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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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. Monies raised by the Foundation allow the College to offer a wider range of scholarships for students, incorporate state-of-the-art technology systems and programs into the school’s curriculum, add new courses to keep career training programs consistent with the local business community and fulfill the College’s mission.
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. In addition, all PBCC students enjoy full-use privileges at the FAU library.

PBCC’s Boca Raton campus provides its students with state-of-the-art classrooms and laboratory facilities. The new four-story Countess de Hoernle Humanities and Technology Building, a multipurpose facility will house art, architecture and other educational offerings.

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, the campus 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. Bordered by Lake Osborne and John Prince Park, this 114-acre campus offers numerous 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 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. A new science building currently under construction will provide state-of-the-art classrooms and laboratories for chemistry, biology, microbiology, anatomy, physiology, physical sciences, earth sciences, geology, physics and astronomy.

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 12,000 students each year. A new bioscience technology complex will house an expanded science curriculum and a biotechnology degree program. 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 postsecondary 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.*

High school students are 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 on 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 freshman 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 F-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 submit transcripts 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 submit official transcripts from a state Department of Education. Transfer students must submit both official high school and college transcripts 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.

To be considered official, transcripts may be either sent directly to PBCC from the issuing institution or be hand-delivered in a sealed envelope sealed by the issuing institution. Faxed transcripts are not considered official. Transcript request forms and information are available at www.pbcc.edu/transcript.xml. 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/testcenterinformation.xml).

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 federal law to enroll non-immigrant alien students. The College welcomes students from other countries who meet PBCC 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. Transcripts and commercial evaluations may be either sent directly to PBCC from the issuing institution or agency or be hand-delivered in a sealed envelope sealed by the issuing institution or agency.

   • 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).

   • 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.

   • MELAB - A score of 60 or higher is required on the Michigan English Language Assessment Battery (MELAB).

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
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.

6. 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).

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

8. 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/application.xml (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 submitted as early as possible to allow evaluations to be completed before registration. Transcripts may be either sent directly to PBCC from the issuing institution or be hand-delivered in a sealed envelope sealed by the issuing institution. Faxed transcripts are not considered official.

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.

TRANIENT 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)
The CLEP is a computerized test offered by the College Board. 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. For more information on CLEP, 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/challenge.xml.

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/pla.xml.

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/techprep.xml.
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/fees.xml. 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. Students dropped for non-payment will not be reinstated into their classes, unless there is documented College error that resulted in the drop. No registration will be completed until all fees have been paid in full. Students may pay:

• By Web at 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) 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).

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

**Table 2-1**

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>FCELPET 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 0460 - Intermediate Grammar‡</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>

<table>
<thead>
<tr>
<th>College Prep Courses</th>
<th>FCELPET 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>

‡Students required to prove English proficiency may be placed into the EAP Foundation Program.

**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.

<table>
<thead>
<tr>
<th>College Level English</th>
<th>ACT Enhanced</th>
<th>SAT I</th>
<th>FCELPET 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>

<table>
<thead>
<tr>
<th>College Level Math</th>
<th>ACT Enhanced</th>
<th>SAT I</th>
<th>FCELPET 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 or 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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16 ADMISSIONS

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, reading or mathematics 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 1009.21. 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 Grammar, High Intermediate English, Advanced English (EAP 0460, 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.xml.
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. 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 the FAFSA to determine financial need and offer a financial aid award package.

Financial Aid “Priority 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 FAFSA 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 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. Only courses which apply to the student’s degree at PBCC may be used to determine enrollment status for federal and state aid programs.
- Students must keep their addresses updated with the College. 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 at PBCC 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. Awards are disbursed when 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 aid disbursed for the term exceeds the cost of tuition, fees and books (if any), the student may receive a Financial Aid disbursement check of any remaining balance from the College Bursar's Office. Financial Aid checks are subject to the above disbursement schedule.

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

Financial aid recipients who withdraw from the College (all courses in a given term) 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 timeframe for degree completion listed above.

Title IV Funds

The amount of Title IV aid a student must repay is determined by 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. The College will permit registration only when the default is resolved with the guarantor or U.S. Department of Education. 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](http://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:
- Complete an Application for Admission and pay the $20 application fee.
- 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.

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 Compass/ESL, CLAST, CLEP, E-ACT, FCELPT, 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/testcenterinformation.xml.

Note: A legal photo ID is required for all testing services. See the Admissions section of this catalog for detailed testing information.
Student Life

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 sanction 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
- Florida Future Educators of America
- International Student Club
- Intramurals - Flag Football and Softball
- Kiskeya (Haitian student organization)
- Nursing Student Association
- Phi Theta Kappa (Academic Honors Society)
- Spanish and Latin Student Association (SALSA)
- 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 (SFI)
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)

PBCC Panthers
Intercollegiate Athletics
Women’s Sports
- Basketball
- Softball
- Volleyball

Men’s Sports
- Baseball
- Basketball

www.pbcc.edu/sports
Corporate and Continuing Education

Through the office of Corporate and Continuing Education, 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. Visit www.pbcc.edu/cce.xml for information on registration.

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 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 College’s primary course management system 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.

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.

Telecourses are broadcast on the local cable channels at a scheduled time. Students also can view the video lessons at one of PBCC’s Media Technology departments or a PBCC library.
VIDEOCONFERRING 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.

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 go on 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’s degrees move into the teaching profession. The Para-professional 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.
Library Learning Resource Centers

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

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 Mathematics

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 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 3.20 to 3.79 will be placed on the Dean’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 3.20 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/sap.xml.

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

* Academic Status Note: 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.*

**Attendance at First Class**
PBCC values instruction that begins at the first class meeting and/or lab session. Students who do not attend the first day of a class may be dropped from the course, depending upon the individual faculty member’s attendance policy. It is the student’s responsibility to read the course schedule notes and/or visit the course Web site.

The College policy of reinstating students who have been dropped due to College error supersedes individual faculty attendance policies.

**Audit and Withdrawal Policies**
Students may withdraw online using PantherWeb ([www.pbcc.edu/PantherWeb](http://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 (WX) 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 WX 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 are 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
</tbody>
</table>

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
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.

CLAST applications can be filled out at any campus; however, the test is administered at the Lake Worth and Belle Glade Testing Centers only.

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>Subject</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 CEREMONY - COMMENCEMENT

Participation in commencement exercises is expected of all A.A., A.S. and A.A.S. students who are eligible for graduation. Commencement is held at the end of each fall and spring term. Students who apply for graduation receive ceremony information from the Graduation Office.

GRADUATION COMPETENCY STATEMENTS FOR DEGREES

The Southern Association of Colleges and Schools (SACS) requires that all institutions ensure 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
   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 Writing Skills

All students in A.A., A.S., and A.A.S. programs should be able to demonstrate the ability 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 42 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.
**Program Groups**

**Associate in Arts Degree**  
(Transfer)  43

**Business and Office Management**  52
- Life, Health and Variable Annuities Agent (PSAV)
- Property and Casualty General Lines Agent (PSAV)
- Real Estate Broker (PSAV)
- Real Estate Sales Associate (PSAV)
- Accounting Technology (CCC)
- Business Administration and Management (CCC)
- Business Operations (CCC)
- Business Specialist (CCC)
- Food Service Management (CCC)
- Hospitality (CCC)
- Legal Office Management (CCC)
- Marketing (CCC)
- Office Management (CCC)
- Office Support (CCC)
- Accounting Technology (AAS/AS)
- Business Administration and Management (AAS)
- Hospitality and Tourism Management (AAS)
- Office Administration (AAS)
- Paralegal (AS)
- Business Corporate & Continuing Education

**Child Care and Human Services**  65
- Child Care – 40-Hour Introductory Child Care Training Certification (Birth to 5 Years) (PSAV)
- Child Care – 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)
- Early Childhood Education (AS)
- Educational Assisting (AS)
- Human Services (AAS/AS)
- Child Care Corporate & Continuing Education
- Certified Addiction Professional 
- Teacher Certification Program

**Computer Science and Information Technology**  78
- Computer Support Specialist (PSAV)
- Webmaster (CWI) (PSAV)
- Cisco CCNA (CCC)
- Information Management (CCC)
- Web Development Specialist (CCC)
- Computer Programming (AAS/AS)
- Internet Services Technology (AAS/AS)
- Networking Administrator (AAS/AS)
- Computer Information Security (ATC)
- Computer Science Corporate & Continuing Education

**Creative Arts and Communications**  86
- Graphic Design Technology (CCC)
- Motion Picture & Television Production Technology (CCC)
- Graphic Design Technology (AAS/AS)
- Interior Design Technology (AS)
- Motion Picture and Television Production Technology (AAS)
- Interior Design (ATC)

**Environmental Science and Horticulture**  91
- Landscape and Horticulture Specialist (CCC)
- Landscape and Horticulture Professional I (CCC)
- Landscape and Horticulture Professional II (CCC)
- Environmental Science Technology (AS)
- Landscape and Horticulture Management (AS)

**Health Care**  95
- Dental Assisting (PSAV)
- Massage Therapy (PSAV)
- 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)
- Nursing (AAS)
- Radiography (AS)
- Respiratory Care (AS)
- Sonography (AS)
- Adult Echo Sonography (ATC)
- Cardiovascular Intervention Technology (ATC)
- Computed Tomography (ATC)
- Critical Care Nursing (ATC)
- Magnetic Resonance Imaging (ATC)
- Perioperative Nursing (ATC)
- Health Care Corporate & Continuing Education

**Public Safety**  114
- Criminal Justice Academies (PSAV)
- Firefighter (PSAV)
- Fire Apparatus Operator (PSAV)
- Fire Inspector I (PSAV)
- Fire Inspector II (PSAV)
- Fire Officer I (PSAV)
- Public Safety Telecommunications Dispatcher (PSAV)
- Special Fire Safety Inspector (PSAV)
- Emergency Medical Technician (EMT-B) (ATD)
- Crime Scene Technology (CCC)
- Emergency Management (CCC)
- Paramedic (CCC)
- Crime Scene Technology (AS)
- Criminal Justice Technology (AAS/AS)
- Emergency Medical Services (AS)
- Fire Science Technology (AS)
- Public Safety Corporate & Continuing Education

**Trade and Industrial**  126
- Apprenticeship Programs (PSAV)
- Automotive Body Repair (PSAV)
- 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
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, see 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 College Level Examination Program (CLEP) 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). For transfer agreement information, visit 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 requirements at PBCC represent a foundation for active lifelong learning. Theses outcomes are designed to promote personal development and provide a comprehensive base of knowledge and skills necessary to participate effectively in a diverse community and the global workplace.

