<td>ECO 2013</td>
<td>Principles of Macroeconomics</td>
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<td>GEA 1000</td>
<td>Principles of Geography &amp; Conservation</td>
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<td>PSY 2012</td>
<td>General Psychology</td>
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<td>SYG 1230</td>
<td>American Minorities Today</td>
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<tr>
<td>SYG 2000</td>
<td>Introduction to Sociology</td>
<td></td>
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<tr>
<td>SYG 2010</td>
<td>American Social Problems</td>
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</table>

*Approved Transfer Social Science*

*(Verify course credit with an advisor.)*

### AREA VI

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<thead>
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<tbody>
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<td>HSC 1101</td>
<td>Contemporary Issues in Health</td>
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</tr>
<tr>
<td>HSC 2100</td>
<td>Health Concepts and Strategies</td>
<td>3</td>
</tr>
<tr>
<td>HSC 2204</td>
<td>Community Health Education</td>
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</tbody>
</table>

*Approved Transfer Health and Foreign Language*

*(Verify course credit with an advisor.)*
COMMON PRE-MAJORS OR TRANSFER PROGRAMS
The following pre-majors represent some of the most common transfer programs for PBCC students, with the common prerequisites for each. These are just a few of the transfer possibilities with the Associate in Arts degree. For an expanded list of other pre-major options at PBCC and a complete list of university majors available in Florida, please see the Web page www.pbcc.edu/acsv/majors.asp.

It is highly recommended that students speak with a PBCC advisor before planning their course of study. Completion of the following pre-majors does not guarantee admission to an upper-division program if that program has restricted or limited access status.

Students should consult the current catalog of the university from the upper-division they plan to attend for more information and an exact course sequence needed for that university.

Pre-Major – Art (General)
This pre-major enables students to earn an Associate in Arts degree that could qualify them to transfer to a Florida public university program in the visual arts. Please verify course selection with the institution to which you would like to transfer, or use the advising tools in www.FACTS.org.

GENERAL EDUCATION REQUIREMENTS
ARH 2050 Art History 1 3
ENC 1101 College Composition 1 3
ENC 1102 College Composition 2 3
POS 1001 Introduction to Political Science 3
PSY 2012 General Psychology 3
SPC 1016 Fundamentals of Speech Communication 3
One course from AREA II - Humanities 3
Two courses from AREA III – Mathematics 6
Two courses from AREA IV – Natural Sciences 6
One course from AREA VI – Health & Foreign Language 3-4
Total 36-37

PROGRAM TRANSFER COURSES
ARH 2051 Art History 2 3
ART 1201C Design Fundamentals 3
ART 1300C Drawing 1 3
ART 1330C Drawing 2 3
Other ART (prefix) courses (Contact advisor) 12
Total 24

Total AA Degree 60

Pre-Major – Biology
This pre-major enables students to earn an Associate in Arts degree that could qualify them to transfer to a Florida public university program in biology. Please verify course selection with the institution to which you would like to transfer, or use the advising tools in www.FACTS.org.

GENERAL EDUCATION REQUIREMENTS
BSC 1010/L Principles of Biology/Lab 4
BSC 1011/L Principles of Biology 2/Lab 4
ENC 1101 College Composition 1 3
ENC 1102 College Composition 2 3
MAC 2311 Calculus with Analytic Geometry 1 4
MAC 2312 Calculus with Analytic Geometry 2 4
SPC 1016 Fundamentals of Speech Communication 3
Two courses from AREA II – Humanities 6
Two courses from AREA V – Social Science 6
One course from AREA VI – Health & Foreign Language 3-4
Total 40-41

PROGRAM TRANSFER COURSES
CHM 1045/L General Chemistry 1/Lab 4
CHM 1046/L General Chemistry 2/Lab 4
CHM 2210/L Organic Chemistry 1/Lab 4
CHM 2211/L Organic Chemistry 2/Lab 4
Other selected courses (Contact advisor) 4
Total 20

Total AA Degree 60

Pre-Major – Business Administration
This pre-major enables students to earn an Associate in Arts degree that could qualify them to transfer to a Florida public university program in business administration. Please verify course selection with the institution to which you would like to transfer, or use the advising tools in www.FACTS.org.

GENERAL EDUCATION REQUIREMENTS
ECO 2013 Principles of Macroeconomics 3
ENC 1101 College Composition 1 3
ENC 1102 College Composition 2 3
MAC 2233 Survey of Calculus 4
SPC 1016 Fundamentals of Speech Communication 3
STA 2023 Statistics 3
Two courses from AREA II – Humanities 6
Two courses from AREA IV – Natural Sciences 6
One course from AREA V – Social Science 3
One course from AREA VI – Health & Foreign Language 3-4
Total 37-38

PROGRAM TRANSFER COURSES
ACG 2022 Financial Accounting 4
ACG 2071 Managerial Accounting 3
CGS 1570 Microcomputer Applications 3
ECO 2023 Principles of Microeconomics 3
Other selected courses (Contact advisor) 9-10
Total 22-23

Total AA Degree 60

For more information on A.A. transfers go to the Web site. | www.pbcc.edu/acvs/majors.asp
### Pre-Major – Computer Science

This pre-major enables students to earn an Associate in Arts degree that could qualify them to transfer to a Florida public university program in computer science. Please verify course selection with the institution to which you would like to transfer, or use the advising tools in www.FACTS.org.

**GENERAL EDUCATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>ENC 1101</td>
<td>College Composition 1</td>
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<tr>
<td>ENC 1102</td>
<td>College Composition 2</td>
<td>3</td>
</tr>
<tr>
<td>MAC 2311</td>
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</tr>
<tr>
<td>MAC 2312</td>
<td>Calculus with Analytic Geometry 2</td>
<td>4</td>
</tr>
<tr>
<td>PHY 2048/L</td>
<td>General Physics with Calculus 1 and Lab</td>
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</tr>
<tr>
<td>SPC 1016</td>
<td>Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>Two courses from AREA II – Humanities</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>One course from AREA IV – Natural Sciences</td>
<td>3</td>
<td></td>
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<tr>
<td>Two courses from AREA V – Social Science</td>
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<td></td>
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<tr>
<td>One course from AREA VI – Health &amp; Foreign Language</td>
<td>3-4</td>
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**Total** 40-41

**PROGRAM TRANSFER COURSES**

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<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>CGS1570</td>
<td>Microcomputer Applications</td>
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<tr>
<td>COP1002</td>
<td>Introduction to Programming Logic</td>
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<td>COP1220</td>
<td>Introduction to Programming in C</td>
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<td>Other Selected Courses (Contact advisor)</td>
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**Total** 20

**Total AA Degree** 60

### Pre-Major – Criminal Justice

This pre-major enables students to earn an Associate in Arts degree that could qualify them to transfer to a Florida public university program in criminal justice. Please verify course selection with the institution to which you would like to transfer, or use the advising tools in www.FACTS.org.

**GENERAL EDUCATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>ENC 1101</td>
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<tr>
<td>ENC 1102</td>
<td>College Composition 2</td>
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<tr>
<td>MGF 1106</td>
<td>Liberal Arts Mathematics</td>
<td>3</td>
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<tr>
<td>POS 1001</td>
<td>Introduction to Political Science</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>SPC 1016</td>
<td>Fundamentals of Speech Communication</td>
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<tr>
<td>STA 2023</td>
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<td>Two courses from AREA II – Humanities</td>
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<tr>
<td>Two courses from AREA IV – Natural Sciences</td>
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**Total** 36-37

**PROGRAM TRANSFER COURSES**

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<th>Course Title</th>
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<tr>
<td>EDF 2005</td>
<td>Foundations in Education</td>
<td>3</td>
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<tr>
<td>EDG 2701</td>
<td>Teaching Diverse Populations</td>
<td>3</td>
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<tr>
<td>EME 2040</td>
<td>Introduction to Educational Technology</td>
<td>3</td>
</tr>
<tr>
<td>PHI 1010</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>POS 1001</td>
<td>Introduction to Political Science</td>
<td>3</td>
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<tr>
<td>STA 2023</td>
<td>Statistics</td>
<td>3</td>
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<td>SYG 2000</td>
<td>Introduction to Sociology</td>
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**Total** 25

**Total AA Degree** 60

### Pre-Major – Elementary Education

This pre-major enables students to earn an Associate in Arts degree that could qualify them to transfer to a Florida public university program in elementary education. Please verify course selection with the institution to which you would like to transfer, or use the advising tools in www.FACTS.org.

**GENERAL EDUCATION REQUIREMENTS**

<table>
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<td>BSC 1005/L</td>
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<td>ENC 1101</td>
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<td>ESC 1000</td>
<td>Earth Science</td>
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<td>College Algebra</td>
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<td>MGF 1106</td>
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<td>SPC 1016</td>
<td>Fundamentals of Speech Communication</td>
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**Total** 38

**PROGRAM TRANSFER COURSES**

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<th>Course Title</th>
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<td>Foundations in Education</td>
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<td>STA 2023</td>
<td>Statistics</td>
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<td>SYG 2000</td>
<td>Introduction to Sociology</td>
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<td>One course from AREA VI – Foreign Language</td>
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**Total** 25

**Total AA Degree** 60

### Pre-Major – Engineering

This pre-major enables students to earn an Associate in Arts degree that could qualify them to transfer to a Florida public university program in engineering. Please verify course selection with the institution to which you would like to transfer, or use the advising tools in www.FACTS.org.

**GENERAL EDUCATION REQUIREMENTS**

<table>
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<td>MAC 2311</td>
<td>Calculus with Analytic Geometry 1</td>
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<td>MAC 2312</td>
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<td>PHY 2048/L</td>
<td>General Physics with Calculus 1 and Lab</td>
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<td>SPC 1016</td>
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<td>Two courses from AREA IV – Natural Sciences</td>
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<td>One course from AREA VI – Health &amp; Foreign Language</td>
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**Total** 40-41

**PROGRAM TRANSFER COURSES**

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<td>MAP 2302</td>
<td>Differential Equations</td>
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</table>

**Total** 20

**Total AA Degree** 60

2006 - 2007 | Palm Beach Community College

**AREAS OF STUDY**

49
Pre-Major – English

This pre-major enables students to earn an Associate in Arts degree that could qualify them to transfer to a Florida public university program in English. Please verify course selection with the institution to which you would like to transfer, or use the advising tools in www.FACTS.org.

GENERAL EDUCATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>College Composition 1</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>College Composition 2</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1016</td>
<td>Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>Two courses from AREA II – Humanities</td>
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</tr>
<tr>
<td>Two courses from AREA III – Mathematics</td>
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</tr>
<tr>
<td>Two courses from AREA IV – Natural Sciences</td>
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</tr>
<tr>
<td>Two courses from AREA V – Social Science</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Once course from AREA VI – Health &amp; Foreign Language</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
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</table>

PROGRAM TRANSFER COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
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<tr>
<td><strong>Total</strong></td>
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</tbody>
</table>

Total AA Degree 60

Pre-Major – Psychology

This pre-major enables students to earn an Associate in Arts degree that could qualify them to transfer to a Florida public university program in Psychology. Please verify course selection with the institution to which you would like to transfer, or use the advising tools in www.FACTS.org.

GENERAL EDUCATION REQUIREMENTS

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>BSC 1005</td>
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<tr>
<td>ENC 1101</td>
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</tr>
<tr>
<td>ENC 1102</td>
<td>College Composition 2</td>
<td>3</td>
</tr>
<tr>
<td>MGF 1106</td>
<td>Liberal Arts Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1016</td>
<td>Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Two courses from AREA II – Humanities</td>
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<tr>
<td>One course from AREA IV – Natural Sciences</td>
<td>3</td>
<td></td>
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<tr>
<td>One course from AREA V – Social Science</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>One course from AREA VI – Health &amp; Foreign Language</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>36-37</strong></td>
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PROGRAM TRANSFER COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>DEP 2102</td>
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<td>3</td>
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<tr>
<td>Other selected courses (Contact advisor)</td>
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</table>

Total AA Degree 60

Pre-Major – Social Science (General)

This pre-major enables students to earn an Associate in Arts degree that could qualify them to transfer to a Florida public university program in social science. Please verify course selection with the institution to which you would like to transfer, or use the advising tools in www.FACTS.org.

GENERAL EDUCATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>College Composition 1</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>College Composition 2</td>
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<tr>
<td>MGF 1106</td>
<td>Liberal Arts Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>POS 1001</td>
<td>Introduction to Political Science</td>
<td>3</td>
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<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1016</td>
<td>Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Two courses from AREA II – Humanities</td>
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<tr>
<td>Two courses from AREA IV – Natural Sciences</td>
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<tr>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>37</strong></td>
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PROGRAM TRANSFER COURSES

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>One course from AREA VI – Foreign Language</td>
<td>4</td>
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<tr>
<td>GEA 1000</td>
<td>Principles of Geography and Conservation</td>
<td>3</td>
</tr>
<tr>
<td>INR 2000</td>
<td>International Relations</td>
<td>3</td>
</tr>
<tr>
<td>SYG 2000</td>
<td>Introduction to Sociology</td>
<td>3</td>
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<tr>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>23</strong></td>
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</table>

Total AA Degree 60
OVERVIEW OF “FACTS” www.FACTS.org

The FACTS on-line system is the first of its kind in the nation to provide comprehensive access to information for Florida high school and college students. The system, found at www.FACTS.org, provides the student with access to information on programs and courses at Florida’s 28 community colleges and 11 universities. Students can access transcripts and grades, and they can “degree-shop” to see how effectively their credits can transfer to other colleges and universities. To take an online tour, go to FACTS.org Web site and click on “Site Tour” from the navigation bar. To fully appreciate the scope and depth of the information provided, you are encouraged to explore this site. Some of the main topics are highlighted below.

Career Planning
FACTS.org provides career planning tools such as Florida Choices Planner and SIGI 3, and “FRED” (Florida Research and Economic Database), which provides detailed information on employers, income and wages, geographic area profiles and economic indicators.

High School Planning
This section of FACTS.org helps high school students to fulfill graduation requirements, helps students choose a college and provides scholarship information.

College/Vocational-Technical Planning
This section of FACTS.org provides comprehensive search capability for finding degree and certificate programs at technical centers, colleges and universities. It also includes links to college catalogs, student services, orientation and information for students with disabilities.

Financial Aid Information
This section of FACTS.org provides information on financial aid availability and the ability to apply online for some types of state and federal financial aid.

Admissions
Using the FACTS online common admissions application, students can apply to PBCC or to multiple participating Florida colleges at one time. The student will only need to enter their personal information once but should keep in mind that most colleges charge application fees. It is important to visit individual Web sites for additional information on specific colleges or universities.

Transfer Services
This section of FACTS.org lists transfer requirements for graduating A.A. degree students, a transfer student bill of rights, and what to do if you have difficulty in transferring any courses. In addition, the site contains a transient student form.

College Advising Tools
Currently enrolled, transferring, or returning students may be able to access their personal information and utilize the following tools:

- Sample Degree Audit, to review requirements of a particular degree program at selected institutions.
- Institutional Degree Audit, to compare the student’s academic record at his/her home institution to the major currently on record.
- Degree Program Shopping, to compare the student’s academic record to the particular degree programs at his/her home institution.
- Remote Degree Program Shopping, to compare the student’s academic record to particular degree programs at another institution.
- Degree Planning, to compare the student’s academic record along with courses he/she may want to take to particular degree programs at selected institutions.

College Transcripts & Grades
Currently enrolled, transferring or returning students may be able to access their unofficial PBCC transcript through FACTS.org. This transcript is unofficial because it does not contain the official registrar’s seal and may not contain test information, enrollment history, majors, classification, and degrees awarded. However, an unofficial transcript is an accurate list of courses and grades as recorded by the institution.

Fees & Payments
This link in the FACTS.org system provides access to pay fees online to PBCC.

Records & Registration
This link in the FACTS.org system provides access to records and registration through the PBCC PantherWeb system.

Distance Learning
This section of the FACTS.org system provides information on distance learning opportunities through the Florida Virtual School and the Florida Distance Learning Consortium.

Library Services
This area of the FACTS.org system provides links to electronic library systems such as SUNLINK, the K-12 library system; LINCCWEB, the community college library system; and WebLuis, the university library system, along with library links from all Florida institutions.

Advising Manuals
The Florida Department of Education publishes several official advising documents and manuals on FACTS.org for access by counselors, students and parents. These include the Statewide Articulation Manual, the common prerequisite manual and the Independent Colleges and Universities (ICUF) Articulation Manual.

How to use FACTS.org
Most of the FACTS.org system does not require a log-in or password; however, applying to a college or university online requires a FACTS sign-on. A FACTS sign-on is a self-assigned, unique, log-in/password combination that is associated with all student-based personal information entered on the FACTS Web site. This sign-on is used to send an online application to PBCC or another Florida college or university.

To access their transcripts or run a degree audit, students must use the student ID number and PIN code that they use to register online at PBCC. The FACTS system has online help and a glossary of terms to help users navigate through the system. PBCC student services personnel also can help students learn to navigate the FACTS system.
Accounting Operations
PSAV 5044

This PSAV program prepares the student for entry-level accounting employment in a modern, automated office environment.

Employment Opportunities
Accounting Operations prepares a student for employment as an accounting clerk or bookkeeper.

Program Description
The program provides the beginning accounting principles and practices through the full accounting cycle of various types of entities. Manual and automated accounting systems will be taught with an emphasis on commonly used accounting software.

The foundation courses in Group A and B teach basic office skills such as keyboarding, filing, office equipment operation and communication. The advanced courses in Group C and D teach bookkeeping, employment skills, journalizing, posting, spreadsheets and accounting software. The curriculum is based on state guidelines.

Career Path Notes
The student who completes this program may be eligible to receive credits toward the A.A.S. or A.S. degree in Accounting Technology.

Admission Requirements
Students must complete a College Application along with a Course Request Form. No high school diploma or GED is required.

Completion Requirements
1. Students are required to take the Test of Adult Basic Education (TABE) within six weeks of enrolling in this PSAV program. Students must pass the TABE at the 9th level for language and reading, and math OR qualify for test exemption (see Testing Center for details).

Students who have an A.A. degree or higher or who have successfully completed the CLAST or have already met the minimum cut scores (within the past 2 years) on the FCELPT, SAT1, or ACT-E are exempt from the TABE. Documentation is required.

2. Students must successfully complete all of the courses in the program.

Program Length and Location
The program is 900 hours or about one year of full-time study. It is offered at the Lake Worth campus.

The foundation/beginning classes are held in a business office occupations lab. These courses are self-paced and are set up via an individualized learning plan. Students work in the lab with the aid of a computer. The lab staff is there to help and grade course assignments.

The advanced courses are held in lecture classrooms with some coursework held in the business office occupations lab. Students work closely with the instructor to complete assignments and projects. These advanced courses will provide the necessary skills for employment.
### Administrative Assistant

**PSAV 5519**

This PSAV program prepares the student for entry-level employment in a modern office environment. An administrative assistant works on a team with staff and administration to ensure an efficient, cooperative work environment.

**Employment Opportunities**

Employment opportunities might include secretary, administrative assistant or office manager.

**Program Description**

The program focuses on today’s modern business office with skills in office automation, professional development, business and electronic communication, and software.

The foundation courses in Group A and B teach basic office skills such as keyboarding, filing, office equipment operation and communication. The advanced courses in Group C and D teach Microsoft Office applications, which include Word, Excel, PowerPoint, Access and Outlook. Additionally, the student will learn skills in customer service, communication and leadership. The curriculum is based on state guidelines.

**Career Path Notes**

The student who completes this program will be eligible to receive credits toward the A.A.S. or A.S. degree in Office Administration.

**Admission Requirements**

Students must complete a College Application along with a Course Request Form. No high school diploma or GED is required.

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### Completion Requirements

1. Students are required to take the Test of Adult Basic Education (TABE) within six weeks of enrolling in this PSAV program. Students must pass the TABE at the 10th level for language and reading, and math, OR qualify for test exemption.

   Students who have an A.A. degree or higher or have successfully completed the CLAST or have already met the minimum cut scores (within the past two years) on the FCELPIT, SAT1 or ACT-E are exempt from the TABE. Documentation is required.

2. Students must successfully complete all of the courses in the program.

**Program Length and Location**

The program is 1,050 hours, or approximately one year full-time. It is offered on the Lake Worth campus.

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### REQUIRED COURSES CLOCK HOURS

<table>
<thead>
<tr>
<th>Group A</th>
<th>General Office Clerk</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTA 0100 Introduction to Keyboarding/Word Processing</td>
<td>60</td>
</tr>
<tr>
<td>OTA 0421 Introduction to Office Operations</td>
<td>90</td>
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</table>

<table>
<thead>
<tr>
<th>Group B</th>
<th>Accounting Clerk</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACO 0101 Beginning Bookkeeping 1</td>
<td>100</td>
</tr>
<tr>
<td>ACO 0201 Beginning Bookkeeping 2</td>
<td>100</td>
</tr>
<tr>
<td>OTA 0131 Building Speed and Accuracy</td>
<td>60</td>
</tr>
<tr>
<td>OTA 0423 Business Office Operations</td>
<td>90</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group C</th>
<th>Bookkeeper</th>
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<tbody>
<tr>
<td>ACO 0102 Advanced Bookkeeping 1</td>
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<td>ACO 0202 Advanced Bookkeeping 2</td>
<td>100</td>
</tr>
<tr>
<td>ACO 0601 The Accounting Environment 1</td>
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<table>
<thead>
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<th>Group D</th>
<th>Accounting Assistant</th>
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<td>ACO 0605 The Accounting Environment 2</td>
<td>100</td>
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</tr>
<tr>
<td>ACO 0949 Accounting Externship*</td>
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</table>

**Total Program Hours**: 900

* Prior permission of employer and program coordinator is required.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5044.asp

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### REQUIRED COURSES CLOCK HOURS

<table>
<thead>
<tr>
<th>Group A</th>
<th>General Office Clerk</th>
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<tbody>
<tr>
<td>OTA 0100 Introduction to Keyboarding/Word Processing</td>
<td>60</td>
</tr>
<tr>
<td>OTA 0421 Introduction to Office Operations</td>
<td>90</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Group B</th>
<th>Clerical Support/Secretary</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTA 0131 Building Speed and Accuracy</td>
<td>60</td>
</tr>
<tr>
<td>OTA 0423 Business Office Operations</td>
<td>90</td>
</tr>
<tr>
<td>OTA 0438 Administrative Office Procedures</td>
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</table>

<table>
<thead>
<tr>
<th>Group C</th>
<th>Administrative Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCA 0501 Business Software Applications</td>
<td>150</td>
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</table>

<table>
<thead>
<tr>
<th>Group D</th>
<th>Administrative Assistant</th>
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<tbody>
<tr>
<td>OCA 0502 Advanced Business Software Applications</td>
<td>175</td>
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<tr>
<td>OTA 0432 Advanced Administrative Office Procedures</td>
<td>175</td>
</tr>
<tr>
<td>OTA 0941 Administrative Assistant Office Simulation</td>
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<td>- or -</td>
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</tr>
<tr>
<td>OTA 0940 Administrative Assistant Externship*</td>
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</tr>
</tbody>
</table>

**Total Program Hours**: 1,050

* Prior permission required by employer and program coordinator.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5519.asp
Life, Health and Variable Annuities Agent PSAV 5470

This PSAV program prepares the student to take the State of Florida licensing exam for a position as a life insurance agent, including health and variable annuities. This course is for all participants who deal with the ultimate consumer and must obtain a Florida insurance license.

Employment Opportunities
This program prepares the student for an entry-level insurance position.

Program Description
Course content includes development of communication, critical thinking, human relations and employability skills. Topics included in the course: insurance terminology and concepts, federal and state regulations and legal contracts.

Career Path Notes
Upon successful completion of the program, the student may take the Florida Department of Insurance examination for licensure in Life, Health & Variable Annuities.

Admission Requirements
Students must complete a College Application along with a Course Request Form. High school diploma or GED is required.

After completing registration for the online course, students must call 561-862-4705 or email: centralcteins@pbcc, and give their name, course name, telephone number, e-mail address and the desired class test date. The program office will send a confirmation email.

Completion Requirements
Students may take a 40-hour classroom lecture or participate in 36 hours online with the final four hours in the classroom. The first 36 hours of the state-approved online course will be on the Internet. Students will be working at their own pace with the instructor. All online courses must be completed within the designated semester. The final four hours will be in the classroom for a review and class exam. Textbook is required.

Program Length and Location
Total program hours: 40. Approximate program length: five weeks. It is offered at the Boca Raton, Lake Worth and Palm Beach Gardens campuses.

Property and Casualty General Lines Agent PSAV 5469

This PSAV program is designed to prepare students to take the State of Florida licensing examination for the Property & Casualty General Lines (2.20 authority), in preparation for the position of general lines agent.

Employment Opportunities
The entry-level insurance agent understands automobile insurance, fire and allied lines, general liability, homeowners insurance, crime and surety, workers compensation, inland and ocean marine and aviation.

Program Description
Topics include automobile, fire & allied lines, general liability, homeowner’s insurance, crime & surety, worker’s compensation, inland & ocean marine, aviation and boiler machinery. Course content includes development of communication, critical thinking, human relations and employability skills.

Career Path Notes
Upon successful completion of this program, the student may take the Florida Department of Insurance exam for licensure in Property & Casualty/General Lines.

Admission Requirements
Students must complete a College Application, along with a Course Request Form.

High school diploma or GED is required. Online students must contact centralcteins@pbcc.edu with email address (after registering and paying).

Completion Requirements
The program is offered in two formats: lecture (all 200 hours are in the classroom); online (200 hours online, with final exam in a classroom). Textbook is required.

Program Length and Location
Total program clock hours: 200. Approximate program length: 14 weeks. The program is offered at the Boca Raton, Lake Worth and Palm Beach Gardens campuses.

RECOMMENDED COURSES CLOCK HOURS
RMI 0091 Property and Casualty/General Lines 200

Total Program Hours 200

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5469.asp
Real Estate Sales Associate
PSAV 5499
This PSAV program is a study of the basic principles, practices and theories of real property, economic value, legal implication and relationship to the sales associate and broker.

Employment Opportunities
The program is designed to begin preparing students for employment as a real estate sales associate or to provide supplemental education for those previously or currently employed in this occupation.

Program Description
The pre-license course for real estate sales associates must be successfully completed prior to taking the state license examination. After obtaining a Florida real estate sales associate license individuals are required to complete post-license education prior to the first license renewal and thereafter continuing education during each subsequent two-year license period. All of these are offered at PBCC.

Career Path Notes
Real estate is one the three major industry groups in the Florida economy. The selling and leasing of housing is an especially strong career opportunity in South Florida. Course work beyond licensing requirements is available at Florida Atlantic University and other major universities throughout the state.

Admission Requirement
Students must complete a College Application. Students must be 18 years of age and have a high school diploma or GED equivalency to take the Real Estate Sales Associate – FREC 1 course.

Completion Requirements
TABE is encouraged to assess skill level for a student to be successful in this program. Students must attend all classes and pass the course examination with a score of 70% or higher to be eligible to sit for the Florida Real Estate State exam.

Program Length and Location
Total program hours: 63. Approximate program length: eighteen weeks. Program offered at the Boca Raton, Lake Worth and/or Palm Beach Gardens campuses. Class formats are lecture and distance learning/online.

REQUIRED COURSES
<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>REE 0047</td>
<td>Florida Real Estate Sales Agent</td>
</tr>
</tbody>
</table>

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5499.asp

Accounting Technology
CCC 6110
This college credit certificate program is designed to prepare the student for entry level employment in the accounting field.

Employment Opportunities
This credit program is designed to prepare the student for employment as an accounting clerk, junior accountant or assistant accountant, or to provide supplemental training for persons previously or currently employed in the accounting field.

Program Description
Course content includes principles, procedures and theories of organizing and maintaining business and financial records and the preparation of accompanying financial reports.

Career Path Notes
Credits in this certificate program will transfer directly into the Associate in Science (A.S.) degree or Associate in Applied Science (A.A.S.) degree in Accounting Technology.

Completion Requirements
Students must successfully complete all courses listed in the catalog for this program.

Program Length and Location
Students may complete the program in one year if they attend full time or two years part time. The entire program is offered at the Lake Worth campus on days and evenings. Total program credits: 27.

Program Web Site
www.pbcc.edu/accounting

REQUIRED COURSES
<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>OST 1141</td>
<td>Keyboarding for Microcomputer</td>
</tr>
<tr>
<td>OST 1108</td>
<td>Building Typing Speed and Accuracy</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics I</td>
</tr>
<tr>
<td>OST 2335</td>
<td>Business Communications</td>
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<tr>
<td>CGS 1570</td>
<td>Microcomputer Applications</td>
</tr>
<tr>
<td>APA 1111</td>
<td>Bookkeeping I</td>
</tr>
<tr>
<td>ACG 2022</td>
<td>Financial Accounting</td>
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<td>ACG 2071</td>
<td>Managerial Accounting</td>
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<td>ACG 2450</td>
<td>Microcomputer Operations Accounting</td>
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<td>TAX 2000</td>
<td>Federal Income Tax I</td>
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Total Program Credits: 27

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6110.asp
Business Administration and Management  

This college credit certificate program is designed to prepare the student for employment in business.

Employment Opportunities

This program is designed to prepare the student for the operation of a small business or to become small business owners/entrepreneurs.

Program Description

Course content prepares the student to become proficient in the planning, organizing, directing and controlling of a business, including organizational and human aspects, with emphasis on various theories of management, the knowledge and understanding necessary for managing economic resources, and decision making. Emphasis is given to the ownership of small business enterprises. It also provides supplemental training for persons previously or currently operating or owning a small business.

Career Path Notes

Credits earned in this certificate program will transfer into the Associate in Applied Science (A.A.S.) degree in Business Administration and Management.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program.

Program Length and Location

This program is offered at Lake Worth campus both days and evenings. This program can be completed in one year full time or two years part time.

Total program credits: 24

<table>
<thead>
<tr>
<th>REQUIRED COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>APA 1111 Bookkeeping 1</td>
<td>3</td>
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<tr>
<td>CGS 1570 Microcomputer Applications</td>
<td>3</td>
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<tr>
<td>GEB 1011 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2100 Human Relations in Business</td>
<td>3</td>
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<tr>
<td>OST 2335 Business Communications</td>
<td>3</td>
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</table>

| -or- |
| BUL 2241 Business Law 1 | 3 |
| MAR 2011 Principles of Marketing | 3 |
| MTB 1103 Business Mathematics 1 | 3 |
| SBM 2000 Small Business Management | 3 |

Total Program Credits: 24

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6111.asp

Legal Office Systems  

This college credit certificate program is designed to prepare the student for entry-level employment in a law office.

Employment Opportunities

Course content prepares the student to work as a receptionist, word processor or office assistant in a law office. With additional training, the student can seek a career as a legal secretary or law office manager. This program also provides supplemental training for persons previously or currently employed in office careers.

Program Description

The students will gain an understanding of the legal system and prepare legal documents. Course content includes keyboarding, computer applications and legal office procedures.

Career Path Notes

Credits earned in this college credit certificate program will transfer directly into the Associate in Science (A.S.) or Associate in Applied Science (A.A.S.) degree in Office Administration.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program.

Program Length and Location

Students may complete the program in one year if they attend full time or two years part time. The entire program is offered at Lake Worth campus in the evenings.

Total program credits: 27.

<table>
<thead>
<tr>
<th>REQUIRED COURSES</th>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>APA 1111 Bookkeeping 1</td>
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<td>MTB 1103 Business Mathematics 1</td>
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<tr>
<td>OST 1355 Records Management</td>
<td>3</td>
</tr>
<tr>
<td>OST 2431 Legal Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>OST 2621C Legal Transcription</td>
<td>3</td>
</tr>
<tr>
<td>OST 2714C Word Processing</td>
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</tr>
</tbody>
</table>

Total Program Credits: 27

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6112.asp
Marketing CCC 6113

This college credit certificate program is designed to prepare the student for entry-level employment in the marketing field.

Employment Opportunities
This credit program is designed to prepare the student for employment as an advertising and display specialist or marketing, advertising, & public relations specialist. This program also provides supplemental training for persons previously or currently employed in these occupations.

Program Description
Course content includes marketing, human relations, business law, management and bookkeeping.

Career Path Notes
Credits earned in this certificate program will transfer into the Associate in Applied Science (A.A.S.) degree in Business Administration and Management.

Completion Requirements
Students must successfully complete all courses listed in the catalog for this program.

Program Length and Location
Students may complete the program in one year if they attend full time or two years part time. The entire program is offered at the Lake Worth campus days and evenings.

Total program credits: 24.

REQUIRED COURSES CREDITS
APA 1111 Bookkeeping 1 3
BUL 2241 Business Law 1 3
CGS 1570 Microcomputer Applications 3
MAR 2011 Principles of Marketing 3
MKA 1511 Advertising 3
MKA 2021 Personal Selling 3
MNA 2100 Human Relations in Business 3
SBM 2000 Small Business Management 3

Total Program Credits 24

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6113.asp

Office Management

CCC 6114

This college credit certificate program is designed to prepare the student for entry-level employment in an office setting.

Employment Opportunities
Course content prepares the student for employment as a receptionist, file clerk, general office clerk, or word processor. With additional training, a student can seek a career as an administrative assistant or office manager. This program also provides supplemental training for persons previously or currently employed in office careers.

Program Description
Course content includes keyboarding, computer applications and office procedures.

Career Path Notes
Credits earned in this certificate program will transfer directly into the Associate in Science (A.S.) degree or Associate in Applied Science (A.A.S.) degree in Office Administration.

Completion Requirements
Students must successfully complete all courses listed in the catalog for this program.

Program Length and Location
Students may complete the program in one year if they attend full time or two years part time. The entire program is offered at the Lake Worth campus in the evenings.

Total program credits: 27.

Program Web Site
www.pbcc.edu/ost

REQUIRED COURSES CREDITS
APA 1111 Bookkeeping 1 3
CGS 1570 Microcomputer Applications 3
MTB 1103 Business Mathematics 1 3
OST 1100C Beginning Keyboarding 3
OST 1110C Intermediate Keyboarding 3
OST 1355 Records Management 3
OST 2402 Office Procedures and Technology 3
OST 2603C Machine Transcription 3
OST 2714C Word Processing 3

Total Program Credits 27

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6114.asp
Accounting Technology
AAS A042 / AS 2050

This degree program is designed for the student who will seek immediate employment in the accounting field upon graduation or who is presently employed in accounting and allied fields and desires advancement.

Employment Opportunities
The program prepares the student for employment as a para-professional accountant or an assistant to accountant (C.P.A.) performing tax and management advisory services, or as a full-charge bookkeeper to include management duties. Students can work in businesses, government agencies and accounting firms.

Program Description
Course content includes accounting, tax, computer applications and business communications.

Career Path Notes
Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit [www.pbcc.edu/transfer/transall.asp](http://www.pbcc.edu/transfer/transall.asp).

Completion Requirements
Students must successfully complete all courses listed in the catalog for this program.

Program Length and Location
Students may complete the program in two years if they attend full time or three years if they attend part time. The entire program is offered at the Lake Worth campus days and evenings. Some courses are available on other campuses (see schedules for availability or discuss with accounting faculty).

Total program credits: 64.

Program Web Site
[www.pbcc.edu/accounting](http://www.pbcc.edu/accounting)

<table>
<thead>
<tr>
<th>GENERAL EDUCATION REQUIREMENTS</th>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>ENC 1101 College Composition 1 (A.S. students)</td>
<td>3</td>
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<tr>
<td>ENC 1210 Applied Communications (A.A.S. students)</td>
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<tr>
<td>HSC 2100 Health Concepts &amp; Strategies</td>
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<tr>
<td>MGF 1106 Liberal Arts Mathematics (or higher level Math) (A.S. students)*</td>
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<td>MTB 1103 Business Mathematics 1 (A.A.S. students)</td>
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<td>OST 1332 Business Presentations</td>
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<tr>
<td>SPC 1016 Fundamentals of Speech Communication</td>
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</tr>
<tr>
<td>Any course from Humanities - Area II</td>
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<td>Any course from Social Science - Area V</td>
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<td><strong>Total Required General Education Credits</strong></td>
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<table>
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<th>REQUIRED COURSES</th>
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<tr>
<td>ACG 2022 Financial Accounting</td>
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<td>ACG 2071 Managerial Accounting</td>
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<td>ACG 2100 Intermediate Accounting</td>
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<td>ACG 2360 Cost Accounting</td>
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<td>ACG 2450 Microcomputer Operations - Accounting</td>
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<td>ACO 2661 Accounting Information Systems</td>
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<td>APA 1111 Bookkeeping 1</td>
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<td>APA 2172 Computerized Bookkeeping</td>
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<td>BUL 2241 Business Law 1</td>
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<td>GEB 1011 Introduction to Business</td>
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<tr>
<td>MAN 2021 Principles of Management</td>
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<tr>
<td>CGS 1570 Microcomputer Applications</td>
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<td>MNA 2100 Human Relations in Business</td>
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<tr>
<td>OST 2335 Business Communications</td>
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<tr>
<td>TAX 2000 Federal Income Tax 1</td>
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<td>TAX 2010 Federal Income Tax 2</td>
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<tr>
<th>ELECTIVES</th>
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<tbody>
<tr>
<td>Business/Accounting Electives</td>
</tr>
<tr>
<td>(CGS 1510 or CGS 1513 recommended)</td>
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</tbody>
</table>

| Total Required Elective Credits | 2 |
| Total Program Credits | 64 |

* Students who complete the Accounting Technology C.C.C. can articulate that certificate into the A.A.S. Those planning to complete the A.A.S. will also need to take MGF 1106.

For suggested course sequence, check the Web at [www.pbcc.edu/transfer/2050.asp](http://www.pbcc.edu/transfer/2050.asp)
Business Administration and Management  AAS A087

This degree program is designed for the student who seeks a broad background in business, seeks to start a small business, or wants to advance in a current position.

Employment Opportunities
Employment opportunities are very broad in scope. For more information, visit the Career Center.

Program Description
Course content includes bookkeeping concepts, management and supervision, human relations, marketing and communications.

Career Path Notes
Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For more information on transfer agreements in a course area, visit www.pbcc.edu/transfer/ transall.asp.

Completion Requirements
Students must successfully complete all courses listed in the catalog for this program.

Program Length and Location
This program is offered at Lake Worth both days and evenings and at Belle Glade in the evening. You can finish the program in two years if you attend full time or three years if you attend part time.

Total program credits: 64

GENERAL EDUCATION REQUIREMENTS  CREDITS
ENC 1101  College Composition I  3
HSC 2100  Health Concepts & Strategies  3
MGF 1106  Liberal Arts Mathematics  
(or higher level Math)  3
SPC 1016  Fundamentals of Speech Communication  3
Any course from Humanities - Area II  3
Any course from Social Science - Area V  3
Total Required General Education Credits  18

REQUIRED COURSES
APA 1111  Bookkeeping 1  3
CGS 1570  Microcomputer Applications  3
ENC 1102  College Composition 2
- or -
ENC 1210  Applied Communications
- or -
OST 2335  Business Communications  3
gEB 1011  Introduction to Business  3
MAR 2011  Principles of Marketing  3
MNA 2100  Human Relations in Business
- or -
MNA 2345  Principles of Supervision  3
MTB 1103  Business Mathematics 1
Business Electives *)  15
General Electives **)  10
Total Required Course Credits  46

Total Program Credits  64

*) Business Electives: Select from courses with the prefixes ACG, ACO, APA, BUL, CGS, ECO, ECS, GEB, MAN, MAR, MKA MNA, OST, PLA, SBM or TAX.

**) General Electives: Choose any credit course from any discipline to total 10 credits.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/A087.asp
Hospitality and Tourism Management  
AAS A100 / AS 2060

This degree program is designed for the student seeking a management career in the hospitality industry as well as other allied fields.

Program Description  
Course content includes food service, menu planning, cooking, hospitality management and hotel administration.

Career Path Notes  
Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer/transall.asp.

Completion Requirements  
Successfully complete all program requirements.

Program Length and Location  
Total program credits: 64. Approximate program length: two years. Program is offered on the Lake Worth campus.

GENERAL EDUCATION REQUIREMENTS  
CREDITS

ENC 1101 College Composition 1 3
ENC 1102 College Composition 2 (A.S. students only) 0/3
SPC 1016 Fundamentals of Speech Communication 3
Any course from Humanities - Area II 3
Any course from Natural Science - Area IV 3
Any course from Social Science - Area V 3

Total Required General Education Credits 15/18

REQUIRED COURSES  
ACG 2022 Financial Accounting 4
CGS 1570 Microcomputer Applications 3
FOS 1201 Food Service Sanitation 2
FSS 1100 Menu Planning and Merchandising 3
FSS 1220 Professional Cooking 2
FSS 1220L Professional Cooking Lab 1
FSS 1221C Quantity Food Production 1 4
FSS 2105 Purchasing for the Hospitality Industry 3
FSS 2500 Food and Beverage Cost Control 3
HFT 1000 Introduction to the Hospitality Business 3
HFT 1630 Management of Security in the Hospitality Business 3
HFT 1850C Dining Room Management 3
HFT 1949C Co-op: Hospitality Management 1 (A.A.S. students only) 3/0
HFT 2220 Personnel Management Practices 3
HFT 2300 Housekeeping Management 3
HFT 2410 Hotel-Motel Front Office and Procedures 3
HFT 2510 Sales Promotion and Advertising in Hotels and Food Service 3

Total Required Course Credits 49/46

Total Program Credits 64

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2060.asp

Office Administration  
AAS A524 / AS 2523
and AAS A521 / AS 2514

This degree program offers two options. The Legal Office Systems Specialization is a 63-credit-hour Associate in Science or Associate in Applied Science degree. The Office Management Specialization is a 63-credit-hour Associate in Science or Associate in Applied Science degree.

Employment Opportunities  
The Legal Office Systems Specialization prepares the student for employment as a legal secretary, specializing in many areas of law including family, personal and real property, business, wills and estates, bankruptcy, criminal, and more. The Office Management Specialization prepares the student for employment as an executive secretary, administrative assistant or office manager.

Both specializations provide supplemental training for individuals previously or currently employed in office careers.

Program Description  
The Legal Office Systems Specialization will not only train students in computer skills and office procedures, but also train students in the areas of business law, legal writing and research and legal technology.

Both specializations offer course content which includes bookkeeping concepts, keyboarding skills, legal concepts, computer applications, office procedures and business communications.

Career Path Notes  
Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements in a course area, visit www.pbcc.edu/transfer/transall.asp.

Completion Requirements  
Students must successfully complete all courses listed in the catalog for this program.

Program Length and Location  
Students may complete the program in two years if they attend full time or three years if they attend part time. The program is offered at the Lake Worth campus.

Total program credits: 63.

Program Web Site  
www.pbcc.edu/ost
### Legal Office Systems Specialization Track

**AAS A524 / AS 2523**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</tr>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>College Composition I (A.S. students)</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1210</td>
<td>Applied Communications (A.A.S. students)</td>
<td>(3)</td>
</tr>
<tr>
<td>HSC 2100</td>
<td>Health Concepts &amp; Strategies</td>
<td>3</td>
</tr>
<tr>
<td>MGF 1106</td>
<td>Liberal Arts Mathematics (or higher level Math) (A.S. students)</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1033</td>
<td>Intermediate Algebra (or higher level Math) (A.A.S. students)</td>
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<td>Any course from Humanities - Area II</td>
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<tr>
<td>Any course from Social Science - Area V</td>
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### Required Courses

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<th>Credits</th>
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<tr>
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<tr>
<td>BUL 2241</td>
<td>Business Law</td>
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<tr>
<td>CGS 1570</td>
<td>Microcomputer Applications</td>
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</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics 1</td>
<td>3</td>
</tr>
<tr>
<td>OST 1100C</td>
<td>Beginning Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>OST 1108</td>
<td>Building Typing Speed and Accuracy</td>
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<tr>
<td>OST 1110C</td>
<td>Intermediate Keyboarding</td>
<td>3</td>
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<td>SPC 1016</td>
<td>Fundamentals of Speech Communication</td>
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<td>Records Management</td>
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<td>OST 1783</td>
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<td>OST 1831</td>
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<td>OST 2621C</td>
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<td>OST 2335</td>
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<tr>
<td>OST 2339</td>
<td>Business English Review</td>
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<td>OST 2431</td>
<td>Legal Office Procedures</td>
<td>3</td>
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<td>OST 2714C</td>
<td>Word Processing</td>
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<td>PLA 1003</td>
<td>Introduction to Paralegalism</td>
<td>3</td>
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<tr>
<td><strong>Total Required Course Credits</strong></td>
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### Electives *

**Total Program Credits** 63

* Electives: Select from courses with the prefixes ACG, ACO, APA, BUL, CGS, GEB, MAN, MNA, OST, PLA, SBM, or TAX.

For suggested course sequence, check the Web at [www.pbcc.edu/transfer/2523.asp](http://www.pbcc.edu/transfer/2523.asp)

### Office Management Specialization Track

**AAS A521 / AS 2514**

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<td>ENC 1101</td>
<td>College Composition I (A.S. students)</td>
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</tr>
<tr>
<td>ENC 1210</td>
<td>Applied Communications (A.A.S. students)</td>
<td>(3)</td>
</tr>
<tr>
<td>HSC 2100</td>
<td>Health Concepts &amp; Strategies</td>
<td>3</td>
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<td>MGF 1106</td>
<td>Liberal Arts Mathematics (or higher level Math) (A.S. students)</td>
<td>3</td>
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<td>MAT 1033</td>
<td>Intermediate Algebra (or higher level Math) (A.A.S. students)</td>
<td>(3)</td>
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<td>Any course from Humanities - Area II</td>
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<td>Any course from Social Science - Area V</td>
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### Required Courses

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<td>CGS 1513</td>
<td>Electronic Spreadsheets</td>
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<td>CGS 1570</td>
<td>Microcomputer Applications</td>
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<td>MTB 1103</td>
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<td>OST 1100C</td>
<td>Beginning Keyboarding</td>
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<tr>
<td>OST 1108</td>
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<tr>
<td>SPC 1016</td>
<td>Fundamentals of Speech Communication</td>
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<td>Records Management</td>
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<td>Microsoft Windows</td>
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<td>Office Procedures and Technology</td>
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<td>OST 2714C</td>
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<td>Principles of Management - or -</td>
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<td>MNA 2100</td>
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### Electives *

**Total Program Credits** 63

* Electives: Select from courses with the prefixes ACG, ACO, APA, BUL, CGS, GEB, MAN, MNA, OST, PLA, SBM, or TAX.

For suggested course sequence, check the Web at [www.pbcc.edu/transfer/2514.asp](http://www.pbcc.edu/transfer/2514.asp)
Paralegal AS 2505

This degree program prepares the student for employment as a legal assistant/paralegal in law-related occupations, including public and private law practice and/or corporate or government law-related activities.

Employment Opportunities
Graduation from this program will qualify a student to sit for the National Association of Legal Assistants national exam to become a Certified Legal Assistant (CLA). Students are encouraged to take this exam.

Program Description
Course content includes legal concepts, court systems, tort law, business law, real estate law, immigration, estate law, bankruptcy and legal communications.

Career Path Notes
Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements in a course area, visit www.pbcc.edu/transfer/transall.asp.

Special Admission Requirements
Students must have a minimum 2.0 GPA. An interview with a faculty member or the department chair is recommended.

Completion Requirements
Students must complete all the required courses for the program.

Program Length and Location
Total program credits: 64. Approximate program length: two years. This program is offered on the Lake Worth and Palm Beach Gardens campuses.