General Education Learning Outcomes
Communications: Develop effective reading, writing, speaking, listening, and nonverbal communication skills for a variety of audiences.

Global Awareness: Exhibit a sense of community and be sensitive to cultural and global diversity; exercise civic responsibility; give service to others; and respect and care for our natural environment.

Critical Thinking: Evaluate arguments; separate fact and opinion; recognize points of view; understand implications and consequences, and acknowledge diverse values.

Technology and Information Literacy: Use printed materials, personal communication, observation, and technological applications to find, evaluate organize, and present information in order to achieve educational and professional success.

Quantitative Reasoning: Use college-level mathematical concepts and methods to understand, analyze, and explain issues in quantitative terms.

Ethics: Demonstrate a responsibility for personal, social, professional, educational and natural environments and make informed decisions based on those responsibilities.

Personal Development: Develop an ability to understand and manage self, adapt to change, enhance wellness, learn effectively, establish a framework for aesthetic responsiveness, and set personal and professional goals.

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”.

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) (3)
ENC 1121 Honors College Composition 1 (3)

Select one of the following courses:

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

Students must take the following course:

SPC 1016 Fundamentals of Speech Communication (GR) (3)

AREA II

HUMANITIES 6 CREDIT HOURS

Select one of the following courses:

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

Approved Transfer Literature*

*(Verify course credit with an advisor.)

Select one of the following courses:

ARH 1000 Art Appreciation (GR) (3)
ARH 2050 Art History 1 (GR) (3)
ARH 2051 Art History 2 (GR) (3)
MUH 2018 History and Appreciation of Jazz (GR) (3)
MUL 1010 Music Appreciation (GR) (3)
MUT 1001 Fundamentals of Music (GR) (3)
THE 1000 Theatre Appreciation (GR) (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)
MGF 1111 Geometry (GR) (3)
MGF 1112 Math Logic (GR) (3)
STA 1021 Probability/Statistics (GR) (3)
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.)
AREA IV

NATURAL SCIENCES 6 CREDIT HOURS
Select two of the following courses:

- AST 1002 Descriptive Astronomy (3)
- AST 1003 Planetary Astronomy (3)
- AST 1004 Stellar & Galactic Astronomy (3)
- BOT 1010/BOT 1010L General Botany 1 and Lab (4)
- BSC 1005 Concepts of Biology (Non-Science Major) (3)
  (Lab BSC 1005L optional) (1)
- BSC 1010 Principles of Biology 1 (3)
  (Lab BSC 1010L optional) (1)
- BSC 1011/BSC 1011L Principles of Biology 2 and Lab (4)
- BSC 1050 Environmental Conservation (3)
- BSC 2085/BSC 2085L Anatomy and Physiology 1 and Lab (4)
- BSC 2086/BSC 2086L Anatomy and Physiology 2 and Lab (4)
- CHM 1020 Principles of Chemistry (3)
  (Lab CHM 1020L optional) (1)
- CHM 1025 Introductory Chemistry (3)
- CHM 1045/CHM 1045L General Chemistry 1 and Lab (4)
- CHM 1046/CHM 1046L General Chemistry 2 and Lab (4)
- ESC 1000 Earth Science (3)
- GY 1000 Descriptive Geology (3)
- HUN 1201 Elements of Nutrition (3)
- MCB 2010/MCB 2010L Microbiology and Lab (4)
- OCE 1001 Introduction to Oceanography (3)
  (Lab OCE 1001L Optional) (1)
- PHY 1001 Applied Physics (3)
- PHY 2048/PHY 2048L General Physics with Calculus 1 and Lab (5)
- PHY 2049/PHY 2049L General Physics with Calculus 2 and Lab (5)
- PHY 2053 General Physics 1 (4)
- PHY 2054 General Physics 2 (4)
- PSC 1341 Physical Science for Today's World (3)
- ZOO 1010 General Zoology (3)
- ZOO 1010L General Zoology Lab (1)

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

AREA V

SOCIAL SCIENCE 6 CREDIT HOURS
Select one of the following courses:

- ANT 2000 Anthropology (GR) (3)
- ECO 2013 Principles of Macroeconomics (GR) (3)
- GEA 1000 Principles of Geography & Conservation (GR) (3)
- PSY 2012 General Psychology (GR) (3)
- SYG 1230 American Minorities Today (GR) (3)
- SYG 2000 Introduction to Sociology (GR) (3)
- SYG 2010 American Social Problems (GR) (3)

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

Select one of the following courses:

- AMH 2010 US History to 1865 (GR) (3)
- AMH 2020 US History from 1865 to Present (GR) (3)
- POS 1001 Introduction to Political Science (GR) (3)
- POS 1041 Introduction to American Government (GR) (3)
- POS 2112 American State and Local Government (GR) (3)

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

AREA VI

HEALTH and FOREIGN LANGUAGE 3 CREDIT HOURS
Select one of the following courses:

- Health
  - HSC 1101 Contemporary Issues in Health (3)
  - HSC 2100 Health Concepts and Strategies (3)
  - HSC 2204 Community Health Education (3)

- Foreign Language
  - FRE 1120 Elementary French 1 (4)
  - FRE 1121 Elementary French 2 (4)
  - FRE 2200 Intermediate French 1 (3)
  - FRE 2201 Intermediate French 2 (3)
  - GER 1120 Elementary German 1 (4)
  - GER 1121 Elementary German 2 (4)
  - GER 2200 Intermediate German 1 (3)
  - GER 2201 Intermediate German 2 (3)
  - SPN 1120 Elementary Spanish 1 (4)
  - SPN 1121 Elementary Spanish 2 (4)
  - SPN 2200 Intermediate Spanish 1 (3)
  - SPN 2201 Intermediate Spanish 2 (3)

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, visit 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

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<td>POS 1001</td>
<td>Introduction to Political Science</td>
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<td>PSY 2012</td>
<td>General Psychology</td>
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<tr>
<td>SPC 1016</td>
<td>Fundamentals of Speech Communication</td>
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<td>One course from AREA II – Humanities</td>
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<td>Two courses from AREA IV – Natural Sciences</td>
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<tr>
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PROGRAM TRANSFER COURSES

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**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

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PROGRAM TRANSFER COURSES

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**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

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PROGRAM TRANSFER COURSES

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**Total AA Degree** 60
**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](http://www.FACTS.org).

**GENERAL EDUCATION REQUIREMENTS**

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<td>MAC 2312</td>
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**Total** 40-41

**PROGRAM TRANSFER COURSES**

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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](http://www.FACTS.org).

**GENERAL EDUCATION REQUIREMENTS**

<table>
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<td>ENC 1102</td>
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<tr>
<td>MGF 1106</td>
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<td>POS 1001</td>
<td>Introduction to Political Science</td>
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<td>PSY 2012</td>
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<td>SPC 1016</td>
<td>Fundamentals of Speech Communication</td>
<td>3</td>
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<tr>
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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** 36-37

**PROGRAM TRANSFER COURSES**

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<th>Course Title</th>
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<td>EDG2701</td>
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<td>EME2040</td>
<td>Introduction to Educational Technology</td>
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**Total** 23

**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](http://www.FACTS.org).

**GENERAL EDUCATION REQUIREMENTS**

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<td>One course from AREA III – Mathematics</td>
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**Total** 37

**PROGRAM TRANSFER COURSES**

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**Total** 23

**TOTAL AA Degree** 60

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**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](http://www.FACTS.org).

**GENERAL EDUCATION REQUIREMENTS**

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<th>Course Title</th>
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<td>ENC 1102</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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**Total** 40-41

**PROGRAM TRANSFER COURSES**

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**Total** 20

**Total AA Degree** 60

---

2007 - 2008 | Palm Beach Community College
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
ENC 1101 College Composition 1 3
ENC 1102 College Composition 2 3
SPC 1016 Fundamentals of Speech Communication 3
Two courses from AREA II – Humanities 6
Two courses from AREA III – Mathematics 6
Two courses from AREA IV – Natural Sciences 6
Two courses from AREA V – Social Science 6
Once course from AREA VI – Health & Foreign Language 3-4
Total 36-37

PROGRAM TRANSFER COURSES
Other Selected Courses (Contact Advisor) 24
Total 24

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
BSC 1005 Concepts in Biology 3
ENC 1101 College Composition 1 3
ENC 1102 College Composition 2 3
MGF 1106 Liberal Arts Mathematics 3
PSY 2012 General Psychology 3
SPC 1016 Fundamentals of Speech Communication 3
STA 2023 Statistics 3
Two courses from AREA II – Humanities 6
One course from AREA IV – Natural Sciences 3
One course from AREA V – Social Science 3
One course from AREA VI – Health & Foreign Language 3-4
Total 36-37

PROGRAM TRANSFER COURSES
DEP 2102 Child Growth & Development 3
Other selected courses (Contact advisor) 21
Total 24

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
ENC 1101 College Composition 1 3
ENC 1102 College Composition 2 3
MGF 1106 Liberal Arts Mathematics 3
POS 1001 Introduction to Political Science 3
PSY 2012 General Psychology 3
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 VI – Foreign Language 4
Total 37

PROGRAM TRANSFER COURSES
One course from AREA VI – Foreign Language 4
GEA 1000 Principles of Geography and Conservation 3
INR 2000 International Relations 3
SYG 2000 Introduction to Sociology 3
Other selected courses (Contact advisor) 10
Total 23

Total AA Degree 60
OVERVIEW OF "FACTS" www.FACTS.org

The FACTS online 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 the 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 his/her 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, major(s), 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.
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.

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.

Program Web Site
www.pbcc.edu/Insurance.xml

REQUIRED COURSES        CLOCK HOURS
RMI 0092  Life, Health, and Variable Annuities  40

Total Program Hours  40

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5470.asp
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.

Online students must contact centralteins@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.

Program Web Site
www.pbcc.edu/Insurance.xml

REQUIRED 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 Broker
PSAV 5475

This PSAV program is a study of the principles and practices needed to become a real estate broker. Topics include getting started as a broker, valuing real property, listing and selling real property and specialties such as zoning, environmental issues and property management and real estate closings.

Employment Opportunities
This is a career sales position and is based on industry opportunities.

Program Description
This program is designed to prepare students to become a real estate broker by successfully completing this course and then passing the state license exam. After obtaining a Florida real estate broker license, individuals are required to complete a 60-hour post licensing course before their state license expires prior to their initial renewal date.