GENERAL EDUCATION REQUIREMENTS

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<td>HSC 2100</td>
<td>Health Concepts &amp; Strategies</td>
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<tr>
<td>SPC 1016</td>
<td>Fundamentals of Speech Communication</td>
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<td>Any course from Humanities - Area II</td>
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<td>Any course from Math or Science – Areas III or IV</td>
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<td>Any course from Social Science - Area V</td>
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Total Required General Education Credits 18

REQUIRED COURSES

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<td>BUL 2242</td>
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<tr>
<td>PLA 1003</td>
<td>Introduction to Paralegalism</td>
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<tr>
<td>PLA 1104</td>
<td>Legal Writing and Research 1</td>
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<td>PLA 1273</td>
<td>Tort Law</td>
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<td>PLA 2114</td>
<td>Legal Writing and Research 2</td>
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<td>PLA 2209</td>
<td>Court Systems: Procedures &amp; Pleadings 1</td>
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<td>PLA 2229</td>
<td>Court Systems: Procedures &amp; Pleadings 2</td>
<td>3</td>
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<tr>
<td>PLA 2483</td>
<td>Administrative Law</td>
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<td>PLA 2600</td>
<td>Administration of Estates</td>
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<td>PLA 2611</td>
<td>Real Estate Law &amp; Property Transactions</td>
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<td>PLA 2630</td>
<td>Real Estate Closing &amp; Document Preparation</td>
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<tr>
<td>PLA 2465</td>
<td>Bankruptcy Law and Procedures</td>
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<td>PLA 2841</td>
<td>Immigration Law and Procedures</td>
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Total Required Course Credits 40

ELECTIVES (CHOOSE 6 CREDITS)

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<td>CJL 2100</td>
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<td>PLA 1949C</td>
<td>Co-op: Legal Assistant 1</td>
<td>3</td>
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<tr>
<td>PLA 2800</td>
<td>Family Law</td>
<td>3</td>
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<tr>
<td>PLA 2762</td>
<td>Paralegal Office Systems</td>
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<tr>
<td>POS 1041</td>
<td>Introduction to American Government</td>
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Total Required Elective Credits 6

Total Program Credits 64

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2505.asp

Business CWE

PBCC offers dozens of different courses in the business area, including PBCC's Institute of Government, customized business & industry training, insurance and many other exciting opportunities. Please visit www.pbcc.edu/cteworkforce/cwe.asp for more information.
Child Care PSAV 5348

40-Hour Introductory Child Care Training Certification (Birth to 5 Years)

This PSAV program fulfills the child care training required by the Florida Department of Children and Families for child care providers working in a licensed child care facility.

Program Description

Child Care providers serving children birth to 5 years old must complete: Part I 30-Hour Child Care Worker Certification and Part II 10-Hour Component.

PART I - 30-HOUR CHILD CARE WORKER CERTIFICATION

This certification includes topics covering local rules and regulations; identifying and reporting child abuse and neglect; health, safety and nutrition; child growth and development; and behavioral observation and screening. This program does not offer a formal award.

PART II - 10-HOUR COMPONENT

This component includes appropriate practices for young children, school-age children, infants and toddlers and children with special needs. This program does not offer a formal award.

Career Path Notes

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer/transall.asp.

Admission Requirements

Students must complete a College Application along with a Course Request Form. No high school diploma or GED is required.

Completion Requirements

Students are required to successfully pass with a score of 70 percent or better the state-mandated competency tests to be awarded their child care certification to work in a licensed child care facility.

Program Length and Location

Total program hours: 40. Programs are offered on all PBCC campuses.

Program Web Site

For more information about Child Care programs offered at PBCC, see the Early Childhood Education Web site at www.pbcc.edu/TeacherEd/ChildCare.

REQUIRED COURSES               CLOCK HOURS

Part I – Introduction to Child Care

HEV 0115 30-Hour Child Care Worker Certification 30

Part II – 10-Hour Component-Student Specialty

(select one)

HEV 0167 10-Hour Preschool Appropriate Practices 10
HEV 0106 10-Hour Infant/Toddler Appropriate Practices 10
HEV 0198 10-Hour School Age Appropriate Practices 10
HEV 0123 10-Hour Special Needs Appropriate Practices 10

Total Program Hours 40

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5348.asp
**Child Care PSAV 5362**

40-Hour Introductory Child Care Training Certification (School Age Children 5 Years and Up – Through Grade 5)

This PSAV program fulfills the child care training required by the Florida Department of Children and Families for child care providers working in a licensed child care facility.

**Program Description**

Child care providers serving school age children 5 years and up (through grade 5) must complete: Part I 20-Hour School Age Child Care Certification and Part II 20-Hour School Age Child Care Curriculum.

**PART I – 20-HOUR SCHOOL AGE CHILD CARE CERTIFICATION**

This certification is State mandated for child care providers serving school age children ages 5 and up (through grade 5). This training includes topics covering local rules and regulations; identifying and reporting child abuse and neglect; health, safety and nutrition and school age appropriate practices.

**PART II – 20-HOUR SCHOOL AGE CHILD CARE CURRICULUM**

This certification fulfills the remaining 20 hours of training required by the state for child care providers serving school age children ages 5 and up (through grade 5). This training will introduce child care providers to a specialized school age curriculum focusing on the stages of development for children ages 5 and up.

**Career Path Notes**

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit [www.pbcc.edu/transfer/transall.asp](http://www.pbcc.edu/transfer/transall.asp).

**Admission Requirements**

Students must complete a College Application along with a Course Request Form. No high school diploma or GED is required.

**Completion Requirements**

Students are required to successfully pass with a score of 70 percent or better the state-mandated competency tests for Part I School Age Child Care and a score of 70 percent or better on the competency test for Part II School Age Child Care Curriculum to be awarded their child care certification to work in a licensed after-school program.

**Program Length and Location**

Total program hours: 40. Programs are offered on all PBCC campuses.

**Program Web Site**

For more information about Child Care programs offered at PBCC, see the Early Childhood Education Web site at [www.pbcc.edu/TeacherEd/ChildCare](http://www.pbcc.edu/TeacherEd/ChildCare).

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**Child Care PSAV 5363**

30-Hour Family Child Care Certification

This PSAV program fulfills the child care training required by the Florida Department of Children and Families for child care providers to operate a licensed family child care home.

**Program Description**

This certification covers topics including rules and regulations; health, safety and nutrition; sanitation and hygiene; identifying and reporting child abuse and neglect; child development; observation of behaviors and business administration, documentation and record keeping. This program does not offer a formal award.

**Career Path Notes**

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit [www.pbcc.edu/transfer/transall.asp](http://www.pbcc.edu/transfer/transall.asp).

**Admission Requirements**

Students must complete a College Application along with a Course Request Form. No high school diploma or GED is required.

**Completion Requirements**

Students are required to successfully pass with a score of 70 percent or better the state-mandated competency tests to be awarded their child care certification to work in a licensed family child care home.

**Program Length and Location**

Total required hours: 30. Program is offered on all PBCC campuses.

**Program Web Site**

For more information about Child Care programs offered at PBCC, see the Early Childhood Education Web site at [www.pbcc.edu/TeacherEd/ChildCare](http://www.pbcc.edu/TeacherEd/ChildCare).

**REQUIRED COURSES**

**CLOCK HOURS**

| Part I – 20-Hour School Age Child Care Certification | 20 |
| Part II – 20-Hour School Age Child Care Curriculum | 20 |
| **Total Program Hours** | **40** |

For suggested course sequence, check the Web at [www.pbcc.edu/transfer/5362.asp](http://www.pbcc.edu/transfer/5362.asp)

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**REQUIRED COURSE**

**CLOCK HOURS**

| HEV 0119 30-Hour Family Child Care Certification Course | 30 |
| **Total Program Hours** | **30** |

For suggested course sequence, check the Web at [www.pbcc.edu/transfer/5363.asp](http://www.pbcc.edu/transfer/5363.asp)
Child Care PSAV 5364
Child Development Associate (CDA)
– Center Based

This PSAV program prepares the student who works with children from birth through age 5 in a licensed child care facility for the national CDA credential.

Program Description
Upon successful completion of 120 hours of formal instruction in the six competency goals, a 2-hour observation during Module 1 and Module 3 and meeting of all PBCC requirements, a CDA Florida Equivalency Certificate is awarded.

Career Path Notes
The student who has earned a CDA Florida Equivalency Certificate from PBCC can receive college credits toward an associate in science degree (A.S.) in Early Childhood Education. Please refer to the Early Childhood Education (A.S.) section for detailed information on the process of receiving such credits or call (561) 862-4700.

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer/transall.asp.

Admission Requirements
These requirements must be met before registering for the CDA program:

PREREQUISITES
• Mastery of the English language
• 40-Hour Introductory Child Care Training Certification

An official high school diploma or GED transcript must be on file at the Registrar’s Office. The transcript must show that the student graduated with a standard diploma from an accredited high school accepted by PBCC. The transcript must be received and accepted by the registrar before the end of Module 1 for the student to be eligible to continue in this program and register for Module 2.

Completion Requirements
Students must successfully pass each CDA module with a passing grade of A, B or C and complete all additional requirements for each of the modules in order to be eligible to continue in the program. Once the student has successfully passed each module, a Florida Child Development Associate Equivalency (CDAE) certificate will be awarded.

Program Length and Location
Total Required Hours: 124. Program offered on all PBCC campuses.

Program Web Site
For more information about Child Care programs offered at PBCC, see the Early Childhood Education Web site at www.pbcc.edu/TeacherEd/ChildCare.

REQUIRED COURSES

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<tr>
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<th>Course Title</th>
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<td>HEV 0131</td>
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</tr>
<tr>
<td>HEV 0132</td>
<td>CDA Module 3</td>
<td>42</td>
</tr>
</tbody>
</table>

Total Program Hours: 124

Child Care PSAV 5371
Child Development Associate (CDA)
– Bilingual

This PSAV program with a bilingual specialization (English/Spanish) is a 124-hour program for child care providers working in a bilingual child care environment.

Program Description
A bilingual environment is one that requires the child care worker to speak both languages daily and consistently. Classes will be conducted in English and Spanish. Students need to have a working knowledge of both languages. Before registering to begin the CDA-Bilingual program, students are required to take the CELT test to determine their level of English proficiency. Upon successful completion of 120 hours of formal instruction in the six competency goals, a 2-hour observation during Module 1 and Module 3 and meeting of all PBCC requirements, a CDA Florida Equivalency Certificate is awarded.

Career Path Notes
The student who has earned a CDA Florida Equivalency Certificate from PBCC can receive college credits toward an associate in science degree (A.S.) in Early Childhood Education. Please refer to the Early Childhood Education (A.S.) section for detailed information on the process of receiving such credits or call (561) 862-4700.

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer/transall.asp.

Admission Requirements
These requirements must be met before registering for the CDA program:

PREREQUISITES:
• 40-Hour Introductory Child Care Training certification
• The student must have a working knowledge of both English and Spanish. Note: A working knowledge of two languages means the ability to speak, read and write both languages well enough to understand others and to be understood by others.
• To demonstrate a working knowledge of the language, the student must pass the CELT test with a passing score of 90 percent.

An official high school diploma or GED transcript must be on file at the Registrar’s Office. The transcript must show that the student graduated with a standard diploma from an accredited high school accepted by PBCC. The transcript must be received and accepted by the registrar before the end of Module 1 for the student to be eligible to continue in this program and register for Module 2.

Completion Requirements
Students must successfully pass each CDA module with a passing grade of A, B or C and complete all additional requirements for each of the modules in order to be eligible to continue in the program. Once the student has successfully passed each module, a Florida Child Development Associate Equivalency (CDAE) certificate will be awarded.

Program Length and Location
Total Required Hours: 124. Program offered on all PBCC campuses.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5364.asp
Program Web Site
For more information about Child Care programs offered at PBCC, see the Early Childhood Education Web site at www.pbcc.edu/TeacherEd/ChildCare.

REQUIRED COURSES

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<th>Course Code</th>
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<tbody>
<tr>
<td>HEV 0130</td>
<td>CDA Module 1</td>
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<td>HEV 0131</td>
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<td>HEV 0132</td>
<td>CDA Module 3</td>
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</table>

Total Program Hours 124

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5371.asp

Child Care PSAV 5372
Child Development Associate (CDA) - Family Child Care Home
This PSAV program prepares the student who works with children from birth through age 5 in a licensed family child care home for the national CDA credential.

Program Description
Upon successful completion of 120 hours formal instruction, a 2-hour observation during Module 1 and Module 3 and meeting of all PBCC requirements, a CDA Florida Equivalency Certificate is awarded.

Career Path Notes
The student who has earned a CDA Florida Equivalency Certificate from PBCC can receive college credits toward an associate in science degree (A.S.) in Early Childhood Education. Please refer to the Early Childhood Education (A.S.) section for detailed information on the process of receiving such credits or call (561) 862-4700.

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer/transall.asp.

Admission Requirements
These requirements must be met before registering for the CDA program:

PREREQUISITES:
• Mastery of the English language
• 30-Hour Family Child Care Certification
• Proof of a valid Family Child Care license (Note: The license must have been valid for 3 months prior to beginning the CDA program.)

An official high school diploma or GED transcript must be on file at the Registrar’s Office. The transcript must show that the student graduated with a standard diploma from an accredited high school accepted by PBCC. The transcript must be received and accepted by the registrar before the end of Module 1 for the student to be eligible to continue in this program and register for Module 2.

Completion Requirements
Students must successfully pass each CDA module with a passing grade of A, B or C and complete all additional requirements for each of the modules in order to be eligible to continue in the program. Once the student has successfully passed each module, a Florida Child Development Associate Equivalency (CDAE) certificate will be awarded.

Program Length and Location
Total Required Hours: 124. Program offered on all PBCC campuses.

Program Web Site
For more information about Child Care programs offered at PBCC, see the Early Childhood Education Web site at www.pbcc.edu/TeacherEd/ChildCare.

REQUIRED COURSES

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Total Program Hours 124

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5372.asp
Child Care Center Management CCC 6366

This college credit certificate (CCC) program consists of coursework in leadership, administration, educational programming and financial issues associated with managing a quality child care program.

Employment Opportunities
This certificate includes the coursework required for the foundational and/or advanced level of the Florida Director Credential. Students completing the CCC for Child Care Center Management will increase their marketability when searching for positions as directors, administrators or owners of child care centers.

Program Description
This CCC provides instruction consisting of college-level courses to prepare students for the management and administrative aspects of a child care program. The approved course for the foundational level of the Florida Director Credential is EEC 1523 Overview of Child Care Center Management.

Career Path Notes
These 12 credits can apply toward the A.S. degree in Early Childhood Education with a specialization in Child Care Center Management. The courses included in this certificate will satisfy the coursework requirements for child care center managers/administrators who are seeking their Florida Director Credential.

Admission Requirements
Students must complete a College Application along with a Course Request Form. A high school diploma or GED is required.

PBCC offers the coursework required for the foundational and advanced level credential; however, students must submit their application and additional documentation to the Florida Children's Forum for review and issuance of the Director Credential. Questions on the Florida Director Credential requirements should be directed to the Department of Children and Families at (850) 922-5416.

Completion Requirements
Complete all required program classes.

Program Length and Location
Total program credits: 12. Program is offered at the Lake Worth campus.

Program Web Site
For more information about Child Care programs offered at PBCC, see the Early Childhood Education Web site at www.pbcc.edu/TeacherEd/Childcare.

REQUIRED COURSES CREDITS
EEC 1523 Overview of Child Care Center Management 3
EEC 2002 Child Care and Education Organization Leadership Management 3
EEC 2202 Child Care and Education Programming 3
EEC 2521 Child Care and Education Financial and Legal Issues 3

Total Program Credits 12

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6366.asp

Educational Assisting CCC 6370

This college credit certificate (CCC) program provides a strong foundation of education theory along with practical knowledge and skills needed in education assisting to students in the K-12 classrooms.

Employment Opportunities
Educational Assisting positions in K-12 classrooms include paraprofessionals and substitute teachers.

Program Description
The Educational Assisting Certificate Program provides a strong foundation of education theory along with practical knowledge and skills needed in education assisting to students employed or with employment plans in an educational assisting position, including paraprofessional and substitute teaching.

Career Path Notes
Credits earned in this program transfer into the Educational Assisting A.S. degree program.

Admission Requirements
Students must complete a College Application. A high school diploma or GED is required.

Completion Requirements
Successfully complete all of the courses in the program.

Program Length and Location
Total program credits: 15. Program is offered on all four campuses.

Program Web Site
For more information about teacher education programs offered at PBCC, see the Institute of Teacher Education at www.pbcc.edu/TeacherEd.

REQUIRED COURSES CREDITS
DEP 2102 Child Growth & Development 3
- or -
EDP 2002 Introduction to Educational Psychology 3
EDF 1030 Behavior Management in the Classroom 3
EDF 2005 Foundations of Education 3
EDG 2701 Teaching Diverse Populations 3
EME 2040 Introduction to Educational Technology 3

Total Program Credits 15

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6370.asp
Infant/Toddler CCC 6367

This college credit certificate (CCC) program consists of coursework in curriculum, environments and areas of child development associated with infants and toddlers.

Employment Opportunities
Students who complete the CCC for infant/toddlers will increase their marketability when searching for positions as lead teachers and assistant teachers in infant/toddler classrooms.

Program Description
This CCC consists of college-level courses in infant/toddler development, curriculum, classroom environment, adult-child interaction and parent relationships.

Career Path Notes
These 12 credits can be applied to the A.S. degree in Early Childhood Education with a specialization in Infant/Toddler.

Completion Requirements
Complete all required program classes.

Program Length and Location
Total program credits: 12. This program is offered on the Lake Worth campus.

Program Web Site
For more information about Child Care programs offered at PBCC, see the Early Childhood Education Web site at www.pbcc.edu/TeacherEd/Childcare.

REQUIRED COURSES CREDITS
| EEC 1001 Introduction to Early Childhood Education | 3 |
| EEC 1522 Infant/Toddler Environments | 3 |
| EEC 2201 Developing Curriculum for Infants and Toddlers | 3 |
| EEC 2407 Social-Emotional Growth and Socialization in Infants and Toddlers | 3 |

Total Program Credits 12

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6367.asp

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Pre-School CCC 6368

This college credit certificate (CCC) program consists of coursework in curriculum, environments and areas of child development associated with pre-school children.

Employment Opportunities
The student who completes the CCC for pre-school children will increase his or her marketability when searching for positions as lead teacher and assistant teacher caring for pre-school children.

Program Description
This CCC provides college-level courses in child development, curriculum, classroom environments, adult-child interaction and parent relationships.

Career Path Notes
These 12 credits can be applied to the A.S. degree in Early Childhood Education with a specialization in Pre-School.

Completion Requirements
Complete all required program classes.

Program Length and Location
Total program credits: 12. This program is offered on all four campuses.

Program Web Site
For more information about Child Care programs offered at PBCC, see the Early Childhood Education Web site at www.pbcc.edu/TeacherEd/Childcare.

REQUIRED COURSES CREDITS
| EEC 1001 Introduction to Early Childhood Education | 3 |
| -or- | |
| EEC 1309 Introduction to High/Scope | 3 |
| EEC 1300 Early Childhood Curriculum 1 | 3 |
| EEC 1311 Early Childhood Curriculum 2 | 3 |
| EEC 1312 Early Childhood Curriculum 3 | 3 |

Total Program Credits 12

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6368.asp
School Age CCC 6365

This college credit certificate (CCC) program consists of coursework in curriculum, environments and areas of child development associated with school-age children (5 years and up through grade 5).

Employment Opportunities
The student who completes the CCC for school-age children will increase his or her marketability when searching for a position as a lead teacher or assistant teacher in after-school programs caring for school-age children.

Program Description
This CCC provides college-level courses in school-age care, development, curriculum, positive guidance and behavior management, adult-child interaction and parent relationships.

Career Path Notes
This certificate includes the coursework required for the Florida School Age Certification. The student who successfully completes EEC 1003 (Introduction to School Age Child Care) and EEC 1603 (Positive Guidance and Behavior Management in School Age Child Care) will be eligible to receive his or her Florida School Age Certification (Level I). These 12 credits can be applied to the A.S. degree in Early Childhood Education with a specialization in School Age.

Admission Requirements
The student seeking a Florida School Age Certification must have received a 40-Hour child care certification. The student also must be working in a licensed child care facility with school age children to complete the required on-site observation conducted by the instructor. The student will also be required to develop a resource file and portfolio and complete a formal interview.

Completion Requirements
Complete all required program classes.

Program Length and Location
Total program credits: 12. This program is offered on all four campuses.

Program Web Site
For more information about Child Care programs offered at PBCC, see the Early Childhood Education Web site at www.pbcc.edu/TeacherEd/Childcare.

REQUIRED COURSES  CREDITS
EDF 2005 Foundations in Education 3
EME 2040 Introduction to Educational Technology 3
EEC 1003 Introduction to School Age Child Care 3
EEC 1603 Positive Guidance and Behavior Management in School Age Child Care 3

Total Program Credits 12

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6365.asp

Human Services CCC 6361

This college credit certificate program is designed to be the first educational step to a professional career in human services.

Employment Opportunities
Students who complete this program may find employment as services assistants, social service aides, and case management aides.

Program Description
This program will focus on broad introductory principles of human behavior specific to the good practices and techniques in human service. Course work will enable students to employ effective communications and interpersonal skills, understand the legal and ethical responsibilities of human services and demonstrate computer literacy.

Career Path Notes
Credits earned in this certificate program will transfer into the Associate in Applied Science/Associate in Science (A.A.S./A.S.) degrees in Human Services.

Completion Requirements
Students must successfully complete all courses listed in the catalog for this program.

Program Length and Location
Total program length is 27 hours. Approximate program length: 18 months. Program is offered on the Lake Worth campus.

REQUIRED COURSES  CREDITS
HUS 1001 Introduction to Human Services 3
GEY 2000 Gerontology
   -or-
HUS 1424 Counseling the Chemically Dependent Person 3
SYG 2361 Death and Dying 3
SYG 2430 Marriage & Family 3
PSY 2012 General Psychology 3
HSC 1400 Standard First Aid and CPR 1
HUS 1302 Counseling and Interviewing 3
HUS 1200 Principles of Group Dynamics 3
HUS 1850 Field Work in Human Services 1 2
HUS 1850L Field Work in Human Services 1 Internship 3

Total Program Credits 27

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6361.asp
Early Childhood Education

This degree program provides the student with a thorough background in all aspects of child development as well as expanding his or her classroom knowledge into practical hands-on teaching experience.

**Employment Opportunities**
Students who complete this program can seek educator, caregiver or manager positions within licensed child care centers; in private and public school settings and in after-school/mentoring programs, such as Head Start. Head Start is a federal program that requires its teachers to have earned at least an A.S. or A.A. degree.

**Program Description**
This degree program is intended to provide students with the training and information they need to pursue a career working with infants through school age children.

**Career Path Notes**
Students who have earned their Child Development Associate Certification at PBCC are eligible to receive nine credits that can be applied toward an A.S. degree in Early Childhood Education.

PBCC offers four College Credit Certificates that can apply toward the A.S. in Early Childhood Education: Child Care Center Management, Infant/Toddler, Pre-School and School Age.

The A.S. degree is a two-year, terminal degree and only some of the credits from coursework can be transferred to a four-year program at this time. If you are interested in a four-year degree, please find out more about an associate in arts (A.A.) degree.

**Completion Requirements**
Complete all required program courses.

**Program Length and Location**
Total program credits: 63. Associate degrees require approximately two years of full-time study. This complete program is offered at the Lake Worth campus only.

**Program Web Site**
For more information about Child Care programs offered at PBCC, see the Early Childhood Education Web site at www.pbcc.edu/TeacherEd/Childcare.
### PRE-SCHOOL CCC 6368

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEC 1001 Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1309 Introduction to High/Scope</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1300 Early Childhood Curriculum 1</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1311 Early Childhood Curriculum 2</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1312 Early Childhood Curriculum 3</td>
<td>3</td>
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</tbody>
</table>

**Total Required CCC Credits** 12

### SCHOOL AGE CCC 6365

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDF 2005 Foundations in Education</td>
<td>3</td>
</tr>
<tr>
<td>EME 2040 Introduction to Educational Technology</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1003 Introduction to School Age Child Care</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1603 Positive Guidance and Behavior Management in School Age Child Care</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required CCC Credits** 12

**Total Program Credits** 63

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2358.asp

### HIGH/SCOPE APPROACH TRACK AS 2360

**GENERAL EDUCATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ARH 1000 Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101 College Composition 1</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102 College Composition 2</td>
<td>3</td>
</tr>
<tr>
<td>ESC 1000 Earth Science</td>
<td>3</td>
</tr>
<tr>
<td>MGF 1106 Liberal Arts Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MUL 1010 Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1016 Fundamentals of Speech Communication</td>
<td>3</td>
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</tbody>
</table>

**Total Required General Education Credits** 24

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CGS 1561 Inside the PC</td>
<td>1</td>
</tr>
<tr>
<td>DEP 2102 Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2271 Teaching Children with Special Needs</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2710 Conflict Resolution in Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2734 Health, Safety, and Nutrition for Young Child</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Course Credits** 13

**REQUIRED HIGH/SCOPE APPROACH COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEC 1309 Introduction to High/Scope</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1220 Curriculum 1: High/Scope Approach in Language and Literacy</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required High/Scope Approach Credits** 12

**Total Program Credits** 63

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2360.asp

### MONTESSORI TRACK AS 2349

**GENERAL EDUCATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARH 1000 Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101 College Composition 1</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102 College Composition 2</td>
<td>3</td>
</tr>
<tr>
<td>ESC 1000 Earth Science</td>
<td>3</td>
</tr>
<tr>
<td>MGF 1106 Liberal Arts Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MUL 1010 Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1016 Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required General Education Credits** 21

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 1220 Child Development Infancy/Preschool</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1006 Montessori Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1010 Montessori Sciences</td>
<td>1</td>
</tr>
<tr>
<td>EEC 1230 Montessori Classroom Leadership</td>
<td>1</td>
</tr>
<tr>
<td>EEC 1233 Montessori History and Geography</td>
<td>1</td>
</tr>
<tr>
<td>EEC 1316 Montessori Fine Arts and Movement</td>
<td>1</td>
</tr>
<tr>
<td>EEC 1526 Montessori Interpersonal Communication and Administration</td>
<td>1</td>
</tr>
<tr>
<td>EEC 1531 Montessori Observation and Overview 1</td>
<td>1</td>
</tr>
<tr>
<td>EEC 1533 Montessori Observation and Overview 2</td>
<td>1</td>
</tr>
<tr>
<td>EEC 2530 Montessori Curriculum 1</td>
<td>5</td>
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<tr>
<td>EEC 2532 Montessori Curriculum 2</td>
<td>5</td>
</tr>
<tr>
<td>EEC 2940 Montessori Teaching Practicum 1</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2941 Montessori Teaching Practicum 2</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Montessori Track Credits** 29

**Total Program Credits** 63

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2349.asp
Educational Assisting
AS 2369

This degree program provides the foundation in educational theory and practice within content areas for work in an educational assisting position.

Employment Opportunities
The Educational Assisting A.S. degree program prepares the student to work in an educational assisting position (i.e. paraprofessional, substitute teacher and other instructional support) in the K-12 classroom.

Program Description
This program provides a background in child development within the realm of education and expands this knowledge through application of required technical and content area skills needed in educational assisting. Instructional support staff such as paraprofessionals who graduate from this program are considered “highly qualified” according to the federal No Child Left Behind (NCLB) Act.

All General Education requirement courses must be completed with a grade of C or higher to apply to this A.S. degree program.

Career Path Notes
Courses from the Educational Assisting CCC articulate into this program. Many courses from this A.S. degree program articulate into the education program in a Florida university. Students who have earned a CDA from Palm Beach Community College have the opportunity to receive credits toward this A.S. degree. Please consult a College advisor regarding the process of receiving credits.

Admission Requirements
Students must complete a College Application. A high school diploma or GED is required.

Completion Requirements
Successfully complete all of the courses in the program.

Program Length and Location
Total program credits: 63. Complete program is offered on the Lake Worth campus.

Program Web Site
For more information about Teacher Education programs offered at PBCC, see the Institute of Teacher Education at www.pbcc.edu/TeacherEd.

<table>
<thead>
<tr>
<th>GENERAL EDUCATION REQUIREMENTS</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARH 1000 Art Appreciation -or-</td>
<td></td>
</tr>
<tr>
<td>Any course from Humanities - Area II</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101 College Composition 1</td>
<td>3</td>
</tr>
<tr>
<td>HSC 2100 Health Concepts &amp; Strategies</td>
<td>3</td>
</tr>
<tr>
<td>ESC 1000 Earth Science -or-</td>
<td></td>
</tr>
<tr>
<td>Any course from Natural Science – Area IV</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1016 Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total General Education Credits</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

REQUIRED COURSES
AMH 2010 United States History to 1865 | 3
CGS 1570 Microcomputer Applications | 3
DEP 2102 Child Growth & Development -or- |         |
EDP 2002 Introduction to Educational Psychology | 3
EDF 1030 Behavior Management in the Classroom | 3
EDF 2005 Foundations of Education | 3
EDG 1314 Education Practicum 1 | 3
EDG 2701 Teaching Diverse Populations | 3
EME 2040 Introduction to Educational Technology | 3
GEA 1000 Principles of Geography and Conservation | 3
MTB 1103 Business Mathematics 1 -or- |         |
MAT 1033 Intermediate Algebra -or- |         |
Any course from Mathematics – Area III | 3
SYG 2010 American Social Problems | 3
SYG 2430 Marriage and Family | 3
| **Total Required Course Credits** | **36** |

ELECTIVES
Choose 9 credits
CGS 1030 PC Starter | 1
EDF 1001 Paraeducators in Special and General Education Classrooms | 3
EEC 1601 Observation and Assessment in Early Childhood * | 3
EEC 2710 Conflict Resolution in Early Childhood * | 3
EEC 2734 Health, Safety & Nutrition for the Young Child * | 3
ENC 1102 College Composition 2 | 3
HUS 1001 Introduction to Human Services | 3
HUS 1200 Principles of Group Dynamics | 3
PHI 1010 Introduction to Philosophy | 3
PHI 1600 Ethics | 3
SPC 2601 Public Speaking | 3
| **Total Required Elective Credits** | **9** |
| **Total Program Credits** | **63** |

* Students who earned a CDA after 2001 at PBCC may qualify to receive college credit toward this A.S degree and should see an advisor.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2369.asp

For the most current listing go to the Web site. | www.pbcc.edu/programs
Human Services
AAS A353 / AS 2345

This degree program is designed to prepare the student for an entry-level position as a human services specialist. Course content includes psychological theories, group dynamics, counseling and interviewing, and supervised clinical fieldwork experiences.

Employment Opportunities
Upon graduation from this two-year program, students are quickly employed in such areas as: children's services, family counseling, working with juveniles and adolescents, drug and alcohol abuse, counseling the elderly, the socially and economically handicapped, the mentally or emotionally handicapped and many others who need help. Students may become counselors, interviewers, outreach workers, case managers, behavior modification specialists, etc.

Program Description
An important part of the program at PBCC is the supervised clinical field work experience that the student receives in an agency, organization or program of his/her choice. Here the student receives “on-the-job” training, under the supervision of experienced professionals. Many students are offered jobs while in their field work experience training.

Career Path Notes
Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair. Over ninety percent of Human Services graduates go on to complete undergraduate or graduate degrees.

Completion Requirements
Students must successfully complete all courses listed in the catalog for this program.

Program Length and Location
Total program length is 65 credits. Approximate program length: two years. Program is offered on the Lake Worth campus.

GENERAL EDUCATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ARH 1000</td>
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</tr>
<tr>
<td>ENC 1101</td>
<td>3</td>
</tr>
<tr>
<td>MGF 1106</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1016</td>
<td>3</td>
</tr>
<tr>
<td>Any course from Natural Sciences - Area IV</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required General Education Credits 18

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>CLP 2001</td>
<td>Personality Development and Adjustment</td>
<td>3</td>
</tr>
<tr>
<td>DEP 2102</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>College Composition 2</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1400</td>
<td>Standard First Aid and CPR</td>
<td>1</td>
</tr>
<tr>
<td>HUS 1001</td>
<td>Introduction to Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HUS 1302</td>
<td>Counseling and Interviewing</td>
<td>3</td>
</tr>
<tr>
<td>HUS 1200</td>
<td>Principles of Group Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>GYE 2000</td>
<td>Gerontology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or</td>
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</tr>
<tr>
<td>HUS 1424</td>
<td>Counseling the Chemically Dependent Person</td>
<td>3</td>
</tr>
<tr>
<td>HSC 2100</td>
<td>Health Concepts &amp; Strategies</td>
<td>3</td>
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<tr>
<td>HUS 1850</td>
<td>Field Work in Human Services 1</td>
<td>2</td>
</tr>
<tr>
<td>HUS 1850L</td>
<td>Field Work in Human Services 1 Internship</td>
<td>3</td>
</tr>
<tr>
<td>HUS 2308</td>
<td>Psychotherapy: Theory &amp; Practice</td>
<td>3</td>
</tr>
<tr>
<td>HUS 2851</td>
<td>Field Work in Human Services 2</td>
<td>2</td>
</tr>
<tr>
<td>HUS 2851L</td>
<td>Field Work in Human Services 2 Internship</td>
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</tr>
<tr>
<td>SYG 2000</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SYG 2361</td>
<td>Death and Dying</td>
<td>3</td>
</tr>
<tr>
<td>SYG 2430</td>
<td>Marriage and Family</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Course Credits 47

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2345.asp

Child Care CWE

PBCC offers a variety of courses in continuing education for those working in the child care field, including Montessori teacher training. For more information please visit www.pbcc.edu/cteworkforce/cwe.asp.

Human Services CWE

CERTIFIED ADDICTION PROFESSIONAL (CAP)

PBCC offers coursework that leads to the Certified Addiction Professional certificate issued by Florida Certification Board. Certified Addiction Professional is viewed as the title for the addiction treatment professional primarily involved in providing direct treatment services in addictions. Please visit www.pbcc.edu/cteworkforce/health.asp for more information.
Teacher Certification Program  F225

This institutional credit program is designed for professionals with non-education bachelor’s degrees to help them transition into teaching careers through competency-based coursework, portfolios, and field experience.

Employment Opportunities
Employment opportunities include working as a certified teacher in a public or private K-12 school setting.

Program Description
This teacher certification program consists of seven classroom courses and two field experience courses. The courses provide the student with a baseline of knowledge in educational theory, effective teaching strategies, classroom management, and instructional technology.

Career Path Notes
Students who successfully complete the program will be eligible to sit for Florida Teacher Certification Examinations.

Admission Requirements
Candidates for the program must have: 1) a non-education bachelor’s degree from a regionally accredited college or university, and 2) a minimum 2.5 grade point average. Candidates must complete a College application, a program application and be interviewed by the program coordinator.

Completion Requirements
Students must complete all the coursework with a 2.5 GPA or higher, complete a portfolio, demonstrate teaching skills, and pass the state’s Professional Educator’s Exam.

Program Length and Location
Total program institutional credit hours: 21. Approximate program length: one year. This program is offered on the Lake Worth campus only.

<table>
<thead>
<tr>
<th>REQUIRED COURSES</th>
<th>INSTITUTIONAL CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPI 0001</td>
<td>Classroom Management</td>
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<tr>
<td>EPI 0002</td>
<td>Instructional Strategies</td>
</tr>
<tr>
<td>EPI 0003</td>
<td>Educational Technology</td>
</tr>
<tr>
<td>EPI 0004</td>
<td>The Teaching and Learning Process</td>
</tr>
<tr>
<td>EPI 0010</td>
<td>Reading Fundamentals</td>
</tr>
<tr>
<td>EPI 0020</td>
<td>Professional Foundations</td>
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<td>EPI 0030</td>
<td>Diversity in the Classroom</td>
</tr>
<tr>
<td>EPI 0940</td>
<td>Field Experience 1</td>
</tr>
<tr>
<td>EPI 0945</td>
<td>Field Experience 2</td>
</tr>
</tbody>
</table>

Total Program Institutional Credit Hours  21
Computer Support Specialist  PSAV 5520

This PSAV program prepares students to enter the technology workforce in an entry-level position and earn a competitive wage. Project-oriented study trains students to use their knowledge in work-related situations.

Employment Opportunities
Employment opportunities include help desk assistant, computer technician, or PC administrator in a small business. Computer support specialists provide assistance and training to users. They interpret problems and provide technical support for hardware, software and operating systems. Support specialists may work within an organization or directly for a computer or software vendor.

Program Description
The foundation courses teach basic office skills such as keyboarding, filing, office equipment operation and communication. The advanced software courses teach Microsoft Office applications which include Word, Excel, PowerPoint, Access and Outlook. The advanced hardware courses teach skills which include computer networking and administration; troubleshooting; hardware and software installation; and preventative hardware maintenance. The curriculum is based on state guidelines.

Career Path Notes
Students who complete this program will be eligible to receive credits toward any of the A.A.S./A.S. degrees in the Computer Science and Information Technology area.

Admission Requirements
Students must complete a College Application along with a Course Request Form. No high school diploma or GED is required.

Completion Requirements
1. Students are required to take the Test of Adult Basic Education (TABE) within six weeks of enrolling in this PSAV program. Students must pass with or above the minimum TABE scores: Reading: 9; English: 9; Mathematics: 9, OR qualify for test exemption.

   Students who have an A.A. degree or higher or who successfully completed the CLAST or have already met the minimum cut scores (within the last two years) on the FCELPT, SAT1 or ACT-E are exempt from the TABE. Documentation is required.

2. Successfully complete all of the courses in the program.

Program Length and Location
Total program hours: 900. Approximate program length: one year. This program is offered on the Lake Worth campus only.

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Group</th>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>OTA 0100</td>
<td>Introduction to Keyboarding/Word Processing</td>
<td>60</td>
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<tr>
<td></td>
<td>OTA 0421</td>
<td>Introduction to Office Operations</td>
<td>90</td>
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<tr>
<td>B</td>
<td>CGS 0101</td>
<td>Software Applications 1</td>
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<tr>
<td></td>
<td>CGS 0103</td>
<td>Software Applications 2</td>
<td>200</td>
</tr>
</tbody>
</table>
Webmaster (CIW)

The Webmaster Program is a certification sponsored by ProSoft. The courses provide a broad range of skills and knowledge needed to build and manage an organization’s Web site.

Employment Opportunities
Webmasters are responsible for all aspects of an organization’s Web presence, including Web content development, technical operations and business management.

Program Description
The fundamentals courses prepare students for the CIW (Certified Internet Webmaster) Foundation exam. The Design Methodology course prepares students for the CIW Site Designer exam. Students who pass one CIW exam are considered CIW Associates. Those who pass two exams are considered CIW Professionals. The exams and the courses may be taken in any order. For more specific information about the CIW curriculum and the certification exams, visit the CIW website at www.ciwcertified.com.

Career Path Notes
CIW Associates have mastered the common core of Internet knowledge and apply these foundational skills to further specialization.

CIW Professional “Site Designers” implement and maintain hypertext-based Web sites using authoring and scripting languages, create Web content, use Web management tools and digital media tools, and apply human-factor principles to design.

Admission Requirements
No high school diploma or GED is required for these courses.

Completion Requirements
This program does not offer a formal award.

Program Length and Location
Total clock hours: 138. Offered on the Boca Raton, Lake Worth and Palm Beach Gardens campuses. Boca Raton and Lake Worth courses meet one night a week and take approximately one year to complete all four courses. Palm Beach Gardens courses meet two nights a week and take approximately seven months to complete all four courses.

RECOMMENDED PREREQUISITE:
Proficiency with computers, the Internet and basic HTML.

REQUIRED COURSES CLOCK HOURS
CWO 0171 Internet Business Foundations 24
CWO 0172 Site Development Foundations 45
CWO 0173 Networking Technology Foundations 24
CWO 0174 Design Methodology and Technology 45

Total Program Hours 138

CISCO CCNA CCC 6135
This college credit certificate consists of four modules. The program is designed to teach students the skills necessary to design, build, and maintain small to medium-sized networks. The knowledge gained will allow networking for the Small Office, Home Office (SOHO) market and the ability to work in small businesses or organizations with networks of fewer than 100 nodes.

Employment Opportunities
Employment opportunities include network administration and networking infrastructure support.

Program Description
Based on the Cisco Networking Academy materials, this CCC has courses in networking, network terminology and protocols, network standards, local-area networks, wide area networks, Open System Interconnection models, cabling, cabling tools, Cisco routers, router programming, Cisco switches, and configuring switches. This course covers the competencies for the Cisco CCNA certification.

Career Path Notes
Credits earned in this certificate will transfer directly into the Associate in Science (A.S.) or Associate in Applied Science (A.A.S.) degree in Networking Administrator.

Completion Requirements
Students must successfully complete 12 credit hours of course work.

Program Length and Location
Total program credits: 12. Approximate program length: nine months. This program is offered on the Lake Worth Campus.

REQUISITED COURSES CREDITS
CEN 1509 Cisco 1 (Networking Essentials) 3
CEN 2527 Cisco 2 (Router Technology) 3
CEN 2528 Cisco 3 (Advanced Router Technology) 3
CEN 2529 Cisco 4 (Project Based Learning) 3

Total Program Credits 12

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6135.asp
Information Management  
**CCC 6136**

This college credit certificate program prepares individuals to plan, install, configure, monitor, troubleshoot and manage computer networks in a LAN/WAN environment. Students will be prepared to apply conceptual and theoretical knowledge to the workplace utilizing technical skills learned during the program. This certificate covers the core competencies for networking, but does not contain General Education requirements.

**Employment Opportunities**
Employment opportunities include information technology specialists, network technicians, network specialists, network managers, network systems analysts, network systems technicians, network support specialists, network administrators, network troubleshooters, help desk specialists, LAN/WAN managers, or systems administrators.

**Program Description**
Course content includes computer hardware concepts, networking terminology, Microsoft Windows Server and Active Directory implementation and administration, Linux implementation and administration, and network security. These courses cover competencies for several certifications: A+, Network+, MCP and MCSA.

**Career Path Notes**
Credits earned in this certificate will transfer directly into the Associate in Science (A.S.) or Associate in Applied Science (A.A.S.) degree in Networking Administrator.

**Completion Requirements**
Students must successfully complete 30 hours of course work.

**Program Length and Location**
Total program credits: 30. Approximate program length: one year. This program is offered on the Lake Worth or Boca Raton campuses.

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEN 2503</td>
<td>Local Area Networks</td>
<td>3</td>
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<tr>
<td>CEN 2504</td>
<td>Wide Area Networks</td>
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<tr>
<td>CEN 2507</td>
<td>TCP/IP and Network Administration</td>
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<td>CEN 2522</td>
<td>Network Technologies</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1565</td>
<td>Microcomputer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1570</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1740</td>
<td>Computer Maintenance and Repair</td>
<td>3</td>
</tr>
<tr>
<td>COP 1002</td>
<td>Introduction to Programming Logic</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2173</td>
<td>UNIX Installation and Administration Using Linux</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2350</td>
<td>Implementing and Administering Network Security</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Program Credits** 30

For suggested course sequence, check the Web at [www.pbcc.edu/transfer/6136.asp](http://www.pbcc.edu/transfer/6136.asp)

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Programming  
**CCC 6137**

This college credit certificate program prepares students to analyze business situations and to design, develop, and write computer programs. Individuals also learn to store, locate, and retrieve specific documents, data, and information, analyze problems using logic/analysis tools, and write code in several computer languages and how to test, monitor, debug, document, and maintain computer programs.

**Employment Opportunities**
This program prepares students for employment as entry level programmers, programmer specialists, or computer programmers.

**Program Description**
Course content includes computer programming concepts, programming languages and software project management. This certificate covers the core competencies for programming, but does not contain General Education requirements.

**Career Path Notes**
Credits earned in this certificate will transfer directly into the Associate in Science (A.S.) or Associate in Applied Science (A.A.S.) degree in Computer Programming.

**Completion Requirements**
Students must successfully complete 33 credit hours of course work.

**Program Length and Location**
Total program credits: 33. Approximate program length: 11/2 years. This program is offered on the Lake Worth and Boca Raton campuses.

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1570</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>COP 1002</td>
<td>Introduction to Programming Logic</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2321</td>
<td>Systems and Applications</td>
<td>3</td>
</tr>
<tr>
<td>COP 2700</td>
<td>Data Structures (SQL)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2513</td>
<td>Information Technology Project</td>
<td>3</td>
</tr>
<tr>
<td>CEN 2522</td>
<td>Network Technologies</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2173</td>
<td>Unix Installation and Administration Using Linux</td>
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</tbody>
</table>

**Total Required Course Credits** 21

**PROGRAMMING LANGUAGES**

Choose 4 of the following Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>COP 1220</td>
<td>Introduction to Programming in C</td>
<td>3</td>
</tr>
<tr>
<td>COP 2334</td>
<td>Programming in C++</td>
<td>3</td>
</tr>
<tr>
<td>COP 2800</td>
<td>Programming in Java</td>
<td>3</td>
</tr>
<tr>
<td>COP 2840</td>
<td>Server-side Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 1332</td>
<td>Visual Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2838</td>
<td>Advanced Visual Basic .NET</td>
<td>3</td>
</tr>
<tr>
<td>COP 2805</td>
<td>Advanced Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2831</td>
<td>Advanced Web Page Applications (XML and JavaScript)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Programming Languages Credits** 12

**Total Program Credits** 33

For suggested course sequence, check the Web at [www.pbcc.edu/transfer/6137.asp](http://www.pbcc.edu/transfer/6137.asp)
Web Development Specialist  
**CCC 6138**

This college credit certificate prepares students to work in Internet and Intranet environments. The student will learn how to install and configure Web servers (Linux Apache and Microsoft IIS), write client and server-side scripts, design Web pages, implement Web site security, and manage Intranet and Web-based resources.

**Employment Opportunities**

This program prepares students for employment as Internet/Intranet administrators, Web site administrators, Internet/Intranet developers, Webmasters, Internet support specialists, Web page designers, Web managers, or Web architects.

**Program Description**

Course content includes computer programming concepts, Web design languages, computer programming, Web page design, server-side and client-side scripting and network security.

This certificate covers the core competencies for Web development, but does not contain General Education requirements.

**Career Path Notes**

Credits earned in this certificate will transfer directly into the Associate in Science (A.S.) or Associate in Applied Science (A.A.S.) degree in Internet Services Technology.

**Completion Requirements**

Students must successfully complete 35 credit hours of course work.

**Program Length and Location**

Total program credits: 35. Approximate program length: one year. This program is offered on the Lake Worth and Boca Raton campuses.

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP 1002</td>
<td>Introduction to Programming Logic</td>
<td>3</td>
</tr>
<tr>
<td>CEN 2522</td>
<td>Network Technologies</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1570</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2555</td>
<td>Introduction to the Internet</td>
<td>3</td>
</tr>
<tr>
<td>COP 2840</td>
<td>Server-side Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2801</td>
<td>Advanced Web Page Applications (XML and JavaScript)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2350</td>
<td>Implementing and Administering Network Security</td>
<td>3</td>
</tr>
<tr>
<td>COP 2822</td>
<td>Web Page Design</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2802</td>
<td>Web Site Administration</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1800</td>
<td>Introduction to Web Site Development</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1561</td>
<td>Inside the PC</td>
<td>1</td>
</tr>
<tr>
<td>OST 1831</td>
<td>Microsoft Windows</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Program Credits**  
35

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6138.asp

Computer Programming  
**AAS A133 / AS 2126**

This degree program prepares students to analyze business situations and to design, develop, and write computer programs. Individuals learn to store, locate and retrieve specific documents, data and information, analyze problems using logic/analysis tools, and write code in several computer languages. They also learn how to test, monitor, debug, document and maintain computer programs.

**Employment Opportunities**

The purpose of this program is to prepare students for employment as entry-level programmers, programmer specialists or computer programmers.

**Program Description**

Computer programming course content includes computer programming concepts, programming languages and software project management.

**Career Path Notes**

Credits earned in the Programming College Credit Certificate (C.C.C.) will transfer directly into the Computer Programming A.A.S./A.S.

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer/transall.asp. Many of the courses in this degree are A.A. courses and are transferable to four-year institutions. For more information, call (561) 967-7222.

**Completion Requirements**

Students must successfully complete 63 credit hours of course work.

**Program Length and Location**

Total program credits: 63. Approximate program length: two years. This program is offered on the Lake Worth and Boca Raton campuses.