Career Path Notes
Students must either have an active Florida real estate sales associate license for 12 months within the immediate past five years, or have an active real estate broker license, or sales associate license for 12 months within the immediate past five years from another state. Students should have a high school diploma or equivalent when applying for the state license. Also, students successfully passing the course and state exam will need to take 60 hours of post licensure courses before their license expires.

Admission Requirements
Students must complete a College Application at www.pbcc.edu/AdmissionApplications.xml. Students must be 18 years of age and have an active real estate license per state statutes (see notes in Career Path).

Completion Requirements
Course must be completed in its entirety within a semester, and the student must receive a passing score on the final class exam.

Program Length and Location
The course is 72 hours in length available online only. Students can register at any PBCC location for the course, or online through PantherWeb (www.pbcc.edu/pantherweb.xml). The course is offered entirely online, including the final exam.

Program Web Site
www.pbcc.edu/RealEstate.xml

REQUIRED COURSES CLOCK HOURS
REE 0042 Real Estate Broker 72

Total Program Hours 72

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5475.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 of the 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 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 percent or higher to be eligible to take the state license examination.

Program Length and Location
Total program hours: 63. Approximate program length: eight to ten weeks. Program offered on the Boca Raton, Lake Worth and/or Palm Beach Gardens campuses. Class formats are lecture and online.

Program Web Site
www.pbcc.edu/RealEstate.xml

REQUIRED COURSES

| REE 0047 Florida Real Estate Sales Agent | 63 |

Total Program Hours 63

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.xml

REQUIRED COURSES

| OST 1141 Keyboarding for Microcomputer | 1 |
| OST 1108 Building Typing Speed and Accuracy | 1 |
| MTB 1103 Business Mathematics | 3 |
| OST 2335 Business Communications | 3 |
| CGS 1570 Microcomputer Applications | 3 |
| APA 1111 Bookkeeping 1 | 3 |
| ACG 2022 Financial Accounting | 4 |
| ACG 2071 Managerial Accounting | 3 |
| ACG 2450 Microcomputer Operations Accounting | 3 |
| TAX 2000 Federal Income Tax 1 | 3 |

Total Program Credits 27

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6110.asp
Business Administration and Management CCC 6111

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 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

Program Web Site
www.pbcc.edu/Business.xml

REQUIRED COURSES CREDITS
APA 1111 Bookkeeping 1 3
CGS 1570 Microcomputer Applications 3
GEB 1011 Introduction to Business 3
MNA 2100 Human Relations in Business 3
OST 2335 Business Communications 3
-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

Business Operations CCC 6481

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

Employment Opportunities
This program is designed to prepare the student for mid-management positions in a variety of business environments or to provide supplemental training for persons previously or currently employed in management occupations.

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 Business Administration & Management College Credit Certificate and the Associate in Applied Science (A.A.S.) degree in Business Administration and Management.

Admission Requirements
High school diploma or GED.

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

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 1 1/2 years part time.

Total program credits: 18

Program Web Site
www.pbcc.edu/Business.xml

REQUIRED COURSES CREDITS
APA 1111 Bookkeeping 1 3
CGS 1570 Microcomputer Applications 3
GEB 1011 Introduction to Business 3
MNA 2100 Human Relations in Business 3
MTB 1103 Business Mathematics 1 3
SBM 2000 Small Business Management 3

Total Program Credits 18

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6481.asp
Business Specialist  
CCC 6480  
This college credit certificate program is designed to prepare the student for entry-level employment in business.

Employment Opportunities  
This program is designed to prepare the student for mid-management positions in a variety of business environments or to provide supplemental training for persons previously or currently employed in management occupations.

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.

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

Admission Requirements  
High school diploma or GED.

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

Program Length and Location  
This program is offered at Lake Worth campus both days and evenings. This program can be completed in one semester full time or one year part time.

Total program credits: 12

Program Web site  
www.pbcc.edu/BusinessandOfficeManagement.xml

REQUIRED COURSES  
<table>
<thead>
<tr>
<th>CREDIT</th>
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<tbody>
<tr>
<td>CGS 1570 Microcomputer Applications</td>
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<tr>
<td>GEB 1011 Introduction to Business</td>
</tr>
<tr>
<td>MNA 2100 Human Relations in Business</td>
</tr>
<tr>
<td>MTB 1103 Business Mathematics</td>
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</tbody>
</table>

Total Program Credits 12

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6480.asp

Food Service Management  
CCC 6115  
This certificate is designed to introduce food service management concepts. The courses will provide a broad range of skills and knowledge that will be needed to enter into an entry-level management position.

Employment Opportunities  
Employment opportunities include restaurants, hotel food service, country club kitchen management, catering management, or retail food production.

Program Description  
Course content includes sanitation, food production, dining room service and management, and cost control practices.

Career Path Notes  
Courses earned in this certificate will transfer directly into the Associate of Applied Science (A.A.S.) degree in Hospitality and Tourism Management.

Admission Requirements  
High school diploma and an application to enter PBCC.

Completion Requirements  
Student must complete all 24 credit hours to receive a college credit certificate (CCC).

Program Length and Location  
Approximate program length is one year and is offered on the Lake Worth campus.

Total program credits: 24

Program Web Site  
www.pbcc.edu/Hospitality.xml

REQUIRED COURSES  
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<th>CREDIT</th>
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<tbody>
<tr>
<td>HFT 1000 Introduction to the Hospitality Business</td>
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<tr>
<td>FOS 1201 Food Service Sanitation</td>
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<tr>
<td>FSS 1220 Professional Cooking 1</td>
</tr>
<tr>
<td>FSS 1220L Professional Cooking Lab</td>
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<tr>
<td>HFT 1850C Dining Room Management</td>
</tr>
<tr>
<td>FSS 1221C Quantity Food Production 1</td>
</tr>
<tr>
<td>FSS 2242C International Foods</td>
</tr>
<tr>
<td>FSS 2500 Food and Beverage Cost Control</td>
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</tbody>
</table>

Total Required Course Credits 21

ELECTIVES*  
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<tr>
<th>CREDIT</th>
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<tbody>
<tr>
<td>3</td>
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</tbody>
</table>

Total Program Credits 24

*Electives: select from courses with the prefixes FSS or HFT.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6115.asp

For the most current listing go to the Web site. | www.pbcc.edu/programs
Hospitality CCC 6116
This certificate is designed to introduce hotel management concepts. The courses will provide a broad range of skills and knowledge that will be needed to understand the management process within the lodging industry.

Employment Opportunities
Employment opportunities include motel and hotel rooms division, country clubs, time shares, extended living hotels or condo hotels.

Program Description
Course content includes security, personnel practices, purchasing, front office procedures, property operations management, and legal aspects of the hospitality industry.

Career Path Notes
Courses earned in this certificate will transfer directly into the Associate of Applied Science (A.A.S.) degree in Hospitality and Tourism Management.

Admission Requirements
High school diploma and an application to enter PBCC.

Completion Requirements
Student must complete all 24 credit hours to receive a college credit certificate (CCC).

Program Length and Location
Approximate program length is one year and is offered on the Lake Worth campus.
Total program credits: 24.

Program Web Site
www.pbcc.edu/Hospitality.xml

REQUIRED COURSES CREDITS
HFT 1000 Introduction to the Hospitality Business 3
HFT 2220 Personnel Management Practices 3
FSS 2105 Purchasing for the Hospitality Industry 3
HFT 2600 Hospitality Industry Law 3
HFT 2410 Hotel-Motel Front Office and Procedures 3
HFT 1630 Management of Security in Hospitality 3
HFT 1313 Hospitality Property Management 3
Total Required Course Credits 21

ELECTIVES* CREDITS
Total Program Credits 24

*Electives: select from courses with the prefixes FSS or HFT. For suggested course sequence, check the Web at www.pbcc.edu/transfer/6116.asp

Legal Office Management CCC 6112
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.

Program Web Site
www.pbcc.edu/OfficeAdministration.xml

REQUIRED COURSES CREDITS
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 2431 Legal Office Procedures 3
OST 2621C Legal Transcription 3
OST 2714C Word Processing 3

ELECTIVES*** 3

Total Program Credits 27

*OST 1100C will not be offered in the program. In order to meet this course requirement, students must either successfully complete OTA 0100 or pass the challenge exam for the course.

**OST 1110C will not be offered in the program. In order to meet this course requirement, students must either successfully complete OTA 0131 or pass the challenge exam for the course.

***Elective: Select any credit course with the prefix BUL, OST, or PLA. OST 1141 cannot be used as an elective. 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 market-
ing, 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, busi-
ness 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.

Program Web Site
www.pbcc.edu/Business.xml

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 proc-
sor. 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/OfficeAdministration.xml

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 2714C Word Processing 3

ELECTIVES
(Select From the List Below) 3
CGS 1513 Electronic Spreadsheets (3)
CGS 1543 Database Management (3)
or
Select any credit course with the OST prefix*** (3)

Total Program Credits 27

*OST 1100C will not be offered in the program. In order to
meet this course requirement, students must either successfully
complete OTA 0100 or pass the challenge exam for the
course.

**OST 1110C will not be offered in the program. In order to
meet this course requirement, students must either successfully
complete OTA 0131 or pass the challenge exam for the
course.

***OST 1141 cannot be used as an elective.

For suggested course sequence, check the Web at
www.pbcc.edu/transfer/6114.asp
Office Software Applications CCC 6484

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 an administrative support assistant or general office assistant with expertise in word processing, spreadsheets, database, presentation graphics and desktop publishing applications. 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 Applied Science (A.A.S.) degree in Office Administration.

Admission Requirements
High school diploma or GED.

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/OfficeAdministration.xml

REQUIRED COURSES
CGS 1513 Electronic Spreadsheets 3
CGS 1543 Database Management 3
MTB 1103 Business Mathematics 1 3
OST 1100C Beginning Keyboarding* 3
OST 1811 Desktop Publishing 3
OST 1828 Presentation Graphics for Business 3
CGS 1570 Microcomputer Applications 3
OST 2401 Office Procedures and Technology 3
OST 2714C Word Processing 3

Total Program Credits 27

*OST 1100C will not be offered in the program. In order to meet this course requirement, students must either successfully complete OTA 0100 or pass the challenge exam for the course.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6484.asp

Office Specialist CCC 6483

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 an office assistant, receptionist, file room specialist, 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 Office Software Applications, Office Management, or Legal Office Management College Credit Certificates (CCC) or an Associate in Applied Science (A.A.S.) degree in Office Administration.

Admission Requirements
High school diploma or GED.

Completion Requirements
Students must successfully complete all course 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 a year and a half part time. The entire program is offered at the Lake Worth campus in the evenings. Total program credits: 18.

Program Web Site
www.pbcc.edu/OfficeAdministration.xml

REQUIRED COURSES
CGS 1570 Microcomputer Applications 3
OST 1100C Beginning Keyboarding* 3
OST 1355 Records Management 3
OST 2402 Office Procedures and Technology 3
OST 2714C Word Processing 3

ELECTIVE 3
Select any credit course with the OST prefix** (3)

Total Program Credits 18

*OST 1100C will not be offered in the program. In order to meet this course requirement, students must either successfully complete OTA 0100 or pass the challenge exam for the course.

**OST 1141 cannot be used as an elective.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6483.asp
Office Support  
**CCC 6482**
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 an office assistant, receptionist, 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 Office Specialist, Office Software Applications, Office Management, or Legal Office Management College Credit Certificates (CCC) or an Associate in Applied Science (A.A.S) degree in Office Administration.

**Admission Requirements**
High school diploma or GED

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

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

Total program credits: 12.

**Program Web Site**
www.pbcc.edu/OfficeAdministration.xml

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1570 Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>OST 1100C Beginning Keyboarding*</td>
<td>3</td>
</tr>
<tr>
<td>OST 2402 Office Procedures and Technology</td>
<td>3</td>
</tr>
<tr>
<td>OST 2714C Word Processing</td>
<td>3</td>
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</table>

Total Program Credits: 12

*OST 1100C will not be offered in the program. In order to meet this course requirement, students must either successfully complete OTA 0100 or pass the challenge exam for the course.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6482.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.xml.

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

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.xml

GENERAL EDUCATION REQUIREMENTS CREDITS
ENC 1101 College Composition 1 (A.S. students) 3
ENC 1210 Technical Communications (A.A.S. students) (3)
HSC 2100 Health Concepts & Strategies 3
MGF 1106 Liberal Arts Mathematics (or higher level Math) (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 18

REQUIRED COURSES
ACG 2022 Financial Accounting 4
ACG 2071 Managerial Accounting 3
ACG 2100 Intermediate Accounting 3
ACG 2360 Cost Accounting 3
ACG 2450 Microcomputer Operations - Accounting 3
ACG 2470 Accounting Information Systems 3
APA 1111 Bookkeeping 1 3
APA 2172 Computerized Bookkeeping 4
BUL 2241 Business Law 1 - or -
GEB 1011 Introduction to Business - or -
MAN 2021 Principles of Management 3
CGS 1570 Microcomputer Applications 3
MNA 2100 Human Relations in Business 3
OST 2335 Business Communications 3
TAX 2000 Federal Income Tax 1 3
TAX 2010 Federal Income Tax 2 3
Total Required Course Credits 44

ELECTIVES
Business/Accounting Electives (2)
(CGS 1510 or CGS 1513 recommended)
Total Required Elective Credits 2
Total Program Credits 64

* Students who complete the Accounting Technology College Credit Certificate (C.C.C.) can articulate that certificate into the Associate in Applied Science (A.A.S.). Those planning to complete the Associate in Science (A.S.) will also need to take MGF 1106.

For suggested course sequence, check the Web at 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.xml.

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

Program Web Site

www.pbcc.edu/Business.xml

General Education Requirements

<table>
<thead>
<tr>
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<th>Course Title</th>
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<td>ENC 1101</td>
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</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)</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1016</td>
<td>Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
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<td>Any course from Humanities - Area II</td>
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</tr>
<tr>
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Required Courses

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<tr>
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<tr>
<td>CGS 1570</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>College Composition 2</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1210</td>
<td>Technical Communications</td>
<td></td>
</tr>
<tr>
<td>- or -</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2100</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>- or -</td>
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</tr>
<tr>
<td>MNA 2345</td>
<td>Principles of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics 1</td>
<td>3</td>
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<tr>
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<tr>
<td>General Electives **</td>
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</table>

Total Program Credits 64

*Business Electives: Select from courses with the prefixes ACG, ACO, APA, BIL, 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

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.xml.

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.

Program Web Site

www.pbcc.edu/Hospitality.xml

General Education Requirements

<table>
<thead>
<tr>
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<td>MAT 1033</td>
<td>Intermediate Algebra</td>
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<td>SPC 1016</td>
<td>Fundamentals of Speech Communication</td>
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<tr>
<td>Any course from Humanities - Area II</td>
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<td></td>
</tr>
<tr>
<td>Any course from Social Science - Area V</td>
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Required Courses

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<td>Financial Accounting</td>
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<td>CGS 1570</td>
<td>Microcomputer Applications</td>
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<tr>
<td>FOS 1201</td>
<td>Food Service Sanitation</td>
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<tr>
<td>FSS 1220</td>
<td>Professional Cooking</td>
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<tr>
<td>FSS 1220L</td>
<td>Professional Cooking Lab</td>
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<tr>
<td>FSS 1221C</td>
<td>Quantity Food Production 1</td>
<td>4</td>
</tr>
<tr>
<td>FSS 2105</td>
<td>Purchasing for the Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>FSS 2242C</td>
<td>International Foods</td>
<td>3</td>
</tr>
<tr>
<td>FSS 2500</td>
<td>Food and Beverage Cost Control</td>
<td>3</td>
</tr>
<tr>
<td>HFT 1000</td>
<td>Introduction to the Hospitality Business</td>
<td>3</td>
</tr>
<tr>
<td>HFT 1313</td>
<td>Hospitality Property Management</td>
<td>3</td>
</tr>
<tr>
<td>HFT 1630</td>
<td>Management of Security in the Hospitality Business</td>
<td>3</td>
</tr>
<tr>
<td>HFT 1850C</td>
<td>Dining Room Management</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2220</td>
<td>Personnel Management Practices</td>
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</tr>
<tr>
<td>HFT 2410</td>
<td>Hotel-Motel Front Office and Procedures</td>
<td>3</td>
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<td>HFT 2510</td>
<td>Sales Promotion and Advertising in Hotels and Food Service</td>
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<tr>
<td>HFT 2600</td>
<td>Hospitality Industry Law</td>
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<td>Total Required Course Credits</td>
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</table>

Total Program Credits 64

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

For the most current listing go to the Web site. | www.pbcc.edu/programs
Office Administration
AAS A521

The Office Administration program is a 63-credit hour Associate in Applied Science degree that prepares the student to work in a variety of administrative and office environments.

Employment Opportunities
Upon completion you may be employed as an administrative assistant, secretary, office manager (with related experience), office assistant or legal secretary.

Program Description
The program offers 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.xml.

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.

Program Web Site
www.pbcc.edu/OfficeAdministration.xml

GENERAL EDUCATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
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<td>ENC 1101</td>
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Total Required General Education Credits 15

REQUIRED COURSES

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<td>APA 1111</td>
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<tr>
<td>CGS 1513</td>
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<td>CGS 1570</td>
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<tr>
<td>CGS 1543</td>
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<tr>
<td>OST 1811</td>
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<td>OST 1108</td>
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<td>OST 1110C</td>
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<td>OST 1355</td>
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<tr>
<td>OST 1783</td>
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<td>OST 1828</td>
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<td>OST 1831</td>
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<td>OST 2501</td>
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<td>OST 1384</td>
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Total Required Course Credits 48

ELECTIVES (Select 3 credits)

<table>
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<tbody>
<tr>
<td>ACG 2022</td>
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<tr>
<td>APA 1321</td>
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<tr>
<td>APA 2172</td>
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<tr>
<td>ACG 2450</td>
<td>(3)</td>
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<tr>
<td>BUL 2241</td>
<td>(3)</td>
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<tr>
<td>CGS 2555</td>
<td>(3)</td>
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<tr>
<td>CGS 1543</td>
<td>(3)</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>(3)</td>
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<tr>
<td>MNA 2100</td>
<td>(3)</td>
</tr>
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<td>OST 2431</td>
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</tr>
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<td>SBM 2000</td>
<td>(3)</td>
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<tr>
<td>TAX 2000</td>
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Total Required Elective Credits 3

Total Program Credits 63

*OST 1100C will not be offered in the program. In order to meet this course requirement, students must either successfully complete OTA 0100 or pass the challenge exam for the course.

**OST 1110C will not be offered in the program. In order to meet this course requirement, students must either successfully complete OTA 0131 or pass the challenge exam for the course.

For suggested course sequence, check the Web at 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.xml.

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.

Program Web Site
www.pbcc.edu/Paralegal.xml

GENERAL EDUCATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
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<td>Any course from Math or Science – Areas III or IV</td>
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<tr>
<td>Any course from Social Science - Area V</td>
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Total Required General Education Credits 18

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>BUL 2241</td>
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<td>BUL 2242</td>
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<td>PLA 1003</td>
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<td>PLA 1104</td>
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Total Required Course Credits 40

ELECTIVES (CHOOSE 6 CREDITS)

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<tr>
<td>POS 1041</td>
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</tbody>
</table>

Total Required Elective Credits 6

Total Program Credits 64

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

Business CCE

PBCC offers many continuing education courses in the business area, including customized business & industry training, insurance and many other exciting opportunities. Please visit www.pbcc.edu/cce.xml for more information.

For the most current listing go to the Web site. | www.pbcc.edu/programs
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 Rules and Regulation-Center Based, Part II Introduction to Child Care Worker Certification, and Part III 10-Hour Component.

PART I – RULES AND REGULATION-CENTER BASED
This course fulfills Part I of three Parts required to complete the 40-Hour Introductory Child Care Training mandated by the Department of Children and Families for child care workers. This course is designed to give child care facility providers an overview of state and local rules and regulations that govern the child care industry. It does not offer a formal award.

PART II – INTRODUCTION TO CHILD CARE WORKER CERTIFICATION
This course fulfills Part II of three Parts required to complete the 40-Hour Introductory Child Care Training mandated by the Department of Children and Families for child care workers. This course combines the Introductory Child Care training with the 10-Hour Behavioral Observation and Screening component for a total of 24 hours of training. This course provides training on identifying and reporting child abuse and neglect; health, safety, and nutrition; child growth and development as well as behavioral observation and screening techniques.