**GENERAL EDUCATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>College Composition 1 (A.S. students)</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1210</td>
<td>Applied Communications (A.A.S. students)</td>
<td>(3)</td>
</tr>
<tr>
<td>HSC 2100</td>
<td>Health Concepts &amp; Strategies</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra (A.S. students)</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1033</td>
<td>Intermediate Algebra (A.A.S. students)</td>
<td>(3)</td>
</tr>
<tr>
<td>SPC 1016</td>
<td>Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>Any course from Humanities - Area II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Any course from Social Science - Area V</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Total Required General Education Credits**  
18

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1570</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>COP 1002</td>
<td>Introduction to Programming Logic</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2321</td>
<td>Systems and Applications</td>
<td>3</td>
</tr>
<tr>
<td>COP 2700</td>
<td>Data Structures (SQL)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2513</td>
<td>Information Technology Project Management</td>
<td>3</td>
</tr>
<tr>
<td>CEN 2522</td>
<td>Network Technologies</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2173</td>
<td>Unix Installation and Administration Using Linux</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Course Credits**  
21

For the most current listing go to the Web site. | www.pbcc.edu/programs
PROGRAMMING LANGUAGES
15 credits required
COP 1220 Introduction to Programming in C 3
COP 2334 Programming in C++ 3
COP 2800 Programming in Java 3
COP 2840 Server-side Programming 3
COP 1332 Visual Basic Programming 3
COP 2838 Advanced Visual Basic .NET 3
COP 2805 Advanced Java Programming 3
COP 2831 Advanced Web Page Applications (XML and JavaScript) 3
Total Programming Languages Credits 15

BUSINESS/COMPUTER ELECTIVES
9 credits required
ACG 2022 Financial Accounting 4
ACG 2071 Managerial Accounting 3
APA 1111 Bookkeeping 1 3
ECO 2013 Principles of Macroeconomics 3
GEB 1011 Introduction to Business 3
- or -
Any courses with the prefix CEN, CIS, CGS or COP *
Total Business/Computer Elective Credits 9

Total Program Credits 63

* A course cannot be used more than once in the program.
For suggested course sequence, check the Web at www.pbcc.edu/transfer/2126.asp

Internet Services Technology
AAS A121 / AS2122

This degree program teaches students to install and configure Web servers (Linux Apache and Microsoft IIS), write client and server-side scripts, design Web pages, implement Web site security and manage Intranet and Web-based resources.

Employment Opportunities
Employment opportunities include Internet/Intranet administrators, Web site administrators, Internet/Intranet developers, Web site developers, Webmasters, Internet support specialists, Web page designers, Web managers, or Web architects. The content prepares individuals to work in Internet and Intranet environments.

Program Description
Course content includes computer programming concepts, Web design languages, computer programming, Web page design, server-side and client side scripting, and network security.

Career Path Notes
Credit earned in the Web Development Specialist College Certificate (C.C.C.) will transfer directly into the Internet Services Technology A.A.S./A.A. degree.

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer/transall.asp. Many of the courses in this degree are A.A. courses and are transferable to four year institutions. For more information, call (561) 967-7222.

Completion Requirements
The student must successfully complete 63 hours of credit course work.

Program Length and Location
Total program credits: 63. Approximate program length: two years. This program is offered on the Lake Worth and Boca Raton campuses.

GENERAL EDUCATION REQUIREMENTS CREDITS
ENC 1101 College Composition 1 (A.S. students) 3
ENC 1210 Applied Communications (A.A.S. students) (3)
HSC 2100 Health Concepts & Strategies 3
MGF 1106 Liberal Arts Mathematics (A.S. students) 3
- or -
MGF 1107 Finite Mathematics (A.S. students) 3
MAT 1033 Intermediate Algebra (A.A.S. students) (3)
SPE 1016 Fundamentals of Speech Communication 3
Any course from Humanities - Area II 3
Any course from Social Science-Area V 3
Total Required General Education Credits 18

REQUIRED COURSES
CEN 2522 Network Technologies 3
CGS 1561 Inside the PC 1
CGS 1570 Microcomputer Applications 3
CGS 2555 Introduction to the Internet 3
CGS 1800 Introduction to Web Site Development 3
CGS 2802 Web Site Administration 3
CIS 2321 Systems and Applications 3
CIS 2350 Implementing and Administering Network Security 3
COP 1002 Introduction to Programming Logic 3
COP 1220 Introduction to Programming in C 3
COP 2831 Advanced Web Page Applications (XML and JavaScript) 3
COP 2840 Server-side Programming 3
COP 2822 Web Page Design 3
CGS 2801 Advanced Web Page Media 3
OST 1831 Microsoft Windows 1
Total Required Course Credits 41

BUSINESS/COMPUTER ELECTIVES
4 credits required
ACG 2022 Financial Accounting 4
ACG 2071 Managerial Accounting 3
APA 1111 Bookkeeping 1 3
ECO 2013 Principles of Macroeconomics 3
GEB 1011 Introduction to Business 3
- or -
Any courses with the prefix CEN, CIS, CGS or COP *
Total Business/Computer Elective Credits 4

Total Program Credits 63

* A course cannot be used more than once in the program.
For suggested course sequence, check the Web at www.pbcc.edu/transfer/2122.asp
Networking Administrator  
**AAS A131 / AS 2123**

This degree prepares students to plan, install, configure, monitor, troubleshoot and manage computer networks in a LAN/WAN environment. Students will be prepared to apply conceptual and theoretical knowledge to the workplace utilizing technical skills learned during the program.

**Employment Opportunities**

This program prepares students for employment as information technology specialists, network technicians, network specialists, network managers, network systems analysts, network systems technicians, network support specialists, network administrators, network troubleshooters, help desk specialists, LAN/WAN managers, or systems administrators.

**Program Description**

Course content includes computer hardware concepts, networking terminology, Microsoft Windows Server and Active Directory implementation and administration, Linux implementation and administration, and network security. These courses cover competencies for several certifications: A+, Network+, MCP, and MCSA.

**Career Path Notes**

Credits earned in the Information Management and CISCO CCNA College Credit Certificates (C.C.C.) will transfer directly into the Networking Administrator A.A.S./A.S.

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit [www.pbcc.edu/transfer/transall.asp](http://www.pbcc.edu/transfer/transall.asp).

**Completion Requirements**

Students must successfully complete 63 credit hours of course work.

**Program Length and Location**

Total program credits: 63. Approximate program length: two years. This program is offered on the Lake Worth and Boca Raton campuses.

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### GENERAL EDUCATION REQUIREMENTS

<table>
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<td>3</td>
</tr>
<tr>
<td>ENC 1210</td>
<td>Applied Communications (A.A.S. students)</td>
<td>3</td>
</tr>
<tr>
<td>HSC 2100</td>
<td>Health Concepts &amp; Strategies</td>
<td>3</td>
</tr>
<tr>
<td>MGF 1106</td>
<td>Liberal Arts Mathematics (A.S. students)</td>
<td>3</td>
</tr>
<tr>
<td>MGF 1107</td>
<td>Finite Mathematics (A.S. students)</td>
<td>3</td>
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<tr>
<td>MAT 1033</td>
<td>Intermediate Algebra (A.A.S. students)</td>
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<td>SPC 1016</td>
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<td></td>
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**Total Required General Education Credits**: 18

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<td>CGS 1565</td>
<td>Microcomputer Operating Systems</td>
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<td>CGS 1570</td>
<td>Microcomputer Applications</td>
<td>3</td>
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<td>CIS 2321</td>
<td>Systems and Applications</td>
<td>3</td>
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<tr>
<td>CIS 2350</td>
<td>Implementing and Administering Network Security</td>
<td>3</td>
</tr>
<tr>
<td>COP 1002</td>
<td>Introduction to Programming Logic</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2173</td>
<td>UNIX Installation and Administration using Linux</td>
<td>3</td>
</tr>
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</table>

**Total Required Course Credits**: 33

### BUSINESS/COMPUTER ELECTIVES

12 credits required

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>ACG 2022</td>
<td>Financial Accounting</td>
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<tr>
<td>ACG 2071</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>APA 1111</td>
<td>Bookkeeping</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Any courses with the prefix CEN, CIS, CGS or COP *</td>
<td></td>
</tr>
</tbody>
</table>

**Total Business/Computer Elective Credits**: 12

**Total Program Credits**: 63

* A course cannot be used more than once in the program.

For suggested course sequence, check the Web at [www.pbcc.edu/transfer/2123.asp](http://www.pbcc.edu/transfer/2123.asp)
Computer Information Security ATC 4139

This advanced technical certificate program will focus on the critical need for security policies, implementation techniques, intrusion detection and prevention, vulnerabilities, encryption, authentication, compromised networks, and different tools to address these topics.

Employment Opportunities
Upon completion of this program, you may seek employment as an information security technician, information security administrator, information security manager or chief information security officer based on the certificate and your previous work experience and degrees.

Program Description
Students will learn to recognize computer attacks, identify intrusion methods, prevent network attacks, respond to computer attacks, and to use security tools.

Career Path Notes
A course or courses from other Computer Science programs at PBCC may transfer into this program.

Admission Requirements
Students must have one of the following:

- An A.S. or A.A.S. degree in Computer Science or a related field.
- An A.S. or A.A.S. degree in an unrelated field with substantial work experience in a computer-related field.

Completion Requirements
Students must successfully complete 10 credit hours of course work.

Program Length and Location
Total program credits: 10. Program is offered on the Lake Worth and Boca Raton campuses.

REQUIRED COURSES       CREDITS
CIS 2354 Computer Network Security Policy Development 2
CTS 2171 Information Security Implementation and Standards 2
CIS 2353 Network Attacks and Introduction to TCP/IP Security 3
CIS 2355 Intrusion Detection Systems, Countermeasures and PKI 3

Total Program Credits 10

For suggested course sequence, check the Web at www.pbcc.edu/transfer/4139.asp

Computer Science CWE

PBCC offers a full line of continuing education classes in computers designed for both professionals and those interested in learning more about computers. Courses include computer basics, Photoshop, Microsoft Office, eBay, digital photography, Web page design, Web certificates and more. Please visit www.pbcc.edu/cteworkforce/computers.asp for more information.
Graphic Design Technology  
**CCC**

This college credit certificate program has two certificates that allow the student to focus on specific areas of Graphic Design Technology: Multimedia Arts or Web Design.

**Program Description**
These certificates are valuable to the student who plans to enter the field, as well as the student who is already working in the industry and wishes to update his or her skills.

**Career Path Notes**
Credits earned in these certificates will transfer directly into the associate in applied science/associate in science degrees in Graphic Design Technology.

**Admission Requirements**
A high school diploma or GED is required.

**Completion Requirements**
Complete all required program classes.

**Program Length and Location**
Total program credits: 24. Programs are offered on the Lake Worth campus.

**Program Web Site**
www.pbcc.edu/graphicdesign

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### MULTIMEDIA ARTS  
**CCC 6022***

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1201C Design Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ART 1300C Drawing 1</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2131 Multimedia Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ART 1205C Color Design</td>
<td>3</td>
</tr>
<tr>
<td>PGY 1401C Introduction to Photography</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2132C Multimedia Design</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2160 Multimedia Animation</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2136C Multimedia Video Editing</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Program Credits: 24

* Those students going onto the AAS/AS degree would reduce their AS elective courses to 1 credit.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6022.asp

---

### WEB DESIGN  
**CCC 6023**

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1201C Design Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ART 1300C Drawing 1</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2131 Multimedia Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ART 1205C Color Design</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2144 Graphic Web Design</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2160 Multimedia Animation</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2722 Dreamweaver</td>
<td>3</td>
</tr>
<tr>
<td>COP 2822 Web Page Design</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Program Credits: 24

**Students completing the AS degree with this certificate may substitute GRA 2131 for the required course GRA 2100C. Students pursuing the AAS and AS will reduce their AS elective courses to 1 credit.**

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6023.asp
Motion Picture and Television Production Technology  CCC

This credit program has three certificates that allow the student to focus on three specific areas of Motion Picture and Television Production Technology: Post Production Technology, Production Technology, and Production Management Technology.

Program Description
A certificate can be earned in as little as one semester. The certificates are valuable to the student who plans to enter the field, as well as the student who is already working in the industry and wishes to update her or his skills.

Career Path Notes
Credits earned in these programs will transfer directly into the associate in science (A.S.) degree in Motion Picture and Television Production.

Admission Requirements
High school diploma or GED is required.

Completion Requirements
Successfully complete all required courses.

Program Length and Location
Total program credits: 16. Programs are offered on the Palm Beach Gardens campus.

Program Web Site
www.pbcc.edu/FilmTV

POST PRODUCTION TECHNOLOGY
CCC 6019

<table>
<thead>
<tr>
<th>REQUIRED COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIL 1420 Motion Picture and Television Production 1</td>
<td>3</td>
</tr>
<tr>
<td>FIL 2000 Introduction to Film Communication</td>
<td>3</td>
</tr>
<tr>
<td>FIL 2432C Motion Picture and Television Production 2</td>
<td>4</td>
</tr>
<tr>
<td>FIL 2571C Editing and Post Production</td>
<td>3</td>
</tr>
<tr>
<td>FIL 2941 Motion Picture and Television Internship 1</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Program Credits</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6019.asp

PRODUCTION TECHNOLOGY
CCC 6020

<table>
<thead>
<tr>
<th>REQUIRED COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIL 1420 Motion Picture and Television Production 1</td>
<td>3</td>
</tr>
<tr>
<td>FIL 2432C Motion Picture and Television Production 2</td>
<td>4</td>
</tr>
<tr>
<td>- or the following two courses -</td>
<td></td>
</tr>
<tr>
<td>FIL 2941 Motion Picture and Television Internship 1 (3)</td>
<td></td>
</tr>
<tr>
<td>FIL 2943 Motion Picture and Television Internship 3 (1)</td>
<td></td>
</tr>
<tr>
<td>FIL 2461 Cinematography and Lighting</td>
<td>3</td>
</tr>
<tr>
<td>FIL 2537 Sound</td>
<td>3</td>
</tr>
<tr>
<td>RTV 2000C Television Studio Production</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Program Credits</strong></td>
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</tbody>
</table>

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6020.asp

PRODUCTION MANAGEMENT TECHNOLOGY  CCC 6021

<table>
<thead>
<tr>
<th>REQUIRED COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIL 1420 Motion Picture and Television Production 1</td>
<td>3</td>
</tr>
<tr>
<td>FIL 1620 Computer Applications for Motion Pictures and Television</td>
<td>3</td>
</tr>
<tr>
<td>FIL 2432C Motion Picture and Television Production 2</td>
<td>4</td>
</tr>
<tr>
<td>- or the following two courses -</td>
<td></td>
</tr>
<tr>
<td>FIL 2941 Motion Picture and Television Internship 1 (3)</td>
<td></td>
</tr>
<tr>
<td>FIL 2943 Motion Picture and Television Internship 3 (1)</td>
<td></td>
</tr>
<tr>
<td>FIL 2611 The Business and Marketing of Motion Pictures and Television</td>
<td>3</td>
</tr>
<tr>
<td>RTV 2000C Television Studio Production</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Program Credits</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6021.asp
Graphic Design Technology
AAS A018 / AS 2011

This degree program is designed to prepare the student to enter the graphic design field, especially as it relates to the printing industry.

Employment Opportunities
Students who complete this program may find work as graphic designers, artists, Web page designers, illustrators, preflight administrator service providers, art directors, freelance designers, or junior designers.

Program Description
Each student will develop a portfolio, crucial for employment, while enrolled in the program. Course content includes design fundamentals, Macintosh computer applications, typography, photography and color design.

Career Path Notes
The Graphic Design program is approved for transfer with Florida Atlantic University’s B.F.A. Graphic Design Program. Courses with an asterisk indicate transferability to FAU. For information on transfer agreements, visit www.pbcc.edu/transfer/transall.asp.

Admission Requirements
All General Education courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

Graphic Design Transfer Students: Approval of transferred courses is by the graphic design department chair and is based on an official transcript accredited of coursework submitted through the Office of Admissions. Experiential credit may be approved for students with field experience through portfolio review. A committee review will determine placement.

Program/Interview Counseling: Students are required to seek advisement from the graphic design department chair to assure they enroll in the necessary courses to graduate on schedule.

Special Notes: Students are encouraged to enroll in GRA 2940, Graphic Design Internship, in order to gain experience and a better understanding of the graphics industry. Students must have a 3.0 minimum GPA in all graphic design coursework, have finished all other required courses for the Graphic Design A.A.S. or A.S. program and have permission of the graphic design department chair.

Completion Requirements
A grade of C or higher is required to advance in the program. All Macintosh computer courses must be taken within five years of graduation or must be repeated. For exceptions, see department chair. Students should be prepared to take day, evening and summer courses to complete their degree requirements.

Program Length and Location
Total program hours: 64. Approximate program length: two years. This program is offered on the Lake Worth campus.

Program Web Site
www.pbcc.edu/graphicdesign

GENERAL EDUCATION REQUIREMENTS  CREDITS
ARH 1000  Art Appreciation * 3
ENC 1101  College Composition 1 (A.S. students) 3
ENC 1210  Applied Communications (A.A.S. students) (3)
Any course from Mathematics - Area III (MAC 1105 recommended) ** (A.S. students) 3
MTB 1103  Business Mathematics 1 (A.A.S. students) (3)
SPC 1016  Fundamentals of Speech Communication 3
Any course from Social Science - Area V (SYG 2000 recommended) ** 3

Total Required General Education Credits  15

REQUIRED COURSES
ART 1201C  Design Fundamentals * (a) (b) 3
ART 1205C  Color Design* (a) (b) 3
ART 1300C  Drawing 1 * (a) (b) 3
GRA 2171C  Portfolio Composition * 3
GRA 1190C  Graphic Design 1 * 3
GRA 1530C  Typography 3
GRA 2100C  Introduction to Macintosh Graphics 3
GRA 2121C  QuarkXPress 1 3
GRA 2151C  Illustrator 1 3
GRA 2191C  Graphic Design 2 * 3
GRA 2156C  Photoshop 1 3
PGY 1401C  Introduction to Photography * (a) 3

Total Required Course Credits  36

ELECTIVES
Choose 13 credits
ART 1330C  Drawing 2 3
CGS 1030  PC Starter 1
COP 2822  Web Page Design (b) 3
GRA 2122C  QuarkXPress 2 3
GRA 2131  Multimedia Graphics (a) (b) 3
GRA 2152C  Illustrator 2 3
GRA 2160  Multimedia Animation (a) (b) 3
GRA 2722  Dreamweaver (b) 3
GRA 2144  Graphic Web Design (b) 3
GRA 2157C  Photoshop 2 3
GRA 2940  Graphic Design Internship 3
GRA 2132C  Multimedia Design (a) 3
GRA 2136C  Multimedia Video Editing (a) 3
PGY 2801C  Digital Photography 1 3

Total Required Elective Credits  13

Total Program Credits  64

(a) Students completing these courses can apply for and receive the Multimedia Arts College Credit Certificate. Those certificate students going onto the AAS/AS degree would reduce their elective courses to 1 credit.
(b) Students completing these courses can apply for and receive the Web Design College Credit Certificate. Those certificate students going on to complete the AS degree may substitute GRA 2131 for the required course GRA 2100C and will reduce their elective courses to 1 credit.

* These courses articulate with the B.F.A. Graphic Design Program at Florida Atlantic University.
** Students planning to participate in the transfer agreement with Florida Atlantic University must take MAC 1105 and SYG 2000 to be considered.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2011.asp
Interior Design Technology  
AS 2012

This degree program offers courses in interior design that focus on professional and technical knowledge, client needs, cost effectiveness, building systems, health, safety and environmental issues, as well as aesthetic principles essential to understanding space planning and the design process.

Employment Opportunities
An interior designer may be self-employed, or may work in areas such as hotel & restaurant chains, government agencies, and furniture & home stores.

Program Description
This program was established to meet the educational requirements set by the state of Florida Board of Architecture and Interior Design for interior design licensing.

Career Path Notes
After completion of this program, four years of work experience under a licensed interior designer or registered architect is required to apply for licensing and to sit for the National Council for Interior Design Qualification (NCIDQ) Examination.

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer/transall.asp.

Admission Requirements
All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs. Transfer students must have a minimum 2.0 GPA. Acceptance into the program is not guaranteed. Counseling is required prior to enrollment. This program has limited enrollment capacity.

Completion Requirements
Students must have a minimum 2.0 GPA in all major coursework. A grade of C or higher is required to advance in the program.

Program Length and Location
Total program credits: 70. Approximate program length: two years. The program is offered on the Lake Worth campus.

Program Web Site
www.pbcc.edu/interior

GENERAL EDUCATION REQUIREMENTS  CREDITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARH 1000</td>
<td>Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>College Composition 1</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1016</td>
<td>Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Any course from Social Science – Area V</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Any course from either Math – Area III</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>or Natural Science – Area IV</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required General Education Credits 15

Motion Picture and Television Production Technology  AS 2282

This degree program provides professional training for those wishing to enter the exciting field of media production and prepares the student to work in a technical capacity. The program offers internship experiences in cooperation with the local television and motion picture industry, and through student motion picture production projects.

Employment Opportunities
Student may find internships or employment in local and national television, motion pictures and commercial advertising studios.

Program Description
The motion picture and television courses are offered on a block schedule that requires the student to enroll in two or more major courses each term. Course content includes motion picture & television production, cinematography and lighting, sound, editing and post-production, and business concepts in the motion picture industry.

Career Path Notes
PBCC offers three College Credit Certificates which transfer directly into this A.S. degree.

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer/transall.asp.
### Interior Design ATC 4024*

This certificate program offers advanced coursework in interior design.

#### Employment Opportunities

An interior designer may be self-employed, or may work in areas such as hotel & restaurant chains, government agencies, and furniture & home stores.

#### Program Description

This program was established to meet the educational requirements set by the Florida Board of Architecture and Interior Design for interior design licensing.*

#### Career Path Notes

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit [www.pbcc.edu/transfer/transall.asp](http://www.pbcc.edu/transfer/transall.asp).

#### Admission Requirements

This program requires that the student complete the A.S. Interior Design program core courses for admission.

#### Completion Requirements

Successfully complete all program requirements.

#### Program Length and Location

Total program credits: 5. Approximate program length: four months. Program is offered on the Lake Worth campus.

#### Program Web Site

[www.pbcc.edu/interior](http://www.pbcc.edu/interior)

### REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IND 2203C</td>
<td>Advanced Kitchen and Bath Design</td>
<td>2</td>
</tr>
<tr>
<td>IND 2608C</td>
<td>Sustainable Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Program Credits**: 5

*For students interested in applying for licensing, a minimum of five additional interior design semester credit hours will be required to comply with BOIAD educational requirements (minimum number of interior design semester credit hours required by the state is 60, current Interior Design A.S. has 55 credits).*

For suggested course sequence, check the Web at [www.pbcc.edu/transfer/4024.asp](http://www.pbcc.edu/transfer/4024.asp)

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### GENERAL EDUCATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ARH 1000</td>
<td>Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>THE 1000</td>
<td>Theatre Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>Any course from Mathematics - Area III</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Any course from Social Sciences - Area V</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SPC 1016</td>
<td>Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required General Education Credits**: 15

### REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIL 1420</td>
<td>Motion Picture and Television Production 1</td>
<td>3</td>
</tr>
<tr>
<td>FIL 2000</td>
<td>Introduction to Film Communication</td>
<td>3</td>
</tr>
<tr>
<td>FIL 2100</td>
<td>Writing for Motion Pictures and Television</td>
<td>3</td>
</tr>
<tr>
<td>FIL 2461</td>
<td>Cinematography and Lighting</td>
<td>3</td>
</tr>
<tr>
<td>FIL 2432C</td>
<td>Motion Picture and Television Production 2</td>
<td>4</td>
</tr>
<tr>
<td>FIL 2571C</td>
<td>Editing and Post Production</td>
<td>3</td>
</tr>
<tr>
<td>FIL 2480</td>
<td>Motion Picture and Television Direction</td>
<td>3</td>
</tr>
<tr>
<td>FIL 2537</td>
<td>Sound</td>
<td>3</td>
</tr>
<tr>
<td>FIL 2361</td>
<td>News and Documentary Production</td>
<td>3</td>
</tr>
<tr>
<td>FIL 2030</td>
<td>History of Motion Pictures</td>
<td>3</td>
</tr>
<tr>
<td>FIL 1620</td>
<td>Computer Applications for Motion Pictures and Television</td>
<td>3</td>
</tr>
<tr>
<td>FIL 2611</td>
<td>The Business and Marketing of Motion Pictures and Television</td>
<td>3</td>
</tr>
<tr>
<td>FIL 2941</td>
<td>Motion Picture and Television Internship 1</td>
<td>3</td>
</tr>
<tr>
<td>MMC 1000</td>
<td>Survey of Mass Communications</td>
<td>3</td>
</tr>
<tr>
<td>RTV 2000C</td>
<td>Television Studio Production</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Course Credits**: 46

### ELECTIVES

Choose 3 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>FIL 2952</td>
<td>Portfolio Preparation</td>
<td>2</td>
</tr>
<tr>
<td>FIL 2770</td>
<td>Introduction to Digital Animation</td>
<td>3</td>
</tr>
<tr>
<td>FIL 2910</td>
<td>Independent Project in Motion Picture and Television Production</td>
<td>3</td>
</tr>
<tr>
<td>FIL 2942</td>
<td>Motion Picture and Television Internship 2</td>
<td>3</td>
</tr>
<tr>
<td>FIL 2943</td>
<td>Motion Picture and Television Internship 3</td>
<td>1</td>
</tr>
<tr>
<td>PGY 1401C</td>
<td>Introduction to Photography</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Elective Credits**: 3

**Total Program Credits**: 58

For suggested course sequence, check the Web at [www.pbcc.edu/transfer/2282.asp](http://www.pbcc.edu/transfer/2282.asp)
Environmental Science and Horticulture

CCC

Landscape and Horticulture Specialist
Landscape and Horticulture Professional I
Landscape and Horticulture Professional II

AS

Environmental Science Technology
Landscape and Horticulture Management

Landscape and Horticulture Specialist  CCC 6219

This college credit certificate program provides marketable skills without the need for General Education. Environmental horticulture provides the knowledge and expertise driving the green industry in Palm Beach County.

Employment Opportunities
Students may work in the green industry: golf courses, nurseries, landscape companies, lawn maintenance firms, tree care enterprises and garden centers. Many students are self-employed in landscaping.

A listing of horticulture jobs can be found at www.pbcc.edu/horticulture/jobsinhorticulture.asp.

Program Description
Our certification program is oriented strongly toward outside agencies, principally the Florida Nursery, Growers and Landscape Association and the International Society of Arboriculture. Most of the PBCC certifications can be used as steppingstones toward the FNGLA certifications of the same names.

Career Path Notes
Students who complete this certification may apply for the Landscape and Horticulture Professional I certificate. Most of the courses required for this certification can be applied to an A.S. in Environmental Horticulture.

Completion Requirements
Complete the PBCC certificate requirements (with suggested course sequence) below.

Program Length and Location
Total program credits: 12. This program is offered on the Palm Beach Gardens campus.

Program Web Site
www.pbcc.edu/horticulture

REQUIRED COURSES  CREDITS
BOT 2000  Plant Physiology  3
SOS 1102  Soils and Fertilizers  3
ORH 2510  Ornamental Plant Identification  3
ORH 2251  Florida Horticulture Professional Preparation  3

Total Program Credits  12

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6219.asp
Landscape and Horticulture Professional I CCC 6220

This college credit certificate program provides marketable skills without the need for General Education. Environmental horticulture provides the knowledge and expertise driving the green industry in Palm Beach County.

Employment Opportunities
Students may work in the green industry: golf courses, nurseries, landscape companies, lawn maintenance firms, tree care enterprises and garden centers. Many students are self-employed in landscaping.

A listing of horticulture jobs can be found at www.pbcc.edu/horticulture/jobsinhorticulture.asp.

Program Description
This certification program is oriented strongly toward outside agencies, principally the Florida Nursery, Growers and Landscape Association and the International Society of Arboriculture. Most of the PBCC certifications can be used as steppingstones toward the FNGLA certifications of the same names.

Career Path Notes
Students who complete this certification may apply for the Landscape and Horticulture Professional II certification. Most of the courses required for this certification can be applied to an A.S. in Environmental Horticulture.

Special Admission Requirements
Completion of Landscape & Horticulture Specialist Certificate.

Completion Requirements
Complete the PBCC certificate requirements (with suggested course sequence) below.

Program Length and Location
Total program credits: 18. The program is offered on the Palm Beach Gardens campus.

Program Web Site
www.pbcc.edu/horticulture

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOT 2000</td>
<td>3</td>
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<tr>
<td>SOS 1102</td>
<td>3</td>
</tr>
<tr>
<td>ORH 2510</td>
<td>3</td>
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<tr>
<td>ORH 2251</td>
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</tr>
<tr>
<td>IPI 1301</td>
<td>3</td>
</tr>
<tr>
<td>PMA 2213</td>
<td>3</td>
</tr>
<tr>
<td>ORH 1005L</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Program Credits**

18

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6220.asp

Landscape and Horticulture Professional II CCC 6221

This college credit certificate program provides marketable skills without the need for General Education. Environmental horticulture provides the knowledge and expertise driving the green industry in Palm Beach County.

Employment Opportunities
Students may work in the green industry: golf courses, nurseries, landscape companies, lawn maintenance firms, tree care enterprises, and garden centers. Many of our students are self-employed in landscaping.

A listing of horticulture jobs can be found at www.pbcc.edu/horticulture/jobsinhorticulture.asp.

Program Description
This certification program is oriented strongly toward outside agencies, principally the Florida Nursery, Growers and Landscape Association and the International Society of Arboriculture. Most of the PBCC certifications can be used as steppingstones toward the FNGLA certifications of the same names.

Career Path Notes
Most of the courses required for this certification can be applied to an A.S. in Landscape and Horticulture Management.

Special Admission Requirements
Completion of Landscape and Horticulture Professional I Certificate.

Completion Requirements
Complete the PBCC certificate requirements (with suggested course sequence) below.

Program Length and Location
Total program credits: 30. The program is offered on the Palm Beach Gardens campus.

Program Web Site
www.pbcc.edu/horticulture

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOT 2000</td>
<td>3</td>
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<td>SOS 1102</td>
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<td>ORH 2510</td>
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<td>PLS 2220</td>
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<tr>
<td>ORH 1016</td>
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</tr>
</tbody>
</table>

**Total Program Credits**

30

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6221.asp
Environmental Science Technology AS 2216

This degree program prepares students for rewarding and meaningful careers in which they can impart a lasting change on the future of Florida’s natural environment.

Employment Opportunities

The purposes for studying Environmental Science Technology are diverse. Positions range from working in ecological restoration, eco-tourism, and hazardous materials detection in the environment, to monitoring the quality, quantity and safety of surface and groundwater supplies, to public education and conservation.

Program Description

Courses include a wide range of environmental focuses, providing students with a well founded education that prepares them for positions in environmental assessment, restoration, research and public education.

Students receive quality, hands-on experience that apply toward many critical initiatives for Florida’s environment.

Career Path Notes

Educational options include: taking classes for career advancement for those already working in the environmental field; completing a two-year A.S. degree for those ready to begin immediate employment; or completing an A.A. degree with the inclusion of many Environmental Science Technology courses as electives for those working toward a four-year degree.

PBCC has an articulation agreement with the University of Florida’s College of Agricultural and Life Sciences, including the School of Forest Resources and Conservation and the School of Natural Resources and Environment. Transfer requirements vary depending on the student’s future major. For more information, contact the program chair or a PBCC advisor, or go here: www.cals.ufl.edu (www.cals.ufl.edu/documents/prospective/transferguide.pdf)

Completion Requirements

Total program credits: 64.

Program Length and Location

The A.S. degree can be completed in two years, full time, excluding summer. It is not necessary to begin the program in the fall term. This program is located at the Palm Beach Gardens campus.

Program Web Site

www.pbcc.edu/environmentalscience

GENERAL EDUCATION REQUIREMENTS

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>College Composition I</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
</tr>
<tr>
<td>HSC 2100</td>
<td>Health Concepts and Strategies</td>
</tr>
<tr>
<td>SPC 1016</td>
<td>Fundamentals of Speech Communication</td>
</tr>
<tr>
<td>GEA 1000</td>
<td>Principles of Geography and Conservation</td>
</tr>
<tr>
<td>- or -</td>
<td></td>
</tr>
<tr>
<td>Any course from Social Science – Area V</td>
<td>3</td>
</tr>
<tr>
<td>Any course from Humanities – Area II</td>
<td>3</td>
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</tbody>
</table>

Total Required General Education Credits 18

REQUIRED COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 1050</td>
<td>Environmental Conservation</td>
</tr>
<tr>
<td>BSC 1005</td>
<td>Concepts in Biology</td>
</tr>
<tr>
<td>CHM 1020</td>
<td>Principles of Chemistry</td>
</tr>
<tr>
<td>CHM 1020L</td>
<td>Principles of Chemistry Lab</td>
</tr>
<tr>
<td>GLY 2030C</td>
<td>Environmental Geology</td>
</tr>
<tr>
<td>ORH 2511</td>
<td>Introduction to Plants of South Florida Ecosystems</td>
</tr>
<tr>
<td>EVR 2266</td>
<td>Survey of Environmental Mapping/ GIS/Remote Sensing</td>
</tr>
<tr>
<td>EVR 1007</td>
<td>Florida’s Environmental History</td>
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<tr>
<td>EVR 2940</td>
<td>Cooperative Work Experience - Environmental Science</td>
</tr>
<tr>
<td>EVS 2193</td>
<td>Environmental Sampling Techniques</td>
</tr>
<tr>
<td>EVR 2858</td>
<td>Environmental Law</td>
</tr>
<tr>
<td>EVS 2601</td>
<td>Hazardous Materials and Environmental Air Quality</td>
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<tr>
<td>EVS 2015</td>
<td>Technical Writing for Environmental Professionals</td>
</tr>
<tr>
<td>EVS 2020</td>
<td>Environmental Data Methods</td>
</tr>
<tr>
<td>EVS 2870</td>
<td>Wildlife Ecology</td>
</tr>
</tbody>
</table>

Total Required Courses 46

Total Program Credits 64

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2216.asp
Landscape and Horticulture Management AS 2191

This degree program is designed to prepare the student for management and technical positions in the green industry.

Employment Opportunities
Students may work in golf courses, nurseries, landscape companies, lawn maintenance firms, tree care enterprises, or garden centers. Many of our students are self-employed in landscaping.

A listing of horticulture jobs can be found at www.pbcc.edu/horticulture/jobsinhorticulture.asp.

Program Description
Course content provides broad and well-rounded training in such areas as turfgrass culture, pesticides, plant physiology, nursery management, and landscape construction.

Career Path Notes
Courses required to earn a certificate in environmental horticulture can be applied toward this program.

Completion Requirements
Complete the PBCC General Education requirements.
Complete the environmental horticulture required courses and electives for a total number of 64 credit hours.

Program Length and Location
Total Program Credits: 64. Approximate program length: two years. This program is offered on the Palm Beach Gardens campus.

Program Web Site
www.pbcc.edu/horticulture

GENERAL EDUCATION REQUIREMENTS CREDITS
ENC 1101 College Composition 1 3
BOT 1010 General Botany 1 3
BOT 1010L General Botany 1 Lab 1
HSC 2100 Health Concepts & Strategies 3
MAT 1033 Intermediate Algebra -or-
Any Course from Mathematics - Area III 3
SPC 1016 Fundamentals of Speech Communication 3
Any course from Humanities - Area II 3
Any course from Social Science - Area V 3
Total Required General Education Credits 22

REQUIRED COURSES
GCO 2230 Pumping and Irrigation Systems 3
IPM 1301 -or- Pesticides
PMA 2213 Plant Pest Management 3
MAN 2021 -or- Principles of Management
MNA 2345 Principles of Supervision 3
SBM 2000 Small Business Management 3
ORH 1005L Professional Landscape Installation and Maintenance 3
BOT 2000 Plant Physiology 3
ORH 2510 Ornamental Plant Identification 1 3
ORH 2251 Florida Horticulture Professional Preparation 3
LDE 2000 Introduction to Landscape Design 3
ORH 1016 Environmental Issues in Horticulture 3
PLS 2220 Plant Propagation 3
SOS 1102 Soils and Fertilizers 3
Total Required Courses 33

ELECTIVES
Choose 9 credits*
APA 1111 Bookkeeping 1 3
BSC 1010 Principles of Biology 1 3
BSC 1050 Environmental Conservation 3
BUL 2241 Business Law 1 3
CGS 1570 Microcomputer Applications 3
CHM 1020 Principles of Chemistry 3
CHM 1045 General Chemistry 1 3
IPM 1301 Pesticides 3
MAN 2021 Principles of Management 3
MNA 2345 Principles of Supervision 3
ORH 1281 Introduction to Orchids and Their Culture 3
ORH 1320 Introduction to Palms and Their Culture 3
ORH 1840 Landscape Construction 3
ORH 2220 Turfgrass Culture 3
ORH 2241 Arboriculture 3
ORH 2511 Introduction to Plants of South Florida Ecosystems 3
ORH 2521 Horticultural Taxonomy 3
ORH 2601 Horticulture Sales and Services 3
LDE 2403 Landscape Design 2 3
LDE 2510 Computer-Aided Landscape Design 3
ORH 2873 Interiorscape Design and Maintenance 3
PMA 2213 Plant Pest Management 3
SBM 2000 Small Business Management 3
Total Elective Credits 9

Total Program Credits 64

* Completed courses can only be used to meet one program requirement.
For suggested course sequence, check the Web at www.pbcc.edu/transfer/2191.asp
**Dental Assisting PSAV 5155**

**Limited Access**
This PSAV program is intended to provide individuals with the certification and educational training they need to pursue a career as an expanded function dental assistant in the dental profession.

**Employment Opportunities**
Upon completion of this program, you may seek employment as a Dental Assistant in various environments such as a general dentist’s office, specialty dentist’s office, public health department, or Veterans Administration clinic.

**Program Description**
This certification course includes 19 college credits and 21 vocational-educational credits. Some of the topics discussed are dental anatomy, dental radiology, clinical practice and office management.

This certificate program is accredited by the American Dental Association Commission on Dental Accreditation and approved by the Florida State Board of Dentistry.

**Career Path Notes**
A student who completes the Dental Assisting program will be eligible to transfer up to 19 credit hours toward the A.S. degree in Dental Hygiene. For information on transfer agreements, visit [www.pbcc.edu/transfer/transall.asp](http://www.pbcc.edu/transfer/transall.asp).

**Special Admission Requirements**
The Dental Assisting program is limited to the number of students it may admit to each class. The following criteria are established as the minimum to be eligible for placement in the selection pool. Meeting minimum criteria for selection does not guarantee admission to the Dental Assisting program. Final selection will be based on the applicant pool and space available.

1. **Special Application and Deadline(s)**
The applicant must submit a completed Dental Assisting Application package (including transcripts) to the Limited Access Program Office at the Lake Worth location by July 1 of each year to be eligible for consideration for selection into the program. The Dental Assisting program application fee is non-refundable. Applicants who have never been students at PBCC will also have to submit a one-time general College application and fee. Currently enrolled or former PBCC students in credit/vocational credit courses do not have to submit a general College application and fee.

2. **High School Graduation**
All applicants must hold either a standard high school diploma or a U.S. GED certificate. Proof of this must be submitted directly to the Registrar’s Office at the Lake Worth location from the issuing agency.

3. **College Transcripts**
All applicants who have attended other colleges/universities must have official transcripts submitted directly to the Registrar’s Office at the Lake Worth location. A minimum 2.0 cumulative college GPA is required to be eligible for selection.

4. **Student Selection**
A. The TABE (Test of Adult Basic Education) Level A test must be taken within two years of the program’s start date. The applicant must score at least at the 12th grade competency level in all parts of the exam. Should you not score high enough on the TABE, the VPI Lab at the Student...
Learning Center offers remediation. TABE scores must be mastered to graduate the program and receive the certificate of completion.

B. The HOBET (Health Occupations Basic Entrance Test) must be completed successfully in both the reading and math sections at a minimum score of 40 in each section by the start date of the program, in order to be considered for selection. Should you not score high enough on the HOBET, the VPI Lab at the Student Learning Center offers remediation.

5. Program Counseling
All students are strongly urged to speak with the dental health services coordinator as early as possible prior to application. Call (561) 868-3752 for an appointment or e-mail kuzmireb@pbcc.edu

6. Special Notes
A. Once officially accepted into the Dental Assisting program, a PBCC Disposition of Medical Status form dated within one year prior to the start of the program must be submitted by the applicant.

B. All accepted applicants for the Dental Assisting program are strongly encouraged to be currently immunized against communicable diseases, including Hepatitis B. Documentation of completion of or refusal to obtain Hepatitis B immunization must be provided upon entrance into the program.

C. The student will be automatically enrolled in the student accident/health insurance coverage program provided by PBCC.

D. All program courses with the prefix DEA plus DES 1800, DES 1800L, DES 1200 and DES 1200L must be passed in sequence with a grade of Pass, or C or higher to continue in the program. Other courses may be passed at the level of D to continue, but students who receive one grade of D and who at a later time wish to apply to the PBCC Dental Hygiene program would not be granted admission to that program until that course has been repeated and a grade of C or higher earned. See 6.E below for additional information regarding grades and Dental Hygiene program admission policies.

E. Any student who has withdrawn from or failed one Dental Assisting (DEA) or Dental Hygiene (DEH or DES) course and wishes to re-enter the program must re-apply for a place in the following year’s class. If advanced standing in the class is requested, it will be granted on a space available basis only. That student will also be required to: (1) repeat any failed or withdrawn course and (2) repeat for audit his/her last successfully completed clinical course. Two separate failures of any Dental Assisting and/or Dental Hygiene course(s) will render the student ineligible for readmission to a Dental Assisting class. In addition, two separate grades of D or F in any DEA, DEH or DES course(s) will render the student ineligible for selection for admission to any subsequent Dental Hygiene class.

Completion Requirements
Successfully complete all program requirements.

Program Length and Location
This full-time day, nine-month program begins once a year in the fall term on the Lake Worth campus.

Program Web Site
www.pbcc.edu/dental

REQUIRED COURSES CREDIT HRS/VOC. CREDITS

<table>
<thead>
<tr>
<th>Term One (Fall Term–First Eight Weeks)</th>
<th>CREDIT HRS/VOC. CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DES 1020 Dental Anatomy *</td>
<td>3/0</td>
</tr>
<tr>
<td>DES 1200 Dental Radiology *</td>
<td>2/0</td>
</tr>
<tr>
<td>DES 1200L Dental Radiology Lab *</td>
<td>1/0</td>
</tr>
<tr>
<td>DES 1600 Office Emergencies *</td>
<td>1/0</td>
</tr>
<tr>
<td>DES 1800 Introduction to Clinical Procedures *</td>
<td>3/0</td>
</tr>
<tr>
<td>DES 1800L Introduction to Clinical Procedures Lab *</td>
<td>1/0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>11/0</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term Two (Fall Term–Second Eight Weeks)</th>
<th>CREDIT HRS/VOC. CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEA 0130 Related Dental Theory</td>
<td>0/1</td>
</tr>
<tr>
<td>DEA 0800 Clinical Practice 1</td>
<td>0/1</td>
</tr>
<tr>
<td>DEA 0800L Clinical Practice 1 Lab</td>
<td>0/4</td>
</tr>
<tr>
<td>DEA 0940L Dental Practicum 1 Lab</td>
<td>0/1</td>
</tr>
<tr>
<td>DES 1100 Dental Materials *</td>
<td>2/0</td>
</tr>
<tr>
<td>DES 1100L Dental Materials Lab *</td>
<td>1/0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3/7</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Term Three (Spring Term)</th>
<th>CREDIT HRS/VOC. CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEA 0153 Dental Psychology and Communication</td>
<td>0/1</td>
</tr>
<tr>
<td>DEA 0801 Clinical Practice 2</td>
<td>0/1</td>
</tr>
<tr>
<td>DEA 0801L Clinical Practice 2 Lab</td>
<td>0/8</td>
</tr>
<tr>
<td>DEA 0850 Dental Assisting Clinical Practice 3</td>
<td>0/1</td>
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<tr>
<td>DEA 0941L Dental Practicum 2 Lab</td>
<td>0/3</td>
</tr>
<tr>
<td>DES 1830 expanded Functions Lecture*</td>
<td>1/0</td>
</tr>
<tr>
<td>DES 1830L expanded Functions Lab*</td>
<td>1/0</td>
</tr>
<tr>
<td>DES 1840 Preventive Dentistry *</td>
<td>2/0</td>
</tr>
<tr>
<td>DES 2502 Office Management *</td>
<td>1/0</td>
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<tr>
<td><strong>Total Required Courses</strong></td>
<td><strong>5/14</strong></td>
</tr>
</tbody>
</table>

Total Program Credit Hours/Voc Credits 19/21

* This course articulates with the PBCC Dental Hygiene Program.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5155.asp
** Massage Therapy PSAV 5232 **

This PSAV program prepares the student for employment as a licensed massage therapist. Massage therapy is the manipulation of the soft tissues of the human body by a person who is licensed for compensation.

**Employment Opportunities**

Once licensed, a massage therapist may seek employment in a private office or clinic, health club, sports facility, resort, spa, rehabilitation clinic, medical facility, cruise ship, or in private client homes.

**Program Description**

Courses will include lecture and laboratory/clinical experience. Course content includes anatomy and physiology, hydrotherapy, myology, pathology, health care concepts, medical errors, HIV/AIDS education, history, state law, ethics and traditional oriental medicine.

**Career Path Notes**

Upon completion of the Massage Therapy Program, students receive a Massage Therapy Program certificate. The student is then eligible to take the Florida State Massage Therapy Examination. Since the Florida State Board of Massage Therapy has adopted the national examination, once passing this exam, students are granted a Florida State Massage Therapy license and a national certification for Therapeutic Massage and Bodywork.

**Admission Requirements**

1. Submit a College Application to the Admissions Office.
2. Submit a copy of original high school diploma or transcripts to the Admissions office.
3. Students must be 18 years of age.
4. Register using a Course Request Form.
5. A health examination, criminal background check and drug screen are required by the first day of class and must not be more than six months old.

**Completion Requirements**

1. Pass the TABE at the 10th level for language, reading and the 9th level for math OR qualify for test exemption (see Testing Center for details).
2. Successfully complete all of the courses in the program.

**Program Length and Location**

Total program hours: 750. Daytime program takes seven months to complete; evening program takes 12 months. Program is offered on the Boca Raton campus.

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>HSC 0003</td>
<td>Health Care Concepts</td>
<td>78</td>
</tr>
<tr>
<td>MSS 0252</td>
<td>Massage Therapy 1</td>
<td>200</td>
</tr>
<tr>
<td>MSS 0262</td>
<td>Massage Therapy 2</td>
<td>235</td>
</tr>
<tr>
<td>MSS 0263</td>
<td>Massage Therapy 3</td>
<td>237</td>
</tr>
</tbody>
</table>

**Total Program Hours**

750

For suggested course sequence, check the Web at [www.pbcc.edu/transfer/5232.asp](http://www.pbcc.edu/transfer/5232.asp)

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** Medical Assisting PSAV 5236 **

This PSAV program prepares students for employment as vital members of a physician’s health care team. This program is taught in an office-like setting allowing students to learn the necessary skills to work in both the administrative and clinical settings of a physician’s office or an outpatient clinic.

**Employment Opportunities**

Medical assistants work in doctor’s offices or clinics. They greet patients, answer phones, enter charges, files, complete insurance forms, assist with examinations, give injections, draw blood, take vital signs, and do electrocardiography.

There is a high demand for medical assistants in the community. When looking for employment opportunities as a medical assistant, look under these additional areas: secretary, receptionist, front office assistant, back office assistant, clinical area assistant and billing.

**Program Description**

Coursework for the Medical Assisting program covers anatomy, physiology, medical terminology, pathophysiology, basic accounting and insurance processing. Students learn laboratory techniques, clinical and diagnostic procedures, pharmaceutical principles, medication administration and first aid. Coursework also includes practice with such skills as insurance coding and billing, posting charges, basic bookkeeping, front office reception, patient assessment, assisting with examinations, giving injections, phlebotomy, taking vital signs, and doing electrocardiography.

**Career Path Notes**

The Palm Beach Community College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE), Commission on Accreditation of Allied Health Education Programs, 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208, (312) 553-9355.

Upon program completion, students may sit for the American Association of Medical Assisting (AAMA) national certification exam to become a Certified Medical Assistant (CMA).

**Admission Requirements**

1. Hold a standard high school diploma or GED.
2. Complete a College Application.
3. Take the Test of Adult Basic Education (TABE).
4. Send request for official high school transcripts, GED, or validated foreign equivalent to the Admissions Office.
5. Complete a Course Request Form for each course registration.
6. Physical examination with required immunizations will be required prior to participation in any clinical experience.
7. A negative drug screen and a criminal background check must be on file with the Medical Office program manager, prior to participation in any clinical experience.

**Completion Requirements**

1. Pass the Test of Adult Basic Education (TABE) at the 10th level for language, reading, and math OR qualify for test exemption. (See Testing Center for details.)
2. Successfully complete all of the courses in the program.