PART III – 10-HOUR DEVELOPMENTALLY APPROPRIATE PRACTICES
These courses complete Part III of the 40-Hour Introductory Child Care Training mandated by the Department of Children and Families for child care worker certification necessary for employment in a licensed child care facility. This component includes appropriate practices for preschool, school-age children, infants and toddlers and children with special needs. It 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.xml
### 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
www.pbcc.edu/ChildcarePrograms.xml

### REQUIRED COURSES CLOCK HOURS

| Part I – Introduction to Child Care | HEV 0114 Rules & Regulations for Center Based | 6 |
| Part II – Child Care Certification | HEV 0115 Introduction Child Care Worker Certification | 24 |
| Part III – 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

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### Child Care PSAV 5362

**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: School Age Program Certification and Curriculum for School Age Programs.

### 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.

### CURRICULUM FOR SCHOOL AGE PROGRAMS
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.xml

### 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 achieve 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: 48. Programs are offered on all PBCC campuses.

### Program Web Site
www.pbcc.edu/ChildcarePrograms.xml

### REQUIRED COURSES CLOCK HOURS

| Part I – 28-Hour School Age Child Care Certification | HEV 0803 Part I – School Age Program Certification | 28 |
| Part II – 20-Hour School Age Child Care Curriculum | HEV 0804 Part II – Curriculum for School Age Programs | 20 |

**Total Program Hours** 48

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5362.asp
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

Home child care providers serving children birth to 5 years old must complete a two part course: Part 1 Rules and Regulations-Family and Part II Introduction to Child Care Worker Certification.

Part I – Rules and Regulations-Family

This course is designed to give family child care home providers an overview of the state and local rules and regulations that govern the child care industry. The goal of this course is to ensure family child care professionals recognize the primary laws that govern child care in Florida and understand the role of the regulatory agencies that enforce those laws. The student will be introduced to course material that will be covered on the Department of Children and Families mandated competency test:

1. Participants will understand how the law defines their roles and responsibilities as child care professionals.
2. Participants will understand the responsibilities of regulatory agencies involved in licensing and inspecting family child care home programs.
3. Participants will identify and understand the primary laws, rules and regulations that govern state and local licensing and child care practices.
4. Participants will understand key business practices related to providing licensed child care in Florida.

Part II – Introduction to Child Care Worker Certification

This course fulfills Part II of two Parts required to complete the 30-Hour Family Child Care Training mandated by the Department of Children and Families for child care workers. This course combines the Introductory Child Care training with the 10-Hour Behavioral Observation and Screening component for a total of 24 hours of training. This course provides training on identifying and reporting child abuse and neglect; health, safety and nutrition; child growth and development as well as behavioral observation and screening 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.xml

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.

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.xml

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
• Employment in a licensed child care center working with children birth to 5 years old

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
www.pbcc.edu/ChildcarePrograms.xml

REQUIRED COURSES CLOCK HOURS
HEV 0130 CDA Module 1 42
HEV 0131 CDA Module 2 40
HEV 0132 CDA Module 3 42
Total Program Hours 124

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5364.asp

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.xml

Completion 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.

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

Program Web Site
www.pbcc.edu/ChildcarePrograms.xml

REQUIRED COURSES CLOCK HOURS
HEV 0130 CDA Module 1 42
HEV 0131 CDA Module 2 40
HEV 0132 CDA Module 3 42
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.xml

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 three 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
www.pbcc.edu/ChildcarePrograms.xml

REQUARED COURSES CLOCK HOURS
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<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>CREDITS</th>
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<tr>
<td>HEV 0800</td>
<td>FCC Child Development Associate (CDA) Module 1</td>
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<td>HEV 0801</td>
<td>FCC Child Development Associate (CDA) Module 2</td>
<td>40</td>
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<tr>
<td>HEV 0802</td>
<td>FCC Child Development Associate (CDA) Module 3</td>
<td>42</td>
</tr>
</tbody>
</table>

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
www.pbcc.edu/childcare.xml

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
www.pbcc.edu/TeacherEd.xml

REQUIRED COURSES CREDITS
| 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 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
www.pbcc.edu/childcare.xml.

REQUIRED COURSES CREDITS
EC 1001 Introduction to Early Childhood Education 3
EC 1522 Infant/Toddler Environments 3
EC 2201 Developing Curriculum for Infants and Toddlers 3
EC 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

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
www.pbcc.edu/childcare.xml.

REQUIRED COURSES CREDITS
EEC 1001 Introduction to Early Childhood Education -or- EEC 1309 Introduction to High/Scope 3
EEC 1300 Early Childhood Language Arts 3
EEC 1311 Early Childhood Science, Social Studies, & Math 3
EEC 1312 Early Childhood Fine Arts & Movement 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
www.pbcc.edu/childcare.xml

REQUIRED COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
</tr>
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<tbody>
<tr>
<td>EDF 2005</td>
<td>3</td>
</tr>
<tr>
<td>EME 2040</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1003</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1603</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

Program Web Site
www.pbcc.edu/HumanServices.xml

REQUIRED COURSES

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<tr>
<th>COURSE</th>
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<tr>
<td>HUS 1001 Introduction to Human Services</td>
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<tr>
<td>GEY 2000 Gerontology</td>
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<tr>
<td>HUS 1424 Counseling the Chemically Dependent Person</td>
<td>3</td>
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<tr>
<td>SYG 2361 Death and Dying</td>
<td>3</td>
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<tr>
<td>SYG 2430 Marriage &amp; Family</td>
<td>3</td>
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<tr>
<td>PSY 2012 General Psychology</td>
<td>3</td>
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<tr>
<td>HUS 1302 Counseling and Interviewing</td>
<td>3</td>
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<tr>
<td>HUS 1200 Principles of Group Dynamics</td>
<td>3</td>
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<tr>
<td>HUS 1850 Field Work in Human Services</td>
<td>3</td>
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<tr>
<td>HUS 1850L Field Work in Human Services Internship</td>
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Total Program Credits 27

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

This degree program provides the student with a thorough background in all aspects of child development while expanding 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 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**
www.pbcc.edu/ChildCare.xml.

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**EARLY CHILDHOOD EDUCATION TRACK AS 2358**

**GENERAL EDUCATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>ARH 1000</td>
<td>Art Appreciation</td>
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<tr>
<td>ENC 1101</td>
<td>College Composition I</td>
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<tr>
<td>ENC 1102</td>
<td>College Composition II</td>
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<tr>
<td>ESC 1000</td>
<td>Earth Science</td>
<td>3</td>
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<td>MUL 1016</td>
<td>Music Appreciation</td>
<td>3</td>
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<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>
<td>3</td>
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**Total Required General Education Credits** 21

**REQUIRED COURSES**

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<tr>
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<td>CHD 1220</td>
<td>Child Development Infancy/Preschool</td>
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<tr>
<td>DEP 2102</td>
<td>Child Growth and Development</td>
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<tr>
<td>EDG 2701</td>
<td>Teaching Diverse Populations</td>
<td>3</td>
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<tr>
<td>EDG 1314</td>
<td>Education Practicum I</td>
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<td>EDF 1030</td>
<td>Behavior Management in the Classroom</td>
<td>3</td>
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<tr>
<td>EEC 1601</td>
<td>Observation and Assessment in Early Childhood</td>
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<tr>
<td>EEC 2271</td>
<td>Teaching Children with Special Needs</td>
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<td>EEC 2710</td>
<td>Conflict Resolution in Early Childhood</td>
<td>3</td>
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<td>EEC 2734</td>
<td>Health, Safety, and Nutrition for the Young Child</td>
<td>3</td>
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<tr>
<td>MAT 1033</td>
<td>Intermediate Algebra*</td>
<td>3</td>
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<tr>
<td>*(or higher. Students planning to transfer to a university should see an advisor.)</td>
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**Total Required Course Credits** 30

Complete one of the following College Credit Certificates to complete this AS program:

**CHILD CARE CENTER MANAGEMENT** CCC 6366

**REQUIRED COURSES**

<table>
<thead>
<tr>
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<th>Course Title</th>
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<tr>
<td>EEC 1523</td>
<td>Overview of Child Care Center Management</td>
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<td>EEC 2002</td>
<td>Child Care and Education Organization Leadership Management</td>
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<td>EEC 2202</td>
<td>Child Care and Education Programming</td>
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<tr>
<td>EEC 2521</td>
<td>Child Care and Education Financial and Legal Issues</td>
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**Total Required CCC Credits** 12

**INFANT/TODDLER** CCC 6367

**REQUIRED COURSES**

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<tr>
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<td>EEC 1522</td>
<td>Infant/Toddler Environments</td>
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<td>EEC 2201</td>
<td>Developing Curriculum for Infants and Toddlers</td>
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<tr>
<td>EEC 2407</td>
<td>Social-Emotional Growth and Socialization in Infants and Toddlers</td>
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**Total Required CCC Credits** 12
PRE-SCHOOL CCC 6368

REQUIRED COURSES CREDITS
EEC 1001 Introduction to Early Childhood Education 3
-or-
EEC 1309 Introduction to High/Scope 3
EEC 1300 Early Childhood Language Arts 3
EEC 1311 Early Childhood Science, Social Studies & Math 3
EEC 1312 Early Childhood Fine Arts & Movement 3
Total Required CCC Credits 12

SCHOOL AGE CCC 6365

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 Required CCC Credits 12

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

HIGH/SCOPE APPROACH TRACK AS 2360

GENERAL EDUCATION REQUIREMENTS CREDITS
ARH 1000 Art Appreciation 3
-or-
Any course from Humanities – Area II 3
ENC 1101 College Composition 1 3
ENC 1102 College Composition 2 3
ESC 1000 Earth Science 3
-or-
Any course from Natural Sciences – Area IV 3
MUL 1010 Music Appreciation 3
PSY 2012 General Psychology 3
SPC 1016 Fundamentals of Speech Communication 3
Total Required General Education Credits 18

REQUIRED COURSES
CHD 1220 Child Development Infancy/Preschool 3
DEP 2102 Child Growth and Development 3
EDF 1030 Behavior Management in the Classroom 3
EDG 1314 Education Practicum 1 3
EDG 2701 Teaching Diverse Populations 3
ECC 1601 Observation and Assessment in Early Childhood 3
EEC 2271 Teaching Children with Special Needs 3
EEC 2710 Conflict Resolution in Early Childhood 3
EEC 2734 Health, Safety, and Nutrition for the Young Child 3
MAT 1033 Intermediate Algebra* 3
*(Or higher. Students planning to transfer to a university should see an advisor.)
Total Required Course Credits 30

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

MONTESSEORI TRACK AS 2349

GENERAL EDUCATION REQUIREMENTS CREDITS
ARH 1000 Art Appreciation 3
-or-
Any course from Humanities - Area II 3
ENC 1101 College Composition 1 3
ENC 1102 College Composition 2 3
ESC 1000 Earth Science 3
-or-
Any course from Natural Sciences - Area IV 3
PSY 2012 General Psychology 3
SPC 1016 Fundamentals of Speech Communication 3
Total Required General Education Credits 18

REQUIRED COURSES
CGS 1030 PC Starter 1
CGS 1561 Inside the PC 1
DEP 2102 Child Growth and Development 3
EEC 2271 Teaching Children with Special Needs 3
EEC 2710 Conflict Resolution in Early Childhood 3
EEC 2734 Health, Safety, and Nutrition for Young Child 3
MAT 1033 Intermediate Algebra* 3
*(Or higher. Students planning to transfer to a university should see an advisor.)
Total Required Course Credits 16

REQUIRED MONTESSORI TRACK COURSES
CHD 1220 Child Development Infancy/Preschool 3
EEC 1006 Montessori Philosophy 3
EEC 1010 Montessori Sciences 1
EEC 2230 Montessori Classroom Leadership 1
EEC 1233 Montessori History and Geography 1
EEC 1316 Montessori Fine Arts and Movement 1
EEC 1526 Montessori Interpersonal Communication and Administration 1
EEC 2531 Montessori Observation and Overview 1
EEC 2533 Montessori Observation and Overview 2 1
EEC 2530 Montessori Curriculum 1 5
EEC 2532 Montessori Curriculum 2 5
EEC 2940 Montessori Teaching Practicum 1 3
EEC 2941 Montessori Teaching Practicum 2 3
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/ChildCareandHumanServices.xml.

### GENERAL EDUCATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
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<td>HSC 2100 Health Concepts &amp; Strategies</td>
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<tr>
<td>ESC 1000 Earth Science</td>
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<td>Any course from Natural Science – Area IV</td>
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**Total General Education Credits** 18

### REQUIRED COURSES

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<tr>
<td>AMH 2010 United States History to 1865</td>
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<tr>
<td>CGS 1570 Microcomputer Applications</td>
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<td>DEP 2102 Child Growth &amp; Development</td>
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<tr>
<td>EDP 2002 Introduction to Educational Psychology</td>
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<td>EDF 1030 Behavior Management in the Classroom</td>
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<td>EDF 2005 Foundations of Education</td>
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<td>EDG 1314 Education Practicum 1</td>
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<td>EDG 2701 Teaching Diverse Populations</td>
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<td>EME 2040 Introduction to Educational Technology</td>
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<td>GEA 1000 Principles of Geography and Conservation</td>
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<td>MTB 1103 Business Mathematics 1</td>
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<td>SLS 1501 Strategies for College Success</td>
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<td>SYG 2010 American Social Problems</td>
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**Total Required Course Credits** 36

### ELECTIVES

Choose 9 credits

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<tr>
<td>CGS 1030 PC Starter</td>
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<td>EDF 1001 Paraprofession in Special and General Education Classrooms</td>
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<td>EEC 1601 Observation and Assessment in Early Childhood *</td>
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<td>EEC 2710 Conflict Resolution in Early Childhood *</td>
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<td>EEC 2734 Health, Safety &amp; Nutrition for the Young Child *</td>
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<td>ENC 1102 College Composition 2</td>
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<tr>
<td>HUS 1001 Introduction to Human Services</td>
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<td>HUS 1200 Principles of Group Dynamics</td>
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<td>PHI 1010 Introduction to Philosophy</td>
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<td>PHI 1600 Ethics</td>
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<td>SPC 2601 Public Speaking</td>
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**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
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 90 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.

Program Web Site
www.pbcc.edu/HumanServices.xml

GENERAL EDUCATION REQUIREMENTS CREDITS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<td>MUL 1010</td>
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<td>THE 1000</td>
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<td>ENC 1101</td>
<td>College Composition 1</td>
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<td>MGF 1106</td>
<td>Liberal Arts Mathematics (A.S. students)</td>
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<tr>
<td>MTB 1103</td>
<td>Business Mathematics 1 (A.A.S. students)</td>
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<td>PSY 2012</td>
<td>General Psychology</td>
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<td>SPC 1016</td>
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<td>Total Required General Education Credits</td>
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REQUIRED COURSES

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<tr>
<th>Course</th>
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<td>CLP 2001</td>
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<td>DEP 2102</td>
<td>Child Growth and Development</td>
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<td>College Composition 2</td>
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<tr>
<td>HUS 1001</td>
<td>Introduction to Human Services</td>
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<tr>
<td>HUS 1302</td>
<td>Counseling and Interviewing</td>
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<td>HUS 1200</td>
<td>Principles of Group Dynamics</td>
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<td>GEY 2000</td>
<td>Gerontology</td>
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<td>HUS 1424</td>
<td>Counseling the Chemically Dependent Person</td>
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<td>Health Concepts &amp; Strategies</td>
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<td>HUS 1850</td>
<td>Field Work in Human Services 1</td>
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<tr>
<td>HUS 1850L</td>
<td>Field Work in Human Services 1 Internship</td>
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<td>HUS 2308</td>
<td>Psychotherapy: Theory &amp; Practice</td>
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<td>HUS 2851</td>
<td>Field Work in Human Services 2</td>
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<td>HUS 2851L</td>
<td>Field Work in Human Services 2 Internship</td>
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<td>SYG 2000</td>
<td>Introduction to Sociology</td>
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<td>SYG 2361</td>
<td>Death and Dying</td>
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<td>SYG 2430</td>
<td>Marriage and Family</td>
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For suggested course sequence, check the Web at www.pbcc.edu/transfer/2345.asp

Child Care CCE
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/CCEChildFamily.xml.

Human Services CCE
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/CCEHealth.xml 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 take 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.

Program Web Site
www.pbcc.edu/TeacherCertification.xml.

REQUIRED COURSES INSTITUTIONAL CREDIT HOURS
EPI 0001 Classroom Management 3
EPI 0002 Instructional Strategies 3
EPI 0003 Educational Technology 3
EPI 0004 The Teaching and Learning Process 3
EPI 0010 Foundations of Research-Based Practices in Reading 3
EPI 0020 Professional Foundations 2
EPI 0030 Diversity in the Classroom 2
EPI 0940 Field Experience 1 1
EPI 0945 Field Experience 2 1

Total Program Institutional Credit Hours 21

For suggested course sequence, check the Web at www.pbcc.edu/transfer/F225.asp
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.

Program Web Site

www.pbcc.edu/ComputerScience.xml

For the most current listing go to the Web site. | www.pbcc.edu/programs
**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](http://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 Professionals “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.

**Program Web Site**

[www.pbcc.edu/ComputerScience.xml](http://www.pbcc.edu/ComputerScience.xml)

**RECOMMENDED PREREQUISITE:**

Proficiency with computers, the Internet and basic HTML.

**REQUIRED COURSES**

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<tr>
<th>REQUIRED COURSES</th>
<th>CLOCK HOURS</th>
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<tr>
<td><strong>Group A General Office Clerk</strong></td>
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<tr>
<td>OTA 0100 Introduction to Keyboarding/Word Processing</td>
<td>60</td>
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<tr>
<td>OTA 0421 Introduction to Office Operations</td>
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<tr>
<td><strong>Group B Help Desk Support Assistant</strong></td>
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<tr>
<td>OCA 0501 Word Processing Using MS Word 2003</td>
<td>150</td>
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<td>OCA 0502 Presentation Graphics Using MS PowerPoint 2003</td>
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<td>CTS 0263 Electronic Spreadsheets Using MS Excel 2003</td>
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<td>CTS 0414 Database Management Using MS Access 2003</td>
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<td><strong>Group C Help Desk Specialist</strong></td>
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<td>CGS 0250 A+ Certification</td>
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<td>CGS 0251 Computer User Support</td>
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<td><strong>Group D Help Desk Analyst</strong></td>
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<td>CTS 0090 Network Plus Certification</td>
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<td>CTS 0095 Security Plus Certification</td>
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For suggested course sequence, check the Web at [www.pbcc.edu/transfer/5520.asp](http://www.pbcc.edu/transfer/5520.asp)
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.

Program Web Site
www.pbcc.edu/ComputerScience.xml

REQUIRED 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.

Program Web Site
www.pbcc.edu/ComputerScience.xml

REQUIRED COURSES CREDITS
CEN 2503 Local Area Networks 3
CEN 2504 Wide Area Networks 3
CEN 2507 TCP/IP and Network Administration 3
CEN 2522 Network Technologies 3
CGS 1565 Microcomputer Operating Systems 3
CGS 1570 Microcomputer Applications 3
CTS 1740 Computer Maintenance and Repair 3
COP 1002 Introduction to Programming Logic 3
CTS 2173 UNIX Installation and Administration using Linux 3
CIS 2350 Implementing and Administering Network Security 3

Total Program Credits 30
For suggested course sequence, check the Web at www.pbcc.edu/transfer/6136.asp
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 at 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 coursework.

Program Length and Location
Total program credits: 33. Approximate program length: 1 1/2 years. This program is offered on the Lake Worth and Boca Raton campuses.

Program Web Site
www.pbcc.edu/ComputerScience.xml

REQUIRED COURSES
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<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>
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<td>CIS 2513</td>
<td>Information Technology Project</td>
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<td>CEN 2522</td>
<td>Network Technologies</td>
<td>3</td>
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<td>CTS 2173</td>
<td>Unix Installation and Administration</td>
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<td>Total Required Course Credits</td>
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PROGRAMMING LANGUAGES
Choose 4 of the following Courses:
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<th>Course Name</th>
<th>Credits</th>
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<td>Introduction to Programming in C</td>
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<td>COP 2334</td>
<td>Programming in C++</td>
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<td>COP 2800</td>
<td>Programming in Java</td>
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<td>COP 2840</td>
<td>Server-side Programming</td>
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<td>COP 1332</td>
<td>Visual Basic Programming</td>
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<td>COP 2838</td>
<td>Advanced Visual Basic .NET</td>
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<td>COP 2805</td>
<td>Advanced Java Programming</td>
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<td>COP 2831</td>
<td>Advanced Web Page Applications</td>
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<td>Total Programming Languages Credits</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Total Program Credits</td>
<td>33</td>
<td></td>
</tr>
</tbody>
</table>

For suggested course sequence, check the Web at 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 at Internet/Intranet administrators, Web site administrators, Internet/Intranet developers, Web site 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 coursework.

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.