**Required Courses**

- MSS 0251 Medical Assisting 1 200
- MSS 0261 Medical Assisting 2 235
- MSS 0262 Medical Assisting 3 237
- Total Program Hours 750

For more information, visit [www.caahep.org](http://www.caahep.org) (American Association of Medical Assistants Endowment) or contact the Medical Assisting Program Office.
Patient Care Assistant
PSAV 5233

This PSAV program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant. Students can begin their health careers by enrolling in the Patient Care Assistant program. This is the first step on the nursing or health care career ladder.

Employment Opportunities
Students who complete this program may provide patient care in hospitals, long-term care facilities, rehabilitation, clinics or private homes.

Program Description
The Patient Care Assistant curriculum integrates classroom with clinical performance. Course content includes basic concepts in health science, nursing assistant, home health aide and patient care assisting.

Career Path Notes
The Patient Care Assistant program is designed to have multiple career options. Students who complete the program will have a base on which more complex skills can be added. Students who complete the program will receive certificates in nursing assisting (75 hours), home health aide (50 hours) and patient care assisting (75 hours) and will be eligible to take the Florida Certification Exam for Nursing Assistants.

Admission Requirements
1. Submit a College Application for Admission to the Admissions office.
2. Attend a mandatory information session to obtain documentation needed to register for the first course.

Completion Requirements
Successfully complete all required courses.

Program Length and Location
Total program hours: 290. Approximate length: 2 1/2 months. Program is offered full-time days and part-time evenings. It is offered on the Lake Worth campus.

REQUIRED COURSES

Total Program Hours 290

This program does not offer a formal award.
For suggested course sequence, check the Web at www.pbcc.edu/transfer/5233.asp
Practical Nursing PSAV 5234

Limited Access
This PSAV program prepares graduates for employment as licensed practical nurses.

Employment Opportunities
The Licensed Practical Nurse is qualified for employment in hospitals, long-term care facilities, rehabilitation medical offices or clinics and as a private care provider.

Program Description
The program includes but is not limited to theoretical instruction and clinical experience in: medical-surgical nursing, pharmacology and medication administration, geriatric and long term care nursing, and obstetrical and pediatric nursing.

The program is approved by the Florida State Board of Nursing. Graduates are eligible to take the NCLEX-PN state boards to become licensed practical nurses.

Clinical experiences are included as an integral part of this program.

Career Path Notes
An LPN to RN transition program is available.

Admission Requirements
1. Show proof of an academic high school diploma, GED, or validated foreign equivalent.
2. Take the Test of Adult Basic Education (TABE).
3. Achieve an 80% on the Practical Nursing Procalc (test of math proficiency).
4. Take and pass the Test of Essential Academic Skills (TEAS) during the application period. This test can only be taken once during any one application period.

In addition, students must complete a Practical Nursing application, which is available online at www.pbcc.edu/nursing or in the Registrar’s Office.

Completion Requirements
Successfully complete all of the courses and achieve the required test scores in the program. Achieve an 11th grade level or higher in math, reading and language on the TABE.

Program Length and Location
Total program hours: 1,350.

Lake Worth: Program length: approximately 14 months. This is a full-time day program. Classroom hours are 8:00 a.m. until 1:30 p.m. Monday through Thursday. Clinical hours are 7:00 a.m. until 3:30 p.m. Monday through Thursday.

Belle Glade: Program length: approximately 18 months. This is a part-time program. Classes will meet Monday, Wednesday and Thursday.

Program Web Site
www.pbcc.edu/nursing or www.pbcc.edu/cteworkforce/pracnursFAQ.asp

REQUIRED COURSES  CLOCK HOURS

<table>
<thead>
<tr>
<th>Group A</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC 0003</td>
<td>Health Care Concepts</td>
<td>78</td>
</tr>
<tr>
<td>PRN 0500</td>
<td>Principles of Basic Nursing Skills</td>
<td>90</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRN 0000</td>
<td>Fundamentals of Nursing</td>
<td>100</td>
</tr>
<tr>
<td>PRN 0010</td>
<td>Comprehensive Nursing and Transitional Skills</td>
<td>106</td>
</tr>
<tr>
<td>PRN 0021</td>
<td>Growth/Development and Nutrition</td>
<td>96</td>
</tr>
<tr>
<td>PRN 0022</td>
<td>Body Structure and Function</td>
<td>69</td>
</tr>
<tr>
<td>PRN 0030</td>
<td>Introduction to Drug Therapy</td>
<td>100</td>
</tr>
<tr>
<td>PRN 0100</td>
<td>Maternal and Newborn Health</td>
<td>86</td>
</tr>
<tr>
<td>PRN 0201</td>
<td>Medical-Surgical Nursing 1</td>
<td>104</td>
</tr>
<tr>
<td>PRN 0202</td>
<td>Medical-Surgical Nursing 2</td>
<td>115</td>
</tr>
<tr>
<td>PRN 0203</td>
<td>Medical-Surgical Nursing 3</td>
<td>123</td>
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<tr>
<td>PRN 0206</td>
<td>Medical-Surgical Nursing 4</td>
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<tr>
<td></td>
<td>Including Pediatrics</td>
<td></td>
</tr>
<tr>
<td>PRN 0385</td>
<td>Introduction to Medical/Surgical Nursing 1</td>
<td>78</td>
</tr>
<tr>
<td>PRN 0386</td>
<td>Introduction to Medical/Surgical Nursing 2</td>
<td>104</td>
</tr>
</tbody>
</table>

Total Program Hours 1,350

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5234.asp
Surgical Technology
PSAV 5235

Limited Access
This PSAV program is designed to prepare the student for employment as a surgical technologist. In a simulated surgical environment, the student will practice preparing, setting up and maintaining a sterile field; preparation of supplies and equipment for surgery; and patient preparation. Course content includes surgical technology concepts, surgical techniques and procedures. Clinical learning experiences in an operating room and related areas are an integral part of this program.

Employment Opportunities
Graduates of the program may find employment in hospital operating rooms, outpatient surgical centers, labor and delivery units, physician’s offices and medical sales positions.

Program Description
Students in the surgical technology program learn through classroom instruction and six months of clinical experience in operating room and related areas. In a simulated surgical environment, students practice: preparing, setting up and maintaining a sterile field; preparation of supplies and equipment for surgery; and patient preparation.

Career Path Notes
The Surgical Technology Program provides students with necessary job skills and motivation in keeping with standards of practice as established by the Association of Surgical Technologists and the Association of Operating Room Nurses enabling them to qualify for, secure, maintain, and advance in gainful employment in the field of Surgical Technology. The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Admission Requirements
Applicants to this program must provide proof of a standard high school diploma, U.S. GED or foreign equivalent. Other special admissions requirements are associated with this program.

Students must complete a Surgical Technology application, which is available online or in the Registrar’s Office.

Completion Requirements
Test of Adult Basic Education (TABE) minimum scores:
Reading: 11; English: 11; Mathematics: 10

Students must successfully complete all courses listed in the Catalog for this program.

Program Length and Location
Total program hours: 1,340 hours, three terms or approximately one year. This is a full-time day program from 8:00 a.m. until 3:00 p.m. Monday through Thursday. (Clinical hours are 6:45 a.m. until 3:15 p.m.). There are two admission opportunities each year – Summer B (June) and Spring (January). Program offered on the Lake Worth campus.
Medical Coder/Biller
ATD B526
This applied technology diploma program prepares students for employment as medical coders and insurance billers. The medical coder is responsible for assigning correct diagnostic and procedural codes to medical documentation from patients’ medical records to assure appropriate medical insurance billing.

Employment Opportunities
The medical coder has a variety of employment opportunities that include: physician’s office, private billing companies, allied health specialties, hospital and self-employment.

Program Description
The program content is comprehensive to include medical terminology, anatomy and physiology, computer skills, health information management and extensive inpatient and outpatient coding.

Career Path Notes
Students who complete this program are eligible to sit for the American Health Information Management Association (AHIMA) CCA examination and the American Academy of Certified Professional Coders (AAPC) CPC examination.

Admission Requirements
Students must have a high school diploma or GED; high school transcripts must be on file with the Registrar’s Office.
Test of Adult Basic Education (TABE) minimum scores: Language 11; Math 10; Reading 11.

Completion Requirements
All courses must be successfully completed. TABE scores must be at or above minimum level (See Admission Requirements). All financial responsibilities must be satisfied.

Program Length and Location
Total Program Clock Hours: 1,000. Approximate program length: 18 months. This program is offered on the Lake Worth campus.

REQUIRED COURSES  CLOCK HOURS
HSC 0003  Health Care Concepts  78
OTA 0100  Introduction to Keyboarding/Word Processing  60
PRN 0022  Body Structure and Function  69
MEA 0230  Medical Terminology for Body Systems  95
HIM 0001L Advanced Coding Practicum  78
HIM 0439  Pathophysiology and Pharmacology for Health Professions  90
HIM 0280  Fundamentals of Medical Coding  75
OTA 0131  Building Speed and Accuracy  60
HIM 0220  Medical Coding 1  120
HIM 0270  Insurance Billing & Claims  95
HIM 0253  Medical Coding 2  120
HIM 0000  Health Information Management  60

Total Program Hours  1,000

For suggested course sequence, check the Web at www.pbcc.edu/transfer/B526.asp

Medical Transcription
ATD B525
(This program is currently under revision.)
This applied technology diploma program prepares the student for employment as a medical transcriptionist. These professionals listen to medical dictation and produce typed reports from them, which become part of a patient’s permanent health record.

Employment Opportunities
Medical transcriptionists have employment opportunities in a wide variety of settings: physician’s offices, hospitals, imaging centers, specialty health centers, veterinary clinics, and transcription agencies. They also may work as independent contractors or be self-employed.

Program Description
Course content is comprehensive to serve the student with no previous medical background or experience. It includes medical terminology, anatomy and physiology and health information management and employs the SUM program for actual dictation of medical reports.

Career Path Notes
Students who complete this program are eligible to sit for the American Association of Medical Transcriptionists (AAMT) national certification examination.

Admission Requirements
A high school diploma or GED is required; high school transcripts must be on file with the Registrar’s Office.
Test of Adult Basic Education (TABE) minimum scores: Language 11; Math 10; Reading 11.

Completion Requirements
All courses must be successfully completed. TABE scores must be at or above minimum level (see Admission Requirements). All financial responsibilities must be satisfied.

Program Length and Location
Total program hours: 1,157. Approximate program length: 18 months. Program offered on the Lake Worth campus.

REQUIRED COURSES  CLOCK HOURS
HSC 0003  Health Care Concepts  78
OTA 0100  Introduction to Keyboarding/Word Processing  60
PRN 0022  Body Structure and Function  69
MEA 0230  Medical Terminology for Body Systems  95
OTA 0421  Introduction to Office Operations  90
OTA 0131  Building Speed and Accuracy  60
HIM 0030  Fundamentals of Medical Transcription  90
HIM 0031  Medical Transcription 1  240
HIM 0280  Fundamentals of Medical Coding  75
HIM 0032  Medical Transcription 2  240
HIM 0000  Health Information Management  60

Total Program Hours  1,157

For suggested course sequence, check the Web at www.pbcc.edu/transfer/B525.asp
Sonography  **CCC 6312**

**Limited Access**
This college credit certificate program prepares students for a career as a sonographer, who combines creativity and advanced technological equipment to produce images of the body. The diagnostic medical sonographer works with other health care practitioners in the management, control and care of patients referred for ultrasound studies.

**Employment Opportunities**
Students who complete the program may find employment in areas such as hospitals, physicians’ offices, laboratories and commercial companies.

**Program Description**
Sonographers use high frequency sound waves to demonstrate body parts and assist physicians in the diagnosis of medical abnormalities. The sonographer must have an exceptional understanding of human anatomy and an artistic, creative, self-directed approach for locating and demonstrating anatomy and pathology.

**Career Path Notes**
Sonographers may choose to achieve advanced certification in specialized areas of sonography. After completion of the program, students are eligible to take the Registered Diagnostic Medical Sonographers (RDMS) exam.

Credits earned in this program will transfer directly into the associate in science (A.S.) degree in sonography.

**Admission Requirements**
Applicants to this limited access program must document one of the following:

- Completion of a two-year allied health education program that is patient care related, including but not limited to radiography, respiratory therapy or nursing
- A bachelor’s degree in a science or medically related field with a grade of C or higher in the following required classes: anatomy & physiology with a lab, biology with a lab and college algebra.

**Completion Requirements**
Successful completion of all program requirements.

**Program Length and Location**
Total program credits: 42. This is a four-semester curriculum that begins in summer term each year. The courses are sequential and involve practical experience in local hospitals and clinics. Full-time commitment begins in the fall term. Program is offered on the Palm Beach Gardens campus.

**Program Web Site**
[www.pbcc.edu/Sonography](http://www.pbcc.edu/Sonography)

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**REQUIRED COURSES**

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<td>SON 1100</td>
<td>Principles and Protocols of Sonography</td>
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<td>SON 1614</td>
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<td>Abdominal Sonography 1</td>
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<td>Sonographic OB/GYN 1</td>
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<td>SON 1000</td>
<td>Practical Aspects of Sonography 1</td>
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<td>SON 1804L</td>
<td>Clinical Education 1</td>
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<td>SON 1618</td>
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<td>Practical Aspects of Sonography 2</td>
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<td>SON 1814L</td>
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<td>SON 1170</td>
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<td>SON 1824L</td>
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</table>

**Total Program Credits:** 42

For suggested course sequence, check the Web at [www.pbcc.edu/transfer/6312.asp](http://www.pbcc.edu/transfer/6312.asp)
Biotechnology AS 2158

This degree program is designed for students who will seek employment as biotechnology research technicians, biological technicians, cell culture technicians or biotechnology manufacturing technicians, or for persons wanting career advancement already employed in the field.

Employment Opportunities
The program prepares the student for employment in entry-level biotechnology positions. Students can work in the biotechnology industry, pharmaceutical manufacturing and related industries.

Program Description
Course content includes biology and chemistry concepts, algebraic and statistical analysis, basic microbiology concepts, biohazard and safety procedures, human anatomy and physiology, core biotechnical laboratory techniques and industry workplace experience.

Career Path Notes
Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer/transall.asp.

Admission Requirements
All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

Completion Requirements
Students must successfully complete all courses listed in the catalog for this program.

Program Length and Location
Total program credits: 61. Students may complete the program in two years if they attend full-time or three years if they attend part-time. The entire program is offered during the day at the Palm Beach Gardens campus. Some courses are available on other campuses. (See semester schedules for availability or discuss with biotechnology faculty.)

Program Web Site
www.pbcc.edu/biotech

GENERAL EDUCATION REQUIREMENTS CREDITS
ENC 1101 College Composition 1 3
MAC 1105 College Algebra 3
BSC1010 Principles of Biology 1 3
BSC1010L Principles of Biology 1 Lab 1
Any course from Humanities - Area II 3
Any course from Social Science - Area V 3
Total Required General Education Credits 16

REQUIRED COURSES
BSC 2421C Introduction to Biotechnology 4
BSC 2420 Biotechnology 1 3
BSC 2420L Biotechnology 1 Lab 1
BSC 2427C Biotechnology 2, Molecular Biology, Cell and Immunobiology 4
BSC 2945C Biotechnology Internship 2
BSC 1085 Anatomy & Physiology 1 3
BSC 1085L Anatomy & Physiology 1 Lab 1
BSC 1086 Anatomy & Physiology 2 3
BSC 1086L Anatomy & Physiology 2 Lab 1
CHM 1045 General Chemistry 1 3
CHM 1045L General Chemistry 1 Lab 1
CHM 1046 General Chemistry 2 3
CHM 1046L General Chemistry 2 Lab 1
CHM 2210 Organic Chemistry 1 3
CHM 2210L Organic Chemistry 1 Lab 1
CHM 2211 Organic Chemistry 2 3
CHM 2211L Organic Chemistry 2 Lab 1
MCB 2010 Microbiology 3
MCB 2010L Microbiology Lab 1
STA 2023 Statistics 3
Total Required Course Credits 45
Total Program Credits 61

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2158.asp
Dental Hygiene AS 2151

Limited Access
This degree program prepares students for a career as a dental hygienist. As part of a dental team the dental hygienist provides a variety of preventive services to patients in dental health care settings. A significant amount of manual dexterity is required in this profession because dental hygienists manipulate instruments within a patient’s mouth.

Employment Opportunities
Upon completion of this program and passing the licensing examination, you may seek employment as a registered dental hygienist. Other employment opportunities might include public health, dental hygiene educator, and oral health product sales.

Program Description
Coursework for the A.S. degree in Dental Hygiene includes 15 General Education credits, 3 non-technical credits, 18 natural science credits and 52 dental hygiene credits. The dental hygiene topics include general and oral pathology, dental ethics and jurisprudence, community dentistry and pharmacology with application in the clinical components. This degree program is accredited by the American Dental Association (ADA) Commission on Dental Accreditation and approved by the Florida State Board of Dentistry.

All dental hygiene courses must be taken in sequence, and a grade of C or better must be earned in the clinical, laboratory and lecture areas of these courses. A grade of C or better must also be earned in all remaining course requirements for the A.S. degree in dental hygiene. All dental science and natural science courses must have been taken within the past five years.

Career Path Notes
Graduates of this accredited program are eligible to take national and state or regional board examinations to become licensed dental hygienists.

Courses may be transferred from PBCC’s Dental Assisting Certification program (or another ADA Commission on Dental Accreditation Dental Assisting program) and a possibility of up to 19 credit hours may be accepted toward the A.S. degree in dental hygiene. Students from other formal dental hygiene programs may be given credit for their experience through challenge or other means of evaluation.

Special Admission Requirements
The Dental Hygiene program is limited in the number of students it may admit each year. The following minimum criteria are established to be eligible for placement in the selection pool and must be met by the application deadline. Meeting minimum criteria for selection does not guarantee admission to the Dental Hygiene program. Final selection will be made using a point system that credits: the number of required General Education and non-technical program core courses completed at the time of application (see lists at end of this section); grades earned in required basic sciences completed by the time of application (all attempts averaged, including withdrawals); dental assistant work experience; formal education in dental assisting; and completion of any or all of the non-required courses—HSC 1000/1000L, HSC 2100, HSC 2531, SLS 1501 or CGS 1570 (Selection points for these electives will be discontinued for the 2007 application). For further details regarding the point system see the PBCC Dental Hygiene Application form, or contact the dental health services coordinator at (561) 868-3752. If a student is selected and does not enter the program, or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

1. Special Application and Deadline(s)
The applicant must submit a completed Dental Hygiene Application package (including transcripts) to the Limited Access Program Office at the Lake Worth location by May 1 of each year to be eligible for consideration for selection into the program. Application should be submitted before completion of Spring Term courses. The Dental Hygiene program application fee is non-refundable. Applicants who have never been students at PBCC will also have to submit a one-time general College application and fee. Currently enrolled or former PBCC students in credit/vocational credit courses do not have to submit a general College application and fee.

2. Academic High School Diploma or GED
All applicants must hold either a standard high school diploma or a U.S. GED certificate. Proof of this must be submitted directly to the Registrar’s Office at the Lake Worth location from the issuing school or agency.

3. Transcripts
All applicants who have attended other colleges/universities must have official transcripts from the issuing institution submitted directly to the Registrar’s Office at the Lake Worth location.

4. Cumulative Grade Point Average
A minimum 2.0 cumulative college GPA is required to be eligible for selection.

5. Placement Test Scores
Placement tests must be taken, and scores must meet minimum requirements for entrance into college-level English and mathematics courses. If scores do not meet minimum requirements, prescribed remediation must have been successfully completed by the application deadline. Completion with a grade of C or higher of a minimum of three college credits in math and/or English may be used in lieu of placement test scores to be eligible for consideration for selection into the program. However, placement test scores will be required to graduate even if previous math or English courses are used to meet selection eligibility criteria.

6. Program Interview/Counseling
All students are strongly urged to speak with the dental health services coordinator as early as possible prior to application. Call (561) 868-3752 for an appointment or e-mail kuzmireb@pbcc.edu.

7. Special Notes
A. Applicants who have completed an articulated, accredited dental assisting program at this or another Florida institution must have passed all articulated (dental hygiene) courses in that program with a grade of C or higher to be considered for selection for admission.

B. Except for applicants mentioned above in A, all students accepted into the program must have completed all required natural science courses with a grade of C or better prior to the beginning of the Dental Hygiene program (but no more than five years prior to the application deadline date). See list of required sciences at the end of this section.
Those specified in Section A may defer completion of all required basic science courses (with a grade of C or better) until the end of the first term of the program.

C. Once officially accepted into the Dental Hygiene program, a PBCC Disposition of Medical Status form dated within one year prior to the start of the program must be submitted by the applicant.

D. All accepted applicants for the Dental Hygiene program are strongly encouraged to be currently immunized against communicable diseases, including Hepatitis B. Documentation of completion of, or refusal to obtain, Hepatitis B immunization must be provided upon entrance into the program.

E. The student will be automatically enrolled in the student accident/health insurance coverage program provided by PBCC.

F. If a student has withdrawn from or received a grade of less than C in a dental hygiene technical core course, that student will not be able to continue in the program. To re-enter the program, he/she must reapply for a position in the following year’s class on a space-available basis. If accepted, the student will then be required to: (1) repeat the failed or withdrawn course and (2) repeat for audit his/her last successfully completed clinical course. If a student has two separate failures in any course or courses with the prefixes DEH, DES, DEA (from either the Dental Hygiene or Assisting Program) he/she will be ineligible for initial selection for admission or for re-entry into the Dental Hygiene Program.

All General Education requirements must be completed with a grade of C or better in order to be given credit for selection and/or graduation.

Completion Requirements
Successfully complete all program requirements.

Program Length and Location
The program is approximately 21 months in length, not including the time necessary to complete the required General Education and non-technical program core courses. It begins with the fall term of each year and is structured as a daytime program only. It is offered on the Lake Worth campus.

Program Web Site
www.pbcc.edu/dentalhy

GENERAL EDUCATION REQUIREMENTS CREDITS
ENC 1101 College Composition 1 3
PSY 2012 General Psychology 3
SPC 1016 Fundamentals of Speech Communication 3
SYG 2000 Introduction to Sociology 3
Any course from Humanities - Area II 3
Total Required General Education Credits 15

NON-TECHNICAL PROGRAM REQUIREMENTS
MAT 1033 Intermediate Algebra
- or -
MTB 1103 Business Mathematics 1
- or -
Any course from Mathematics - Area III 3
Total Required Non-Technical Credits 3

NATURAL SCIENCE PROGRAM REQUIREMENTS
BSC 1085 Anatomy & Physiology 1 3
BSC 1085L Anatomy & Physiology 1 Lab 1
BSC 1086 Anatomy & Physiology 2 3
BSC 1086L Anatomy & Physiology 2 Lab 1
CHM 1020 Principles of Chemistry 3
HUN 1201 Elements of Nutrition 3
MCB 2010 Microbiology 3
MCB 2010L Microbiology Lab 1
Total Required Natural Science Credits 18

REQUIRED COURSES
DEH 1003 Dental Hygiene Instrumentation 1
DEH 1003L Dental Hygiene Instrumentation Lab 2
DEH 1130 Oral Embryology and Histology 1
DEH 1800 Dental Hygiene 1 1
DEH 1800L Dental Hygiene 1 Lab 4
DEH 1802 Dental Hygiene 2 1
DEH 1802L Dental Hygiene 2 Lab 1
DEH 1811 Dental Ethics and Jurisprudence 1
DEH 2300 Pharmacology 2
DEH 2400 General and Oral Pathology 2
DEH 2603 Periodontology 2
DEH 2701 Community Dentistry 2
DEH 2702L Community Dentistry Practicum 1
DEH 2804 Dental Hygiene 3 1
DEH 2804L Dental Hygiene 3 Lab 4
DEH 2806 Dental Hygiene 4 1
DEH 2806L Dental Hygiene 4 Lab 5
DEH 2934 Compromised Patient 1
DES 1020 Dental Anatomy * 3
DES 1100 Dental Materials * 2
DES 1100L Dental Materials Lab * 1
DES 1200 Dental Radiology * 2
DES 1200L Dental Radiology Lab * 1
DES 1600 Office Emergencies* 1
DES 1800 Introduction to Clinical Procedures * 3
DES 1800L Introduction to Clinical Procedures Lab * 1
DES 1830 Expanded Functions Lecture* 1
DES 1830L Expanded Functions Lab* 1
DES 1840 Preventive Dentistry * 2
DES 2502 Office Management * 1
Total Required Dental Hygiene Credits 52

Total Program Credits 88

* These courses will articulate from the PBCC Dental Assisting Program.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2151.asp
Dietetic Technician AS 2512

(This program is suspended for the 2006-2007 academic year.)

Limited Access
This degree program prepares the student for a career in dietetic technology. Dietetic technicians team with Registered Dietitians and other health care professionals to improve people’s health through proper nutrition.

Employment Opportunities
Employment outlook is excellent in this fascinating and fast-growing field. The program prepares students for careers in dietetic technology at work sites including hospitals, skilled nursing facilities, schools, residential and group care facilities, health spas and community agencies.

Program Description
In this accredited program, students receive education in food, nutrition and management, along with 450 hours of supervised hands-on experience.

The curriculum has been developed using American Dietetic Association (ADA) guidelines. Graduates of the program are eligible to sit for the Dietetic Technician Registry Exam to receive the credentials DTR. These credentials are recognized nationwide and are used to identify individuals qualified to provide nutrition services under the supervision of a Registered Dietitian (R.D.).

Career Path Notes
Program completion qualifies the student to take the national exam to become a registered dietetic technician.

Students can transfer to Florida International University for a four-year Bachelor of Science degree in dietetics and nutrition. Students must discuss this option with the PBCC dietetics department chairperson before taking any courses. For information on transfer agreements, visit www.pbcc.edu/trnsfr/transall.asp.

Special Admission Requirements

1. Special Application and Deadline
   A. New Students
   After completion of HUN 1201 and FSS 1210 with a grade of C or better, the student must submit a completed application package to the Dietetic Technician department chair no later than November 1 to be eligible for consideration for selection into the program which begins the following January. If HUN 1201 and FSS 1210 are in progress in the fall term, midterm grades will be used to evaluate the student for admission into the selection pool, and acceptance to the program will be conditional on completion of the courses with a grade of C or better. Meeting criteria for the program does not guarantee admission into the Dietetic Technician program. Final selection will be based on the applicant pool and is contingent on the number of field-experience sites available to the students. If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent process.

B. Dietetic Technician Transfer Students
   Students from other American Dietetic Association approved/accredited programs will be given credit for equivalent coursework or may obtain credit for experience through challenge exams or other means of evaluation. Transcripts will be evaluated on a case-by-case basis.

2. Academic High School Diploma or GED
   Proof of a standard high school diploma or a U.S. GED certificate must be submitted.

3. Transcripts
   Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Lake Worth location.

4. Cumulative Grade Point Average (GPA)
   Cumulative grade point average must be at least 2.0 in all previous college work attempted.

5. Placement Test Scores
   Placement tests must be taken, and scores must meet minimum requirements for entrance into college-level English and mathematics courses. If scores do not meet minimum requirements, prescribed remediation must have been successfully completed before entrance into the program.

6. Medical Exam
   A medical exam is not required for application to the program but will be required if the student is accepted into the program. (See 8-B below.)

7. Program/Interview Counseling
   The applicant must have an interview with the Dietetic Technician department chair at the Lake Worth location prior to application. Call (561) 868-3352 for an appointment.

8. Special Notes
   A. Preference in selection will be given to applicants who have work or volunteer experience in either health care or food service.

   B. Once officially accepted into the Dietetic Technician program, the applicant must submit results of a medical examination on PBCC Allied Health Examination forms dated within one year prior to the start of the program.

   C. A grade of C or higher must be earned in all coursework required for the program, and the student must have a minimum 2.0 grade point average (GPA) to graduate.

   D. The student will automatically be enrolled in the student accident/health insurance coverage program provided by PBCC.

Completion Requirements
Students must successfully complete all courses listed in the Catalog for this program.

Program Length and Location
Including prerequisites, General Education requirements, non-technical core requirements, technical core requirements and electives, there are 64 total program credits which must be completed. Approximate program length: two years. Program is offered on the Lake Worth campus.

Program Web Site
www.pbcc.edu/dietetic
PROGRAM PREREQUISITES

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<td>FSS 1210C Elements of Food Science &amp; Techniques</td>
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GENERAL EDUCATION REQUIREMENTS

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<td>SPC 1016 Fundamentals of Speech Communication</td>
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<td>SYG 2000 Introduction to Sociology</td>
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NON-TECHNICAL PROGRAM REQUIREMENTS

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<td>CGS 1570 Microcomputer Applications</td>
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<td>HSC 1000 Introduction to Health Care</td>
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<td>HSC 1000L Introduction to Health Care Lab</td>
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<td>HSC 2531 Medical Terminology</td>
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<td>MAT 1033 Intermediate Algebra</td>
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<td>MTB 1103 Business Mathematics 1</td>
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<td>Any course from Mathematics - Area III</td>
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ELECTIVES

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Total Program Credits 64

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2512.asp

Nursing AAS A309

Limited Access

This degree program focuses on: wellness of self and others; technical nursing skills across the life span in both acute care facilities and the community (home) environment; critical care concepts; and professional development. Upon graduation, the student is awarded an associate in applied science degree and is eligible to take the National Council Licensing Exam (NCLEX) to become a Registered Nurse (RN).

As such, the graduate will be a collaborative and integral member of the changing health-care system. Prior to applying for entrance any individual with an arrest record is advised to seek counseling regarding possible limitations toward licensure.

Employment Opportunities

Some types of organizations that employ RNs are: health care agencies, hospitals, nursing homes, extended care facilities, hospice, community and home health agencies, rehabilitation centers, county corrections, schools and physicians offices.

Program Description

This program is approved by the Florida Board of Nursing and accredited by the National League for Nursing Accrediting Commission (NLNAC). Program data is annually updated with The National League for Nursing Accrediting Commission, 61 Broadway, 33rd floor, New York, NY 10006, phone: (800) 669-1656, Web site: www.NLNAC.org.

Available within this program is admission as either a beginning (generic) or an LPN/transfer student. Since nursing is a limited access program, entrance requirements are the same; however, the process differs for generic and LPN/transfers. Generic students submit information and documents directly to the PBCC Limited Access Program Office, phone number: (561) 868-3040. LPN/transfer students submit college application and transcripts to the Admissions Office and all other information directly to the PBCC Nursing Office.

The Nursing Program at PBCC is committed to providing the best education for students seeking an Associate of Applied Science Degree (A.A.S.) in Nursing. The program is designed to provide educational and clinical experiences leading to employment in beginning positions as technical nurses in hospitals or comparable facilities.

Career Path Notes

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer/transall.asp.

Special Admission Requirements

The following criteria are established to be eligible for placement in the selection pool. Meeting the criteria for selection does not guarantee admission to the Nursing program. Final selection will be made using a point system that credits former college education; Nursing program General Education requirements completed; cumulative grade point average; NLN pre-admission scores; health-related work experience; and Florida residency by the time of application. (For details regarding the point system, see the PBCC Nursing Application Form.) These criteria supersede any previous information.
If a student is not selected, or is selected and does not enter the program, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

1. Special Application and Deadline(s)
   A. Generic Students
      Must submit a completed PBCC Nursing Program Application to the Limited Access Program Office (Lake Worth) by June 1 for fall term or October 1 for spring term.
   B. LPN/Transfer Students
      Must submit PBCC’s General Admission Application to the PBCC Admissions Office and send the Nursing Department a letter of intent. All admission criteria must be completed by August 1 for fall term and November 15 for spring term, LPNs are admitted on a space available basis.

2. Standard High School Diploma or GED
   Proof of a standard high school diploma or a U.S. GED certificate must be submitted.

3. Transcripts
   Official transcripts of high school and all previous college work must be submitted to the Registrar’s Office at the Lake Worth location.

4. Cumulative Grade Point Average
   Cumulative grade point average must be at least a 2.0 in all previous college work attempted.

5. Medical Exam
   See section 7-G(iii), which follows.

6. Program Interview/Counseling
   All prospective students are expected to attend a group information session prior to application. Contact the Nursing Office for information at (561) 868-3412.

7. Special Notes
   A. NLN Pre-admission Exam (generic students only).
      Applicants must have NLN Pre-admission test scores on file in the Admissions Office and score at 50 or above or remediate using the Critical Thinking course NUR 1090 and then retake the NLN exam. Information regarding testing dates is available through the Limited Access Program Office or the Testing Center.
   B. The following courses must be completed with a C or higher prior to submitting an application for consideration:
      (1) Chemistry: One year of high school chemistry or one semester of college chemistry (CHM 1020 or equivalent).
      (2) Human Growth & Development: Completion of NUR 2130 (Human Growth and Development), HSC 1010 (Introduction to Developmental Concepts for Health Care Providers) or equivalent.
      (3) Anatomy & Physiology: Completion of college-level Anatomy & Physiology I (lecture and lab - BSC 1085 and BSC 1085L) completed within the last 10 years.
      (4) Introduction to Health Care: Completion of the high school Tech Prep curriculum or college Introduction to Health Care (HSC 1000 and HSC 1000L). Experiential learning credit is available for qualified students. Contact the Nursing and Wellness Office for details.
   C. LPN applicants only (in addition to 7.B. above):
      (1) LPN license: documentation of a valid Florida license
      (2) LPN competencies: documentation of one of the following:
         (a) Six months LPN work experience within the last five years
         OR
         (b) Graduation from LPN school within the past six months.
   D. Transfer Students
      Nursing courses may be challenged. Submit nursing course syllabi of the transferring college to the Nursing program for review.
   E. Challenge Credit
      If previous experience and academic preparation warrants, any student may challenge nursing and other General Education courses through challenge and/or CLEP exams. Challenge exams MUST be arranged through the Nursing program. CLEP exams are arranged with the Testing Center. PBCC is a participating institution for the ACT-PEP nursing exams. Selected ones are acceptable at admission. Contact the Nursing Department for specifics.
F. Readmissions

Students who have been academically dismissed from PBCC’s Nursing program or any other nursing program may (re)apply only after successful completion of an LPN program. If the student was dismissed from another institution, then a letter of good standing is needed for the PBCC nursing program from the Dean of Health Sciences of the institution the student was dismissed from. Application is the same as stated above for LPNs. (See Nursing Student Handbook for progression statement.)

ALL of the above requirements must be completed before the applicant will be considered for selection.

G. After admission and before beginning any nursing course sequence, the following documentation must be provided to the Nursing Department

1. Proof of medical/accident insurance during each enrollment period
2. Valid CPR certificate
3. Completed medical form exam (including immunizations and/or titers)
4. Drug screening
5. Criminal background screening

H. General Education courses must be taken in their course sequencing but may be taken concurrently or prior to the nursing courses. The student must maintain at least a C in all nursing and General Education courses for program continuation and graduation.

I. For admission, progression and completion of the Nursing program, the academic unit will evaluate the following areas of competency: emotional, perceptual, cognitive, functional and physical. Reasonable accommodation will be made on an individual basis in accordance with the adaptations set forth in the Essential Competency Study of the National Council of State Boards of Nursing, Inc. (Chornick, 1994). For further information, contact the Nursing Office.

Completion Requirements

All program requirements must be successfully completed.

Program Length and Location

Total program credits: 72. Approximate program length: two years. Program is offered at the Lake Worth and Belle Glade locations.

The program may be completed part-time, evenings and weekends. Many prerequisite courses are offered as online courses to meet the demands of student schedules. Some nursing courses are offered in the evenings but the majority are daytime classes. Currently NUR 2000L, NUR 1141, NUR 2140 and NUR 1023 are offered as online courses, once the pre-requisites have been completed. Also, there is an LPN to RN transition program.

Program Web Site

www.pbcc.edu/nursing

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PROGRAM PREREQUISITES      CREDITS
(See preceding Special Notes 7.B.)       6
Total Required Prerequisite Credits       6

GENERAL EDUCATION REQUIREMENTS

<table>
<thead>
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<tr>
<td>ENC 1101</td>
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<tr>
<td>MCB 2010</td>
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Any course from Humanities - Area II*       3

Total Required General Education Credits       17

REQUIRED COURSES

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<td>NUR 1022L</td>
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<td>NUR 1023</td>
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<td>3</td>
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<td>NUR 1141</td>
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<td>NUR 2140</td>
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<td>NUR 1213</td>
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<td>NUR 2943L</td>
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</table>

Total Required Course Credits       49

Total Program Credits       72/74

*Humanities - art, literature or music
**LPNs/Transfers only prior to first clinical nursing course

For suggested course sequence, check the Web at www.pbcc.edu/transfer/A309.asp
Radiography  AS 2303

Limited Access
This degree program prepares the student to become a radiologic technologist, combining the high technology of medical imaging with skills of patient care to create X-ray images or radiographs.

Employment Opportunities
The job outlook is excellent for diagnostic imaging personnel. The program has a 100 percent job placement rate, and graduates work in hospitals, imaging centers and doctors’ offices.

Program Description
The program has a 24-month, competency-based curriculum that includes practical experience in local hospitals. Beginning each January, the program requires a full-time commitment between 8 a.m. and 4 p.m. daily. For more information, visit www.pbcc.edu/radiography.

This program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 900, Chicago IL 60606, phone (312) 704-5300, Web site: www.jrcert.org.

Career Path Notes
This program is articulated 2+2 with the University of Central Florida’s bachelor’s degree program in Radiologic Science. For information on transfer agreements, visit www.pbcc.edu/transfer/transall.asp.

As a profession, radiography emphasizes career development which leads to additional certification in CT (computerized tomography), MRI (magnetic resonance imaging), nuclear medicine, radiation therapy, sonography, mammography and vascular imaging.

Special Admission Requirements
The following criteria are established to be eligible to be placed in the selection pool. Meeting the criteria for selection does not guarantee admission to the Radiography program. Final selection will be based on the applicant pool. If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

1. Special Application and Deadline
The applicant must complete and submit the Radiography program application package by Sept. 1 of each year in order to be eligible for consideration for selection into the program.

2. Standard High School Diploma or GED
Proof of a standard high school diploma or a U.S. GED certificate must be submitted.

3. Transcripts
Official transcripts of high school and all previous college work must be submitted to the Registrar’s Office at the Palm Beach Gardens location.

4. Cumulative Grade Point Average
Cumulative grade point average must be at least 2.0 in all previous college work attempted.

5. Placement Test Scores
Placement test scores must meet minimum requirements for entrance into college-level English and math courses or required remediation must have been successfully completed. Completion (C or higher) of three college credits for math and for English courses may be used in lieu of placement scores.

6. Program Advisement
The program faculty conduct a mandatory open house advisement session.

7. Prerequisite: Hospital Observation
Each prospective student must document at least eight hours of observation in a radiology department.

Completion Requirements
All program requirements must be successfully completed.

Program Length and Location
Total program credits: 77. This is a two year-program beginning in January each year and requires a full-time commitment. Students attend clinical education at local hospitals three days a week each semester. The program is offered on the Palm Beach Gardens campus.

Program Web Site
www.pbcc.edu/radiography
### Program Prerequisites

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>HSC 1000 Introduction to Health Care *</td>
<td>(or equivalent)</td>
</tr>
<tr>
<td>HSC 1000L Introduction to Health Care Lab *</td>
<td>(or equivalent)</td>
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<tr>
<td>BSC 1085 Anatomy &amp; Physiology 1</td>
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<td>BSC 1085L Anatomy &amp; Physiology 1 Lab</td>
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</table>

**Total Required Prerequisite Credits:** 7

* Credit for these courses is not counted toward 77 credits in program total.

### General Education Requirements

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<th>Credits</th>
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<tr>
<td>BSC 1086 Anatomy &amp; Physiology 2</td>
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<td>ENC 1101 College Composition 1</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105 College Algebra (or higher)</td>
<td>3</td>
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<tr>
<td>PSY 2012 General Psychology</td>
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<tr>
<td>Any course from Humanities - Area II</td>
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**Total Required General Education Credits:** 16

### Required Courses

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<td>CGS 1570 Microcomputer Applications (or equivalent)</td>
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<tr>
<td>RTE 1000 Introduction to Radiography</td>
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<td>RTE 1401 Radiographic Imaging 1</td>
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<td>RTE 1503 Radiographic Procedures 1</td>
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<td>RTE 1513 Radiographic Procedures 2</td>
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<td>RTE 1804 Radiographic Clinical Education 1</td>
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<td>RTE 2613 Radiologic Physics</td>
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<td>RTE 2130 Pharmacology for Medical Imaging</td>
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<td>RTE 2385 Radiobiology</td>
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<td>RTE 2563 Advanced Medical Imaging</td>
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<td>RTE 2473L Radiography Seminar</td>
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<td>RTE 2854 Radiographic Clinical Education 6</td>
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**Total Required Course Credits:** 57

**Total Program Credits:** 77

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2303.asp
Respiratory Care AS 2148

Limited Access
This degree program is designed for the student who wants to be employed as a respiratory care practitioner. Earning the A.S. degree in respiratory care enables the student to sit for the National Board for Respiratory Care (NBRC) Registry Exam to become a Registered Respiratory Therapist (RRT). The Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredits programs in respiratory care education upon the recommendation of the Committee on Accreditation for Respiratory Care (CoARC).

Employment Opportunities
Respiratory care is one of the fastest growing professions in the country. The need for respiratory therapists is expected to increase 42.6% through 2008 nationally and more so in Florida. PBCC graduates have enjoyed 100 percent job placement.

Respiratory care, also known as respiratory therapy, is an allied health profession that cares for patients with deficiencies and abnormalities of the cardiopulmonary system. Respiratory therapists see a diverse group of patients ranging from newborn and pediatric patients to adults and the elderly. They bring help and relief to patients suffering from asthma, emphysema, chronic obstructive lung disease, pneumonia, cystic fibrosis, infant respiratory distress syndrome, acute respiratory distress, congestive heart failure and conditions brought on by shock, trauma or post-operative surgical complications. Respiratory therapists also are involved in many specialty areas of the hospital such as labor and delivery, neonatal pediatric and adult intensive care, pulmonary function laboratory, sleep centers, pulmonary and cardiac rehabilitation, hyperbaric therapy, bronchoscopy and more. There are many opportunities outside of the hospital as well.

Program Description
Graduates of this American Medical Association recognized and nationally accredited program have high employment success because of training in basic life support, advanced cardiac life support, neonatal resuscitation, pediatric life support, electrocardiography, pulmonary function technology and more.

Career Path Notes
Earning the A.S. degree in respiratory care enables the student to sit for the National Board for Respiratory Care (NBRC) Registry Exam to become a Registered Respiratory Therapist (RRT).

Program graduates can transfer to the University of Central Florida to complete a bachelor of science degree in cardiopulmonary sciences. For information on transfer agreements, visit www.pbcc.edu/transfer/transall.asp.

Special Admission Requirements
1. Special Application and Deadline(s)
   A. Beginning program students: Attend mandatory group counseling session; complete program application prior to the deadline on the Respiratory Care application to be considered for eligibility in selection process.
   B. Respiratory care technology transfer students: Arrange appointment with program director prior to application submission. Transcripts from college transferring from must be evaluated prior to placement consideration.
   C. Other transfer students: Arrange appointment with program director prior to application submission. Advanced placement for previous experience and/or academic preparation may be considered. Competency testing may be required at the discretion of the program director for advanced placement or transfer requests.

2. Standard High School Diploma or GED
   Proof of a standard high school diploma or a U.S. GED certificate must be submitted.

3. Transcripts
   Official transcripts of high school and all previous college work must be submitted to the Registrar’s Office at the Palm Beach Gardens location.

4. Cumulative Grade Point Average (GPA)
   Cumulative grade point average must be at least 2.0 on a scale of 4.0 in previous college work attempted. The student must have at least 12 or more semester hours of college in order to use college GPA; otherwise, high school GPA will be used.

5. Placement Test Score
   College Placement Test scores must meet minimum requirements for entrance into college-level English, math and reading courses or required remediation must have been successfully completed. Successful completion (C or higher) of a minimum three college credits for College Algebra and College English may be used in lieu of placement scores for the selection eligibility. Placement scores must be less than two years old.

6. Medical Exam
   Once accepted into the program, applicants must submit a completed Palm Beach Community College Allied Health Medical Examination Form documenting laboratory tests and immunizations completed by a Medical Doctor (MD), Doctor of Osteopathy (DO), Advanced Registered Nurse Practitioner (ARNP), or Physician Assistant (PA). All accepted applicants for this program are strongly encouraged to be currently immunized against Hepatitis B Virus (HBV). Documentation of completion of or refusal to obtain Hepatitis B vaccine must be provided upon entrance into the program.

7. Background Checks and Drug Screening
   Once accepted into the program, applicants will be required to provide results of clear criminal background check and drug screening.

8. Program/Interview Counseling
   Mandatory group counseling sessions are scheduled throughout the year at various locations of PBCC. These sessions offer the student guidance through the application process.

9. Special Notes
   All professional courses (RET prefix) are taught in a sequence. Each RET course serves as the prerequisite for the subsequent course. Consequently, all professional courses must be taken in sequence. Failure to successfully complete a professional course with a grade of C or higher means the student may not advance to the next course in the program. The student may request to re-enter the program and take the course again at the next offering. Students wishing to repeat the course must request consideration in writing to the program director at least two months prior to the semester they wish to return. There is no guarantee of reinstatement to the program. Readmitted students may be required to repeat corequisite courses even if a grade of C was earned in the previous attempt. This is necessary to ensure that the student
is current in his/her skills. Students who voluntarily withdraw from the program either passing or failing have no guarantee for readmission. Students dismissed from a clinical affiliate due to patient safety issues may NOT be eligible for readmission.

**Respiratory Care Program Readmission Procedure**

Students wishing consideration of readmission must petition in writing to the department chair/program director at least two months prior to the semester they wish to return. The following procedure is required:

1. At the time the student does not successfully complete a sequenced course, the department chair/program director conducts an exit interview/counseling session with the student to document the reason(s) for leaving and develop an action plan for remediation.

2. At least two months prior to the beginning of the semester in which the student wishes to re-enter, he/she must submit a request in writing to the department chair/program director. A copy of this letter is forwarded to the Registrar’s Office limited access admissions counselor.

3. Students who withdraw (“W”), regardless of academic status, from the program must make application for readmission to the Respiratory Care program one semester prior to requesting reentry to the program and no later than two years after dropping out.

4. Students who fail (“F”) or withdraw (“W”) must:
   a. Make an application/written petition as described above.
   b. Be interviewed by a review panel selected by the department chair, composed of Business Partnership Council members, clinical instructors, faculty and other PBCC staff.

5. All students who reapply for admittance to the program may be required to take challenge exams (cognitive, psychomotor and/or clinical) prior to readmission to help determine the point at which the student may be allowed to re-enter the program.

6. If any clinical affiliate refuses to allow a student privileges due to patient safety issues may NOT be eligible for readmission.

7. Students who have two academic failures in two separate attempts to complete the program will not be considered for readmission.

8. If medical conditions were involved, written verification of good health and ability to function safely in clinical situations is required.

9. Students who withdraw, regardless of academic status, have no guarantee of readmittance to the program.

10. The student applicant will be notified in writing of the final program decision within seven working days.

Students are encouraged to complete as many General Education courses as possible prior to entering the program. Completion of co-requisite course work with a C or higher prior to beginning the program earns the applicant points towards the selection criteria. Required courses to be completed prior to the program are HSC 1000/1000L Introduction to Health Occupations and Lab and BSC 1085/1085L Anatomy & Physiology 1 and Lab. Program graduates upon passing the NBRC examinations then apply for Florida state licensure to practice. Licensure in the state of Florida must meet Florida Department of Health, Board of Respiratory Care requirements. See program application packet for affidavit.

**Completion Requirements**

Successfully complete all program requirements and all required courses with a grade of C or higher.

**Program Length and Location**

This is a two-year program beginning in August each year. It requires a full-time commitment. The program is offered on the Palm Beach Gardens campus.

**Program Web Site**

[www.pbcc.edu/Respiratory](http://www.pbcc.edu/Respiratory)

**PROGRAM PREREQUISITES**

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<thead>
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<th>CREDITS</th>
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<td>Anatomy &amp; Physiology 1 Lab</td>
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<td>HSC 1000</td>
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<td>HSC 1000L</td>
<td>Introduction to Health Care Lab</td>
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**Total Required Prerequisite Credits**

7

* Credit for these courses is not counted toward 76 credits in program total.

**GENERAL EDUCATION REQUIREMENTS**

**REQUISITES**

- ARH 1000 Art Appreciation
- THE 1000 Theatre Appreciation
- MCB 2010L Microbiology Lab
- MAC 1105 College Algebra
- MCB 2010 Microbiology
- SYG 2000 Introduction to Sociology

**Total Required General Education Credits**

23

* It is suggested that these courses be completed prior to program entry.

**REQUIRED COURSES**

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<td>Physics for Allied Health Professions</td>
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<tr>
<td>RET 1272</td>
<td>Fundamentals of Respiratory Care 1</td>
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<td>RET 1874L</td>
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**Total Required Course Credits**

49

**Total Program Credits**

76

For suggested course sequence, check the Web at [www.pbcc.edu/transfer/2148.asp](http://www.pbcc.edu/transfer/2148.asp)
Sonography AS 2313

Limited Access
This degree program combines creativity and advanced technological equipment to produce images of the body. The diagnostic medical sonographer works with other health care practitioners in the management, control and care of patients referred for ultrasound studies.

Employment Opportunities
Students who complete the program may find employment in areas such as hospitals, physicians' offices, laboratories and commercial companies.

Program Description
Sonographers use high frequency sound waves to demonstrate body parts and assist physicians in the diagnosis of medical abnormalities. The sonographer must have an exceptional understanding of human anatomy and an artistic, creative, self-directed approach for locating and demonstrating anatomy and pathology.

Career Path Notes
Sonographers may choose to achieve advanced certifications in specialized areas of sonography. After completion of the program, students are eligible to take the Registered Diagnostic Medical Sonographers (RDMS) exam.

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer/transall.asp.

Admission Requirements
Applicants to this limited access program must document one of the following:

- Completion of a two-year allied health education program that is patient care related, including but not limited to radiography, respiratory therapy or nursing
- A bachelor's degree in a science or medically related field with a grade of C or higher in the following required classes: anatomy & physiology with a lab, biology with a lab and college algebra.

Completion Requirements
All program requirements must be successfully completed.

Program Length
Total program hours: 72. The program has a four-semester competency-based curriculum. The courses are sequential and involve practical experience in local hospitals and clinics. Full-time commitment begins in the fall term. Program offered on the Palm Beach Gardens campus.

Program Web Site
www.pbcc.edu/Sonography

GENERAL EDUCATION REQUIREMENTS

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<tr>
<th>COURSE</th>
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<tr>
<td>BSC 1085</td>
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Total Required General Education Credits 19

NON-TECHNICAL CORE REQUIREMENTS

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Total Required Non-Technical Core Credits 11

TECHNICAL CORE REQUIREMENTS*

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Total Required Technical Core Credits 42

Total Program Credits 72

* Technical Core courses must be taken sequentially.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2313.asp
Adult Echo Sonography
ATC 4313

This advanced technical certificate program prepares students for employment as Adult Echo Sonographers.

Employment Opportunities
Students who complete the program may find employment in areas such as hospitals, physicians’ offices, laboratories and commercial companies.

Program Description
Sonographers use high frequency sound waves to demonstrate body parts and assist physicians in the diagnosis of medical abnormalities. The sonographer must have an exceptional understanding of human anatomy and an artistic, creative, self-directed approach for locating and demonstrating anatomy and pathology.

Career Path Notes
After completion of the program, students are eligible to take the Registered Diagnostic Medical Sonographers (RDMS) exam in Adult Echo Sonography.

Admission Requirements
Applicants must be RDMS sonographers or have completed a two-year accredited health science program, such as but not limited to radiology, respiratory or nursing.

Completion Requirements
All program requirements must be successfully completed.

Program Length and Location
Total program credits: 17. Program is offered on the Palm Beach Gardens campus.

Program Web Site
www.pbcc.edu/Sonography

REQUIRED COURSES CREDITS
SON 2130 Sonography of Heart and Chest 1 3
SON 2400L Clinical Education Echo 1 4
SON 2131 Sonography of Heart and Chest 2 3
SON 2401L Clinical Education Echo 2 4
Total Required Course Credits 14

ELECTIVES (CHOSE ONE)
SON 2402L Clinical Education Echo 3 3
SON 2936 Adult Echo Sonography Seminar 3
Total Required Elective Credits 3
Total Program Credits 17

For suggested course sequence, check the Web at www.pbcc.edu/transfer/4313.asp

Cardiovascular Intervention Technology ATC 4320

This advanced technical certificate program is a three-course, three-semester program which begins in the fall of each year and ends at the end of the following summer (i.e., August 2006–August 2007).

Employment Opportunities
This curriculum is offered to the Radiologic Technologist (RT) credentialed by the American Registry of Radiologic Technologists (ARRT). This coursework is offered for the RT who desires to become proficient in the advanced modality of Cardiovascular Interventional Technology (CVIT) and in preparation for the advanced modality registration examination offered by the ARRT in CVIT.

Program Description
The program is designed to meet the needs of the radiologic technology professional for formalized, specialized training. Course offerings include Introduction to Cardiovascular Interventional Technology, Cardiovascular Interventional Technology II, Pharmacology for Medical Imaging, and Advanced Pathophysiology.

Career Path Notes
College credit will be awarded; technologists with an A.S. degree will also be eligible to receive a certificate upon successful completion of the nine credit hour ATC program. ARRT technologists without an A.S. degree may earn their degree through the completion of required coursework at the college. Continuing education credit (CEUs) will also be granted for courses completed with a grade of “C” or better.

Admission Requirements
These courses are available to any active, current RT in good standing with the American Registry of Radiologic Technologists (ARRT). Please refer to course descriptions for any prerequisite requirements. All courses must be completed with a grade of C or better to be awarded an Advanced Technical Certificate.

Completion Requirements
All program requirements must be successfully completed.

Program Length and Location
Nine credit hours, or approximately one year. Program offered on the Lake Worth campus.

REQUIRED COURSES CREDITS
RTE 2582 Cardiovascular Intervention Technology 1 3
RTE 2583 Cardiovascular Intervention Technology 2 3
Total Required Course Credits 6

ELECTIVES
Choose one
RTE 2130 Pharmacology for Medical Imaging 3
RTE 2583L Cardiovascular Intervention Technology Clinical Education 3
RTE 2785 Advanced Pathophysiology for Medical Imaging 3
Total Required Elective Credits 3
Total Program Credits 9

For suggested course sequence, check the Web at www.pbcc.edu/transfer/4320.asp
Computed Tomography  
ATC 4321

This advanced technical certificate program is a three-course, one-semester program that begins spring term of each year (i.e., January – May 2007).

Employment Opportunities
This ATC curriculum is offered to Radiologic Technologists (RTs) credentialed by the American Registry of Radiologic Technologists (ARRT). This coursework is offered for the RT who desires to become proficient in the advanced modality of Computed Tomography (CT) and in preparation for the advanced modality registration examination offered by the ARRT in CT.

Program Description
This program is designed to meet the needs of the radiologic technology professional for formalized, specialized training. Available classes include Cross Sectional Anatomy, Computed Tomography, Computed Tomography Clinical Education, Pharmacology for Medical Imaging and Advanced Pathophysiology for Medical Imaging.

Career Path Notes
College credit will be awarded; technologists with an A.S. degree will also be eligible to receive a certificate upon successful completion of the nine credit hour ATC program. ARRT technologists without an A.S. degree may earn their degree through the completion of required coursework at the college. Continuing education credit (CEUs) will also be granted for courses completed with a grade of “C” or better.

Admission Requirements
Please refer to course listings for any prerequisite requirements. All courses must be completed with a grade of C or better to be awarded an Advanced Technical Certificate.

Completion Requirements
Successfully complete all program requirements.

Program Length and Location
Nine credit hours, or approximately one semester. Offered on the Palm Beach Gardens campus.

REQUIRED COURSES  CREDITS
RTE 2571  Computed Tomography  1  3
RTE 2571L  Computed Tomography Clinical Education  3
RTE 2762  Cross Sectional Anatomy  3

Total Program Credits  9

For suggested course sequence, check the Web at www.pbcc.edu/transfer/4321.asp

Critical Care Nursing  
ATC 4315

This advanced technical certificate program is designed for practicing registered nurses who are interested in developing new skills in the nursing management of critically ill patients.

Employment Opportunities
The Critical Care Nursing curriculum is offered to licensed RNs who require additional coursework to become employed in a critical care specialty area.

Program Description
An Advanced Technical Certificate (ATC) in Critical Care Nursing is awarded to the student who completes a minimum of 12 credit hours in any combination of the courses listed below.

Career Path Notes
These courses are available to any RN who desires a broader knowledge base in this specialty area.

Admission Requirements
Applicants for this program must hold a current RN license. All courses must be completed with a grade of C or better to apply for ATC completion. Refer to course listings for prerequisites of courses.

All students must submit a College Credit Application for Admission and check the “non-degree seeking” box.

Completion Requirements
Successfully complete all program requirements.

Program Length and Location
Total program credits: 12. Program offered on the Lake Worth campus.

REQUIRED COURSES  CREDITS
NUR 2291  Critical Care Nursing  6
NUR 2944L  Critical Care Nursing Preceptorship  2
NUR 2935  Clinical Application of 12 Lead Electrocardiography  3
NUR 2651  Overcoming Communication Barriers with the Hispanic Patient  1

Total Program Credits  12

For suggested course sequence, check the Web at www.pbcc.edu/transfer/4315.asp
Magnetic Resonance Imaging ATC 4322

This advanced technical certificate program is a five-course, two-semester program which begins in the fall of each year and ends at the completion of the spring term (i.e., August 2006-May 2007).

Employment Opportunities
This program is offered to Radiologic Technologists (RTs) licensed by the American Registry of Radiologic Technologists (ARRT). This coursework is offered for the RT who desires to become proficient in the advanced modality of Magnetic Resonance Imaging (MRI) and in preparation for the Advanced Registry offered by the ARRT in MRI.

Program Description
An Advanced Technical Certificate (ATC) in Magnetic Resonance Imaging is awarded to the student who holds a two-year degree from an accredited college or university and completes a minimum of 12 credit hours from the courses listed below. The program is designed to meet the needs of the radiologic technology professional for formalized, specialized training.

Career Path Notes
College credit will be awarded; technologists with an A.S. degree will also be eligible to receive a certificate upon successful completion of the 12-credit-hour ATC program. ARRT technologists without an A.S. degree may earn their degree through the completion of required coursework at the college. Continuing education credit (CEUs) will also be granted for courses completed with a grade of “C” or better.

Admission Requirements
Please refer to course listings for any prerequisite requirements. All courses must be completed with a grade of C or better to be awarded an Advanced Technical Certificate.

Completion Requirements
Successfully complete all required program courses.

Program Length and Location
12 credit hours, or approximately 10 months. Program is offered on the Palm Beach Gardens campus.

REQUIRED COURSES CREDITS
RTE 2575 Introduction to Magnetic Resonance Imaging 3
RTE 2576 Magnetic Resonance Imaging 2 3
RTE 2762 Cross Sectional Anatomy 3
Total Required Course Credits 9

ELECTIVES
Choose one
RTE 2130 Pharmacology for Medical Imaging 3
RTE 2577L Magnetic Resonance Imaging Clinical Education 1 3
RTE 2576L Magnetic Resonance Imaging Clinical Education 2 3
RTE 2785 Advanced Pathophysiology for Medical Imaging 3
Total Required Elective Credits 3
Total Program Credits 12

For suggested course sequence, check the Web at www.pbcc.edu/transfer/4322.asp

Perioperative Nursing ATC 4317

This advanced technical certificate prepares registered nurses for beginning-level employment as staff nurses in the operating room.

Employment Opportunities
The Perioperative Nursing curriculum is offered to licensed RNs who require additional coursework to become employed in a perioperative specialty area.

Program Description
Among the classes offered through this program are Pharmacotherapeutics of the Critically Ill Adult, Clinical Integration of Basic Electrocardiography for Nurses, Clinical Integration of Mechanical Ventilation and Clinical Application of 12 Lead Electrocardiography.

Career Path Notes
These courses are available to any RN who desires a broader knowledgebase in this specialty area.

Admission Requirements
Applicants for this program must hold a current RN license. All courses must be completed with a grade of C or better to apply for ATC completion. Refer to course listings for prerequisites of courses.

All students must submit a College Credit Application for Admission and check the “non-degree seeking” box.

Completion Requirements
Successfully complete all program requirements.

Program Length and Location
Total program credits: 12. Program is offered on the Lake Worth campus.

REQUIRED COURSES CREDITS
NUR 2293C Perioperative Nursing 6
NUR 2790 Registered Nurse First Assistant (RNFA) Lecture 3
NUR 2790L Registered Nurse First Assistant (RNFA) Clinical 3
(Please note: NUR 2790 & NUR 2790L must be taken together)
Total Program Credits 12

For suggested course sequence, check the Web at www.pbcc.edu/transfer/4317.asp

Health Care CWE

PBCC offers many courses to health care professionals to earn continuing education units (CEUs) to maintain licensure. PBCC is an approved provider for continuing education in many professions, including nursing, dentistry, occupational therapy, respiratory care, massage therapy, clinical laboratory and other areas. Please visit www.pbcc.edu/cteworkforce/cwe.asp for more information.
Public Safety

PSAV

Criminal Justice Academies
SPECIALTY TRACKS:
  CORRECTIONS OFFICER
  LAW ENFORCEMENT OFFICER

Firefighter
Public Safety Telecommunications Dispatcher

ATD

Emergency Medical Technician

CCC

Crime Scene Technology
Paramedic

AAS/AS

Crime Scene Technology
Criminal Justice Technology
SPECIALTY TRACKS:
  CORRECTIONS OFFICER
  LAW ENFORCEMENT OFFICER

Emergency Medical Services
Fire Science Technology

CWE (Continuing Workforce Education)

Public Safety

Criminal Justice Academies
PSAV

The Criminal Justice Institute (CJI) is a limited access program governed by PBCC, Region XII Criminal Justice Training Council and the Florida Criminal Justice Standards and Training Commission.

Employment Opportunities
Two tracks are available: the Corrections Officer Track, which provides eligibility for certification as a Florida corrections officer, and the Law Enforcement Officer Track, which provides eligibility for certification as a Florida law enforcement officer.

Program Description
The Corrections Basic Recruit Training prepares students as entry level corrections officers in the State of Florida. Practical skills and simulated activities complement the classroom instruction. Upon successful completion, students are eligible to take the Florida Department of Law Enforcement State Certification Examination. This minimum standards class is regulated by Florida statutes and is a highly structured and disciplined program with special rules, policies and procedures.

The Law Enforcement Basic Recruit Training prepares students as entry-level law enforcement officers in the State of Florida. Practical skills and simulated activities complement the classroom instruction. Upon successful completion, students are eligible to take the Florida Department of Law Enforcement State Certification Examination. This minimum standards class is regulated by Florida statutes and is a highly structured and disciplined program with special rules, policies and procedures.

Career Path Notes
Students completing either track of the Criminal Justice Academies are strongly encouraged to continue their education by completing the A.S. or A.A.S. degree in Criminal Justice Technology. Students completing the Law Enforcement program or the Corrections programs automatically earn credits towards the A.S. or A.A.S. degree in Criminal Justice Technology.

Special Admission Requirements
All candidates entering the program must have proof of a standard high school diploma or U.S. GED and are required to complete the Assessment Center Testing through PBCC or enter under the auspices of a Palm Beach County law enforcement agency. Additionally, they must complete a PBCC application, achieve passing scores on the Basic Ability Test (BAT), and successfully pass a fitness agility and ability test, a medical examination, a complete drug screen, and a criminal background investigation that includes a military, credit, employment and education check. All candidates will be required to successfully pass a psychological exam and a polygraph exam.

Successful candidates will be accepted into the academy program. For information on testing or academy beginning dates, call (561) 868-3398 or visit the Web site at www.pbcc.edu/cj.
Meeting with Rules and Regulations

Students registering in the Law Enforcement, Corrections or Crossover Academy must meet and abide by the rules and regulations of the PBCC Criminal Justice Institute. These rules are provided in the Academy Rules and Regulations. Further, students are also subject to the rules and regulations of the Criminal Justice Standards and Training (CJST) and Florida Department of Law Enforcement (FDLE).

Completion Requirements

Modular Examination Failure

Failure of any modular examination in academy training will entitle the student recruit to one re-test (not the same test), which must be taken before the academy ends. Failure of the re-test will result in the student repeating the module. Failure of any three module exams will result in the student being dismissed from the program.

Statewide Examination and Failure

At the completion of academic training, the applicant must file with CJST to take the statewide certification examination. There is a $100 fee for filing. The test will be developed and administered by CJST. Re-testing must be completed within three months and a total of three re-tests will be permitted. Failure of the third re-test will necessitate repeating the complete academy training program.

Academic Dishonesty

The definition of academic dishonesty is set forth in the Recruit Handbook. The CJI policy for a student found guilty of academic dishonesty in any academy or statewide examination will be immediate dismissal from the course(s) and program. The Region XII policy is that there will be no appeal from such dismissal via the College administration.

Program Length and Location

Corrections Officer Track:

Total program credits: 9
Total vocational credits: 11
Approximate program length: 4 months

Law Enforcement Officer Track:

Total program hours: 766
Approximate program length: 6 months

The Corrections Officer track is offered on the Belle Glade campus. The Law Enforcement Officer track is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/cj

CORRECTIONS OFFICER TRACK
PSAV 5601

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<td>CJD 1772</td>
<td>Criminal Justice Communications Corrections* 3/0</td>
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<td>Interpersonal Skills 1 - Corrections* 3/0</td>
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<td>CJD 0761</td>
<td>CJ Legal 2 0/1</td>
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Total Program Credit Hours/Voc Credit 9/11

* These courses will articulate to PBCC’s Criminal Justice AS/AAS program.
For suggested course sequence, check the Web at www.pbcc.edu/transfer/5601.asp

LAW ENFORCEMENT OFFICER TRACK
PSAV 5600

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<td>Traffic Stops 62</td>
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<td>CJK 0090</td>
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Total Program Hours 766

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5600.asp
Firefighter PSAV 5043

Limited Access
For students seeking state certification as a firefighter, classes are offered on both daytime and nighttime schedules in the Fall and Spring terms of each academic year. The program follows the curriculum established by the Bureau of Fire Standards and Training of the Florida State Fire College in Ocala.

Program Description
The PSAV firefighter program is a two-part course.

Part I (Firefighter I) covers orientation; safety; fire behavior; building construction; protective clothing; SCBA; portable extinguishers; ropes and knots; building search and victim removal; forcible entry tools; construction and techniques; ground ladders; ventilation; water supply; coupling; loading and rolling hose; laying, carrying and advancing hose; water fire streams; Class A, C, D; vehicle and wildland fire control; sprinkler system fundamentals; salvage, overhaul and protecting evidence of fire cause; fire department communications; equipment and techniques; fire prevention and public fire education. The course also includes First Responder Medical and Awareness-Level Hazardous Materials Training. Upon completion of the course and a written state certification examination, the student will receive a Certificate of Competency from the Bureau of Fire Standards and Training as a Firefighter I.

Part II (Firefighter II) prepares the student to meet the requirements to become a state certified firefighter. Subjects include implementing the incident management system; construction materials and building collapse; rescue and extrication tools; vehicle extrication and special rescue; hydrant flow and operability hose; tools and appliances; foam fire systems; ignitable liquid and gas fire control; fire detection; alarm and suppression systems; fire cause and origin; radio communications and incident reports and pre-incident survey. Those students who successfully complete the program may participate in the state exam for certification as a Firefighter II. This exam encompasses both written and practical skills tests. Certification is required in the state of Florida for firefighters.

Career Path Notes
Successful completion of this Certificate Firefighter Program allows the student to sit for the State of Florida certification examination. Certification is required for employment as a Firefighter under Florida Statute 633.

Admission Requirements
Standard High School Diploma or GED is required. For admission requirements, go to the Fire Program Web site at www.pbcc.edu/fire and download the Fire Information/Application packet.

Completion Requirements
Test of Adult Basic Education (TABE) minimum scores: Reading: 10; English: 10; Mathematics: 10.

Program Length and Location
450 hours or approximately three months for the day program and six months for the night program. Program offered ofsite at PBCC Fire Academy, Building 1440, Palm Beach International Airport, West Palm Beach - days and evenings.

Program Web Site
www.pbcc.edu/fire

REQUIRED COURSE CLOCK HOURS
FFP 0020 Firefighter 450
Total Program Hours 450

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5043.asp

Fire Science
PSAV Certificates under Development
Seven PSAV certificates are under development at PBCC. They are:
- Fire Apparatus Operator
- Fire Instructor
- Fire Inspector 1
- Fire Investigator 1
- Fire Officer 1
- Fire Officer 2
- Special Fire Safety Inspector

Go to the Fire Science Area of Study link www.pbcc.edu/programs/department.asp?dept_id=3 for more information on these certificates.
Public Safety Telecommunications Dispatcher  PSAV 5455
This PSAV program prepares the student for employment as a police, fire or ambulance dispatcher.

Program Description
Course content includes standard telecommunication operating procedures, relationship to field personnel, understanding of command levels and overview of emergency agencies.

Career Path Notes
PBCC offers continuing education courses for persons in the field of Public Safety Telecommunications to advance in their career.

Admission Requirements
Students must complete a College Application along with a Course Request Form. Standard high school diploma or GED is required.

Completion Requirements
Successfully complete the course.

Program Length and Location
208 hours, or approximately five months. Program is offered at the West Palm Beach Police Department.

Program Web Site
www.pbcc.edu/cj

REQUIRED COURSE   CLOCK HOURS
CJ 0551  Introduction to Dispatching  68
CJ 0552  Fire Rescue Dispatch  60
CJ 0553  Law Enforcement Dispatch  80
Total Program Hours  208

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5455.asp

Emergency Medical Technician (EMT-B)
ATD B217

Limited Access
This applied technology diploma program is designed to prepare the student for the Florida State Board Examination for Emergency Medical Technician - Basic. EMT-Bs serve as a link in the chain of the health care team. It is recognized that the majority of pre-hospital emergency medical care will be provided by the EMT-Bs. This includes all skills necessary for the individual to provide emergency care at a basic life support level with an ambulance service or other emergency services agency.

Employment Opportunities
EMT-Bs drive ambulances, and also provide basic emergency care such as stabilizing patients, controlling bleeding and giving oxygen.

Program Description
Classroom study and clinical work equip the student with the skills in patient assessment, cardiopulmonary resuscitation (CPR), oxygen therapy, shock prevention, bandaging, splinting, spinal immobilization and vehicle extrication that are necessary for a career in out-of-hospital emergency medicine.

This program is approved by the Florida Department of Health Bureau of Emergency Medical Services (Ch 401, FS, Ch. 64E-2, FAC) and follows the most current U.S. Department of Transportation National Standard Curriculum.

Career Path Notes
This program is a prerequisite to the paramedic program. Students who want to move up in the field should start out in EMT-Basic.

Special Admission Requirements
Special admission requirements are associated with this program. For details, call the Limited Access Office at (561) 868-3045.

Completion Requirements
All program requirements must be successfully completed.

Program Length and Location
Total program hours: 11. This is a four-month program. Program is offered on the Lake Worth and Palm Beach Gardens campuses.

Program Web Site
www.pbcc.edu/ems

REQUIRED COURSES   CREDITS
EMS 1119  Emergency Medical Technician Basic  6
EMS 1119L Emergency Medical Technician Basic Laboratory  3
EMS 1431  Emergency Medical Technician Basic Hospital and Field Experience  2

Total Program Credits  11

For suggested course sequence, check the Web at www.pbcc.edu/transfer/B217.asp
Crime Scene Technology  
CCC 6436

Limited Access
This college credit certificate program will prepare the student to operate behind the yellow crime scene tape. Crime scene technologists locate, collect, and identify physical evidence used to solve crimes. The student will learn how to properly collect and preserve physical evidence, how to photograph crime scenes and how to reconstruct crime scenes and vehicle accidents.

Employment Opportunities
The student who completes the program may find employment as a crime scene technologist, evidence technician, medical examiner investigator, medical investigator, insurance investigator or forensic paralegal.

Program Description
Course content includes crime scene photography, fingerprint classification, crime scene safety and biological evidence.

Career Path Notes
Credits earned in this certificate program will transfer directly into the associate in science (A.S.) degree in Crime Scene Technology.

Special Admission Requirements
This is a limited access program. Participants must make formal application, which will include a background check and submission of an essay. After completion of the program, the student will be eligible to participate in national certification exams.

Completion Requirements
Successfully complete all program courses.

Program Length and Location
Total program credits: 28. Program is offered on the Lake Worth campus.

Program Web Site
www.pbcc.edu/cj

REQUIRED COURSES CREDITS
CJB 1711 Introduction to Crime Scene Technology 3
CJB 1712 Crime Scene Photography 1 3
CJB 1722 Crime Scene Photography 2 3
CJB 1721 Advanced Crime Scene Technology 3
CJB 2713 Introduction to Forensic Science 3
CJB 2735 Fingerprint Classification 3
CJB 2703 Crime Scene Safety 2
CJB 2704 Courtroom Presentation of Scientific Evidence 3
CJB 2736 Latent Fingerprint Development 3
CJB 2748 Biological Evidence 2

Total Program Credits 28

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6436.asp

Paramedic  
CCC 6450

Limited Access
This college credit certificate program is offered for the student who wishes to complete the core curriculum and be eligible for certification by the State of Florida to practice as a paramedic. Paramedics are trained to provide advanced life support in medical and trauma related emergencies. The course content includes lecture, skills lab and hospital/fire rescue rotations as outlined in the core requirements of the Emergency Medical Services A.S. degree program.

Employment Opportunities
Employment opportunities are excellent in this field, and graduates have a 98 percent job placement rate.

Program Description
The Paramedic Program is fully accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation by the Committee on Accreditation for EMS Programs (CoAEMSP) 1248 Harwood Road, Bedford, Texas 76021-4244, (800) 874-5615, and approved by the Florida Department of Health Bureau of Emergency Medical Services (Ch 401, FS, Ch. 64E-2, FAC). The training program follows the most current U.S. Department of Transportation National Standard Curriculum (FS 401.2701(1)(a) 5a).

Career Path Notes
Credits earned in the Paramedic program can be applied toward an A.S. degree in Emergency Medical Services.

Admission Requirements
This is a Limited Access program. Students must be a certified Florida EMT to apply and must score a 12 on the TABE.

Completion Requirements
Courses must be completed with a score of 80 or better. Students must successfully complete the BLS, ACLS, BTLS, and PALS.

Program Length and Location
Total required credits: 42. This intensive three-semester program includes a clinical internship in area hospitals and on emergency response units where students care for patients in emergency settings. Day shift classes start in January and August and evening classes in May at the Lake Worth location.

Program Web Site
www.pbcc.edu/ems

REQUIRED COURSES CREDITS
EMS 2620C Paramedic 1 12
EMS 2621C Paramedic 2 12
EMS 2622C Paramedic 3 5
EMS 2658 Paramedic Clinical 3 2
EMS 2659 Paramedic Field Internship 1
EMS 2664 Paramedic Clinical 1 4
EMS 2665 Paramedic Clinical 2 6

Total Program Credits 42

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6450.asp
Crime Scene Technology
AS 2435

Limited Access
This degree program will prepare the student to operate behind the yellow crime scene tape. Crime Scene Technologists locate, collect, and identify physical evidence used to solve crimes. The student will learn how to properly collect and preserve physical evidence, how to photograph crime scenes, and how to reconstruct crime scenes and vehicle accidents.

Employment Opportunities
The student who completes the program may find employment as a crime scene technologist, evidence technician, medical examiner investigator, medical investigator, insurance investigator, or forensic paralegal.

Program Description
Course content includes crime scene photography, fingerprint classification, crime scene safety and biological evidence.

Career Path Notes
This program has transfer agreements with Florida International University and University of Central Florida that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer/transall.asp.

Special Admission Requirements
This is a limited access program. Participants must make formal application which will include a background check and submission of an essay. After completion of the program, the student will be eligible to participate in national certification exams.

Students must have a minimum of a 2.0 GPA to be admitted to this program. All general education requirements must be completed with a grade of “C” or higher to apply to the A.S. degree program. Students who wish to be admitted must interview with the Criminal Justice Institute Crime Scene Technology Advisor.

Completion Requirements
All required courses must be successfully completed.

Program Length and Location
Total program credits: 64. Approximate program length: two years. Program is offered on the Lake Worth campus.

Program Web Site
www.pbcc.edu/cj

GENERAL EDUCATION REQUIREMENTS CREDITS
ENC 1101 College Composition I 3
HSC 2100 Health Concepts & Strategies 3
MAT 1033 Intermediate Algebra 3
POS 1041 Introduction to American Government 3
SPC 1016 Fundamentals of Speech Communication 3
Any course from Humanities-Area II, or Natural Science-Area IV, or Social Science-Area V 3
Total General Education Requirements 18

REQUIRED COURSES
CCJ 1010 Introduction to Criminology 3
CCJ 1020 Administration or Criminal Justice 3
CGS 1570 Microcomputer Applications 3
CJB 2713 Introduction to Forensic Science 3
CJE 1300 Police Administration 1 3
CJL 2100 Criminal Law 3
Total Required Course Credits 18

CORE PROGRAM REQUIREMENTS
CJB 1465 Injury and Death Investigation 3
CJB 1711 Introduction to Crime Scene Technology 3
CJB 1712 Crime Scene Photography 1 3
CJB 1721 Advanced Crime Scene Technology 3
CJB 1722 Crime Scene Photography 2 3
CJB 2703 Crime Scene Safety 2
CJB 2704 Courtroom Presentation of Scientific Evidence 3
CJB 2735 Fingerprint Classification 3
CJB 2736 Latent Fingerprint Development 3
CJB 2748 Biological Evidence 2
Total Required Core Program Credits 28

Total Program Credits 64

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2435.asp

Criminal Justice Technology
AAS/AS

Limited Access
This degree program is a limited access program for the Criminal Justice Academy student (Corrections and Law Enforcement certificate program students) and/or the correction and law enforcement officer who wishes to advance in his or her career.

Program Description
The student must contact the Criminal Justice Institute regarding admission requirements to the Academies prior to entering the Criminal Justice Technology program. Course content includes police administration, criminal law, probation & parole, and criminal investigation.

Career Path Notes
Students who plan to transfer to the Florida Atlantic University Public Management program (B.S.) or the Florida Gulf Coast University Criminal Justice program (BPM) should meet with a criminal justice advisor prior to registering for courses. For information on transfer agreements, visit www.pbcc.edu/transfer/transall.asp.

Special Admissions Requirements
Students must have a minimum 2.0 GPA to be admitted into this program. Students who wish to be admitted to the Criminal Justice Institute should seek counseling from the Institute. Those who wish to be admitted to the A.A.S. or A.S. degree program should seek counseling from the Criminal Justice Department. This program requires that the student hold a Florida Law Enforcement or Corrections Certification or that the student plans to attend the PBCC Criminal Justice Institute for Law Enforcement or Corrections.
Completion Requirements
Successfully complete all of the courses in the program.

Program Length and Location
Total program credits: 64. Approximate program length: two years. This program is offered on the Lake Worth campus.

Program Web Site
www.pbcc.edu/cj

**CORRECTIONS OFFICER TRACK**
AAS A607 / AS 2605

<table>
<thead>
<tr>
<th>GENERAL EDUCATION REQUIREMENTS</th>
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<tr>
<td>ENC 1101 College Composition 1</td>
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<tr>
<td>HSC 2100 Health Concepts &amp; Strategies</td>
<td>3</td>
</tr>
<tr>
<td>MGF 1106 Liberal Arts Mathematics (A.S. students)</td>
<td>3</td>
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<tr>
<td>MAT 1033 Intermediate Algebra (A.A.S. students)</td>
<td>(3)</td>
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<td>POS 1041 Introduction to American Government</td>
<td>3</td>
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<td>SPC 1016 Fundamentals of Speech Communication</td>
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**REQUIRED COURSES**

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<td>CCJ 2500</td>
<td>Juvenile Delinquency</td>
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<td>CGS 1570</td>
<td>Microcomputer Applications</td>
<td>3</td>
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<tr>
<td>CJE 1300</td>
<td>Police Administration 1</td>
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<td>CJL 2100</td>
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**REQUIRED TRACK COURSES**

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<th>Course Title</th>
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<td>CJD 1730</td>
<td>Law Enforcement Legal 3 *</td>
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<td>CJD 1731C</td>
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<tr>
<td>CJD 1760</td>
<td>Criminal Justice Legal 1 *</td>
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</tr>
<tr>
<td>CJD 1761</td>
<td>Criminal Justice Legal 2 *</td>
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<td>CJD 1762</td>
<td>Criminal Justice Communications</td>
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</tr>
<tr>
<td>CJD 1771</td>
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* These courses will articulate from PBCC’s Criminal Justice Academies PSAV program.

**ELECTIVES (CHOOSE SIX CREDITS)**

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<tr>
<td>CCJ 2940C</td>
<td>Criminal Justice Intern Program</td>
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<tr>
<td>CJC 2162</td>
<td>Principles of Probation and Parole</td>
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<td>CJE 1301</td>
<td>Police Administration 2</td>
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<td>CJL 1062</td>
<td>Introduction to Constitutional Law</td>
<td>3</td>
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<tr>
<td>CJL 2130</td>
<td>Laws of Evidence</td>
<td>3</td>
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<tr>
<td>CJL 2403</td>
<td>Law of Arrest, Search &amp; Seizure</td>
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<td>CJT 2100</td>
<td>Criminal Investigation</td>
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<td>Introduction to Criminalistics</td>
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**Total Program Credits**

64

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2606.asp

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**LAW ENFORCEMENT OFFICER TRACK**
AAS A608 / AS 2606

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<td>CJD 1762</td>
<td>Criminal Justice Communications</td>
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<td>CJ 1763</td>
<td>Interpersonal Skills 1 - Law Enforcement*</td>
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<td>HLP 1080</td>
<td>Physical Fitness 1</td>
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<td>Criminal Justice Intern Program</td>
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<td>Principles of Probation and Parole</td>
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**Total Program Credits**

64

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2606.asp

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For the most current listing go to the Web site. | www.pbcc.edu/programs
Emergency Medical Services
AS 2449

This degree program is designed for the student who wishes to increase their opportunities in the EMS field.

Employment Opportunities
Paramedics with an A.S. degree are in demand for educational and supervisory positions.

Program Description
In addition to the Paramedic Certificate, students will complete general education courses and electives.

Career Path Notes
Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer/transall.asp.

Admission Requirements
The student entering the EMS A.S. degree program must have a current/valid Florida State EMT-Basic Certificate awarded by an American Medical Association (AMA) recognized and accredited institution or have completed the PBCC EMT Certificate program and be eligible for the state certification exam, which must be successfully passed during EMS 2620C.

Students who do not successfully complete any Paramedic courses may be required to take the co-requisite lecture or clinical course over. Course content includes aeromedical transport, personnel management, clinical experience, and computer applications.

Completion Requirements
Successfully complete all program requirements.

Program Length and Location
Total program credits: 73. Approximate length: two years. This program is offered on the Lake Worth campus.

Program Web Site
www.pbcc.edu/ems

GENERAL EDUCATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
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<td>SPC 1016 Fundamentals of Speech Communication</td>
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<td>Any course from Humanities - Area II</td>
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<tr>
<td>Any course from Mathematics - Area III</td>
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<tr>
<td>Either course from Social Science - Area V</td>
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<td>PSY 2012 General Psychology - or - SYG 2000 Introduction to Sociology</td>
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Total Required General Education Credits 15

TECHNICAL CORE REQUIRED COURSES

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<th>Course</th>
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<td>EMS 1119 Emergency Medical Technician Basic *</td>
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<td>EMS 1119L EMT-Basic Laboratory *</td>
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<td>EMS 1431 EMT-Basic Hospital and Field Experience *</td>
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<td>EMS 2621C Paramedic 2</td>
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<td>EMS 2622C Paramedic 3</td>
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<td>EMS 2658 Paramedic Clinical 3</td>
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<td>EMS 2659 Paramedic Field Internship</td>
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<td>EMS 2664 Paramedic Clinical 1</td>
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<td>EMS 2665 Paramedic Clinical 2</td>
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Total Required Technical Core Credits 53

ELECTIVES (FIVE CREDITS REQUIRED)

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<td>EDF 2005 Foundations in Education</td>
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<td>EDP 2002 Introduction to Educational Psychology</td>
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<td>EMS 1331 Aeromedical Transport</td>
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<td>HSC 1010 Introduction to Developmental Concepts for Health Care Providers</td>
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<td>HSC 2531 Medical Terminology</td>
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<td>LIS 2004 Introduction to Internet Research</td>
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<td>MNA 2100 Human Relations in Business</td>
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<td>MNA 2303 Introduction to Public Personnel Management</td>
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<td>MNA 2345 Principles of Supervision</td>
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<td>POS 1041 Introduction to American Government</td>
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<tr>
<td>Any course(s) from Area IV - Natural Sciences</td>
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<td>Any FFP College Credit Course</td>
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Total Elective Credits 5

Total Program Credits 73

* Students holding current/valid Florida State EMT-Basic certificates may be able to obtain credit for these classes toward the EMS A.S. degree. See PBCC EMT program manager for more information.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2449.asp
Fire Science Technology
AS 2195
This degree program is designed for the current firefighter who wishes to advance in various fire service areas.

Program Description
Course content includes tactics & strategies, fire prevention, fire investigation, company officer, and fire apparatus & equipment.

Career Path Notes
Many of the core and elective classes in this curriculum articulate into the Florida State Fire College certificate programs. Some of the classes will articulate into more than one certificate. For more information about these certifications, visit www.pbcc.edu/fire.

The Fire Science program has an articulation agreement with Florida Atlantic University toward the Bachelor of Public Management program. Many other colleges and universities allow PBCC Fire Science graduates to transfer program credits into a four-year program. For information on articulation agreements in a course area, check the Web at www.pbcc.edu/transfer/transall.asp.

Special Admission Requirements
Other than the “Fire Inspector” classes which can be taken by civilian students, the technical proficiency needed for this program requires the student to be a certified firefighter or fire inspector before being accepted into any of the technical core or elective classes that make up this curriculum.

Completion Requirements
Successfully complete all required courses.

Program Length and Location
Total program credits: 60. Approximate program length: two years. Program is offered on the Lake Worth campus.

Program Web Site
www.pbcc.edu/fire

GENERAL EDUCATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
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<td>POS 1041 Introduction to American Government</td>
<td>3</td>
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<tr>
<td>SPC 1016 Fundamentals of Speech Communication</td>
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<td>Any course from Humanities - Area II</td>
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<td>Any course from Natural Sciences - Area IV</td>
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Total Required General Education Credits 15

REQUIRED COURSES

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<tr>
<td>FFP 1505 Fire Prevention</td>
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<td>FFP 2120 Building Construction Fire Protection</td>
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<td>FFP 2401 Hazardous Materials for Emergency Operations</td>
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<td>FFP 2720 Company Officer and Leadership</td>
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<td>FFP 2740 Fire Service Course Delivery</td>
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<td>FFP 2780 Fire Service Administration</td>
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<td>FFP 2810 Firefighting Strategy and Tactics 1</td>
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<td>MNA 2303 Introduction to Public Personnel Management</td>
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<td>MTB 1103 Business Mathematics 1</td>
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</table>

Total Required Course Credits 30

ELECTIVES

Choose 15 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1210 Applied Communications or equivalent</td>
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<tr>
<td>FFP 1301 Fire Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1302 Fire Apparatus and Equipment</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1540 Private Fire Protection Systems</td>
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<tr>
<td>FFP 1824 Basic Incident Management System I-200</td>
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<tr>
<td>FFP 1825 Intermediate Incident Management System I-300</td>
<td>1</td>
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<tr>
<td>FFP 1832 Emergency Response to Terrorism</td>
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<tr>
<td>FFP 2111 Fire Chemistry</td>
<td>3</td>
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<tr>
<td>FFP 2402 Hazardous Materials for Emergency Operations 2</td>
<td>3</td>
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<tr>
<td>FFP 2510 Related Fire Codes and Standards</td>
<td>3</td>
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<tr>
<td>FFP 2521 Blueprint Reading and Plans Examination</td>
<td>3</td>
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<tr>
<td>FFP 2541 Private Fire Protection Systems 2</td>
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<tr>
<td>FFP 2604 Fire Investigation and Arson Detection</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2606 Post Blast Investigations</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2610 Fire Investigation: Origin &amp; Cause</td>
<td>3</td>
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<tr>
<td>FFP 2630 Latent Investigations</td>
<td>3</td>
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<tr>
<td>FFP 2670 Legal Issues for Investigators</td>
<td>3</td>
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<tr>
<td>FFP 2706 Public Information Officer</td>
<td>3</td>
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<tr>
<td>FFP 2741 Fire Service Course Design</td>
<td>3</td>
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<tr>
<td>FFP 2770 Legal and Ethical Issues for Fire Service</td>
<td>3</td>
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<tr>
<td>FFP 2811 Firefighting Strategy and Tactics 2</td>
<td>3</td>
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<tr>
<td>HSC 2100 Health Concepts &amp; Strategies</td>
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</tbody>
</table>

Total Elective Credits 15

Total Program Credits 60

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2195.asp

Public Safety CWE
PBCC offers a complete line of continuing education courses to public safety personnel in many professions. In most cases, these classes are only available to professional personnel working in these positions.

LAW ENFORCEMENT
PBCC is the official provider of advanced and specialized training courses for Region 12 of the Florida Department of Law Enforcement. The course topics vary by semester. Please check the Web at www.pbcc.edu/cj/specializedcourses.asp for the current offerings.

FIRE/EMS
PBCC provides continuing education to Fire/EMS personnel in many areas including ACLS, BLS, specialized fire fighting topics and many other training opportunities. Check the Web at www.pbcc.edu/fire for more information.
Apprenticeship Programs
PSAV

These PSAV programs are a combination of on-the-job training and related classroom instruction offered by PBCC for a private sector sponsor that is registered with the apprenticeship registration agency (Florida Department of Education).

Employment Opportunities
Apprenticeships are available in:

- Brick & Block Masonry Apprentice (5254)
- Carpentry Apprentice (5255)
- Electrical Apprentice (5170)
- Electrical Apprentice (5257)
- Fire Sprinkler Apprentice (5265)
- HVAC Tech Apprentice (5266)
- HVAC Tech Apprentice (5256)
- Painter Apprentice (5259)
- Pipefitting Apprentice (5260)
- Plasterer Apprentice (5261)
- Plumbing Apprentice (5174)
- Plumbing Apprentice (5262)
- Sheet Metal Fabrication Apprentice (5263)
- Structural Steel Apprentice (5258)
- Tilesetter Apprentice (5264)

Program Description
The student works during the day and attends classes two nights a week during the academic year, learning both the practical and theoretical aspects of a highly skilled occupation. Classes are held at various locations in central Palm Beach County.

Career Path Notes
The successful completer is awarded an apprenticeship completion certificate, which confirms eligibility nationally for industry recognition of journeyperson status.

Admission Requirements
Apprentices are enrolled at PBCC in PSAV career certificate programs. The prospective student applies directly to the apprenticeship organization. Full-time employment with a participating sponsor is required of apprenticeship students.

Completion Requirements
Successfully complete all required courses.

Program Length and Location
Programs require from three to five years to complete. Programs are offered on the Lake Worth campus and at various off-site locations.
Automotive Body Repair
PSAV 5461

This PSAV program’s course content includes basic trade skills; refinishing skills; sheet metal repair skills; frame and unibody squaring and aligning; use of fillers; paint systems and undercoats; related welding skills; related mechanical skills; trim-hardware maintenance; glass servicing and other miscellaneous repairs.

Employment Opportunities
This program is designed to prepare students for employment as automotive body-related repairers and in automobile body reconstruction.

Program Description
Shop or laboratory activities are an integral part of this program. These activities provide instruction in the use of tools, equipment, materials and processes found in the industry. The student is also instructed in: use of hand and power tools; panel repairs; use of spray equipment; use of frame and alignment equipment; application of body fillers; paint systems; use of shop materials; glass replacement and use of oxyacetylene and plastic welders.

Career Path Notes
Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer/transall.asp.

Admission Requirements
No high school diploma or GED is required.

Completion Requirements
Test of Adult Basic Education (TABE) minimum scores:
Reading: 9; English: 9; Mathematics: 9.

Program Length and Location
Total program hours: 1,400. Approximate program length: 14 months. Program is offered on the Lake Worth campus.

REQUIRED COURSES

Group A  Paint & Body Helper
ARR 0011 Introduction to Collision Repair 120
ARR 0101 Collision Repair and Refinishing 120
ARR 0102 Collision Repair/Refinishing Intermediate 120
ARR 0103 Collision Repair/Refinishing Advanced 120

Group B  Auto Collision Estimator
ARR 0020 Collision Estimating 120

Group C  Frame and Body Repairman
ARR 0313 Frame and Body Repair 120

Group D  Automotive Refinishing
ARR 0121 Automotive Refinishing 120
ARR 0122 Automotive Refinishing Intermediate 120
ARR 0123 Automotive Refinishing Advanced 120

Group E  Auto Body Repairer
ARR 0241 Automotive Body Repair 120
ARR 0242 Automotive Body Repair Intermediate 120
ARR 0243 Automotive Body Repair Advanced 80

Total Program Hours 1,400

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5461.asp

Automotive Service Technology
PSAV 5463

This PSAV program provides instruction in eight areas of automobile specialization. Student competencies to exit the program for employment are established by the National Automotive Technician Education Foundation (NATEF).

Employment Opportunities
This program is designed to prepare the student for employment and/or specialized training in the automotive service industry.

Program Description
Shop or laboratory activities are an integral part of the Automotive Service Technology program. These activities provide instruction in the use of automotive service equipment, tools, materials and processes found in the automotive service industry.

Career Path Notes
Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer/transall.asp.

Admission Requirements
No high school diploma or GED is required.

Completion Requirements
Test of Adult Basic Education (TABE) minimum scores:
Reading: 9; English: 9; Mathematics: 10.

Program Length and Location
Total program hours: 1800. Approximate program length: 18 months. Program is offered on the Lake Worth campus.

REQUIRED COURSES

Group A  Automotive Lube Technician
AER 0006 Introduction to Automotive Services 150

Group B  Automotive Services Assistor
AER 0033 Applied Academic for Automotive Technicians 75
AER 0801 Workplace Skills for Automotive Technicians 75

Group C  Engine Repair Technician
AER 0110 Automotive Engine Repair 150

Group D  Automatic Transmission and Transaxle Technician
AER 0250 Automotive Automatic Transmissions and Transaxles 150

Group E  Manual Transmission and Transaxle Technician
AER 0270 Automotive Manual Transmissions and Transaxles 150

Group F  Automotive Suspension and Steering Technician
AER 0450 Automotive Steering and Suspension 150

Group G  Automotive Brake Technician
AER 0411 Automotive Brake Systems 150

Group H  Automotive Electrical/Electronic Technician
AER 0315 Automotive Electrical and Electronic Systems 1 150
AER 0316 Automotive Electrical and
Commercial Vehicle Driving - Tractor Trailer CDL Class A PSAV 5206

This PSAV program is designed to prepare the student for licensing as a commercial vehicle driver. Classes are taught by an authorized agency contracted by PBCC.

Program Description
The purpose of this course is to educate and prepare an individual, who has no previous tractor-trailer driving experience, for entry-level employment within the truck/driving/transportation industry.

Career Path Notes
Completion of this program will enable the student to obtain a Florida Commercial Driver’s License A/B, Class A Vehicle. A Class A vehicle is defined as any combination of vehicles with a gross weight rating (GVWR) of 26,001 pounds or more provided the GVWR of the vehicle(s) being towed is more than 10,000 pounds.

Admission Requirements
No high school diploma or GED is required.

Completion Requirements
Test of Adult Basic Education (TABE) minimum scores: Reading: 9; English: 8; Mathematics: 8.

Program Length and Location
Total program hours: 1,200. Approximate program length: one year for daytime students, two years for evening students. Program is offered on the Lake Worth campus.

REQUIRED COURSES CLOCK HOURS
COS 0200 Cosmetology 1 - Introduction 120
COS 0301 Cosmetology 2 - Haircutting 120
COS 0400 Cosmetology 3 - Styling 120
COS 0600 Cosmetology 5 - Chemicals 120
COS 0700 Cosmetology 6 - Haircolor 120
COS 0870 Cosmetology 4 - Salon Management 120
CSP 0240 Facials 120
CSP 0010 Manicuring, Pedicuring & Nail Extensions 120
CSP 0011 Salon Practice Lab 2 120
CSP 0300 Salon Practice Lab 1 120

Total Program Hours 1,200

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5357.asp
Diesel Technology PSAV 5468

This PSAV program is designed to prepare the student for employment in a variety of occupations and careers found in the diesel engine/transportation industry.