Program Web Site
www.pbcc.edu/ComputerScience.xml

REQUIRED COURSES
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</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 2831</td>
<td>Advanced Web Page Applications</td>
<td>3</td>
</tr>
<tr>
<td>COP 2833</td>
<td>Advanced Web Page Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2350</td>
<td>Implementing and Administering</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>
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<tr>
<td>OST 1831</td>
<td>Microsoft Windows</td>
<td>1</td>
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<td>Total Program Credits</td>
<td>35</td>
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</table>

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6138.asp
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 (CCC) 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.xml. Many of the courses in this degree are A.A. courses and are transferable to four-year institutions.

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.

Program Web Site
www.pbcc.edu/ComputerScience.xml

**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 (A.S. students)</td>
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<tr>
<td>ENC 1210</td>
<td>Technical 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</td>
<td>from Humanities - Area II</td>
<td>3</td>
</tr>
<tr>
<td>Any course</td>
<td>from Social Science - Area V</td>
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</tr>
<tr>
<td><strong>Total Required General Education Credits</strong></td>
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**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CGS 1570</td>
<td>Microcomputer Applications</td>
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</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>
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<tr>
<td>CIS 2513</td>
<td>Information Technology Project Management</td>
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<tr>
<td>CEN 2522</td>
<td>Network Technologies</td>
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<tr>
<td>CTS 2173</td>
<td>Unix Installation and Administration Using Linux</td>
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**PROGRAMMING LANGUAGES**

15 credits required

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<th>Credits</th>
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<tr>
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<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>
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<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>
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<tr>
<td><strong>Total Programming Languages Credits</strong></td>
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**BUSINESS/COMPUTER ELECTIVES**

9 credits required

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<th>Credits</th>
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<td>Financial Accounting</td>
<td>4</td>
</tr>
<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>Any courses</td>
<td>with the prefix CEN, CIS, CGS or COP</td>
<td>*</td>
</tr>
<tr>
<td><strong>Total Business/Computer Elective Credits</strong></td>
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</table>

**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

For the most current listing go to the Web site. | www.pbcc.edu/programs
Internet Services Technology
AAS A1217/AS 2122

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 (CCC) will transfer directly into the Internet Services Technology A.A.S./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.xml. Many of the courses in this degree are A.A. courses and are transferable to four-year institutions.

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.

Program Web Site
www.pbcc.edu/ComputerScience.xml

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 (A.S. students)</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1210</td>
<td>Technical 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></td>
</tr>
<tr>
<td>MGF 1107</td>
<td>Finite Mathematics (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>
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<tr>
<td>Any course from Social Science-Area V</td>
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Total Required General Education Credits 18

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>CEN 2522</td>
<td>Network Technologies</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1561</td>
<td>Inside the PC</td>
<td>1</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>CGS 1800</td>
<td>Introduction to Web Site Development</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2802</td>
<td>Web Site Administration</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2321</td>
<td>Systems and Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2350</td>
<td>Implementing and Administering</td>
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</tr>
<tr>
<td></td>
<td>Network Security</td>
<td>3</td>
</tr>
<tr>
<td>COP 1002</td>
<td>Introduction to Programming Logic</td>
<td>3</td>
</tr>
<tr>
<td>COP 1220</td>
<td>Introduction to Programming in C</td>
<td>3</td>
</tr>
<tr>
<td>COP 2831</td>
<td>Advanced Web Page Applications</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(XML and JavaScript)</td>
<td>3</td>
</tr>
<tr>
<td>COP 2840</td>
<td>Server-side Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2822</td>
<td>Web Page Design</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2801</td>
<td>Advanced Web Page Media</td>
<td>3</td>
</tr>
<tr>
<td>OST 1831</td>
<td>Microsoft Windows</td>
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</table>

Total Required Course Credits 41

BUSINESS/COMPUTER ELECTIVES

4 credits required

<table>
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<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2022</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACG 2071</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>APA 1111</td>
<td>Bookkeeping</td>
<td>1</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>or-</td>
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</tr>
<tr>
<td></td>
<td>Any courses with the prefix CEN, CIS, CGS or COP</td>
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</tr>
</tbody>
</table>

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 (CCC) 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.xml](http://www.pbcc.edu/transfer.xml). 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.

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

### GENERAL EDUCATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENC 1101 College Composition 1 (A.S. students)</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1210 Technical Communications (A.A.S. students)</td>
<td>3</td>
</tr>
<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>
</tr>
<tr>
<td>MGF 1107 Finite Mathematics (A.S. students)</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1033 Intermediate Algebra (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>
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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>CEN 2503 Local Area Networks</td>
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</tr>
<tr>
<td>CEN 2504 Wide Area Networks</td>
<td>3</td>
</tr>
<tr>
<td>CEN 2507 TCP/IP and Network Administration</td>
<td>3</td>
</tr>
<tr>
<td>CEN 2522 Network Technologies</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1565 Microcomputer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1570 Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1740 Computer Maintenance and Repair</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2321 Systems and Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2350 Implementing and Administering Network Security</td>
<td>3</td>
</tr>
<tr>
<td>COP 1002 Introduction to Programming Logic</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2173 UNIX Installation and Administration using Linux</td>
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</table>

**Total Required Course Credits** 33

### BUSINESS/COMPUTER ELECTIVES

12 credits required

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2022 Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACG 2071 Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>APA 1111 Bookkeeping 1</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>Any courses with the prefix CEN, CIS, CGS or COP *</td>
<td>12</td>
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</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 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.

Program Web Site
www.pbcc.edu/ComputerScience.xml

REQUIRED COURSES CREDITS

<table>
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<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>CIS 2354</td>
<td>Computer Network Security Policy Development</td>
<td>2</td>
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<tr>
<td>CTS 2171</td>
<td>Information Security Implementation and Standards</td>
<td>2</td>
</tr>
<tr>
<td>CIS 2353</td>
<td>Network Attacks and Introduction to TCP/IP Security</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2355</td>
<td>Intrusion Detection Systems, Countermeasures and PKI</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Program Credits 10

For suggested course sequence, check the Web at www.pbcc.edu/transfer/4139.asp

Computer Science CCE

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/CCEComputers.xml for more information.
Graphic Design Technology

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.xml

MULTIMEDIA ARTS  CCC 6022*

<table>
<thead>
<tr>
<th>REQUIRED COURSES</th>
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</thead>
<tbody>
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<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**

<table>
<thead>
<tr>
<th>REQUIRED COURSES</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/MotionPictureandTelevisionProduction.xml

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 I</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 II</td>
<td>4</td>
</tr>
<tr>
<td>FIL 2871C Editing and Post Production</td>
<td>3</td>
</tr>
<tr>
<td>FIL 2941 Motion Picture and Television Internship I</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 I</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 II</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 I</td>
<td>(3)</td>
</tr>
<tr>
<td>FIL 2943 Motion Picture and Television Internship II</td>
<td>(1)</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>
<td><strong>16</strong></td>
</tr>
</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 I</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 II</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 I</td>
<td>(3)</td>
</tr>
<tr>
<td>FIL 2943 Motion Picture and Television Internship II</td>
<td>(1)</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 to 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.xml.

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.xml

GENERAL EDUCATION REQUIREMENTS

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE NAME</th>
<th>CR 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 (A.S. students)</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1210</td>
<td>Technical Communications (A.A.S. students)</td>
<td>(3)</td>
</tr>
<tr>
<td>Any course from Mathematics - Area III (MAC 1105 recommended)** (A.S. students)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics 1 (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 Social Science - Area V (SYG 2000 recommended)**</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Total Required General Education Credits 15

REQUIRED COURSES

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE NAME</th>
<th>CR CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1201C</td>
<td>Design Fundamentals * (a) (b)</td>
<td>3</td>
</tr>
<tr>
<td>ART 1205C</td>
<td>Color Design* (a) (b)</td>
<td>3</td>
</tr>
<tr>
<td>ART 1300C</td>
<td>Drawing 1* (a) (b)</td>
<td>3</td>
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<tr>
<td>GRA 2171C</td>
<td>Portfolio Composition*</td>
<td>3</td>
</tr>
<tr>
<td>GRA 1190C</td>
<td>Graphic Design 1*</td>
<td>3</td>
</tr>
<tr>
<td>GRA 1530C</td>
<td>Typography</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2100C</td>
<td>Introduction to Macintosh Graphics</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2121C</td>
<td>QuarkXPress 1</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2151C</td>
<td>Illustrator 1</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2191C</td>
<td>Graphic Design 2*</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2156C</td>
<td>Photoshop 1</td>
<td>3</td>
</tr>
<tr>
<td>PGY 1401C</td>
<td>Introduction to Photography* (a)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Course Credits 36

ELECTIVES

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE NAME</th>
<th>CR CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1330C</td>
<td>Drawing 2</td>
<td>3</td>
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<tr>
<td>CGS 1030</td>
<td>PC Starter</td>
<td>1</td>
</tr>
<tr>
<td>COP 2822</td>
<td>Web Page Design (b)</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2122C</td>
<td>QuarkXPress 2</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2131</td>
<td>Multimedia Graphics (a) (b)</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2152C</td>
<td>Illustrator 2</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2160</td>
<td>Multimedia Animation (a) (b)</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2722</td>
<td>Dreamweaver (b)</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2144</td>
<td>Graphic Web Design (b)</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2157C</td>
<td>Photoshop 2</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2940</td>
<td>Graphic Design Internship</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2132C</td>
<td>Multimedia Design (a)</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2136C</td>
<td>Multimedia Video Editing (a)</td>
<td>3</td>
</tr>
<tr>
<td>PGY 2801C</td>
<td>Digital Photography 1</td>
<td>3</td>
</tr>
</tbody>
</table>

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 A.A.S/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 and restaurant chains, government agencies, and furniture and 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 take 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.xml.

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/InteriorDesign.xml.

GENERAL EDUCATION REQUIREMENTS CREDITS
ARH 1000 Art Appreciation -or- Any course from Humanities - Area II 3
ENC 1101 College Composition 1 3
SPC 1016 Fundamentals of Speech Communication 3
PSY 2012 General Psychology -or-
Any course from Social Science – Area V 3
Any course from either Math – Area III or Natural Science – Area IV 3

Total Required General Education Credits 15

REQUIRED COURSES
IND 1233C Design Studio 1 4
IND 1234C Design Studio 2 4
IND 1401C Technical Design 1 3
IND 1935 Building and Barrier Free Codes 3
IND 2100 History of Interiors 1 3
IND 2130 History of Interiors 2 3
IND 2202C Introduction to Kitchen and Bath Design 3
IND 2217C Design Studio 3 4
IND 2238C Design Studio 4 4
IND 2307C Interior Design Graphics 3
IND 2420 Materials, Estimating and Specifications 3
IND 2424C Technical Design 2 3
IND 2432C Interior Lighting 3
IND 2460C CAD for Interiors 1 4
IND 2505 Professional Practices 3
IND 2608C Sustainable Design** 4
IND 2941 Interior Design Internship 1

Total Required Course Credits 55

Total Program Credits 70

**This course was originally offered under the ATC program.
For suggested course sequence, check the Web at www.pbcc.edu/transfer/2012.asp

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.xml.
Admission Requirements
All General Education requirement courses must be completed with a grade of C or higher to apply to A.S. degree programs.