Program Description
Program content includes shop organization, management and safety procedures, use of tools and equipment and applying math/science employability skills to diesel technology engine/vehicle repair, maintenance and transportation industry operations.

Career Path Notes
Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer/transall.asp.

Admission Requirements
No high school diploma or GED is required.

Completion Requirements
Test of Adult Basic Education (TABE) minimum scores: Reading: 9; English: 9; Mathematics: 9.

Program Length and Location
Total program hours: 1,680. Approximate program length: 18 months. Program is offered on the Lake Worth campus and off site.

REQUIRED COURSES CLOCK HOURS

<table>
<thead>
<tr>
<th>Group A</th>
<th>CLOCK HOURS</th>
</tr>
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<tbody>
<tr>
<td>DIM 0004 Introduction to Diesel Mechanics</td>
<td>120</td>
</tr>
<tr>
<td>DIM 0006 Introduction to Diagnosis and Repair</td>
<td>120</td>
</tr>
<tr>
<td>DIM 0014 Basic Engine Systems and Applied Academics</td>
<td>120</td>
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<table>
<thead>
<tr>
<th>Group B</th>
<th>CLOCK HOURS</th>
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<tbody>
<tr>
<td>DIM 0302 Electrical and Electronic Principles</td>
<td>120</td>
</tr>
<tr>
<td>DIM 0303 Maintenance and Repair of Electrical Systems</td>
<td>120</td>
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<table>
<thead>
<tr>
<th>Group C</th>
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<tbody>
<tr>
<td>DIM 0103 Diesel Preventative Maintenance</td>
<td>120</td>
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<tr>
<th>Group D</th>
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<tbody>
<tr>
<td>DIM 0104 Advanced Diesel Preventative Maintenance</td>
<td>120</td>
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<tr>
<th>Group E</th>
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<tbody>
<tr>
<td>DIM 0007 Braking Systems</td>
<td>120</td>
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<tr>
<td>DIM 0008 Advanced Braking Systems</td>
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<table>
<thead>
<tr>
<th>Group F</th>
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<tbody>
<tr>
<td>DIM 0106 Hydraulic Systems</td>
<td>120</td>
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<thead>
<tr>
<th>Group G</th>
<th>CLOCK HOURS</th>
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<tbody>
<tr>
<td>DIM 0107 Heating and Air Conditioning</td>
<td>120</td>
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</table>

<table>
<thead>
<tr>
<th>Group H</th>
<th>CLOCK HOURS</th>
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<tbody>
<tr>
<td>DIM 0108 Steering and Suspension</td>
<td>120</td>
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</table>

<table>
<thead>
<tr>
<th>Group I</th>
<th>CLOCK HOURS</th>
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<tbody>
<tr>
<td>DIM 0201 Power Train Systems</td>
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<tr>
<td>DIM 0202 Advanced Power Train Systems</td>
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</table>

Total Program Hours 1,680

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5468.asp

Facials Specialty PSAV 5355

This PSAV program prepares the student for employment as a registered facial specialist.

Employment Opportunities
Instruction is designed to prepare the student to obtain a registration from the State Board of Cosmetology.

Program Description
The program is designed to provide competencies in different types of facials and spa skin care treatments. Hair removal and different types of make-ups are demonstrated and performed.

Admission Requirements
No high school diploma or GED is required.

Completion Requirements
Successful completion of all required courses.

Program Length and Location
Total program hours: 260. Approximate program length: three months for daytime students, six months for evening students. This program is offered on the Lake Worth campus.

REQUIRED COURSES CLOCK HOURS

| CSP 0260 Facial Specialist | 260 |

Total Program Hours 260

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5355.asp
Heating, Ventilation, Air Conditioning and Refrigeration PSAV 5267

This PSAV program’s course content includes broad, transferable skills, and stresses the understanding of all aspects of the heating, air conditioning and refrigeration industry. The curriculum emphasizes operational functions of the HVAC industry such as management, finance, technical and production skills. The underlying principles of technology, labor issues, health, safety and environmental issues are also covered.

Employment Opportunities
This program is designed to prepare the student for employment in the heating, air conditioning and refrigeration industry.

Program Description
Shop or laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures and in the care of tools, equipment, materials and processes found in the industry.

Career Path Notes
Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer/transall.asp.

Admission Requirements
No high school diploma or GED is required.

Completion Requirements
Test of Adult Basic Education (TABE) minimum scores:
Reading: 9; English: 9; Mathematics: 10.

Program Length and Location
Total program hours: 1,350. Program is offered on the Lake Worth campus and off site.

REQUIRED COURSES CLOCK HOURS
Group A - Heating, A/C, and Refrigeration Helper
ACR 0501 Introduction to HVAC/R Principles 120
ACR 0961 HVAC/R Field Work Experience 1 75
ACR 0510 HVAC/R Tools and Component Fabrication 120

Group B - Heating, A/C and Refrigeration Mechanic Assistant
ACR 0530 Electricity for HVAC/R 120
ACR 0962 HVAC/R Field Work Experience 2 75
ACR 0706 Introduction to HVAC/R System Installations 120

Group C - Heating, A/C and Refrigeration Mechanics
ACR 0307 Electronics and Refrigeration Systems 120
ACR 0622 Heating Service & System Troubleshooting 120
ACR 0430 Indoor Air Quality for Air Conditioning 120
ACR 0816 Installation & Repair of HVAC/R Systems 120

Group D - Heating, A/C and Refrigeration Technician
ACR 0710 Commercial HVAC/R Mechanical Components 120
ACR 0066 Technical Engineering of HVAC/R Systems 120

Total Program Hours 1,350

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5267.asp

Machining Technology PSAV 5459
(This program is currently under revision.)

This PSAV program is designed to prepare the student for employment in the manufacturing industry.

Employment Opportunities
Student may find entry-level employment as machinists, machinist helpers, computer aided design/computer aided manufacturing (CAD/CAM) operators or programmers, and CAD/CAM machine operators or programmers.

Program Description
Course content includes safety issues of the manufacturing environment, associated math and blueprint reading skills, computer numerical control (CNC) programming, manufacturing planning/methods, inspection methods, coordinate measuring machine (CMM) use and related machining concepts and theories. Shop or laboratory activities are an integral part of the program and provide instruction in the various machine tools, machine accessories and programming techniques related to current industry standard and practices.

Career Path Notes
Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer/transall.asp.

Admission Requirements
No high school diploma or GED is required.

Completion Requirements
Test of Adult Basic Education (TABE) minimum scores:
Reading: 9; English: 8; Mathematics: 9.

Program Length and Location
Total program hours: 1,560. Approximate program length: 13 months. Program is offered on the Lake Worth campus.

REQUIRED COURSES CLOCK HOURS
Group A - Machinist Helper
PMT 0202 Introduction to Machining 120
PMT 0201 Shop Math, Blueprints and Measurements 120

Group B - Machine Operator
PMT 0211 Manual Machining 120
PMT 0230 Manual Machining Advanced 120
PMT 0229 Inspection Methods 120

Group C - Machine Set-up Operator
PMT 0500 Manufacturing Methods 120
PMT 0510 Manufacturing Methods Advanced 120
PMT 0260 Intro to CAD/CAM Programming 120
PMT 0250 Intro to CNC Machining 120

Group D - Machinist
PMT 0258 CNC Milling Methods 120
PMT 0259 CNC Lathe Methods 120
PMT 0228 Intro to Non-Conventional Machining 120
PMT 0265 Machining Technologies 120

Total Program Hours 1,560

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5459.asp
Nails Technician PSAV 5356

This PSAV program prepares the student for employment as a registered nail specialist.

Employment Opportunities
Instruction is designed to prepare a student to obtain a registration from the State Board of Cosmetology.

Program Description
This course is designed to provide instruction in school, classroom/laboratory safety rules and procedures. This course is designed to provide competencies in manicuring and pedicuring and in applying artificial nails and nail wraps.

Admission Requirements
No high school diploma or GED is required.

Completion Requirements
Successful completion of all required courses.

Program Length and Location
Total program hours: 240. Approximate program length: 2.5 months for daytime students, 5 months for evening students. This program is offered on the Lake Worth campus.

REQUIRED COURSES  CLOCK HOURS
CSP 0013  Nail Specialist  240

Total Program Hours  240

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5356.edu

Welding Technology

PSAV 5460

This program prepares the student for entry-level employment in a variety of occupations in the welding industry. The content includes, but is not limited to, communication skills, human relations, employability skills, safe and efficient work practices, reading blueprints, identifying metals and basic shop skills.

Program Description
Shop activities are an integral part of this program and provide instruction in the various processes and fabrication skills, including torch cutting, arc welding, MIG welding, flux core welding, TIG welding, pipe welding, certification test preparation, use of current industry standards, practices and techniques.

Career Path Notes
Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer/transall.asp.

Admission Requirements
No high school diploma or GED is required.

Completion Requirements
Test of Adult Basic Education (TABE) minimum scores:
Reading: 9; English: 9; Mathematics: 9.

Program Length and Location
Total program hours: 1,170. Approximate program length: one year. Program is offered on the Lake Worth campus and off site.

REQUIRED COURSES  CLOCK HOURS
Group A
PMT 0108  Introduction to Welding  120
PMT 0109  Introduction to Welding 2  120

Group B
PMT 0126  Shielded Metal Arc Welding  120
PMT 0127  Shielded Metal Arc Welding Advanced  120

Group C
PMT 0147  Gas Metal Arc Welding  120

Group D
PMT 0143  Flux Cored Arc Welding  120

Group E
PMT 0150  Gas Tungsten Arc Welding  120
PMT 0151  Gas Tungsten Arc Welding Advanced  120

Group F
PMT 0167  Pipe Welding  120
PMT 0168  Pipe Welding Advanced  90

Total Program Hours  1,170

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5460.asp
Building Construction Specialist  **CCC 6223**

This college credit certificate program is designed to prepare the student for entry level employment in the building construction field.

**Employment Opportunities**

This credit program is designed to prepare the student for employment as a building construction specialist, or to provide supplemental training for persons previously or currently employed in the building construction field.

**Program Description**

Course content includes principles, procedures and theories of building construction including estimating, construction law, plans interpretation and construction management.

**Career Path Notes**

Credits in this certificate program will transfer directly into the Associate in Applied Science (A.A.S.) degree in Industrial (Operations) Management Technology.

**Admission Requirements**

High school diploma or GED is required.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length and Location**

Total program credits: 18. Students may complete the program in one year if they attend full-time or two years part-time. The entire program is offered at Lake Worth campus in the evening.

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>ETD 1100C Introduction to Technical Drawing</td>
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</tr>
<tr>
<td>BCN 1272 Plans Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>BCN 1210 Building Construction Materials</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2253C Architectural Drafting 1</td>
<td>3</td>
</tr>
<tr>
<td>BCT 1770 Advanced Construction Estimating</td>
<td>3</td>
</tr>
<tr>
<td>SUR 1101C Basic Surveying and Mapping</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Program Credits</strong></td>
<td>18</td>
</tr>
</tbody>
</table>

For suggested course sequence, check the Web at [www.pbcc.edu/transfer/6223.asp](http://www.pbcc.edu/transfer/6223.asp)

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Drafting and Construction Technology  **CCC 6222**

This college credit certificate program is designed to prepare the student for entry level employment in the drafting and construction fields.

**Employment Opportunities**

This credit program is designed to prepare the student for employment as a drafting specialist, construction specialist, or to provide supplemental training for persons previously or currently employed in the drafting/construction fields.

**Program Description**

Course content includes principles, procedures and theories of computer drafting including CAD, architectural drafting, technical drawing, and blueprint production.

**Career Path Notes**

Credits in this certificate program will transfer directly into the Associate in Applied Science (A.A.S.) degree in Industrial (Operations) Management Technology.

**Admission Requirements**

High school diploma or GED is required.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program.

**Program Length and Location**

Total program credits: 24. Students may complete the program in one year if they attend full-time or two years part-time. The entire program is offered at Lake Worth campus in the evening.

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ETD 1100C Introduction to Technical Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1320C Introduction to Computer Drafting</td>
<td>3</td>
</tr>
<tr>
<td>BCN 1272 Plans Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>BCN 1210 Building Construction Materials</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2253C Architectural Drafting 1</td>
<td>3</td>
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<tr>
<td>BCN 2259C Architectural Drafting 2</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2080C Architectural Drafting &amp; Design 1</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2081C Architectural Drafting &amp; Design 2</td>
<td>3</td>
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<tr>
<td><strong>Total Program Credits</strong></td>
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</tbody>
</table>

For suggested course sequence, check the Web at [www.pbcc.edu/transfer/6222.asp](http://www.pbcc.edu/transfer/6222.asp)
Industrial (Operations) Management Technology
AAS A194

This degree program is designed for the student who will seek immediate employment in the operations management field upon graduation or who desires advancement and is presently employed in construction related industries and other technical fields.

Employment Opportunities
Upon completion of this program, students may seek employment in a variety of supervisory and technical areas in the fields of construction, architectural drafting/design and other related fields requiring a broad knowledge of technical and operational managerial skills.

Program Description
Course content includes a core of business, accounting and managerial courses coupled with a technical core curriculum from a variety of technical areas including apprenticeship programs, automotive programs, building construction, architectural drafting/design and other PSAV trade and industrial programs offered at PBCC.

Career Path Notes
Students who successfully complete the Building Construction Specialist C.C.C., the Drafting and Construction Technology C.C.C., PBCC apprenticeship programs or one of PBCC’s PSAV certificate programs, may enroll in the A.A.S. in Industrial (Operations) Management Technology program and receive credits toward their degree credit requirements.

Admission Requirements
A high school diploma or GED is required. All required General Education courses must be completed with a grade of C or higher to apply toward the A.A.S. degree program.

Completion Requirements
Students must successfully complete all courses listed in the catalog for this program.

Program Length and Location
Total program credits: 60. Students may complete the program in two years if they attend full-time or three years if they attend part-time. The entire program is offered at the Lake Worth campus in the evening. Some courses are available on other campuses (see schedules for availability or discuss with department chair or faculty).

GENERAL EDUCATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>College Composition 1</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1210</td>
<td>Applied Communications</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Any course from Mathematics – Area III</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1016</td>
<td>Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Any course from Social Science - Area V</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required General Education Credits: 15

MANAGEMENT CORE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1570</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>ETI 1701</td>
<td>Environmental Health and Safety</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2100</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2345</td>
<td>Principles of Supervision</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Management Core Credits: 15

TECHNICAL SKILL ARTICULATION CREDIT REQUIREMENTS

Complete one of the following PBCC programs:

College Credit Certificate:
- Building Construction Specialist CCC 6223 18
- Drafting and Construction Technology CCC 6222 24

Apprenticeship Program:
- Building Trades Apprenticeship (Journeyperson Status) 24

PSAV Program:
- Automotive Body Repair PSAV 5461 24
- Automotive Service Technology PSAV 5463 24
- Diesel Technology PSAV 5468 24
- Heating, Ventilation, Air Conditioning and Refrigeration PSAV 5267 24
- Welding Technology PSAV 5460 24

Total Required Technical Skill Articulation Credits: 18/24

ELECTIVES: (6/12 CREDITS BY ADVISEMENT)

Business Management Elective Option:
- ACG 2022 Financial Accounting 4
- ACG 2071 Managerial Accounting 3
- GEB 1011 Introduction to Business 3
- MAR 2011 Principles of Marketing 3
- SBM 2000 Small Business Management 3

Construction Management Elective Option:
- BCT 1743 Construction Law 3
- BCT 1750 Construction Finance 3
- BCT 2730 Construction Supervision Procedure 3
- ETC 1202 Construction Documents 3
- ETD 1320C Introduction to Computer Drafting 3
- ETI 1110 Quality Management 3
- ETI 1446 Project Management 3

Total Required Elective Credits: 6/12

Total Program Credits: 60

For suggested course sequence, check the Web at
www.pbcc.edu/transfer/A194.asp
Professional Pilot Technology AAS/AS

This program offers three tracks. They are designed to prepare the student to work in flight operations management, to become a commercial pilot, or to allow the individual who currently holds the Airframe Certificate and/or Powerplant Mechanics Certificate issued by the Federal Aviation Administration (FAA) to pursue a two-year degree that will give management skills and knowledge for advancement within the aviation maintenance or flight operation industry.

Program Description

MAINTENANCE MANAGEMENT TRACK
AAS A161 / AS 2171

This program track is designed to allow the individual who currently holds (1) an Airframe Certificate and (2) a Powerplant Mechanics Certificate, issued by the Federal Aviation Administration (FAA), to pursue a two-year degree that will provide management skills and knowledge for advancement within the aviation maintenance industry.

College credit toward the A.A.S. and A.S. degrees will be awarded for the following current FAA certificates (See Experiential Learning, Award of Credit):

- Airframe Mechanic Certificate - provides 12 credit hours
- Powerplant Mechanic Certificate - provides 12 credit hours.

OPERATIONS TRACK
AAS A162 / AS 2172

The following credit is given to the student who holds the Private Pilot Certificate:

- ATF 1100 Flight - Private 3
- ATT 1100 Private Pilot Ground School 3

PROFESSIONAL PILOT TRACK
AAS A163 / AS 2197

The following credit shall be given if the student holds these certificates:

- Private Pilot Certificate provides: 6 credit hours for ATF 1100 and ATT 1100.
- Instrument Certificate provides: 12 credit hours for ATF 1100, ATF 2300, ATT 1100 and ATT 2120.
- Commercial Pilot Certificate provides: 12 credit hours for ATF 1100, ATF 2200, ATT 1100 and ATT 2110.

Students enrolling in the Professional Pilot Technology A.A.S. or A.S. degree program at Palm Beach Community College must follow these procedures to receive credit for flight courses required to complete these degrees.

1. All flight time must be logged and certified by an FAA-certified flight instructor for the rating for which credit is being sought.
2. Minimum flight time requirements for Part 61 (minimum 40 hours) or Part 141 (minimum 35 hours) Federal Aviation Regulations (FAR) must be met.
3. All written examinations required for the rating sought must be passed with a minimum grade as specified by the FAA.

A. Written proof of passing the required FAA check ride must be submitted to the department chair before credit can be granted for the following courses: ATF 1100, ATF 2200, ATF 2300, ATF 2400, ATF 2500.

B. Proof of passing the appropriate FAA written examination with a grade of 85 percent or higher will be considered for credit for the following ground school courses when appropriately documented and submitted to the department chair: ATT 1100, ATT 2120.

4. To qualify for reduced flight-time requirements under FAR Part 141, the student must take flight training from an approved flight school and ground training from an approved ground school. The department chair will provide a list of currently approved flight schools for the student.

Career Path Notes

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer/transall.asp.

Admission Requirements

Effective 2005, Federal Law under the Transportation Security Administration requires specific identification documents for this program. Please refer to www.pbcc.edu/Admissions/FlightReq.asp for more information, or contact the program manager at (561) 868-3474.

Completion Requirements

Successfully complete all program requirements.

Program Length and Location

Total program credits: 64. Approximate program length: two years. Program is offered on the Lake Worth campus and off site.

MAINTENANCE MANAGEMENT TRACK
AAS A161 / AS 2171

GENERAL EDUCATION REQUIREMENTS

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101 College Composition 1 (A.S. students)</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1210 Applied Communications (A.A.S. students)</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105 College Algebra (A.S. students)</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103 Business Mathematics 1 (A.A.S. students)</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1016 Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>Any course from Humanities - Area II</td>
<td>3</td>
</tr>
<tr>
<td>Any course from Social Science - Area V</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required General Education Credits 15

REQUIRED COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
</tr>
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<tbody>
<tr>
<td>ASC 1210 Aero-Meteorology</td>
<td>3</td>
</tr>
<tr>
<td>ASC 1310 Aero-Safety and Regulations</td>
<td>2</td>
</tr>
<tr>
<td>AVM 2010 Aerospace and Air Travel</td>
<td>3</td>
</tr>
<tr>
<td>ATT 2131 Flight Instructor Ground School</td>
<td>2</td>
</tr>
<tr>
<td>BUL 2241 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1030 PC Starter</td>
<td>1</td>
</tr>
<tr>
<td>GEB 1011 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1001 Applied Physics (A.S. students)</td>
<td>3</td>
</tr>
<tr>
<td>ATT 1100 Private Pilot Ground School (A.A.S. Students)</td>
<td>3</td>
</tr>
<tr>
<td>Power Plant Certificate</td>
<td>12</td>
</tr>
<tr>
<td>Airframe Certificate</td>
<td>12</td>
</tr>
</tbody>
</table>

Total Required Course Credits 45
ELECTIVES
Choose 4 credits
ATF 2400 Multi-Engine Flight (1)
(or other course approved by department chair) (1)
Course approved by department chair (1)
Total Required Elective Credits 4
Total Program Credits 64
For suggested course sequence, check the Web at www.pbcc.edu/transfer/2171.asp

OPERATIONS TRACK AAS A162 / AS 2172

GENERAL EDUCATION REQUIREMENTS CREDITS
ENC 1101 College Composition 1 (A.S. students) 3
ENC 1210 Applied Communications (A.A.S. students) (3)
MAC 1105 College Algebra (A.S. students) 3
MTB 1103 Business Mathematics 1 (A.A.S. students) (3)
SPC 1016 Fundamentals of Speech Communication 3
Any course from Humanities - Area II 3
Any course from Social Science - Area V 3
Total Required General Education Credits 15

REQUIRED COURSES
ACG 2022 Financial Accounting 4
ASC 1210 Aero-Meteorology 3
ASC 1310 Aero-Safety and Regulations 2
ASC 1640 Propulsion Systems 3
ATF 1100 Flight - Private 3
ATF 1150 Intermediate Flight Lab 1
ATF 1600 Basic Flight Simulator 1
ATT 2120 Commercial Pilot Ground School 3
AVM 2010 Aerospace and Air Travel 3
- or the following two courses:
ATF 2500 Certified Flight Instructor Flight (1)
- and -
ATT 2131 Flight Instructor Ground School (2)
BUL 2241 Business Law I 3
CGS 1570 Microcomputer Applications 3
ECO 2013 Principles of Macroeconomics 3
ESC 1000 Earth Science 3
GEB 1011 Introduction to Business 3
GEA 1000 Principles of Geography and Conservation (A.A.S. students) (3)
MAN 2021 Principles of Management 3
PHY 1001 Applied Physics (A.S. students) 3
POS 1001 Introduction to Political Science 3
SBM 2000 Small Business Management 3
Total Required Course Credits 45

ELECTIVES
Choose 4 credits
ATF 2691 Instrument Refresher Simulator Laboratory (or course approved by department chair) (1)
Course approved by department chair (1)
Total Required Elective Credits 4
Total Program Credits 64
For suggested course sequence, check the Web at www.pbcc.edu/transfer/2172.asp

PROFESSIONAL PILOT TRACK
AAS A163 / AS 2197

GENERAL EDUCATION REQUIREMENTS CREDITS
ENC 1101 College Composition 1 (A.S. students) 3
ENC 1210 Applied Communications (A.A.S. students) (3)
MAC 1105 College Algebra (A.S. students) 3
MTB 1103 Business Mathematics 1 (A.A.S. students) (3)
SPC 1016 Fundamentals of Speech Communication 3
Any course from Humanities - Area II 3
Any course from Social Science - Area V 3
Total Required General Education Credits 15

REQUIRED COURSES
ASC 1101 Aero-Navigation 3
ASC 1210 Aero-Meteorology 3
ASC 1310 Aero-Safety and Regulations 2
ASC 1640 Propulsion Systems 3
ASC 2550 Aerodynamics 3
ATF 1100 Flight - Private 3
ATF 1150 Intermediate Flight Lab 1
ATF 1600 Basic Flight Simulator 1
ATT 2200 Flight – Commercial 1 3
ATT 2250 Advanced Flight Lab 1
ATF 2300 Instrument Flight 3
ATF 2400 Multi-Engine Flight 1
ATF 2605 Intermediate Flight Simulator 1
ATF 2610 Advanced Instrument Flight Simulator 1
ATT 1100 Private Pilot Ground School 3
ATT 2120 Instrument Ground School 3
ATT 2110 Commercial Pilot Ground School 3
AVM 2010 Aerospace and Air Travel 3
- or the following two courses:
ATF 2500 Certified Flight Instructor Flight (1)
- and -
ATT 2131 Flight Instructor Ground School (2)
BUL 2241 Business Law I 3
CGS 1030 PC Starter 1
ECO 1102 College Composition 2 3
PHY 1001 Applied Physics (A.S. students) 3
GEA 1000 Principles of Geography and Conservation (A.A.S. students) (3)
Total Required Course Credits 45

ELECTIVES
ATF 2691 Instrument Refresher Simulator Laboratory (or course approved by department chair) (1)
ENC 1210 Applied Communications (A.A.S. students) (3)
- or -
ENC 1102 College Composition 2 (3)
Total Required Elective Credits 4
Total Program Credits 64
For suggested course sequence, check the Web at www.pbcc.edu/transfer/2197.asp
Florida’s Statewide Course Numbering System

All public two and four-year colleges and universities in Florida and thirty-three participating private schools assign course numbers using the Florida’s Statewide Course Numbering System (SCNS). This common course numbering system is used to assist in transferring course credit between participating colleges and universities.

Each participating school controls the title, credit, content, and level of each course they offer. The level is the first number in the course number. It generally tells the year or level at which this course is offered. (Ex. SYG 1010 is a freshman level course.) This number does not affect the transferability of a course. The course level numbers at PBCC are as follows:

- 0* - college prep credit, vocational prep, and PSAV (do not transfer),
- 1 - freshman year, and
- 2 - sophomore year.

*Some EAP college preparatory courses are level “1” courses but do not transfer. These courses will be listed as “institutional credit” in the course descriptions.

### EXAMPLE OF COURSE IDENTIFIER

<table>
<thead>
<tr>
<th>NAME</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREFIX</td>
<td>Sociology, General</td>
</tr>
<tr>
<td>LEVEL CODE</td>
<td>Freshman Level at this institution</td>
</tr>
<tr>
<td>CENTURY DIGIT</td>
<td>Entry-Level &gt; General Sociology</td>
</tr>
<tr>
<td>DECADE DIGIT</td>
<td>Survey Course</td>
</tr>
<tr>
<td>UNIT DIGIT</td>
<td>Social Problems</td>
</tr>
<tr>
<td>LAB CODE</td>
<td>No laboratory component in this course</td>
</tr>
</tbody>
</table>

**SYG 1010**

### THE COURSE PREFIX

The course prefix is a three-letter grouping that stands for a major division of an academic discipline, subject area, or sub-category of knowledge. (Ex. SYG stands for General Sociology). The prefix does not identify the department which offers a course. Instead, the course content determines the prefix given to a course.

The course identifier, the prefix and the last three numbers of the course numbers (Ex. SYG _010), are assigned by members of faculty discipline committees appointed by the Florida Department of Education in Tallahassee. These committees are made up of a balance of faculty from two- and four-year, public and private, participating schools that offer this subject area or specialization.

SYG _010 is a survey course in social problems offered by 35 different two- and four-year colleges and universities in Florida. Each school uses “SYG _010” to identify its social problems survey course. The title may vary at each school and the level code (see paragraph two under Florida Statewide Course Numbering System) may differ. Some community colleges offer SYG 1010, American Social Problems. The freshman level code number does not affect transferability. “SYG” means “Sociology, General,” the century number “0” represents “Entry-level General Sociology;” the decade number “1” represents “Survey Course;” and the unit number “0” represents “Social Problems.”

In science and other areas, some courses will have a “C” or “L” after the course number. The “C” stands for a combined lecture and lab course that meets in the same place at the same time. The “L” stands for a lab course or the lab part of a course with the same number, which meets at a different time or place.

### GENERAL RULE FOR EQUAL COURSES

Transfer of any successfully completed course from one school to another school is guaranteed in cases where the transfer course has the same course identifier as the one offered by the receiving school. Transferable courses have the same identifier and equal faculty credentials at the host school and the receiving school. For example, SYG 1010 is offered at some community colleges. The same course is offered at a participating four-year school as SYG 2010. A student who has successfully completed SYG 1010 at the community college is guaranteed transfer credit for SYG 2010 at any participating four-year school in Florida to which the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equal to SYG 2010. With a few exceptions, transfer credit must be awarded for successfully completed equal courses. It must be used by the participating two- or four-year school to satisfy degree requirements in the same way it would be used for the same credits earned by students who attend the receiving school. Receiving schools have the preroga-
tive of offering transfer credit for other successfully completed courses in addition to equal transfer courses.

**EXCEPTIONS TO THE GENERAL RULE FOR EQUAL COURSES**

The following courses are exceptions to the general rule for course equality and may not transfer. The ability of these courses to transfer is up to the receiving school:

A. Courses in the 900-999 series (e.g., ART 2905)
B. Internships, practica, clinical experiences, and study abroad courses
C. Performance or studio courses in Art, Dance, Theater, and Music
D. Skills courses in Criminal Justice
E. Graduate courses
F. Courses not offered by the receiving institution
G. Courses at non-regionally accredited institutions
H. Courses offered prior to the transfer date of the course

College preparatory, vocational preparatory, and PSAV courses (level “0” or “1” courses - see second paragraph under Florida Statewide Course Numbering System) may not be used to meet A.A. degree requirements and cannot be transferred.

**AUTHORITY FOR ACCEPTANCE OF EQUAL 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 possess 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.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to Academic Services at PBCC (561) 868-3893 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 SunCom 205-0427.

**Course Prefixes by Subject Area**

The following is a list of course prefixes, arranged by subject areas. Because some prefixes may apply to more than one subject area, there may be duplications. For current course offerings, consult the Palm Beach Community College Schedule of Classes, available through the Registrar’s Office at your location or the online class schedule at www.pbcc.edu/pantherweb.
Introduction to Course Listings

The course list for the PBCC 2006-2007 Catalog is in alphabetical order by course prefix. The course list contain the full title of the course, initials of the degree/certificate program to which the course may be applied and the number of credits/clock hours earned upon successful completion of the course. This information is followed by the necessary prerequisites and corequisites for the course.

New or revised courses may have incomplete course number information at the time of this printing. For new courses, the proposed prefix followed by “0, 1 or 2 XXX” will be used for the course number. For revised courses, the original course number will be used followed by the proposed information change in parentheses, if applicable.

Courses that are Gordon Rule and/or General Education courses will have a (*) at the end of the course listing to remind students that they must complete placement testing and remediation before taking these courses. These courses do not count toward Gordon Rule and General Education unless they are completed with a “C” or higher.

Please check the on-line listing of courses at panthernet.pbcc.edu/listcrs.cgi for full course descriptions and up-to-date course number information. You can also contact the campus location Registrar’s office.

When considering enrollment in courses offered at PBCC, students in associate in applied science, associate in science or certificate programs should refer to the program descriptions in this catalog for the list of required and elective courses within in their program. For suggested course completion order, go to www.pbcc.edu/transfer/sequence.asp to see the most recent course configuration. Associate in arts students should remember that transferability of a course to a four-year institution may be based on completion of the associate degree. For more information on course transferability, contact a PBCC academic advisor, an academic advisor at the targeted four-year school, www.facts.org, or www.pbcc.edu/transfer to obtain information updates on degree requirements before enrolling in courses.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Type</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2022</td>
<td>Financial Accounting (AA)</td>
<td></td>
<td>4 credits</td>
<td>(4 lecture hours)</td>
</tr>
<tr>
<td>ACG 2071</td>
<td>Managerial Accounting (AA)</td>
<td></td>
<td>3 credits</td>
<td>(3 lecture hours)</td>
</tr>
<tr>
<td>ACG 2100</td>
<td>Intermediate Accounting (AS)</td>
<td></td>
<td>3 credits</td>
<td>(3 lecture hours)</td>
</tr>
<tr>
<td>ACG 2360</td>
<td>Cost Accounting (AS)</td>
<td></td>
<td>3 credits</td>
<td>(3 lecture hours)</td>
</tr>
<tr>
<td>ACG 2450</td>
<td>Microcomputer Operations Accounting (AS)</td>
<td></td>
<td>3 credits</td>
<td>(3 lecture hours)</td>
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<tr>
<td>ACO 0101</td>
<td>Beginning Bookkeeping 1 (PSAV)</td>
<td></td>
<td>100 clock hours</td>
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<td>ACO 0102</td>
<td>Advanced Bookkeeping (PSAV)</td>
<td></td>
<td>200 clock hours</td>
<td></td>
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<tr>
<td>ACO 0201</td>
<td>Beginning Bookkeeping 2 (PSAV)</td>
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<td>100 clock hours</td>
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<tr>
<td>ACO 0202</td>
<td>Advanced Bookkeeping 2 (PSAV)</td>
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<td>100 clock hours</td>
<td></td>
</tr>
<tr>
<td>ACO 0601</td>
<td>The Accounting Environment I (PSAV)</td>
<td></td>
<td>100 clock hours</td>
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<td>ACO 0605</td>
<td>The Accounting Environment II (PSAV)</td>
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<td>ACO 0949</td>
<td>Accounting Externship (PSAV)</td>
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<td>100 clock hours</td>
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<tr>
<td>ACO 2661</td>
<td>Accounting Information Systems (AS)</td>
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<td>(3 lecture hours)</td>
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<tr>
<td>ACR 0066</td>
<td>Technical Engineering of HVAC/R Systems (PSAV)</td>
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<tr>
<td>ACR 0307</td>
<td>Electronics and Refrigeration Systems (PSAV)</td>
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<td>ACR 0430</td>
<td>Indoor Air Quality for Air Conditioning (PSAV)</td>
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<td>120 clock hours</td>
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<tr>
<td>ACR 0501</td>
<td>Introduction to HVAC/R Principles (PSAV)</td>
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<tr>
<td>ACR 0510</td>
<td>HVAC/R Tools and Component Fabrication (PSAV)</td>
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<td>120 clock hours</td>
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<tr>
<td>ACR 0530</td>
<td>Electricity for HVAC/R (PSAV)</td>
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<td>120 clock hours</td>
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<tr>
<td>ACR 0622</td>
<td>Heating Service and System Trouble Shooting (PSAV)</td>
<td></td>
<td>120 clock hours</td>
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(*) Gordon Rule course
<table>
<thead>
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<th>Course Title</th>
<th>Clock Hours</th>
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<tbody>
<tr>
<td>ACR 0706</td>
<td>Introduction to HVAC/R System Installations (PSAV)</td>
<td>120</td>
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<tr>
<td>ACR 0710</td>
<td>Commercial HVAC/R Mechanical Components (PSAV)</td>
<td>120</td>
</tr>
<tr>
<td>ACR 0816</td>
<td>Installation and Repair of HVAC/R Systems (PSAV)</td>
<td>120</td>
</tr>
<tr>
<td>ACR 0930R</td>
<td>Air Conditioning and Refrigeration Apprenticeship Co-op (First Year) (PSAV)</td>
<td>273</td>
</tr>
<tr>
<td>ACR 0931R</td>
<td>Air Conditioning and Refrigeration Apprenticeship Co-op (First Year-Summer)</td>
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<tr>
<td>ACR 0932R</td>
<td>Air Conditioning and Refrigeration Apprenticeship Co-op (Second Year) (PSAV)</td>
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<tr>
<td>ACR 0933R</td>
<td>Air Conditioning and Refrigeration Apprenticeship Co-op (Second Year-Summer)</td>
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<td>ACR 0934R</td>
<td>Air Conditioning and Refrigeration Apprenticeship Co-op (Third Year) (PSAV)</td>
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</tr>
<tr>
<td>ACR 0935R</td>
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AER 0450 Automotive Steering And Suspension (PSAV) 150 clock hours
AER 0801 Workplace Skills for Automotive Technicians (PSAV) 75 clock hours
AMH 2010 United States History to 1865 (AA) 3 credits (3 lecture hours)(*)
AMH 2010 Honors United States History to 1865 (AA) 3 credits (3 lecture hours)
Prerequisite: Cumulative GPA 3.5. or recommended test scores of ACT Enhanced - 26, SAT I - 1170 combined score or FCELPT (CPT) - 97 Reading and 100 Writing (*)
AMH 2020 United States History from 1865 to Present (AA) 3 credits (3 lecture hours)(*)
AMH 2020 Honors United States History from 1865 to Present (AA) 3 credits (3 lecture hours)
Prerequisite: Cumulative GPA 3.5. or recommended test scores of ACT Enhanced - 26, SAT I - 1170 combined score or FCELPT (CPT) - 97 Reading and 100 Writing (*)
AMH 2091 African-American History (AA) 3 credits (3 lecture hours)
AML 2010 American Literature to 1865 (AA) 3 credits (3 lecture hours)
Prerequisites: ENC 1101 or ENC 1121 (*)
AML 2010 Honors American Literature to 1865 (AA) 3 credits (3 lecture hours)
Prerequisites: ENC 1101 or ENC 1121 and a GPA of 3.5 (*)
AML 2020 American Literature After 1865 (AA) 3 credits (3 lecture hours)
Prerequisites: ENC 1101 or ENC 1121 (*)
AML 2020 Honors American Literature After 1865 (AA) 3 credits (3 lecture hours)
Prerequisites: ENC 1101 or ENC 1121 and a GPA of 3.5 (*)
AML 2600 African American Literature (AA) 3 credits (3 lecture hours)
Prerequisites: ENC 1101 or ENC 1121 (*)
AML 2600 Honors African American Literature (AA) 3 credits (3 lecture hours)
Prerequisites: A grade of “C” or higher in ENC 1101 or ENC 1121 and cumulative 3.5 GPA (**)
AML 2631 Hispanic American Literature (AA) 3 credits (3 lecture hours)
Prerequisites: ENC 1101 or ENC 1121
ANT 2000 Anthropology (AA) 3 credits (3 lecture hours) (*)
APA 1111 Bookkeeping I (AS) 3 credits (3 lecture hours)
APA 1121 Bookkeeping II (AS) 3 credits (3 lecture hours)
Prerequisite: APA 1111
APA 2172 Computerized Bookkeeping (AS) 4 credits (4 lecture hours)
Prerequisites: APA 1111 (OR ACC 2222), CGS 1570
ARC 1301C Architectural Design I (AA) 4 credits (3 lecture hours, 2 lab hours)
Corequisite: ARC 1701
ARC 1302C Architectural Design II (AA) 4 credits (3 lecture hours, 2 lab hours)
Prerequisites: ARC 1301C, ARC 1701; Corequisite: ARC 2201
ARC 1701 History of Architecture (AA) 3 credits (3 lecture hours)
ARC 1702 Architectural History II (AA) 3 credits (3 lecture hours)
Prerequisite: ARC 1701
ARC 2201 Theory of Architecture (AA) 3 credits (3 lecture hours)
Prerequisite: ARC 1301C;
ARC 2303C Architectural Design III (AA) 4 credits (3 lecture hours, 2 lab hours)
Prerequisites: ARC 1302C, ARC 2201 (or ARC 2212)
Corequisite: ARC 2461
ARC 2304C Architectural Design IV (AA) 4 credits (3 lecture hours, 2 lab hours)
Prerequisites: ARC 2303C and ARC 2461; ARC 2501
ARC 2461 Materials and Methods of Construction I (AA) 3 credits (3 lecture hours)
Prerequisite: ARC 2302
ARC 2501 Structures (AA) 3 credits (3 lecture hours)
Prerequisite: MAC 2233
ARH 1000 Art Appreciation (AA) 3 credits (3 lecture hours) (*)
ARH 1000 Honors Art Appreciation (AA) 3 credits (3 lecture hours)
Prerequisites: 3.5 GPA or recommended test scores of ACT Enhanced-26, SAT I-I170 combined score or FCELPT (CPT) 97-reading and 100 writing (*)
ARH 1955 History and Appreciation of Art (AA) 3 credits (3 lecture hours)
ARH 2050 Art History I (AA) 3 credits (3 lecture hours) (*)
ARH 2051 Art History II (AA) 3 credits (3 lecture hours) (*)
ARR 0011 Introduction to Collision Repair (PSAV) 120 clock hours
ARR 0020 Collision Estimating (PSAV) 120 clock hours
ARR 0101 Collision Repair and Refinishing (PSAV) 120 clock hours
ARR 0102 Collision Repair and Refinishing - Intermediate (PSAV) 120 clock hours

For full course descriptions go to panthernet.pbcc.edu/listcrs.cgi | (*) Gordon Rule course
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(*) Prerequisite: Art 1203C or instructor's permission required.
ATF 2250 Advanced Flight Lab (AS)  
1 credit (3 lab hours)  
Prerequisite: ATF 1150

ATF 2300 Instrument Flight (AS)  
3 credits (3 lecture hours)  
Prerequisites: ATF 1100, ATF 1600, ATT 1100,  
ATT 2120, ATF 2605;  
Corequisites: ATF 2610, ATT 2120

ATF 2400 Multi-Engine Flight (AS)  
1 credit (13 lab hours)  
Prerequisite: ATF 2300;  
Corequisites or prerequisites ATF 2200 and ATT 2100  
or Commercial Pilots License and equivalent experience

ATF 2500 Certified Flight Instructor (AS)  
1 credit (20 lab hours)  
Prerequisites: ATF 2200, ATF 2300; or commercial  
pilot license or equivalent experience and corequisite  
or prerequisite ATT 2131

ATF 2605 Intermediate Flight Simulator (AS)  
1 credit (1 lab hour)  
Prerequisite: ATF 1600 or instructor’s or chairperson’s  
permission required

ATF 2610 Advanced Instrument Flight Simulator (AS)  
1 credit (1 lab hour)  
Prerequisites: ATF 1600 and ATF 2605 or instructor’s  
or chairperson’s permission required

ATF 2691 (A-E) Instrument Refresher Simulator Laboratory (AS)  
1 credit

ATT 1100 Private Pilot Ground School (AS)  
3 credits (3 lecture hours)

ATT 2110 Commercial Pilot Ground School (AS)  
3 credits (3 lecture hours)  
Prerequisite: ATT 1100

ATT 2120 Instrument Ground School (AS)  
3 credits (3 lecture hours)  
Prerequisite: ATT 1100

ATT 2131 Flight Instructor Ground School (AS)  
2 credits (2 lecture hours)  
Prerequisites: ATF 2300 or ATF 2200

AVM 2010 Aerospace and Air Travel (AS)  
3 credits (3 lecture hours)  
Prerequisites: ATT 1100 or instructor’s permission  
required

BCA 0101 Bricklayer Apprenticeship I (PSAV)  
78 clock hours

BCA 0102 Bricklayer Apprenticeship II (PSAV)  
126 clock hours

BCA 0103 Bricklayer Apprenticeship III (PSAV)  
78 clock hours

BCA 0104 Bricklayer Apprenticeship IV (PSAV)  
126 clock hours

BCA 0105 Bricklayer Apprenticeship V (PSAV)  
78 clock hours

BCA 0106 Bricklayer Apprenticeship VI (PSAV)  
126 clock hours

BCA 0111R Bricklayer Apprenticeship Co-op I  
(First Year) (PSAV)  
273 clock hours

BCA 0112R Bricklayer Apprenticeship Co-op II  
(First Year - Summer) (PSAV)  
300 clock hours

BCA 0113R Bricklayer Apprenticeship Co-op III  
(Second Year) (PSAV)  
273 clock hours

BCA 0114R Bricklayer Apprenticeship Co-op IV  
(Second Year - Summer) (PSAV)  
300 clock hours

BCA 0115R Bricklayer Apprenticeship Co-op V  
(Third Year) (PSAV)  
273 clock hours

BCA 0116R Bricklayer Apprenticeship Co-op VI  
(Third Year - Summer) (PSAV)  
300 clock hours

BCA 0201 Painter Apprenticeship I (PSAV)  
78 clock hours

BCA 0202 Painter Apprenticeship II (PSAV)  
126 clock hours

BCA 0203 Painter Apprenticeship III (PSAV)  
78 clock hours

BCA 0204 Painter Apprenticeship IV (PSAV)  
126 clock hours

BCA 0205 Painter Apprenticeship V (PSAV)  
78 clock hours

BCA 0206 Painter Apprenticeship VI (PSAV)  
126 clock hours

BCA 0211R Painter Apprenticeship Co-op I (PSAV)  
273 clock hours

BCA 0212R Painter Apprenticeship Co-op II (PSAV)  
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BCA 0213R Painter Apprenticeship Co-op III (PSAV)  
273 clock hours

BCA 0214R Painter Apprenticeship Co-op IV (PSAV)  
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BCA 0215R Painter Apprenticeship Co-op V (PSAV)  
273 clock hours

BCA 0216R Painter Apprenticeship Co-op VI (PSAV)  
300 clock hours

BCA 0241 Plasterer Apprenticeship I (PSAV)  
78 clock hours

BCA 0242 Plasterer Apprenticeship II (PSAV)  
126 clock hours

BCA 0243 Plasterer Apprenticeship III (PSAV)  
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BCA 0463R Plumber Apprenticeship Co-op IV (PSAV) 300 clock hours
BCA 0464R Plumber Apprenticeship Co-op V (PSAV) 273 clock hours
BCA 0465R Plumber Apprenticeship Co-op VI (PSAV) 300 clock hours
BCA 0466R Plumber Apprenticeship Co-op VII (PSAV) 273 clock hours
BCA 0467R Plumber Apprenticeship Co-op VIII (PSAV) 300 clock hours
BCA 0468R Plumber Apprenticeship Co-op IX (PSAV) 273 clock hours
BCA 0469R Plumber Apprenticeship Co-op X (PSAV) 300 clock hours
BCA 0470 Fire Sprinkler Apprenticeship I (Fall)(PSAV) 72 clock hours
BCA 0471 Fire Sprinkler Apprenticeship II (Spring) (PSAV) 72 clock hours
BCA 0472 Fire Sprinkler Apprenticeship III (Fall) (PSAV) 72 clock hours
BCA 0473 Fire Sprinkler Apprenticeship IV (Spring) (PSAV) 72 clock hours
BCA 0474 Fire Sprinkler Apprenticeship V (Fall) (PSAV) 72 clock hours
BCA 0475 Fire Sprinkler Apprenticeship VI (Spring) (PSAV) 72 clock hours
BCA 0476 Fire Sprinkler Apprenticeship VII (Fall) (PSAV) 72 clock hours
BCA 0477 Fire Sprinkler Apprenticeship VIII (Spring) (PSAV) 72 clock hours
BCA 0480R Fire Sprinkler Apprentice Coop I (PSAV) 273 clock hours
BCA 0481R Fire Sprinkler Apprentice Coop II (PSAV) 300 clock hours
BCA 0482R Fire Sprinkler Apprentice Coop III (PSAV) 273 clock hours
BCA 0483R Fire Sprinkler Apprentice Coop IV (PSAV) 300 clock hours
BCA 0484R Fire Sprinkler Apprentice Coop V (PSAV) 273 clock hours
BCA 0485R Fire Sprinkler Apprentice Coop VI (PSAV) 300 clock hours
BCA 0486R Fire Sprinkler Apprentice Coop VII (PSAV) 273 clock hours
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BCA 0520 Glazing Apprenticeship I (PSAV) 72 clock hours
BCA 0521 Glazing Apprenticeship II (PSAV) 72 clock hours
BCA 0522 Glazing Apprenticeship III (PSAV) 72 clock hours
BCA 0523 Glazing Apprenticeship IV (PSAV) 72 clock hours
BCA 0524 Glazing Apprenticeship V (PSAV) 72 clock hours
BCA 0525 Glazing Apprenticeship VI (PSAV) 72 clock hours
BCA 0526 Glazing Apprenticeship VII (PSAV) 72 clock hours
BCA 0527 Glazing Apprenticeship VIII (PSAV) 72 clock hours
BCA 0530R Glazing Apprenticeship Cooperative I (PSAV) 273 clock hours
BCA 0531R Glazing Apprenticeship Cooperative II (PSAV) 300 clock hours
BCA 0532R Glazing Apprenticeship Cooperative III (PSAV) 273 clock hours
BCA 0533R Glazing Apprenticeship Cooperative IV (PSAV) 300 clock hours
BCA 0534R Glazing Apprenticeship Cooperative V (PSAV) 273 clock hours
BCA 0535R Glazing Apprenticeship Cooperative VI (PSAV) 300 clock hours
BCA 0536R Glazing Apprenticeship Cooperative VII (PSAV) 273 clock hours
BCA 0537R Glazing Apprenticeship Cooperative VIII (PSAV) 300 clock hours
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BCA 0551 Carpentry Apprenticeship II (PSAV) 90 clock hours
BCA 0552 Carpentry Apprenticeship III (PSAV) 90 clock hours
BCA 0553 Carpentry Apprenticeship IV (PSAV) 90 clock hours
BCA 0554 Carpentry Apprenticeship V (PSAV) 90 clock hours
BCA 0555 Carpentry Apprenticeship VI (PSAV) 90 clock hours
BCA 0556 Carpentry Apprenticeship VII (PSAV) 90 clock hours
BCA 0557 Carpentry Apprenticeship VIII (PSAV) 90 clock hours

For full course descriptions go to panthernet.pbcc.edu/listcrs.cgi | (*) Gordon Rule course
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<tr>
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For full course descriptions go to panthernet.pbcc.edu/listcrs.cgi  
(*) Gordon Rule course
CGS 1561  Inside the PC (AS)  
1 credit (1 lecture hour)  
Corequisite: CGS 1570

CGS 1565  Microcomputer Operating Systems (AS)  
3 credits (3 lecture hours)  
Prerequisites: CGS 1570 or OST 1831

CGS 1570  Microcomputer Applications (AA)  
3 credits (3 lecture hours)

CGS 1800  Introduction to Web Site Development (AS)  
3 credits (3 lecture hours)  
Corequisite: CGS 1570

CGS 2555  Introduction to the Internet (AA)  
3 credits (3 lecture hours)  
Corequisite: CGS 1570

CGS 2801  Advanced Web Page Media (AS)  
3 credits (3 lecture hours)  
Prerequisite: CGS 1800

CGS 2802  Web Site Administration (AS)  
3 credits (3 lecture hours)  
Prerequisite: CGS 1570

CHD 1110  Infants/Toddlers (AS)  
3 credits (3 lecture hours)

CHD 1220  Child Development, Infancy/Preschool (AS)  
3 credits (3 lecture hours)

CHM 1020  Principles of Chemistry (AA)  
3 credits (3 lecture hours) (*)

CHM 1020L  Principles of Chemistry Laboratory (AA)  
1 credit (2 lab hours)  
Prerequisite or corequisite: CHM 1020 (*)

CHM 1025  Introductory Chemistry (AA)  
3 credits (3 lecture hours)  
Corequisite: MAT 1033 (*)

CHM 1045  General Chemistry I (AA)  
3 credits (3 lecture hours)  
Prerequisite: MAT 1033, Corequisites: CHM 1045/L and MAC 1105 (*)

CHM 1045  Honors General Chemistry I (AA)  
3 credits (3 lecture hours)  
Prerequisites: MAT 1033 and a GPA of 3.5 or permission of Director of Honors, Corequisites: CHM 1045/L and MAC 1105 (*)

CHM 1045L  General Chemistry I Laboratory (AA)  
1 credit (3 lab hours)  
Corequisite: CHM 1045 (*)

CHM 1046  General Chemistry II (AA)  
3 credits (3 lecture hours)  
Prerequisites: CHM 1045, CHM 1045L and MAC 1105; Corequisite: CHM 1046L (*)

CHM 1046L  General Chemistry II Laboratory (AA)  
1 credit (3 lab hours)  
Prerequisite: CHM 1045L; Corequisite: CHM 1046 (*)

CHM 2210  Organic Chemistry I (AA)  
3 credits (3 lecture hours)  
Prerequisites: CHM 1045 and CHM 1045L; Corequisite: CHM 2210L

CHM 2210L  Organic Chemistry I Laboratory (AA)  
1 credit (4 lab hours)  
Prerequisites: CHM 1045 and CHM 1045L; Corequisite: CHM 2210

CHM 2211  Organic Chemistry II (AA)  
3 credits (3 lecture hours)  
Prerequisite: CHM 2210; Corequisite: CHM 2211L

CHM 2211L  Organic Chemistry II Laboratory (AA)  
1 credit (4 lab hours)  
Prerequisite: CHM 2210/L; Corequisite: CHM 2211

CIS 2321  Systems and Applications (AS)  
3 credits (3 lecture hours)  
Corequisite: CGS 1570

CIS 2350  Implementing and Administering Network Security (AS)  
3 credits (3 lecture hours)  
Prerequisite: CGS 1570

CIS 2353  Network Attacks and Introduction to TCP/IP Security (ATC)  
3 credits (3 lecture hours)  
Prerequisite: CIS 2171

CIS 2354  Computer Network Security Policy Development (ATC)  
2 credits (2 lecture hours)  
Prerequisites: CIS A.S. Degree and experience and/or knowledge of CEN 2522 and CEN 2507

CIS 2355  Intrusion Detection Systems, Countermeasures and PKI (ATC)  
3 credits (3 lecture hours)  
Prerequisite: CIS 2353

CIS 2513  Information Technology Project Management (AS)  
3 credits (3 lecture hours)  
Prerequisite: CGS 1570

CJB 1465  Injury and Death Investigation (AS)  
3 credits (3 lecture hours)  
Corequisites: CJB 1711, CJB 1712

CJB 1711  Introduction to Crime Scene Technology (AS)  
3 credits (3 lecture hours)

CJB 1712  Crime Scene Photography I (AS)  
3 credits (3 lecture hours)

CJB 1721  Advanced Crime Scene Technology (AS)  
3 credits (3 lecture hours)  
Prerequisite: CJB 1711

CJB 1722  Crime Scene Photography II (AS)  
3 credits (3 lecture hours)  
Prerequisite: CJB 1712

CJB 2703  Crime Scene Safety (AS)  
2 credits (2 lecture hours)  
Prerequisite: CJB 1711

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<td>CJB 2735</td>
<td>Fingerprint Classification</td>
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For full course descriptions go to [panthernet.pbcc.edu/listcrs.cgi](http://panthernet.pbcc.edu/listcrs.cgi) | (*) Gordon Rule course
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For full course descriptions go to panthernet.pbcc.edu/listcrs.cgi | (*) Gordon Rule course
DEH 2807L Dental Hygiene V: Clinical Skills Update (AS)
   2 credits (4 lab hours)
   Prerequisite: Graduation from an American Dental Association accredited school of dental hygiene

DEH 2934 Compromised Patient (AS)
   1 credit (1 lecture hour)
   Recommended Prerequisite: DES 1840;
   Recommended corequisites: DEH 2603, DEH 2804C

DEP 2102 Child Growth and Development (AA)
   3 credits (3 lecture hours)
   Prerequisite: PSY 2012

DES 1020 Dental Anatomy (AS)
   3 credits (3 lecture hours)

DES 1100 Dental Materials (AS)
   2 credits (2 lecture hours)
   Recommended corequisite: DES 1100L

DES 1100L Dental Materials Lab (AS)
   1 credit (2 lab hours)
   Recommended corequisite: DES 1100

DES 1200 Dental Radiology (AS)
   2 credits (2 lecture hours)
   Recommended corequisite: DES 1200L

DES 1200L Dental Radiology Lab (AS)
   1 credit (2 lab hours)
   Recommended corequisite: DES 1200L

DES 1600 Office Emergencies (AS)
   1 credit (1 lecture hour)

DES 1800 Introduction to Clinical Procedures (AS)
   3 credits (3 lecture hours)
   Recommended corequisite: DES 1800L

DES 1800L Introduction to Clinical Procedures Lab (AS)
   1 credit (2 lab hours)
   Recommended corequisite DES 1800

DES 1830 Expanded Functions Lecture (AS)
   1 credit (1 lecture hour)
   Corequisite: DES 1830L

DES 1830L Expanded Functions Laboratory (AS)
   1 credit (2 lab hours)
   Corequisite: DES 1830

DES 1840 Preventive Dentistry (AS)
   2 credits (2 lecture hours)

DES 2502 Office Management (AS)
   1 credit (1 lecture hour)

DIE 1412 Dietetics I (Introduction) (AS)
   3 credits (3 lecture hours)
   Prerequisites: HUN 1201; FSS 1210;
   Corequisite: DIE 1419

DIE 1419 Dietetics Practicum I (AS)
   3 credits (8 lab hours)
   Prerequisites: HUN 1201, FSS 1210;
   Corequisite: DIE 1412

DIE 2120 Dietetics III (Administration) (AS)
   3 credits (3 lecture hours)
   Prerequisites: DIE 2211, DIE 2270;
   Corequisite: DIE 2947L

DIE 2211 Dietetics II (Clinical) (AS)
   3 credits (3 lecture hours)
   Prerequisites: DIE 1412, DIE 1419;
   Corequisite: DIE 2270

DIE 2270 Dietetics Practicum II (AS)
   3 credits (8 lab hours)
   Prerequisites: DIE 1412, DIE 1419;
   Corequisite: DIE 2211

DIE 2947L Dietetics Practicum III (AS)
   3 credits (9 lab hours)
   Prerequisites: DIE 2211, DIE 2270;
   Corequisite: DIE 2120

DIM 0004 Introduction to Diesel Mechanics (PSAV)
   120 clock hours

DIM 0006 Introduction to Diagnosis and Repair (PSAV)
   120 clock hours

DIM 0007 Braking Systems (PSAV)
   120 clock hours

DIM 0008 Advanced Braking Systems (PSAV)
   120 clock hours

DIM 0014 Basic Engine Systems and Applied Academics (PSAV)
   120 clock hours

DIM 0103 Diesel Preventive Maintenance (PSAV)
   120 clock hours

DIM 0104 Advanced Diesel Preventive Maintenance (PSAV)
   120 clock hours

DIM 0106 Hydraulic Systems (PSAV)
   120 clock hours

DIM 0107 Heating and Air Conditioning (PSAV)
   120 clock hours

DIM 0108 Steering and Suspension (PSAV)
   120 clock hours

DIM 0201 Power Train Systems (PSAV)
   120 clock hours

DIM 0202 Advanced Power Train Systems (PSAV)
   120 clock hours

DIM 0302 Electrical and Electronic Principles (PSAV)
   120 clock hours

DIM 0303 Maintenance and Repair of Electrical Systems (PSAV)
   120 clock hours

EAP 0300 Introduction to Listening and Speaking Skills (PREP)
   4 institutional credits (4 lecture hours)
   Prerequisites: Compass/ ESL scores 42-71 Listening, Compass/ESL Composite Scores between 59-68 and/or a score of 29 or below on the College Placement Test (CPT)
**EAP 0360 Introduction to Grammar Foundations (PREP)**
4 institutional credits (4 lecture hours)
Prerequisites: Compass/ESL Composite Scores between 59-68 and/or a score of 29 or below on the College Placement Test (CPT) or Compass/ESL scores 42-58 Grammar

**EAP 0382 Integrated Reading and Writing (PREP)**
4 institutional credits (4 lecture hours)
Prerequisites: Compass/ESL Composite Scores between 59-68, Compass/ESL scores 38-68 Reading and/or a score of 29 or below on the College Placement Test (CPT)

**EAP 0400 Speaking and Listening - Level I (PREP)**
3 institutional credits (3 lecture hours)
Prerequisite: Adequate score on the placement test (30 or above) (Students required to prove English proficiency may be placed into the ESL Foundation program.)

**EAP 0420 Intermediate Reading (PREP)**
3 institutional credits (3 lecture hours)
Prerequisite: CPT scores 30-54

**EAP 0484 Intermediate English (PREP)**
3 institutional credits (3 lecture hours)
Prerequisite: CPT scores 30-54 or above

**EAP 1500 Speaking and Listening - Level 2 (PREP)**
3 institutional credits (3 lecture hours)
Prerequisite: A College Placement Test (CPT) English score of 55-68, Compass/ESL 83-99 Listening or successful completion of Level I

**EAP 1520 High Intermediate Reading (PREP)**
3 institutional credits (3 lecture hours)
Prerequisite: A CPT (College Placement Test) score of 55 to 68, or successful completion of EAP 0420

**EAP 1584 High Intermediate English (PREP)**
3 institutional credits (3 lecture hours)
Prerequisites: A CPT (College Placement Score) of 55-68 or successful completion of EAP 0484

**EAP 1620 Advanced Reading (PREP)**
3 institutional credits (3 lecture hours)
Prerequisites: CPT score of 69 or successful completion of EAP 1520; Corequisite: SLS 1501

**EAP 1684 Advanced English (PREP)**
3 institutional credits (3 lecture hours)
Prerequisites: A CPT (College Placement Test) score of 69 or successful completion of EAP 1584; Corequisite: SLS 1501

**ECO 2013 Principles of Macroeconomics (AA)**
3 credits (3 lecture hours) (*)

**ECO 2023 Principles of Microeconomics (AA)**
3 credits (3 lecture hours)

**ECS 2955 Comparative Economics—Travel Study (AA)**
3 credits (3 lecture hours)

**ECS 2956 International Current Business Practices (AA)**
3 credits (3 lecture hours)

**EDF 1001 ParaEducators in Special and General Education Classrooms (AA)**
3 credits (3 lecture hours)

**EDF 1030 Behavior Management in the Classroom (AA)**
3 credits (3 lecture hours)

**EDF 1949C Co-op: Education I (AA)**
3 credits (1 lecture hour, 10 lab hours)

**EDF 2005 Foundations in Education (AA)**
3 credits (3 lecture hours)

**EDF 2949C Co-op Education II (AA)**
3 credits (1 lecture hour, 10 lab hours)
Prerequisite: EDF 1949C

**EDG 1314 Education Practicum I (AS)**
3 credits (15 lab hours)
Prerequisite: Completion of all required courses in an Early Childhood Education or Educational Assisting college credit certificate or the High/Scope AS Track

**EDG 1315 Education Practicum II (AS)**
3 credits (15 lab hours)
Prerequisites: EDG 1314

**EDG 2701 Teaching Diverse Populations (AA)**
3 credits (3 lecture hours)

**EDP 2002 Introduction to Educational Psychology (AA)**
3 credits (3 lecture hours)
Prerequisite: PSY 2012 or instructor's permission required

**EEC 1001 Introduction to Early Childhood Education (AA)**
3 credits (3 lecture hours)

**EEC 1003 Introduction to School Age Child (AS)**
3 credits (3 lecture hours)

**EEC 1006 Montessori Philosophy (AS)**
3 credits (3 lecture hours)

**EEC 1010 Montessori Sciences (AS)**
1 credit (1 lecture hour)

**EEC 1220 Curriculum I: High/Scope Approach in Language and Literacy (AS)**
3 credits (3 lecture hours)
Prerequisite: EEC 1309

**EEC 1221 Curriculum II: High/Scope Approach in Logical Reasoning Skills (AS)**
3 credits (3 lecture hours)
Prerequisite: EEC 1309

**EEC 1222 Curriculum III: Adult/Child Interaction to Extend Learning (AS)**
3 credits (3 lecture hours)
Prerequisite: EEC 1309

**EEC 1230 Montessori Classroom Leadership (AS)**
1 credit (1 lecture hour)
Corequisite: EEC 2940

**EEC 1233 Montessori History & Geography (AS)**
1 credit (1 lecture hour)

**EEC 1300 Early Childhood Curriculum I (AS)**
3 credits (3 lecture hours)

**EEC 1309 Introduction to High/Scope (AS)**
3 credits (3 lecture hours)

For full course descriptions go to panthernet.pbcc.edu/listcrs.cgi | (*) Gordon Rule course
EEC 1311 Early Childhood Curriculum II (AS)  3 credits (3 lecture hours)
EEC 1312 Early Childhood Curriculum III (AS)  3 credits (3 lecture hours)
EEC 1316 Montessori Fine Arts & Movement (AS)  1 credit (1 lecture hour)
EEC 1522 Infant/Toddler Environments (AS)  3 credits (3 lecture hours)
EEC 1523 Overview of Child Care Center Management (AS)  3 credits (3 lecture hours)
EEC 1526 Montessori Interpersonal Communication & Administration (AS)  1 credit (1 lecture hour)
EEC 1531 Montessori Observation & Overview I (AS)  1 credit (1 lecture hour)
EEC 1532 Montessori Observation & Overview II (AS)  1 credit (1 lecture hour)
EEC 1601 Observation and Assessment in Early Childhood (AS)  3 credits (3 lecture hours)
EEC 1603 Positive Guidance and Behavior Management in School Age Child Care (AS)  3 credits (3 lecture hours)
EEC 1700 Development of the School Age Child (AS)  3 credits (3 lecture hours)
EEC 2002 Child Care and Education Organization Leadership Management (AS)  3 credits (3 lecture hours)
EEC 2201 Developing Curriculum for Infants and Toddlers (AS)  3 credits (3 lecture hours)
EEC 2202 Child Care and Education Programming (AS)  3 credits (3 lecture hours)
EEC 2271 Teaching Children with Special Needs (AS)  3 credits (3 lecture hours)
EEC 2407 Social-Emotional Growth and Socialization in Infants and Toddlers (AS)  3 credits (3 lecture hours)
EEC 2521 Child Care and Education Financial and Legal Issues (AS)  3 credits (3 lecture hours)
EEC 2530 Montessori Curriculum I (AS)  5 credits (5 lecture hours)
Prerequisite or corequisite: EEC 1006; Corequisite: EEC 1531
EEC 2532 Montessori Curriculum II (AS)  5 credits (5 lecture hours)
Prerequisites: EEC 1006 and EEC 2530; Corequisite: EEC 1533

EEC 2710 Conflict Resolution in Early Childhood (AS)  3 credits (3 lecture hours)
EEC 2734 Health, Safety, and Nutrition for the Young Child (AS)  3 credits (3 lecture hours)
EEC 2940 Montessori Teaching Practicum I (AS)  3 credits (20 lab hours)
EEC 2941 Montessori Teaching Practicum II (AS)  3 credits (20 lab hours)
EEC 2946 Infant/Toddler Practicum II (AS)  3 credits (20 lab hours)
Prerequisites: CHD 1110, EEC 1522, EEC 2407

EEC 2948 Child Care Center Management Practicum I (AS)  3 credits (20 lab hours)
Prerequisites: EEC 2202, EEC 2002, EEC 2521
EEC 2949 Child Care Center Management Practicum II (AS)  3 credits (20 lab hours)
Prerequisites: EEC 2202, EEC 2002, EEC 2521, EEC 2948

EGN 1002C Introduction to Engineering (AA)  3 credits (2 lecture hours, 2 lab hours)
Corequisite: MAC 1105
EGS 1111C Engineering Graphics (AS)  3 credits (2 lecture hours, 4 lab hours)
Prerequisite: ETD 1100C or equivalent.
ETD 1320C recommended

EME 2040 Introduction to Educational Technology (AA)  3 credits (3 lecture hours)
EMS 1119 Emergency Medical Technician Basic (Lecture) (AS)  6 credits (6 lecture hours)
Prerequisites: TABE Level “D” score of 10, Limited Access Program Application, Red Cross or AHA BLS for Health Care Provider (CPR);
Corequisites: EMS 1119L and EMS 1431

EMS 1119L Emergency Medical Technician Basic Laboratory (AS)  3 credits (6 lab hours)
Corequisites: EMS 1119, EMS 1431
EMS 1331 Aeromedical Transport (AS)  3 credits (3 lecture hours)
Prerequisites: Licensure as paramedic, registered nurse, physician, respiratory therapist, or American Heart Association ACLS certification

EMS 1431 EMT-Basic Hospital and Field Experience (AS)  2 credits (6 clinical hours)
Corequisites: EMS 1119, EMS 1119L
EMS 2620C Paramedic I (AS)  12 credits (9 lecture hours, 6 lab hours)
Prerequisite: Florida State EMT certification (or State exam eligible*), which must be passed during EMS 2620C.*Subject to State changes;
Corequisite: EMS 2664
EMS 2621C Paramedic II (AS)  
12 Credits (9 lecture & 6 lab hours)  
Prerequisites: EMS 2620C and EMS 2664;  
Corequisites: EMS 2665  
EMS 2622C Paramedic III (AS)  
5 credits (3 lecture & 4 lab hours)  
Prerequisites: EMS 2621C and EMS 2665;  
Corequisites: EMS 2668  
EMS 2858 Paramedic Clinical III (AS)  
2 credits (6 clinical hours)  
Prerequisites: EMS 2621C and EMS 2665;  
Corequisites: EMS 2622C  
EMS 2859 Paramedic Field Internship (CAPSTONE) (AS)  
1 Credit (8 lab hours)  
Prerequisites: EMS 2622C and EMS 2658  
EMS 2864 Paramedic Clinical I (AS)  
4 credits (8 clinical hours)  
Prerequisite: Florida State EMT certification  
(or State exam eligible*), which must be passed during  
EMS 2620C). *Subject to State changes;  
Corequisite: EMS 2620C  
EMS 2865 Paramedic Clinical II (AS)  
6 Credits (12 clinical hours)  
Prerequisites: EMS 2620C and EMS 2664;  
Corequisites: EMS 2621C  
ENC 0001 College Prep English I (PREP)  
3 institutional credits (3 lecture hours)  
Corequisite: SLS 1501  
ENC 0010 College Prep English II (PREP)  
3 institutional credits (3 lecture hours)  
Prerequisite: A College Placement Test (CPT) score of  
61 or above or successful completion of ENC 0001;  
Corequisite: SLS 1501  
ENC 1101 College Composition I (AA)  
3 credits (3 lecture hours)  
Prerequisite: ENC 0010 or adequate score on  
placement exam (*)  
ENC 1102 College Composition II (AA)  
3 credits (3 lecture hours)  
Prerequisite: ENC 1101 or ENC 1121 (*)  
ENC 1121 Honors College Composition I (AA)  
3 credits (3 lecture hours)  
Prerequisite: Cumulative GPA 3.5 or recommended  
test scores of ACT Enhanced - 26, SAT 1 - 1170  
combined score or FCELPT (CPT) - 97 Reading  
and 100 Writing (*)  
ENC 1122 Honors College Composition II (AA)  
3 credits (3 lecture hours)  
Prerequisite: ENC 1101 or ENC 1121 and GPA of 3.5 (*)  
ENC 1141 Writing about Literature (AA)  
3 credits (3 lecture hours)  
Prerequisite: ENC 1101 or ENC 1121 (*)  
ENC 1210 Applied Communications (AS)  
3 credits (3 lecture hours)  
Prerequisite: ENC 1101 or ENC 1121  
ENL 2012 English Literature Before 1800 (AA)  
3 credits (3 lecture hours)  
Prerequisite: ENC 1101 or ENC 1121 (*)  
ENL 2012 Honors English Literature Before 1800 (AA)  
3 credits (3 lecture hours)  
Prerequisite: ENC 1101 or ENC 1121 and  
cumulative 3.5 GPA (*)  
ENL 2022 English Literature After 1800 (AA)  
3 credits (3 lecture hours)  
Prerequisite: ENC 1101 or ENC 1121 (*)  
ENL 2022 Honors English Literature After 1800 (AA)  
3 credits (3 lecture hours)  
Prerequisite: ENC 1101 or ENC 1121 and  
cumulative 3.5 GPA (*)  
EPI 0001 Classroom Management (IC)  
3 institutional credits (3 lecture hours)  
Prerequisites: Bachelor’s degree and 2.5 GPA  
EPI 0002 Instructional Strategies (IC)  
3 institutional credits (3 lecture hours)  
Prerequisites: Bachelor’s degree and 2.5 GPA  
EPI 0003 Educational Technology (IC)  
3 institutional credits (3 lecture hours)  
Prerequisites: Bachelor’s degree and 2.5 GPA  
EPI 0004 The Teaching and Learning Process (IC)  
3 institutional credits (3 lecture hours)  
Prerequisites: Bachelor’s degree and 2.5 GPA  
EPI 0010 Reading Fundamentals (IC)  
3 institutional credits (3 lecture hours)  
Prerequisites: Bachelor’s degree and 2.5 GPA  
EPI 0020 Professional Foundations (IC)  
2 institutional credits (2 lecture hours)  
Prerequisites: Bachelor’s degree and 2.5 GPA;  
Corequisite: EPI 0940  
EPI 0030 Diversity in the Classroom (IC)  
2 institutional credits (2 lecture hours)  
Prerequisites: Bachelor’s degree and 2.5 GPA;  
Corequisite: EPI 0945  
EPI 0940 EPI Field Experience I (IC)  
1 institutional credit (1 lecture hour)  
Prerequisites: Bachelor’s degree and 2.5 GPA;  
Corequisite: EPI 0020  
EPI 0945 EPI Field Experience 2 (IC)  
1 institutional credit (1 lecture hour)  
Prerequisites: Bachelor’s degree and 2.5 GPA;  
Corequisite: EPI 0030  
ESC 1000 Earth Science (AA)  
3 credits (3 lecture hours) (*)  
EST 2542C Programmable Controllers (AA)  
3 credits (2 lecture hours, 2 lab hours)  
Prerequisite: EET 1015  
ETC 1202 Construction Documents (AAS)  
3 credits (3 lecture hours)  
Prerequisites: BCN 2253C  
ETD 0138 Cartographic Drafting (PSAV)  
300 clock hours
ETD 0540  Civil Drafting (PSAV)  
600 clock hours

ETD 0542  Structural Drafting (PSAV)  
300 clock hours

ETD 0601  Electrical Drafting (PSAV)  
600 clock hours

ETD 0622  Electronic Drafting (PSAV)  
600 clock hours

ETD 0700  Mechanical Drafting I (PSAV)  
200 clock hours

ETD 0702  Mechanical Drafting II (PSAV)  
600 clock hours

ETD 1100C  Introduction to Technical Drawing (AS)  
3 credits (2 lecture hours, 2 lab hours)

ETD 1320C  Introduction to Computer Drafting (AS)  
3 credits (2 lecture hours, 2 lab hours)

ETD 2332C  Customizing AUTOCAD (AS)  
2 credits (2 lecture hours, 2 lab hours)  
Prerequisites: ETD 1320C, ETD 2350C

ETD 2378C  3-D Studio Max II (AS)  
3 credits (2 lecture hours, 2 lab hours)

ETI 1110  Quality Management (AS)  
3 Credits (3 lecture hours)

ETI 1446  Project Management (AS)  
3 Credits (3 lecture hours)  
Prerequisites: CGS 1570 or department chairperson’s permission required

ETI 1701  Environmental Health and Safety (AS)  
3 credits (3 lecture hours)

EVR 1007  Florida's Environmental History (AA)  
3 credits (3 lecture hours)

EVR 1210  Introduction to Water Resources (AS)  
3 credits (3 lecture hours)

EVR 2195C  Water Resources Field Methods (AS)  
4 credits (1 lecture hour, 4 lab hours)  
Prerequisites: EVR 2212, EVR 2290

EVR 2212  Surface Water Hydrology (AS)  
3 credits (3 lecture hours)  
Prerequisites: MAC 1147, STA 2023, EVR 1210

EVR 2266  Survey of Environmental Mapping/GIS/Remote Sensing (AA)  
3 credits (3 lecture hours)

EVR 2290  Ground Water Hydrology (AS)  
3 credits (3 lecture hours)  
Prerequisites: GLY 2030C, MAC 1147

EVR 2858  Environmental Law (AA)  
3 credits (3 lecture hours)

EVR 2940  Cooperative Work Experience-Environmental Science (AA)  
4 credits (32 lab hours)

EVR 2941  Internship-Environmental Assessment (AS)  
1 credit (8 lab hours)  
Prerequisites: EVS 2601

EVR 2942  Internship-Hydrologic Studies (AS)  
1 credit (8 lab hours)  
Prerequisite: EVR 1210

EVS 1214C  Water Quality Monitoring and Assessment (AS)  
4 credits (3 lecture hours, 2 lab hours)  
Prerequisite: CHM 1020 or higher

EVS 2015  Technical Writing for Environmental Professionals (AA)  
3 credits (3 lecture hours)  
Prerequisite: ENC 1101

EVS 2020  Environmental Data Methods (AA)  
3 credits (3 lecture hours)  
Prerequisite: ENC 1101

EVS 2193  Environmental Sampling Techniques (AA)  
4 credits (3 lecture hours, 2 lab hours)

EVS 2601  Hazardous Materials and Environmental Air Quality (AA)  
3 credits (3 lecture hours)

EVS 2602  Principles of Environmental Site Assessment (AS)  
3 credits (3 lecture hours)

EVS 2870  Wildlife Ecology (AA)  
4 credits (3 lecture hours, 2 lab hours)  
Prerequisite: BSC 1050

FFP 0020  Fire Fighter (PSAV)  
450 clock hours

FFP 1301  Fire Hydraulics (AS)  
3 credits (3 lecture hours)

FFP 1302  Fire Apparatus and Equipment (AS)  
3 credits (3 lecture hours)  
Prerequisite: FFP 1301

FFP 1505  Fire Prevention (AS)  
3 credits (3 lecture hours)

FFP 1540  Private Fire Protection Systems (AS)  
3 credits (3 lecture hours)

FFP 1824  Basic Incident Management System I-200 (AS)  
1 credit (1 lecture hour)

FFP 1825  Intermediate Incident Management System I-300 (AS)  
1 credit (1 lecture hour)  
Prerequisite: FFP 1824

FFP 1832  Emergency Response to Terrorism (AS)  
1 credit (1 lecture hour)

FFP 2111  Fire Chemistry (AS)  
3 credits (3 lecture hours)

FFP 2120  Building Construction Fire Protection (AS)  
3 credits (3 lecture hours)

FFP 2401  Hazardous Materials for Emergency Operations (AS)  
3 credits (3 lecture hours)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Hours</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFP 2402</td>
<td>Hazardous Materials for Emergency Operations II</td>
<td>3</td>
<td>3 lecture hours</td>
<td>FFP 2111, FFP 2401 and must be a firefighter with documentation</td>
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<tr>
<td>FFP 2423</td>
<td>Hazardous Materials 3</td>
<td>2</td>
<td>1 lecture hour, 2 lab hours</td>
<td>FFP 2401, FFP 2402, and FFP 2111</td>
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<tr>
<td>FFP 2510</td>
<td>Related Fire Codes and Standards</td>
<td>3</td>
<td>3 lecture hours</td>
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<tr>
<td>FFP 2521</td>
<td>Blueprint Reading and Plan Examination</td>
<td>3</td>
<td>3 lecture hours</td>
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<tr>
<td>FFP 2541</td>
<td>Private Fire Protection Systems 2</td>
<td>3</td>
<td>3 lecture hours</td>
<td>FFP 2540 and completion of Fire Inspector I competencies</td>
</tr>
<tr>
<td>FFP 2604</td>
<td>Fire Investigation and Arson Detection</td>
<td>3</td>
<td>3 lecture hours</td>
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</tr>
<tr>
<td>FFP 2606</td>
<td>Post Blast Investigations</td>
<td>3</td>
<td>3 lecture hours</td>
<td>The Bureau of Fire Standards and Training requires that students in this course be certified as a Fire Investigator I</td>
</tr>
<tr>
<td>FFP 2610</td>
<td>Fire Investigation: Origin and Cause</td>
<td>3</td>
<td>3 lecture hours</td>
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<tr>
<td>FFP 2630</td>
<td>Latent Investigations</td>
<td>3</td>
<td>3 lecture hours</td>
<td>The Bureau of Fire Standards and Training requires that students in this course be certified Firefighters, Fire Inspectors, or Law Enforcement Officers</td>
</tr>
<tr>
<td>FFP 2670</td>
<td>Legal Issues for Investigators</td>
<td>3</td>
<td>3 lecture hours</td>
<td>The Bureau of Fire Standards and Training requires that students in this course be certified as Fire Investigator I, Firefighter, or Fire Inspector or Law Enforcement Officer</td>
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<tr>
<td>FFP 2706</td>
<td>Public Information Officer</td>
<td>3</td>
<td>3 lecture hours</td>
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<tr>
<td>FFP 2720</td>
<td>Company Officer &amp; Leadership</td>
<td>3</td>
<td>3 lecture hours</td>
<td>Must be a firefighter with documents</td>
</tr>
<tr>
<td>FFP 2740</td>
<td>Fire Service Course Delivery</td>
<td>3</td>
<td>3 lecture hours</td>
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<tr>
<td>FFP 2741</td>
<td>Fire Service Course Design</td>
<td>3</td>
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<td>FFP 2740</td>
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<tr>
<td>FFP 2770</td>
<td>Legal and Ethical Issues for the Fire Service</td>
<td>3</td>
<td>3 lecture hours</td>
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<tr>
<td>FFP 2780</td>
<td>Fire Service Administration</td>
<td>3</td>
<td>3 lecture hours</td>
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<td>FFP 2810</td>
<td>Firefighting Strategy and Tactics I</td>
<td>3</td>
<td>3 lecture hours</td>
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<td>FFP 2811</td>
<td>Firefighting Strategy and Tactics II</td>
<td>3</td>
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<td>FFP 2810</td>
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<tr>
<td>FIL 1420</td>
<td>Motion Picture and Television Production I</td>
<td>3</td>
<td>3 lecture hours</td>
<td></td>
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<tr>
<td>FIL 1620</td>
<td>Computer Applications for Motion Pictures and Television</td>
<td>3</td>
<td>3 lecture hours, 2 lab hours</td>
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<tr>
<td>FIL 2000</td>
<td>Introduction to Film Communication</td>
<td>3</td>
<td>3 lecture hours</td>
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</tr>
<tr>
<td>FIL 2030</td>
<td>History of Motion Pictures</td>
<td>3</td>
<td>3 lecture hours</td>
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<tr>
<td>FIL 2100</td>
<td>Writing for Motion Pictures and Television</td>
<td>3</td>
<td>3 lecture hours</td>
<td>ENC 1101 or ENC 1121</td>
</tr>
<tr>
<td>FIL 2361</td>
<td>News and Documentary Production</td>
<td>3</td>
<td>3 lecture hours</td>
<td>FIL 1420</td>
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<tr>
<td>FIL 2432C</td>
<td>Motion Picture and Television Production II</td>
<td>4</td>
<td>2 lecture hours, 4 lab hours</td>
<td>FIL 1420 and (FIL 2461 or FIL 2537 or FIL 2571C)</td>
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<tr>
<td>FIL 2461</td>
<td>Cinematography and Lighting</td>
<td>3</td>
<td>3 lecture hours</td>
<td>FIL 1420</td>
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<tr>
<td>FIL 2480</td>
<td>Motion Picture and Television Direction</td>
<td>3</td>
<td>1 lecture hour, 4 lab hours</td>
<td>FIL 1420 and RTV 2000C</td>
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<tr>
<td>FIL 2537</td>
<td>Sound</td>
<td>3</td>
<td>3 lecture hours, 2 lab hours</td>
<td>FIL 1420</td>
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<tr>
<td>FIL 2571C</td>
<td>Editing and Post-Production</td>
<td>3</td>
<td>2 lecture hours, 2 lab hours</td>
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<tr>
<td>FIL 2611</td>
<td>The Business and Marketing of Motion Pictures and Television</td>
<td>3</td>
<td>3 lecture hours</td>
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<tr>
<td>FIL 2770</td>
<td>Introduction to Digital Animation</td>
<td>3</td>
<td>2 lecture hours, 2 lab hours</td>
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<tr>
<td>FIL 2910</td>
<td>Independent Project in Motion Picture and Television</td>
<td>3</td>
<td>6 lab hours</td>
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<tr>
<td>FIL 2941</td>
<td>Motion Picture and Television Internship I</td>
<td>3</td>
<td>24 lab hours</td>
<td>FIL 1420</td>
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<tr>
<td>FIL 2942</td>
<td>Motion Picture and Television Internship 2</td>
<td>3</td>
<td>24 lab hours</td>
<td>FIL 1420</td>
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<tr>
<td>FIL 2943</td>
<td>Motion Picture and Television Internship 3</td>
<td>1</td>
<td>8 lab hours</td>
<td>FIL 1420</td>
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<tr>
<td>FIL 2952</td>
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GRA 2136C Multimedia Video Editing (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART 1201C, ART 1205C, ART 1300C, GRA 2131 and GRA 2160;
Corequisite: GRA 2132C

GRA 2144 Graphic Web Design (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART 1300C, ART 1201C, ART 1205C, GRA 2100C, GRA 2131, and GRA 2160;
Corequisite: GRA 1722

GRA 2151C Illustrator 1 (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: GRA 2800C or department chairperson’s permission required

GRA 2152C Illustrator 2 (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: GRA 2151C or department chairperson’s permission required

GRA 2156C Photoshop 1 (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: GRA 2800C or department chairperson’s permission required

GRA 2157C Photoshop 2 (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: GRA 2156C

GRA 2160 Multimedia Animation (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART 1201C, ART 1300C, GRA 2100C; Corequisites: ART 1205C and GRA 2131

GRA 2171C Portfolio Composition (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: GRA 2191C

GRA 2191C Graphic Design II (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: ART 1230C, GRA 2800C or instructor’s permission required

GRA 2722 Dreamweaver (AS)
3 credits (3 lecture hours, 2 lab hours)
Prerequisites: ART 1201C, ART 1300C, ART 1205C; GRA 2100C, GRA 2160 and GRA 2131;
Corequisite: GRA 2144

GRA 2940 Graphic Design Internship (AS)
3 credits (4 lab hours)
Prerequisite: All other Graphic Design courses required for Graphic Design Technology program. A 3.0 minimum GPA in major graphic design courses and department chairperson’s permission required.

HCP 0120 Nursing Assistant (PSAV)
75 clock hours

HCP 0300 Home Health Aide (PSAV)
50 clock hours

HCP 0620 Patient Care Assistant (PSAV)
75 clock hours

HEV 0102 10-Hour Owner/Operator Certification (PSAV)
10 clock hours

HEV 0106 10-Hour Infant/Toddler Appropriate Practices (PSAV)
10 clock hours

HEV 0115 30 Hour Child Care Worker Certification (PSAV)
30 clock hours

HEV 0119 30 Hour Family Child Care Certification (PSAV)
30 clock hours

HEV 0123 10-Hour Special Needs Appropriate Practices (PSAV)
10 clock hours

HEV 0130 CDA Module I (PSAV)
42 clock hours
Prerequisite: 40-Hour Child Care Training Certification and passing of the 40-Hour Child Care Certification Competency Test

HEV 0131 CDA Module II (PSAV)
40 clock hours
Prerequisite: HEV 0130

HEV 0132 CDA Module III (PSAV)
42 clock hours
Prerequisite: HEV 0131

HEV 0160 CDA Observation (PSAV)
2 clock hours

HEV 0167 10-Hour Preschool Appropriate Practices (PSAV)
10 clock hours

HEV 0198 10-HR School Age Appropriate Practices (PSAV)
10 clock hours

HEV 0800 FCC Child Development Associate (CDA) Module I (PSAV)
42 clock hours
Prerequisite: 30-HR Family Child Care Certification

HEV 0801 FCC Child Development Associate (CDA) Module II (PSAV)
40 clock hours
Prerequisite: HEV 0800 FCC CDA Module I

HEV 0802 FCC Child Development Associate (CDA) Module III (PSAV)
42 clock hours
Prerequisite: HEV 0801

HEV 0803 20-Hour School Age Child Care Certification (PSAV)
20 clock hours

HEV 0804 20-Hour School Age Child Care Curriculum (PSAV)
20 clock hours

HFT 1000 Introduction to the Hospitality Business (AS)
3 credits (3 lecture hours)

HFT 1630 Management of Security in Hospitality Business (AS)
3 credits (3 lecture hours)

HFT IXXX Hospitality Property Management (AS)
3 credits (3 lecture hours)
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<th>Prerequisites</th>
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<td>Tourism and the Hospitality Industry (AS)</td>
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<td>HFT 1850C</td>
<td>Dining Room Management (AS)</td>
<td>3 credits (2 lecture hours, 4 lab hours)</td>
<td>Prerequisite or corequisite: FOS 1201</td>
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<td>HFT 2XXX</td>
<td>Hospitality Industry Law (AS)</td>
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<td>HFT 2220</td>
<td>Personnel Management Practices (AS)</td>
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<td>HFT 2410</td>
<td>Hotel-Motel Front Office and Procedures (AS)</td>
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<td>HFT 2434</td>
<td>Club Management (AS)</td>
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<td>HFT 2510</td>
<td>Sales Promotion and Advertising in Hotels and Food Service (AS)</td>
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<td>HFT 2949C</td>
<td>Co-op: Hospitality Management II (AS)</td>
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<td>HIM 0000</td>
<td>Health Information Management (ATD)</td>
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<td>HIM 0001L</td>
<td>Advanced Coding Practicum (ATD)</td>
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<td>HIM 0030</td>
<td>Fundamentals of Medical Transcription (ATD)</td>
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<td>Fundamentals of Medical Coding (ATD)</td>
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<td>HIM 0439</td>
<td>Pathophysiology and Pharmacology for Health Professions (ATD)</td>
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<td>HLP 1080</td>
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<td>HLP 1083</td>
<td>Essentials of Wellness I (AA)</td>
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<td>HLP 1087</td>
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<td>HSC 0003</td>
<td>Health Care Concepts (PSAV)</td>
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<td>Health Care Concepts Laboratory (PSAV)</td>
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<td>Introduction to Health Care (AS)</td>
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<td>Standard First Aid and CPR (AS)</td>
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<td>HSC 2140</td>
<td>Drug Education (AA)</td>
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<td>HUN 1201</td>
<td>Elements of Nutrition (AA)</td>
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<td>Honors Elements of Nutrition (AA)</td>
<td>3 credits (3 lecture hours)</td>
<td>Prerequisite: Cumulative GPA 3.5 or recommended test scores of ACT Enhanced - 26, SAT I - 1170 combined score or FCELPT (CPT) - 97 Reading and 100 Writing (*)</td>
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<td>Introduction to Human Services (AA)</td>
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<td>HUS 1200</td>
<td>Principles of Group Dynamics (AS)</td>
<td>3 credits (3 lecture hours)</td>
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HUS 1302 Counseling and Interviewing (AS) 3 credits (3 lecture hours)  
Prerequisite: PSY 2012

HUS 1424 Counseling the Chemically Dependent Person (AS) 3 credits (3 lecture hours)

HUS 1850 Fieldwork in Human Services I (AS) 2 credits (2 lecture hours)  
Prerequisite: HUS 1100 or HUS 1200 or HUS 2520

HUS 1850L Fieldwork in Human Services I Internship (AS) 3 credits (9 lab hours)  
Prerequisite: HUS 1100 or HUS 1200 or HUS 2520; Corequisite: HUS 1850

HUS 2308 Psychotherapy: Theory and Practice (AS) 3 credits (3 lecture hours)  
Prerequisite: PSY 2012

HUS 2851 Fieldwork in Human Services II (AS) 2 credits (2 lecture hours)  
Prerequisite: HUS 1850

HUS 2851L Fieldwork in Human Services II Internship (AS) 3 credits (9 lab hours)  
Prerequisite: HUS 1100 or HUS 1200 or HUS 2520; Corequisite: HUS 1850

IDS 2105 Honors Knowledge Through the Ages (AA) 3 credits (3 lecture hours)  
Prerequisite: ENC 1101 or ENC 1121 and a GPA of 3.5

IDS 2109 CLAST Review (AA) 3 credits (3 lecture hours)  
Prerequisite: Thirty (30) semester hours of college credit courses including 15 of the 18 hours required under the Gordon Rule of competencies tested on the state-mandated CLAST

IND 1025C Fundamentals of Color and Design (AS) 3 credits (2 lecture hours, 2 lab hours)

IND 1233C Design Studio I (AS) 3 credits (2 lecture hours, 3 lab hours)  
Corequisite: IND 1401C

IND 1234C Design Studio II (AS) 3 credits (2 lecture hours, 3 lab hours)  
Prerequisites: IND 1233C, IND 1401C

IND 1401C Technical Design I (AS) 3 credits (2 lecture hours, 2 lab hours)

IND 1935 Building and Barrier Free Codes (AS) 3 credits (3 lecture hours)  
Prerequisites: IND 1234C, IND 2424C

IND 2100 History of Interiors I (AS) 3 credits (3 lecture hours)

IND 2130 History of Interiors II (AS) 3 credits (3 lecture hours)

IND 2202C Introduction to Kitchen and Bath Design (AS) 3 credits (2 lecture hours, 2 lab hours)  
Prerequisites: IND 1234C and IND 2424C

IND 2203C Advanced Kitchen and Bath Design (ATC) 2 credits (1 lecture hour, 2 lab hours)  
Prerequisites: IND 2202C

IND 2237C Design Studio III (AS) 3 credits (2 lecture hours, 3 lab hours)  
Prerequisites: IND 1234C and IND 2424C; Corequisite: IND 1935

IND 2238C Design Studio IV (AS) 3 credits (2 lecture hours, 3 lab hours)  
Prerequisites: IND 2237C, IND 2432C

IND 2307C Interior Design Graphics (AS) 3 credits (2 lecture hours, 2 lab hours)  
Corequisites: IND 1025C, IND 1233C, IND 1401C

IND 2420C Materials, Estimating and Specifications (AS) 3 credits (2 lecture hours, 2 lab hours)  
Prerequisites: IND 1234C and IND 2424C

IND 2424C Technical Design II (AS) 3 credits (2 lecture hours, 2 lab hours)  
Prerequisites: IND 1233C, IND 1401C

IND 2429 Textiles for Interiors (AS) 3 credits (3 lecture hours)  
Prerequisites: IND 1234C, IND 2424C

IND 2432C Interior Lighting (AS) 3 credits (2 lecture hours, 2 lab hours)  
Prerequisites: IND 1234C, IND 2424C

IND 2460C CAD for Interiors I (AS) 3 credits (1 lecture hour, 4 lab hours)  
Prerequisites: IND 1234C, IND 2424C

IND 2463C CAD for Interiors II (AS) 3 credits (1 lecture hour, 4 lab hours)  
Prerequisite: IND 2460C

IND 2505 Professional Practices (AS) 3 credits (3 lecture hours)  
Prerequisites: IND 2237C, IND 2432C

IND 2523L Interior Design Portfolio (AS) 1 credit (2 lab hours)  
Prerequisites: IND 2237C and IND 2432C

IND 2608C Sustainable Design (ATC) 3 credits (2 lecture hours, 2 lab hours)  
Prerequisites: IND 1234C and IND 2424C

IND 2931C Special Topics in Interior Design (AS) 3 credits (2 lecture hours, 3 lab hours)  
Prerequisites: IND 1234C and IND 2424C

IND 2941 Interior Design Internship (AS) 1 credit (6 lab hours)  
Prerequisite: IND 2237C

INR 2002 International Relations (AA) 3 credits (3 lecture hours)  
Prerequisites: POS 1001 or POS 1041 or instructor’s permission required

IPM 1301 Pesticides (AS) 3 credits (3 lecture hours)

For full course descriptions go to panthernet.pbcc.edu/listcrs.cgi | (*) Gordon Rule course
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<th>Course Title</th>
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<td>JOU 2103</td>
<td>Specialized News Writing</td>
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<td>Prerequisite: MMC 1100 or department chairperson’s permission required; Corequisite: ENC 1101 or ENC 1121</td>
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<td>Introduction to Landscape Design</td>
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<td>LDE 2403</td>
<td>Landscape Design II</td>
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<td>Prerequisite: ORH 2830 recommended</td>
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<td>LDE 2510</td>
<td>Computer-Aided Landscape Design</td>
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<td>Prerequisite: ORH 2830 recommended or instructor’s permission required</td>
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<td>Introduction to the Research Process</td>
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<td>LIS 2004</td>
<td>Introduction to Internet Research</td>
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<td>LIT 1050</td>
<td>Introduction to Literary Humor, from Ancient Times to the Present</td>
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<td>Prerequisite: ENC 1101 or ENC 1121</td>
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<td>The Bible as Literature</td>
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<td>LIT 2090</td>
<td>Contemporary Literature</td>
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<td>LIT 2110</td>
<td>World Literature Before the Renaissance</td>
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<td>3</td>
<td>Prerequisite: ENC 1101 or ENC 1121 and GPA of 3.5 (*)</td>
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<tr>
<td>LIT 2110</td>
<td>Honors World Literature Before the Renaissance</td>
<td>3</td>
<td>3</td>
<td>Prerequisite: ENC 1101 or ENC 1121 and GPA of 3.5 (*)</td>
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<td>LIT 2120</td>
<td>World Literature After the Renaissance</td>
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<td>3</td>
<td>Prerequisite: ENC 1101 or ENC 1121 (*)</td>
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<tr>
<td>LIT 2120</td>
<td>Honors World Literature After the Renaissance</td>
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<td>3</td>
<td>Prerequisite: ENC 1101 or ENC 1121 and GPA of 3.5 (*)</td>
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<tr>
<td>LIT 2190</td>
<td>Introduction to Afro-Caribbean Literature</td>
<td>3</td>
<td>3</td>
<td>Prerequisite: ENC 1101 or ENC 1121</td>
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<tr>
<td>LIT 2380</td>
<td>Women In Literature</td>
<td>3</td>
<td>3</td>
<td>Prerequisite: ENC 1101 or ENC 1121</td>
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<tr>
<td>LIT 2380</td>
<td>Honors Women in Literature</td>
<td>3</td>
<td>3</td>
<td>Prerequisites: ENC 1101 or ENC 1121 and cumulative 3.5 GPA (*)</td>
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<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
<td>3</td>
<td>Prerequisites: A grade of C or better in MAT 1033 (*)</td>
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<tr>
<td>MAC 1105</td>
<td>Honors College Algebra</td>
<td>3</td>
<td>3</td>
<td>Prerequisites: A grade of C or better in MAT 1033 and a GPA of 3.5 (*)</td>
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<tr>
<td>MAC 1114</td>
<td>Trigonometry</td>
<td>3</td>
<td>3</td>
<td>Prerequisite: A grade of C or better in MAC 1140 or MAC 1105 (*)</td>
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<tr>
<td>MAC 1140</td>
<td>Precalculus</td>
<td>3</td>
<td>3</td>
<td>Prerequisites: A suitable score on the placement test together with two years of high school algebra or a C or higher in MAC 1105 (*)</td>
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<tr>
<td>MAC 2233</td>
<td>Survey of Calculus</td>
<td>3</td>
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<td>Prerequisite: MAC 1105 with a C or higher OR MAC 1140 with a C or higher with scores of 72 and above (EA) and 75 and above (CLM) on the CPT (*)</td>
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<tr>
<td>MAC 2311</td>
<td>Calculus with Analytic Geometry I</td>
<td>4</td>
<td>4</td>
<td>Prerequisite: A grade of C or better in MAC 1140 and MAC 1114 (*)</td>
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<tr>
<td>MAC 2312</td>
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<td>4</td>
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<tr>
<td>MAC 2313</td>
<td>Calculus With Analytic Geometry III</td>
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<td>4</td>
<td>Prerequisite: A grade of C or better in MAC 2312 (*)</td>
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<tr>
<td>MAN 1949</td>
<td>Co-op: Business I</td>
<td>3</td>
<td>1 (lecture), 10 (lab)</td>
<td>Prerequisites: instructor’s permission required</td>
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<td>MAN 2021</td>
<td>Principles of Management</td>
<td>3</td>
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<tr>
<td>MAP 2302</td>
<td>Differential Equations</td>
<td>3</td>
<td>3</td>
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<td>MAR 2011</td>
<td>Principles of Marketing</td>
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<tr>
<td>MAS 2103</td>
<td>Matrix Theory</td>
<td>3</td>
<td>3</td>
<td>Prerequisite: MAC 2311 or MAC 2233 (*)</td>
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<tr>
<td>MAT 0012</td>
<td>Basic Algebra I</td>
<td>3</td>
<td>3</td>
<td>Prerequisite or corequisite: SLS 1501</td>
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<tr>
<td>MAT 0020</td>
<td>Basic Algebra II</td>
<td>3</td>
<td>3</td>
<td>Prerequisite: College Placement Test (CPT) score above 33-45 or successful completion of MAT 0012, Corequisite: SLS 1501 (If not completed with MAT 0012)</td>
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<td>Course Code</td>
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<td>Credits</td>
<td>Hours</td>
<td>Prerequisites/Notes</td>
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<tr>
<td>MAT 1033</td>
<td>Intermediate Algebra (AA)</td>
<td>3</td>
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<td>Successful completion of MAT 0020</td>
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<tr>
<td>MCB 2010</td>
<td>Microbiology (AA)</td>
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<td>3</td>
<td>Prerequisite: BSC 1085 OR BSC 1010 (*)</td>
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<td>MCB 2010L</td>
<td>Microbiology Laboratory (AA)</td>
<td>1</td>
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<td>Corequisite: MCB 2010 (*)</td>
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<tr>
<td>MEA 0201</td>
<td>Diseases, Disorders, and Treatment for Medical Assisting 2 (PSAV)</td>
<td>120</td>
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<tr>
<td>MEA 0230</td>
<td>Medical Terminology for Body Systems (PSAV)</td>
<td>95</td>
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<tr>
<td>MEA 0240</td>
<td>Mathematics for Clinical Calculations (PSAV)</td>
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<tr>
<td>MEA 0242</td>
<td>Pharmacology for the Medical Assistant (PSAV)</td>
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<tr>
<td>MEA 0253</td>
<td>Diseases, Disorders, and Treatment for Medical Assisting 1 (PSAV)</td>
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<tr>
<td>MEA 0254</td>
<td>Basic Medical Laboratory Techniques for the Medical Assistant (PSAV)</td>
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<td>MEA 0258</td>
<td>Radiology for the Medical Assistant (PSAV)</td>
<td>50</td>
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<td>MEA 0310</td>
<td>Introduction to Medical Office Procedures (PSAV)</td>
<td>90</td>
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<td>MEA 0322</td>
<td>Advanced Medical Office Procedures (PSAV)</td>
<td>75</td>
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<td>MEA 0334</td>
<td>Medical Insurance and Coding (PSAV)</td>
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<td>Phlebotomy for the Medical Assistant (PSAV)</td>
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<td>MEA 0540</td>
<td>Electrocardiography for the Medical Assistant (PSAV)</td>
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<td>MEA 0801</td>
<td>Externship in Medical Assisting (PSAV)</td>
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<td>MGF 1106</td>
<td>Liberal Arts Mathematics (AA)</td>
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<td>MGF 1107</td>
<td>Finite Mathematics (AA)</td>
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<td>Prerequisite: MAT 1033 or equivalent (*)</td>
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<tr>
<td>MGF 1109</td>
<td>Ratio and Proportion (AA)</td>
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<td>MGF 1111</td>
<td>Geometry (AA)</td>
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<td>MGF 1112</td>
<td>Logic (AA)</td>
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<td>MKA 1041</td>
<td>Principles of Retailing I (AS)</td>
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<td>MKA 1511</td>
<td>Advertising (AS)</td>
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<td>MKA 2021</td>
<td>Personal Selling (AS)</td>
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<td>MMC 1000</td>
<td>Survey of Communication (AA)</td>
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<tr>
<td>MMC 1100</td>
<td>Basic News Writing for Mass Media (AA)</td>
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<td>Prerequisite: ENC 1101 or ENC 1121</td>
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<td>MMC 1949C</td>
<td>Mass Media Internship I (AA)</td>
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<td>Prerequisite: MMC 1100 or JOU 2103</td>
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<td>MMC 2949C</td>
<td>Mass Media Internship II (AA)</td>
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<td>MNA 2100</td>
<td>Human Relations in Business (AS)</td>
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<td>MNA 2303</td>
<td>Introduction to Public Personnel Management (AS)</td>
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<td>MNA 2345</td>
<td>Principles of Supervision (AS)</td>
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<td>MSS 0252</td>
<td>Massage Therapy 1 (PSAV)</td>
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<td>Prerequisite: HSC 0003</td>
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<td>MSS 0262</td>
<td>Massage Therapy 2 (PSAV)</td>
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<td>Prerequisite: MSS 0252</td>
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<td>MSS 0263</td>
<td>Massage Therapy 3 (PSAV)</td>
<td>237</td>
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<td>Prerequisite: MSS 0262</td>
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<td>MTB 1103</td>
<td>Business Mathematics 1 (AS)</td>
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<td>MTB 1304</td>
<td>Graphing Calculator (AA)</td>
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<td>Prerequisite: MAT 1033 or appropriate placement score</td>
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<tr>
<td>MTG 2206</td>
<td>College Geometry (AA)</td>
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</table>

For full course descriptions go to panthernet.pbcc.edu/listcrs.cgi | (*) Gordon Rule course
### MUSIC CLASSROOM / ENSEMBLE / PERFORMANCE INSTRUCTION

#### (Freshman/Sophomore)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits (Hours)</th>
<th>Prerequisites/Notes</th>
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<tbody>
<tr>
<td>MUC 2301</td>
<td>Introduction to Electronic Music I (AA)</td>
<td>3 credits</td>
<td>3 lecture hours; There are no prerequisites, although basic computer skills and a fundamental knowledge of music notation is recommended</td>
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<tr>
<td>MUC 2302</td>
<td>Introduction to Electronic Music II (AA)</td>
<td>3 credits</td>
<td>3 lecture hours; Prerequisite or corequisite: MUC 2301 or instructor’s permission required</td>
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<tr>
<td>MUH 2018</td>
<td>History and Appreciation of Jazz (AA)</td>
<td>3 credits</td>
<td>3 lecture hours (*)</td>
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<tr>
<td>MUL 1010</td>
<td>Music Appreciation (AA)</td>
<td>3 credits</td>
<td>3 lecture hours (*)</td>
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<tr>
<td>MUL 1010</td>
<td>Honors Music Appreciation (AA)</td>
<td>3 credits</td>
<td>3 lecture hours; Cumulative GPA 3.5, or recommended test scores of ACT Enhanced – 26, SAT I - 1170 combined score or FCELPT (CPT) - 97 Reading and 100 Writing (*)</td>
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<tr>
<td>MUM 1030L</td>
<td>Commercial Music Performance (AA)</td>
<td>1 credit</td>
<td>3 lab hours; Prerequisite: MUT 1112 or instructor’s permission required</td>
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<tr>
<td>MUM 1622L</td>
<td>Sound Reinforcement and Fundamentals Laboratory (AA)</td>
<td>1 credit</td>
<td>2 lab hours; Prerequisites: MUM 2601, MUM 2601L, or instructor’s permission required</td>
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<tr>
<td>MUM 2600</td>
<td>Recording Techniques I (AA)</td>
<td>3 credits</td>
<td>3 lecture hours; Corequisite: MUM 2600L</td>
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<tr>
<td>MUM 2600L</td>
<td>Recording Techniques I Laboratory (AA)</td>
<td>1 credit</td>
<td>2 lab hours; Corequisite: MUM 2600</td>
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<tr>
<td>MUM 2601</td>
<td>Recording Techniques II (AA)</td>
<td>3 credits</td>
<td>3 lecture hours; Corequisites: MUM 2600, MUM 2600L; Corequisites: MUM 2600L</td>
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<tr>
<td>MUM 2601L</td>
<td>Recording Techniques II Laboratory (AA)</td>
<td>1 credit</td>
<td>2 lab hours; Prerequisites: MUM 2600 and MUM 2600L; Corequisites: MUM 2601</td>
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<tr>
<td>MUM 2604L</td>
<td>Multi-Track Mixdown Techniques (AA)</td>
<td>1 credit</td>
<td>2 lab hours; Prerequisites: MUM 2600, MUM 2600L</td>
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<tr>
<td>MUN 1021R</td>
<td>Electronic Music Ensemble (AA)</td>
<td>1 credit</td>
<td>2 lab hours; Prerequisites: MVK 1111 A, MUT 1001, or MUT 1111, or instructor’s permission required</td>
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<tr>
<td>MUN 1120R</td>
<td>Concert Band (AA)</td>
<td>1 credit</td>
<td>2 lab hours</td>
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<tr>
<td>MUN 1310R</td>
<td>Concert Chorus (AA)</td>
<td>1 credit</td>
<td>3 lab hours</td>
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<tr>
<td>MUN 1410R</td>
<td>String Ensemble (AA)</td>
<td>1 credit</td>
<td>2 lab hours; Audition or instructor’s permission required</td>
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<tr>
<td>MUN 1420R</td>
<td>Woodwind Ensemble (AA)</td>
<td>1 credit</td>
<td>2 lab hours; Music Major or audition</td>
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<tr>
<td>MUN 1430R</td>
<td>Brass Ensemble (AA)</td>
<td>1 credit</td>
<td>2 lab hours</td>
</tr>
<tr>
<td>MUN 1492R</td>
<td>Guitar Ensemble (AA)</td>
<td>1 credit</td>
<td>2 lab hours</td>
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<tr>
<td>MUN 1710AR / MUN 2710AR</td>
<td>12 O'clock Jazz Band (R) (AA)</td>
<td>1 credit</td>
<td>3 lab hours; Prerequisite to MUN 2710 A R: Two semesters of MUN 1710 A R and required audition</td>
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<tr>
<td>MUN 1710BR / MUN 2710BR</td>
<td>Jazz Trombone Ensemble (R) (AA)</td>
<td>1 credit</td>
<td>2 lab hours; Prerequisite to MUN 2710 B R: Two semesters of MUN 1710 B R and required audition</td>
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<tr>
<td>MUN 1710C/MUN 2710C</td>
<td>Jazz Combo (R) (AA)</td>
<td>1 credit</td>
<td>3 lab hours; Prerequisite to MUN 2710 C R: Two semesters of MUN 1710 C R and required audition</td>
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<tr>
<td>MUN 1710D/MUN 2710D</td>
<td>Tuesday Nite Jazz Band (R) (AA)</td>
<td>1 credit</td>
<td>2 lab hours; Prerequisite to MUN 2710 D R: Two semesters of MUN 1710 D R and required audition</td>
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<tr>
<td>MUN 1710E/MUN 2710E</td>
<td>Jazz Guitar Ensemble (R) (AA)</td>
<td>1 credit</td>
<td>2 lab hours; Prerequisite to MUN 2710 E R: Two semesters of MUN 1710 E R and required audition</td>
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<tr>
<td>MUN 1720R</td>
<td>Troubadours (AA)</td>
<td>1 credit</td>
<td>3 lab hours</td>
</tr>
<tr>
<td>MUN 2340R</td>
<td>Chamber Singers (AA)</td>
<td>1 credit</td>
<td>2 lab hours; Membership by audition or instructor’s permission required</td>
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<tr>
<td>MUN 2510R</td>
<td>Piano Vocal/Instrumental Accompanying (AA)</td>
<td>1 credit</td>
<td>2 lab hours; Required audition; Corequisite: MVK 1311 R or MVK 2321 R</td>
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# MUS 0010L Recital Seminar
0 credit (1 lecture hour)

# MUT 1001 Fundamentals of Music
3 credits (3 lecture hours) (*)

# MUT 1111 Music Theory I
3 credits (3 lecture hours)
Corequisite: MUT 1241

# MUT 1112 Music Theory II
3 credits (3 lecture hours)
Prerequisite: MUT 1111 or equivalent;
Corequisite: MUT 1242

# MUT 1241 Ear Training and Sight Singing I
1 credit (2 lab hours)
Corequisite: MUT 1111 or equivalent

# MUT 1242 Ear Training and Sight Singing II
1 credit (2 lab hours)
Prerequisite: MUT 1241;
Corequisite: MUT 1111

# MUT 1351 Jazz Arranging I
3 credits (3 lecture hours)
Prerequisite: MUT 1112 or instructor's permission required

# MUT 2116 Music Theory III
3 credits (3 lecture hours)
Prerequisite: MUT 1112 or equivalent;
Corequisite: MUT 2246

# MUT 2117 Music Theory IV
3 credits (3 lecture hours)
Prerequisite: MUT 2116 or equivalent;
Corequisite: MUT 2247

# MUT 2246 Ear Training and Sight Singing III
1 credit (2 lab hours)
Prerequisite: MUT 1242;
Corequisite: MUT 2116

# MUT 2247 Ear Training and Sight Singing IV
1 credit (2 lab hours)
Prerequisite: MUT 2246;
Corequisite: MUT 2117

# MUT 2641 Instrumental Improvisation
1 credit (3 lab hours)
Prerequisite: MUT 1111 or instructor's permission required

# MVK 1111 A Class Instruction - Piano I
1 credit (2 lab hours)
Prerequisite: MVK 2121 or equivalent

# MVK 1111 B Class Instruction - Piano II
1 credit (2 lab hours)
Prerequisite: MVK 1111 A or equivalent

# MVK 2122 Class Instruction - Piano IV
1 credit (2 lab hours)
Prerequisite: MVK 2121 or equivalent

# MVS 1116 A Class Instruction - Guitar I
1 credit (2 lab hours)

# MVS 1116 B Class Instruction - Guitar II
1 credit (2 lab hours)

# MVV 1111 A Class Instruction - Voice I
1 credit (2 lab hours)
Prerequisite: MVV 1111 A or equivalent

# MVV 1111 B Class Instruction - Voice II
1 credit (2 lab hours)
Prerequisite: MVV 1111 A or equivalent

For full course descriptions go to [panthernet.pbcc.edu/listcrs.cgi](http://panthernet.pbcc.edu/listcrs.cgi) | (*) Gordon Rule course
MUSIC APPLIED PRIVATE INSTRUCTION (AA)  
(Freshman/Sophomore)

Corequisite: MUS 0010L (Recital Seminar)

Four semesters of applied private lessons are required for all music majors. Non-music majors and non-degree-seeking students may take private lessons only by permission of the Music Department Chairman. Applied private lessons in the Fall and Winter terms are for one hour per week (2 credits) and numbered in the 1300/2300 series. Applied private lessons in the Summer A and Summer B terms are for one hour per week (1 credit) and numbered in the 1200/2200 series. Individual instruction in a specific musical performance area (brass, keyboard, percussion, strings, voice or woodwinds) is given, including work on proper posture, breathing, tone color and expression. If enrolled for the second or subsequent semester, the student is expected to perform in a departmental recital. The letter “R” is added to the common course number for each applied music course indicating that the course is repeatable up to nine (9) times for credit.

<table>
<thead>
<tr>
<th>FALL/WINTER TERM 1300/2300 SERIES</th>
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<tbody>
<tr>
<td><strong>BRASSES - FRESHMAN LEVEL</strong></td>
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<tr>
<td>MVB 1311R Trumpet</td>
<td>2 credits (one hour per week)</td>
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<tr>
<td>MVB 1312R Horn</td>
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<tr>
<td>MVB 1313R Trombone</td>
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<tr>
<td>MVB 1314R Baritone Horn</td>
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<tr>
<td><strong>BRASSES - SOPHOMORE LEVEL</strong></td>
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<tr>
<td>MVB 2321R Trumpet</td>
<td>Prerequisite: 2 semesters of MVB 1311 R w/grade of B or higher</td>
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<tr>
<td>MVB 2322R Horn</td>
<td>Prerequisite: 2 semesters MVB 1312 R w/grade of B or higher</td>
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<tr>
<td>MVB 2323R Trombone</td>
<td>Prerequisite: 2 semesters of MVB 1313 R w/grade of B or higher</td>
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<tr>
<td>MVB 2324R Baritone Horn</td>
<td>Prerequisite: 2 semesters of MVB 1314 R w/grade of B or higher</td>
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<td><strong>KEYBOARD - FRESHMAN LEVEL</strong></td>
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<tr>
<td>MVK 1311R Piano</td>
<td>2 credits (one hour per week)</td>
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<tr>
<td>MVK 1314R Jazz Piano</td>
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<tr>
<td><strong>KEYBOARD - SOPHOMORE</strong></td>
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<tr>
<td>MVK 2321R Piano</td>
<td>Prerequisite: 2 semesters of MVK 1311 R w/grade of B or higher</td>
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<tr>
<td>MVK 2324R Jazz Piano</td>
<td>Prerequisite: 2 semesters of MVK 1314 R w/grade of B or higher</td>
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<tr>
<td><strong>PERCUSSION - FRESHMAN LEVEL</strong></td>
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<tr>
<td>MVP 1311R Percussion</td>
<td>2 credits (one hour per week)</td>
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<td><strong>PERCUSSION - SOPHOMORE LEVEL</strong></td>
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<tr>
<td>MVP 2321R Percussion</td>
<td>Prerequisite: 2 semesters of MVP 1311 R w/grade of B or higher</td>
</tr>
<tr>
<td><strong>STRINGS - FRESHMAN LEVEL</strong></td>
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</tr>
<tr>
<td>MVS 1312R Viola</td>
<td>2 credits (one hour per week)</td>
</tr>
<tr>
<td>MVS 1314R String Bass</td>
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</tr>
<tr>
<td>MVS 1315R Harp</td>
<td></td>
</tr>
<tr>
<td>MVS 1316R Classical Guitar</td>
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<tr>
<td>MVS 1317R Bass Guitar</td>
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</tr>
<tr>
<td>MVS 1318R Jazz Guitar</td>
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## STRINGS - SOPHOMORE LEVEL
2 credits (one hour per week)

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<tr>
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<th>Prerequisite</th>
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<tbody>
<tr>
<td>MVJ 2323R</td>
<td>Jazz Guitar</td>
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<tr>
<td>MVJ 2324R</td>
<td>Bass Guitar</td>
<td>2 semesters of MVS 1317R w/grade of B or higher</td>
</tr>
<tr>
<td>MVS 2324R</td>
<td>String Bass</td>
<td></td>
</tr>
<tr>
<td>MVS 2325R</td>
<td>Harp</td>
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<tr>
<td>MVS 2326R</td>
<td>Classical Guitar</td>
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**Prerequisite:** 2 semesters of MVS 1316R w/grade of B or higher

## WOODWINDS - FRESHMAN LEVEL
2 credits (one hour per week)

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<tr>
<th>Code</th>
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<tbody>
<tr>
<td>MVW 1311R</td>
<td>Flute</td>
</tr>
<tr>
<td>MVW 1312R</td>
<td>Oboe</td>
</tr>
<tr>
<td>MVW 1313R</td>
<td>Clarinet</td>
</tr>
<tr>
<td>MVW 1314R</td>
<td>Bassoon</td>
</tr>
<tr>
<td>MVW 1315R</td>
<td>Saxophone</td>
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## WOODWINDS - SOPHOMORE LEVEL
2 credits (one hour per week)

<table>
<thead>
<tr>
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<th>Course</th>
<th>Prerequisite</th>
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<tbody>
<tr>
<td>MVW 2321R</td>
<td>Flute</td>
<td>2 semesters of MVW 1311R w/grade of B or higher</td>
</tr>
<tr>
<td>MVW 2322R</td>
<td>Oboe</td>
<td>2 semesters of MVW 1312R w/grade of B or higher</td>
</tr>
<tr>
<td>MVW 2323R</td>
<td>Clarinet</td>
<td>2 semesters of MVW 1313R w/grade of B or higher</td>
</tr>
<tr>
<td>MVW 2324R</td>
<td>Bassoon</td>
<td>2 semesters of MVW 1314R w/grade of B or higher</td>
</tr>
<tr>
<td>MVW 2325R</td>
<td>Saxophone</td>
<td>2 semesters of MVW 1315R w/grade of B or higher</td>
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## VOICE - FRESHMAN LEVEL
2 credits (one hour per week)

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<tr>
<th>Code</th>
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<tbody>
<tr>
<td>MVV 1311R</td>
<td>Voice</td>
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## VOICE - SOPHOMORE LEVEL
2 credits (one hour per week)

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<th>Prerequisite</th>
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<tbody>
<tr>
<td>MVV 2321R</td>
<td>Voice</td>
<td>2 semesters of MVV 1311R w/grade of B or higher</td>
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**Prerequisite:** 2 semesters of MVV 1316R w/grade of B or higher

## SUMMER A AND SUMMER B TERMS, 1200/2200 SERIES

### APPLIED TRUMPET
(1 credit, one hour per week)

<table>
<thead>
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<th>Course</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>MVB 1211R</td>
<td>Applied Trumpet-Freshman Level</td>
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</tr>
<tr>
<td>MVB 2221R</td>
<td>Applied Trumpet-Sophomore Level</td>
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### APPLIED JAZZ PIANO, SECONDARY INSTRUMENT
(1 credit, one hour per week)

<table>
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<tr>
<th>Code</th>
<th>Course</th>
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<tbody>
<tr>
<td>MVJ 1210R</td>
<td>Applied Jazz Piano-Freshman Level</td>
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<tr>
<td>MVJ 2220R</td>
<td>Applied Jazz Piano-Sophomore Level</td>
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### APPLIED JAZZ GUITAR
(1 credit, one hour per week)

<table>
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<th>Course</th>
<th>Prerequisite</th>
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<tbody>
<tr>
<td>MVJ 1213R</td>
<td>Applied Jazz Guitar-Freshman Level</td>
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<tr>
<td>MVJ 2223R</td>
<td>Applied Jazz Guitar-Sophomore Level</td>
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### APPLIED PIANO, SECONDARY INSTRUMENT
(1 credit, one hour per week)

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<tbody>
<tr>
<td>MVK 1211R</td>
<td>Applied Piano, Secondary Instrument - Freshman Level</td>
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<tr>
<td>MVK 2221R</td>
<td>Applied Piano, Secondary Instrument - Sophomore Level</td>
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### APPLIED PERCUSSION
(1 credit, one hour per week)

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<tr>
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<th>Course</th>
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<tbody>
<tr>
<td>MVP 1211 R</td>
<td>Applied Percussion – Freshman</td>
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<tr>
<td>MVP 2221 R</td>
<td>Applied Percussion – Sophomore</td>
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### APPLIED STRINGS
(1 credit, one hour per week)

<table>
<thead>
<tr>
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<th>Course</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>MVS 1213R</td>
<td>Applied Cello – Freshman</td>
<td></td>
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<tr>
<td>MVS 1214R</td>
<td>Applied String Bass – Freshman</td>
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<tr>
<td>MVS 1217R</td>
<td>Applied Bass Guitar – Freshman</td>
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<tr>
<td>MVS 2224R</td>
<td>Applied String Bass – Sophomore</td>
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<tr>
<td>MVS 2227R</td>
<td>Applied Bass Guitar – Sophomore</td>
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### APPLIED GUITAR
(1 credit, one hour per week)

<table>
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<td>MVS 1216R</td>
<td>Applied Guitar - Freshman</td>
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<tr>
<td>MVS 2226R</td>
<td>Applied Guitar - Sophomore</td>
<td>MVK 2326 R</td>
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### APPLIED VOICE
(1 credit, one hour per week)

<table>
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<tr>
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<th>Prerequisite</th>
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<tbody>
<tr>
<td>MVV 1211R</td>
<td>Applied Voice - Freshman</td>
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<tr>
<td>MVV 2221R</td>
<td>Applied Voice - Sophomore</td>
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### APPLIED FLUTE
(1 credit, one hour per week)

<table>
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<tbody>
<tr>
<td>MVW 1211R</td>
<td>Applied Flute - Freshman</td>
<td></td>
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<tr>
<td>MVW 2221R</td>
<td>Applied Flute - Sophomore</td>
<td>MVW 2321 R</td>
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</tbody>
</table>
NUR 1022L Nursing Skills Lab (AAS)
1 credit (3 lab hours)
Corequisites: MCB 2010/2010L, BSC 1086/1086L, NUR 1023/1023L, NUR 1141 (or NUR 2140)

NUR 1023 Nursing I (AAS)
4 credits (4 lecture hours)
Corequisites: MCB 2010/2010L and BSC 1086/1086L, NUR 1023L, NUR 1022L, NUR 1141 (or NUR 2140)

NUR 1023L Nursing I Clinical (AAS)
3 credits (8 clinical hours)
Corequisites: MCB 2010/2010L, BSC 1086/1086L, NUR 1023, NUR 1022L, NUR 1141 (or NUR 2140)

NUR 1090 Critical Thinking in Nursing (AAS)
3 credits (3 lecture hours)
Prerequisites: BSC 1085/1085L, HSC 1000/1000L, HSC 1010 (or NUR 2130)

NUR 1141 Introduction to Pharmacotherapeutics (AAS)
2 credits (2 lecture hours)
Corequisites: MCB 2010/2010L, BSC 1086/1086L

NUR 1213 Nursing 2 (AAS)
7 credits (7 lecture hours)
Prerequisites: MCB 2010/2010L, BSC 1086/1086L, NUR 1023/1023L, NUR 1022L, NUR 1141 (or NUR 2140); Corequisites: NUR 1213L and NUR 1214L, HUN 1201

NUR 1213L Nursing 2 Clinical (AAS)
4 credits (12 clinical hours)
Prerequisites: MCB 2010/2010L, BSC 1086/1086L, NUR 1022L, NUR 1023/1023L, NUR 1141 or NUR 2140; Corequisites: NUR 1213L, NUR 1214L, HUN 1201

NUR 1214L Nursing II Skills Lab (AAS)
1 credit (3 lab hours)
Prerequisites: MCB 2010/2010L, BSC 1086/1086L, NUR 1141 or NUR 2140, NUR 1023/1023L, NUR 1022L; Corequisites: NUR 1213L, HUN 1201

NUR 2000L Introduction to Professional Nursing (AAS)
1 credit (3 lab hours)
Prerequisite: LPN; transitional students (program code A309)

NUR 2130 Human Growth and Development (AA)
3 credits (3 lecture hours)

NUR 2140 Pharmacology for Nursing (AAS)
3 credits (3 lecture hours)
Prerequisites: MCB 2010/2010L, BSC 1086/1086L

NUR 2215 Nursing III (AAS)
7 credits (7 lecture hours)
Prerequisites: HUN 1201, NUR 1141 or NUR 2140, NUR 1213/1213L, NUR 1214L; Corequisite: NUR 2215L, PSY 2012, SYG 2000

NUR 2215L Nursing III Clinical (AAS)
4 credits (12 clinical hours)
Prerequisites: HUN 1201, NUR 1141 or NUR 2140, NUR 1213/1213L, NUR 1214L; Corequisites: NUR 2215, SYG 2000, PSY 2012

NUR 2291 Critical Care Nursing (ATC)
6 credits (10 clinical hours)
Prerequisites: Current RN license

NUR 2293C Perioperative Nursing (ATC)
6 credits (4 lecture hours, 6 lab hours)
Prerequisites: (1) RN licensed in Florida; (2) minimum of six months medical/surgical nursing; (3) employed at a hospital or has agreement with operating room to act as preceptor; (4) current BCLS certification; (5) professional liability and accident insurance

NUR 2297 Clinical Integration of Basic Electrocardiography For Nurses (ATC)
3 credits (3 lecture hours)
Prerequisite: Current RN license

NUR 2651 Overcoming Communication Barriers With The Hispanic Patient (ATC)
1 credit (1 lecture hour)

NUR 2712C Nursing IV (AAS)
6 credits (3 lecture hours, 9 lab hours)
Prerequisites: NUR 2215/2215L, PSY 2012, SYG 2000; Corequisites: NUR 2943L

NUR 2790 Registered Nurse First Assistant (RNFA) Lecture (ATC)
3 credits (3 lecture hours)
Prerequisite: 1).RN with a minimum of 2 years recent perioperative experience in the roles of scrub, circulator or first assisting. 2).CNOR certification. 3).Must be licensed to practice as a Registered Nurse in the state in which his/her clinical internship will be accomplished. 4).CPR or BLS certified, ACLS preferred. 5).Must submit two letters of recommendation

NUR 2790L Registered Nurse First Assistant (RNFA) Clinical (ATC)
3 credits (3 lecture hours)
Prerequisite: 1).Current copy of malpractice insurance policy specific for the RNFA; 2).Current copy of health insurance policy; 3).Current copy of CPR card ; 4).Completed Hepatavax form or waiver; and 5).Successful completion of didactic portion of RNFA course; Co-requisite: NUR 2790

NUR 2935 Clinical Applications of Twelve Lead Electrocardiography (ATC)
3 credits (3 lecture hours)
Prerequisite: Current RN License

NUR 2943L Clinical Preceptorship (AAS)
4 credits (12 lab hours)
Prerequisite: NUR 2215/2215L, PSY 2012, SYG 2000; Corequisites: NUR 2712C

NUR 2944L Critical Care Nursing Preceptorship (ATC)
2 credits (6 clinical hours)
Prerequisites: Current RN license

OCA 0501 Business Software Applications (PSAV)
150 clock hours

OCA 0502 Advanced Business Software Applications (PSAV)
175 clock hours

OCE 100I Introduction to Oceanography (AA)
3 credits (3 lecture hours) (*)
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<tr>
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<th>Course Title</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
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<tbody>
<tr>
<td>OCE 1001L</td>
<td>Introduction to Oceanography Lab (AA)</td>
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<td>2 lab hours</td>
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<td>ORH 1005L</td>
<td>Professional Landscape Installation &amp; Maintenance (AS)</td>
<td>3 credits</td>
<td>3 lecture hours</td>
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<td>ORH 1016</td>
<td>Environmental Issues in Horticulture (AS)</td>
<td>3 credits</td>
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<td>ORH 1281</td>
<td>Introduction to Orchids and Their Culture (AS)</td>
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<td>ORH 1320</td>
<td>Introduction to Palms and Their Culture (AS)</td>
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<tr>
<td>ORH 1840</td>
<td>Landscape Construction (AS)</td>
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<tr>
<td>ORH 2220</td>
<td>Turfgrass Culture (AS)</td>
<td>3 credits</td>
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<tr>
<td>ORH 2241</td>
<td>Arboriculture (AS)</td>
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<td>ORH 2251</td>
<td>Florida Horticulture Professional Preparation (AS)</td>
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<td>Ornamental Plant Identification I (AS)</td>
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<tr>
<td>ORH 2511</td>
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<td>ORH 2521</td>
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<td>Horticulture Sales and Services (AS)</td>
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<td>Ornamental Horticulture Work Experience/Internship (AS)</td>
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<td>Beginning Keyboarding (AS)</td>
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<td>OST 1108</td>
<td>Building Typing Speed and Accuracy (AS)</td>
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<tr>
<td>OST 1110C</td>
<td>Intermediate Keyboarding (AS)</td>
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<td>OST 1141</td>
<td>Keyboarding for Microcomputer (AS)</td>
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<td>Shorthand I (AS)</td>
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<td>Business Presentations (AS)</td>
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<td>OST 1355</td>
<td>Records Management (AS)</td>
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<tr>
<td>OST 1783</td>
<td>Speech Recognition (AAS/AS)</td>
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<td>OST 1811</td>
<td>Desktop Publishing (AS)</td>
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<td>OST 1828</td>
<td>Presentation Graphics for Business (AS)</td>
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<td>OST 1831</td>
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<td>OST 2339</td>
<td>Business English Review (AS)</td>
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<tr>
<td>OST 2402</td>
<td>Office Procedures and Technology (AS)</td>
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<tr>
<td>OST 2431</td>
<td>Legal Office Procedures (AS)</td>
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<tr>
<td>OST 2603C</td>
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<tr>
<td>OTA 0100</td>
<td>Introduction to Keyboarding/Word Processing (PSAV)</td>
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<tr>
<td>OTA 0131</td>
<td>Building Speed and Accuracy (PSAV)</td>
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<tr>
<td>OTA 0421</td>
<td>Introduction to Office Operations (PSAV)</td>
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<td>OTA 0423</td>
<td>Business Office Operations (PSAV)</td>
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<td>OTA 0432</td>
<td>Advanced Administrative Office Procedures (PSAV)</td>
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<td>OTA 0438</td>
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<td>OTA 0940</td>
<td>Administrative Assistant Externship (PSAV)</td>
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For full course descriptions go to panthernet.pbcc.edu/listcrs.cgi | (*) Gordon Rule course
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<td>Prerequisites: At least one college-level course in natural or physical sciences</td>
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<tr>
<td>PEO 1031C</td>
<td>Individual Sports (AA)</td>
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<tr>
<td>PEO 1321C</td>
<td>Volleyball Fundamentals and Officiating (AA)</td>
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<td>Theory and Practice of Coaching a Specific Sport (AA)</td>
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<td>PEO 2005</td>
<td>Coaching Theory (AA)</td>
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<td>PEO 2351C</td>
<td>Fundamentals of Racquet Sports (AA)</td>
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<td>Introduction to Business (PSAV)</td>
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<td>SLS 1301</td>
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<td>Career Information and Decision-Making (AA)</td>
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<td>Strategies for College Success (AA)</td>
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<td>Practical Aspects of Sonography I (AS)</td>
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<td>Practical Aspects of Sonography II (AS)</td>
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<td>Abdominal Sonography I (AS)</td>
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<td>SON 1112</td>
<td>Abdominal Sonography II (AS)</td>
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<td>SON 1121</td>
<td>Sonographic OB/GYN I (AS)</td>
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<td>SON 1122</td>
<td>Sonographic OB/GYN II (AS)</td>
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<td>SON 1170</td>
<td>Sonography of the Circulatory System (AS)</td>
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<td>SON 1614</td>
<td>Medical Sonographic Physics I (AS)</td>
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<td>Sonography of Heart/Chest I (ATC)</td>
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<td>Clinical Education Echo I (ATC)</td>
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<td>Feminist Psychology (AA)</td>
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<td>Introduction to Social Work (AA)</td>
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For full course descriptions go to [panthernet.pbcc.edu/listcrs.cgi](panthernet.pbcc.edu/listcrs.cgi) | (*) Gordon Rule course
SPC 1016 Fundamentals of Speech Communication (AA)  
3 credits (3 lecture hours) (*)

SPC 1016 Honors Fundamentals of Speech Communication (AA)  
3 credits (3 lecture hours)  
Prerequisite: Cumulative GPA 3.5, or recommended test scores of ACT Enhanced - 26, SAT I - 1170 combined score or FCELP (CPT) - 97 Reading and 100 Writing (*)

SPC 2052 Voice and Diction (AA)  
3 credits (3 lecture hours)

SPC 2300 Introduction to Interpersonal Communication (AA)  
3 credits (3 lecture hours)

SPC 2511 Argumentation and Debate (AA)  
3 credits (3 lecture hours)  
Prerequisite: SPC 1016 or instructor's permission required

SPC 2601 Public Speaking (AA)  
3 credits (3 lecture hours)  
Prerequisite: SPC 1016 or instructor's permission required

SPN 1120 Elementary Spanish I (AA)  
4 credits (4 lecture hours) (*)

SPN 1120 Honors Elementary Spanish I (AA)  
4 credits (4 lecture hours)  
Prerequisite: Cumulative GPA 3.5, or recommended test scores of ACT Enhanced - 26, SAT I - 1170 combined score or FCELP (CPT) - 97 Reading and 100 Writing (*)

SPN 1121 Elementary Spanish II (AA)  
4 credits (4 lecture hours)  
Prerequisite: SPN 1120 or equivalent (*)

SPN 1121 Honors Elementary Spanish I (AA)  
4 credits (4 lecture hours)  
Prerequisite: A "C" or higher in SPN 1120 Honors or equivalent; please note, for Honors classes, student must have a 3.5 GPA or recommended test scores of ACT Enhanced-26, SAT I-1170 combined score or FCELP (CPT) - 97 Reading and 100 Writing (*)

SPN 1170 Spanish Immersion Study Program (AA)  
6 credits (6 lecture hours)  
Prerequisite: SPN 1120 and instructor's permission required prior to registration

SPN 2200 Intermediate Spanish I (AA)  
3 credits (3 lecture hours)  
Prerequisite: SPN 1121 or equivalent (*)

SPN 2201 Intermediate Spanish II (AA)  
3 credits (3 lecture hours)  
Prerequisite: SPN 1121 or department chairperson's permission required (*)

SPN 2240 Intermediate Conversational Spanish I (AA)  
3 credits (3 lecture hours)  
Prerequisite: SPN 1121 or equivalent

SPN 2241 Intermediate Conversational Spanish II (AA)  
3 credits (3 lecture hours)  
Prerequisite: SPN 1121 or equivalent

STA 1021 Probability and Statistics (AA)  
1 credit (1 lecture hour)  
Prerequisites: A grade of "C" or above in MAT 1033, or 72 & above (EH) and 44 & above (CLM) FCELP or and one year of high school algebra and passing score on the placement exam (*)

STA 2023 Statistics (AA)  
3 credits (3 lecture hours)  
Prerequisite: A grade of C or better in MAT 1033 or adequate score on the placement exam and two years of high school algebra (*)

STA 2023 Honors Statistics (AA)  
3 credits (3 lecture hours)  
Prerequisite: Cumulative GPA 3.5, or recommended test scores of ACT Enhanced - 26, SAT I - 1170 combined score or FCELP (CPT) - 97 Reading and 100 Writing (*)

STS 0003 Introduction to Surgical Technology (PSAV)  
96 clock hours

STS 0003L Introduction to Clinical Practicum (PSAV)  
48 clock hours

STS 0005C Principles of Asepsis (PSAV)  
96 clock hours

STS 0008 Pharmacology for the Surgical Technologist (PSAV)  
48 clock hours

STS 0120 Surgical Specialties 1 (PSAV)  
32 clock hours

STS 0121 Surgical Specialties 2 (PSAV)  
32 clock hours

STS 0150C Surgical Technology Procedures (PSAV)  
96 clock hours

STS 0155L Operating Room Technique (PSAV)  
96 clock hours

STS 0255L Surgical Specialties 1 Clinical (PSAV)  
184 clock hours

STS 0256L Surgical Specialties 2 Clinical (PSAV)  
184 clock hours

STS 0805 Perioperative Anatomy and Medical Terminology (PSAV)  
48 clock hours

STS 0805L Perioperative Anatomy Laboratory (PSAV)  
48 clock hours

STS 0949C Clinical Practicum (PSAV)  
185 clock hours

SUR 1101C Basic Surveying and Mapping (AS)  
3 credits (2 lecture hours, 2 lab hours)

SUR 1322C CAD for Surveyors (AS)  
2 credits (1 lecture hour, 2 lab hours)  
Prerequisites: SUR 1101, SUR 1640C

SYG 1230 American Minorities Today (AA)  
3 credits (3 lecture hours)

SYG 2000 Introduction to Sociology (AA)  
3 credits (3 lecture hours) (*)
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<td>SYG 2010</td>
<td>American Social Problems</td>
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<td>SYG 2361</td>
<td>Death and Dying</td>
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<td>Marriage and Family</td>
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<td>Federal Income Tax I</td>
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<td>THE 2925R</td>
<td>Play Production</td>
<td>1 (lab hours)</td>
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<tr>
<td>TPA 1200</td>
<td>Stagecraft I</td>
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<td>TPA 1211</td>
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<tr>
<td>TPA 2290R</td>
<td>Technical Theater Lab I</td>
<td>1 (lab hours)</td>
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<tr>
<td>TPP 1600</td>
<td>Playwriting</td>
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<tr>
<td>TPP 2100</td>
<td>Acting I</td>
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<td>TPP 2111</td>
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<tr>
<td>TPP 2190R</td>
<td>Rehearsal and Performance I</td>
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<td>TPP 2300</td>
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<td>TPP 2510</td>
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<tr>
<td>TPP 2700</td>
<td>Freeing the Actor’s Voice</td>
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For full course descriptions go to [panthernet.pbcc.edu/listcrs.cgi](http://panthernet.pbcc.edu/listcrs.cgi) | (*) Gordon Rule course
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On the Web site go to People Finder | www.pbcc.edu
PBCC locations and centers throughout Palm Beach County

- Belle Glade
- Boca Raton
- Lake Worth
- Palm Beach Gardens
- West Palm Beach

College Information Center
561-967-PBCC
DIRECTIONS

From I-95:
Proceed west on Southern Blvd. (SR 80) approximately 40 miles until you reach Belle Glade. At the first traffic light continue straight ahead. Turn left onto SR 715 and continue through the business area. PBCC is on the right.

From the Florida Turnpike:
Exit at Southern Blvd. (SR 80). Proceed west on SR 80 approximately 40 miles until you reach Belle Glade. At the first traffic light continue straight ahead. Turn left onto SR 715 and continue through the business area. PBCC is on the right.
DIRECTIONS

From I-95:
Proceed east on Glades Road to
NW 13th St. (FAU Blvd) turn left
(north) and enter the FAU Campus.
Go approximately 1.5 miles past
the second stop sign (Lee Street),
the south entrance to PBCC is on
the left.

From Spanish River Boulevard:
Go south on NW 8th Avenue. The
north entrance to PBCC is on the
right.
### DIRECTIONS

From I-95:
Proceed west on 6th Avenue South approximately 2 miles to the south entrance. Turn right (north) into the campus. Visitor parking is straight ahead.

From the Florida Turnpike:
Take the Lake Worth Road exit and go east approximately 5 miles to Congress Ave. Go through the light, and turn right (south) into the campus.

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**Please note:**
Due to ongoing construction and renovation, some modules, building descriptions or locations may have changed.

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### PBCC AT LAKE WORTH

AD - Administration/District Offices
G. TONY TATE BLDG.
- College Relations & Marketing
- Government Relations
- Human Resources
- Office of the President
- Vice Presidents' Offices

AH - Allied Health
PHILIP O. LICHTBLAUF BLDG.

AU - Auditorium/Theatres
WATSON B. DUNGAN III THEATRE STAGE WEST

BA - Business Administration

BK - Bookstore

CF - Cafeteria
- Upward Bound Office
- Cashier's Office

CS - Chemical Storage

CN - Concession Stand / Press Box

CJA - E Criminal Justice A - E

CRA - General Classrooms A
- Center for Lifetime Learning Foundation
- Provost's Office

CRB - General Classrooms B

CE - Continuing Education
PAUL W. GRAHAM BLDG.
- College Information Center Crossroads
- Dean of Academic Affairs
- Grants/Resource Development Institute of Government
- Institute of Teacher Education Multimedia Boardroom

CT - Counseling & Testing
STUDENT SERVICES CENTER
- Academic Advisement
- Career Center
- Disability Support Services
- Testing Center

DH - Dental Health

DW - Central Receiving/Facilities

ETA - Education and Training Center
Dean of Economic and Workforce Development
Dean of Health Sciences and Occupational Education
Business Applications
Career Exploration/Job Placement
Commercial HVAC
Computer Applications
Electronic Technology
Emergency Medical Services (EMS)
Machining Technology
Medical Assistant
Medical Coder/Biller
Medical Transcription
Plumbing
Practical Nursing
Sheet Metal
Student Learning Center:
- Math/VPI/Computer Labs
- Surgical Technology

ETB - Education and Training Center
Automotive Body Repair

ETC - Education and Training Center
Automotive Service Technology

ETD - Education and Training Center
Carpentry
Cosmetology
Diesel Mechanics
Emergency Medical Tech. (EMT)
Welding

FA - Financial Aid
- Outreach Services
- Student Support Services

FC - Facilities Central

FD - Facilities District
CLAUDIA A. EDWARDS BLDG.

FT - Fitness Center

HU - Humanities

IT - Information Technology

LLRC - Library
HAROLD C. MANOR BLDG.
- Library Learning Resource Center
- Media Technology & Instructional Services (MTIS)

MD - Modules (portables)
MD 20 - MD 30

OF - Office Building

PE/GYM - Gymnasium
ELISABETH W. ERLING BLDG.

PG - Student Services Center
PAUL J. GILLEN BLDG.
- Admissions/Registration
- College Registrar
- Dean of Student Services
- Graduation Office
- International Admissions
- Limited Access Admissions
- New Student Enrollment
- Web Registration

PR - Purchasing Dept/Print Shop

SAC - Student Activities Center

SCA - D Science A - D
- Security
- Title III

SAC - Student Activities Center

SB - Softball Field Box / Restrooms

SS - Social Science
BRITTON G. SMALLEY BLDG.

TC - Technology Center
COUNT AND COUNTESS DE HOERNLE BLDG.
- Academic Services
- Academic Support Lab
- CAD/Drafting Lab
- Computer Lab
- Dean of Curriculum, Planning & Research
- Graphic Design Lab
- Institutional Research & Effectiveness
- Student Learning Center:
  - English/EAP/ESL/Reading/Computer Labs

TE - Technical Education
- Electronics Lab
- Physics Lab

TL - Technical Laboratory

VL - Vocational Lab
- Patient Care Assistant
DIRECTIONS

From I-95:
Proceed east on PGA Blvd. approximately 2 miles just past the Gardens Mall to the campus entrance on the right.

From the Florida Turnpike:
Take the Palm Beach Gardens/PGA Blvd. exit and go east approximately 5 miles just past the Gardens Mall. The campus entrance is on the right.
Count and Countess de Hoernle Historic Building

Classrooms
Institute of Excellence in Early Care and Education

Named after Count Adolph and Countess Henrietta de Hoernle, the de Hoernle Historic Building has been renovated for use as an educational center.

Located in downtown West Palm Beach at the site of the old Twin Lakes High School, the 1927 building was the original home of Palm Beach Community College.

The Mediterranean Revival-style building is listed on the National Register of Historic Places.

DIRECTIONS

From I-95:
Proceed east on Okeechobee Blvd. until you reach Tamarind Ave. At the traffic light turn left (north) and proceed past the Kravis Center and the School of the Arts. Turn right on Fern Street. PBCC is on the right.
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