Completion Requirements
Successfully complete all required courses.

Program Length and Location
Total program credits: 64. Approximate program length: two years. The program is offered on the Palm Beach Gardens campus.

Program Web Site
www.pbcc.edu/MotionPictureandTelevisionProduction.xml.

GENERAL EDUCATION REQUIREMENTS CREDITS
ENC 1101 College Composition I 3
ARH 1000 Art Appreciation - or -
THE 1000 Theatre Appreciation 3
Any course from Mathematics - Area III 3
Any course from Social Sciences - Area V 3
SPC 1016 Fundamentals of Speech Communication 3
Total Required General Education Credits 15

REQUIRED COURSES
FIL 1420 Motion Picture and Television Production 1 3
FIL 2000 Introduction to Film Communication 3
FIL 2100 Writing for Motion Pictures and Television 3
FIL 2461 Cinematography and Lighting 3
FIL 2432C Motion Picture and Television Production 2 4
FIL 2571C Editing and Post Production 3
FIL 2480 Motion Picture and Television Direction 3
FIL 2537 Sound 3
FIL 2361 News and Documentary Production 3
FIL 2030 History of Motion Pictures 3
FIL 1620 Computer Applications for Motion Pictures and Television 3
FIL 2611 The Business and Marketing of Motion Pictures and Television 3
FIL 2941 Motion Picture and Television Internship 1 3
MMC 1000 Survey of Mass Communications 3
RTV 2000C Television Studio Production 3
Total Required Course Credits 46

ELECTIVES
Choose 3 credits
FIL 2952 Portfolio Preparation 2
FIL 2770 Introduction to Digital Animation 3
FIL 2910 Independent Project in Motion Picture and Television Production 3
FIL 2942 Motion Picture and Television Internship 2 3
FIL 2943 Motion Picture and Television Internship 3 1
PGY 1401C Introduction to Photography 3
Total Required Elective Credits 3

Total Program Credits 64

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 and restaurant chains, government agencies, and furniture and 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.xml.

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: 10. Approximate program length: four months. Program is offered on the Lake Worth campus.

Program Web Site
www.pbcc.edu/InteriorDesign.xml.

REQUIRED COURSES
IND 2203C Advanced Kitchen and Bath Design 3
IND 2463C CAD for Interiors 2 3
IND 2931C Special Topics in Interior Design 3
Total Program Credits 10

* 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.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/4024.asp

For the most current listing go to the Web site. | www.pbcc.edu/programs
Environmental Science and Horticulture

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.

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 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/EnvironmentalHorticulture.xml

REQUIRED COURSES* CREDITS
BOT 2000 Plant Physiology 3
SOS 1102 Soils and Fertilizers -or-
GCO 2230 Pumps and Irrigation 3
HOS 1010 Introduction to Horticulture -or-
ORH 2251 Florida Horticulture Professional Preparation 3
ORH 2510 Ornamental Plant Identification 1 -or-
ORH 2511 Introduction to Plants of the South Florida Ecosystems 3

Total Program Credits 12

*With written departmental chair permission, one horticulture elective of at least 3 credit hours not used to meet any other program requirement may be substituted for one of the above requirements. 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.

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/EnvironmentalHorticulture.xml

REQUIRED COURSES* CREDITS
BOT 2000 Plant Physiology 3
SOS 1102 Soils and Fertilizers 3
- or-
GCO 2230 Pumps and Irrigation 3
HOS 1010 Introduction to Horticulture 3
- or-
ORH 2251 Florida Horticulture Professional Preparation 3
ORH 2510 Ornamental Plant Identification 1 3
- or-
ORH 2511 Introduction to Plants of the South Florida Ecosystems 3
IPM 1301 Pesticides 3
- or-
PMA 2213 Plant Pest Management 3
Any 3-credit course in landscape design, landscape installation & maintenance or landscape management 3

Total Program Credits 18

*With written departmental chair permission, one horticulture elective of at least 3 credit hours not used to meet any other program requirement may be substituted for one of the above requirements.

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.

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/EnvironmentalHorticulture.xml

REQUIRED COURSES* CREDITS
BOT 2000 Plant Physiology 3
SOS 1102 Soils and Fertilizers 3
- or-
GCO 2230 Pumps and Irrigation 3
HOS 1010 Introduction to Horticulture 3
- or-
ORH 2251 Florida Horticulture Professional Preparation 3
ORH 2510 Ornamental Plant Identification 1 3
- or-
ORH 2511 Introduction to Plants of the South Florida Ecosystems 3
IPM 1301 Pesticides 3
- or-
PMA 2213 Plant Pest Management 3
Any 3-credit course in landscape design, landscape installation & maintenance or landscape management 3
PLS 2220 Plant Propagation 3
ORH 1016 Environmental Issues in Horticulture 3

APPROVED ELECTIVES (Choose 6 hours)
Courses with prefix BOT, GCO, IPM, LDE, ORH, PMA, SOS not used to meet other requirements 6

Total Program Credits 30

*With departmental chair permission, a 3-credit horticulture elective not used to meet other requirements may be substituted for one of these requirements.

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.

Upon completion of this program, you may seek employment as an environmental technician, or as a field technician with government agencies, engineering or environmental consulting firms.

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, go to 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.xml
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 at golf courses, nurseries, landscape companies, lawn maintenance firms, tree care enterprises or garden centers. Many students are self-employed in landscaping.

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/EnvironmentalHorticulture.xml

GENERAL EDUCATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
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<td>Any course from Social Science - Area V</td>
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Total Required General Education Credits 22

REQUIRED COURSES

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Total Required Courses 33

ELECTIVES

Choose 9 credits*

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<td>LDE 2403</td>
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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

For the most current listing go to the Web site. | www.pbcc.edu/programs
Health Care

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.xml.

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. TABE TEST: All students must take the Test of Adult Basic Education (TABE), Survey, Level A, prior to the start of the dental assistant program. A score at least at the 12th grade competency level in all parts of the examination must be achieved in order to graduate from the program and receive the certificate of completion. The VPI lab offers remediation if the student is unsuccessful in attaining the required 12th grade competency level. Your scores are valid for two years.

B. HOBET TEST: All students must take the Health Occupations Basic Entrance Test (HOBET), prior to the start of the dental assisting program. A score of 40 must be mastered on both the reading and math sections in order to be considered for selection into the program.

5. Program Counseling
All students are strongly urged to speak with the dental health services coordinator for counseling 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 criminal background assessment, a medical examination including a record of immunizations, and a drug screening 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, 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 the 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/DentalHealth.xml

REQUIRED COURSES CREDIT HRS/VOC. CREDITS

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<tbody>
<tr>
<td>DES 1020 Dental Anatomy *</td>
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<tr>
<td>DES 1200 Dental Radiology *</td>
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<td>DES 1200L Dental Radiology Lab *</td>
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<td>DES 1600 Office Emergencies *</td>
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<table>
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<th>Term Two (Fall Term–Second Eight Weeks)</th>
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<tbody>
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<td>DEA 0130 Related Dental Theory</td>
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<td>DEA 0800L Clinical Practice 1 Lab</td>
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<td>DEA 0940L Dental Practicum 1 Lab</td>
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<table>
<thead>
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<th>Term Three (Spring Term)</th>
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<td>DEA 0153 Dental Psychology and Communication</td>
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<td>DEA 0850 Dental Assisting Clinical Practice 3</td>
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<td>DEA 0941L Dental Practicum 2 Lab</td>
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<td>DES 1830 Expanded Functions Lecture*</td>
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<td>DES 1830L Expanded Functions Lab*</td>
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<td>DES 1840 Preventive Dentistry *</td>
</tr>
<tr>
<td>DES 2502 Office Management *</td>
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<td><strong>Total Required Courses</strong></td>
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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, allied modalities 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. 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. Course HSC 0003 Health Care Concepts is required prior to entrance into Massage Therapy I.
6. Results of a Health examination, criminal background check and drug screen are required to be provided to the program manager six weeks prior to the first day of Massage Therapy I. These must be performed no earlier than six months before the first day of class. Results must be submitted on the forms provided in the program information packet.
7. An interview with the program manager is required prior to enrollment in Massage Therapy I.

**Completion Requirements**

1. Pass the TABE at the 10th level for language and 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**

Three programs are offered per year on the Boca Raton campus.
1. Full-time day program: January – July
2. Full-time day program: June – December.
3. Part time evening program: January – December.

**Program Web Site**

www.pbcc.edu/MassageTherapy.xml.

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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**

Upon completion of this program, you may seek employment as a medical assistant in a physician's office or outpatient clinic.

**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**

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.

**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 Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) (www.caahep.org) 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 take 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.

Program Length and Location
1,300 hours, or approximately 18 months. Program offered is on the Lake Worth campus.

Program Web Site
www.pbcc.edu/MedicalOffice.xml

REQUIRED COURSES

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<td>Health Care Concepts *</td>
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<tr>
<td>PRN 0022</td>
<td>Body Structure and Function *</td>
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<tr>
<td>MEA 0230</td>
<td>Medical Terminology by Body Systems *</td>
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<tr>
<td>OTA 0100</td>
<td>Introduction to Keyboarding/Word Processing *</td>
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<td>MEA 0310</td>
<td>Introduction to Medical Office Procedures</td>
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<td>MEA 0520</td>
<td>Phlebotomy for the Medical Assistant</td>
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<td>MEA 0242</td>
<td>Pharmacology for the Medical Assistant</td>
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<td>MEA 0540</td>
<td>Electrocardiography for the Medical Assistant</td>
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<td>MEA 0253</td>
<td>Diseases, Disorders and Treatment for Medical Assisting 1</td>
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<td>MEA 0258</td>
<td>Radiology for the Medical Assistant</td>
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<td>MEA 0334</td>
<td>Medical Insurance and Coding</td>
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<td>MEA 0201</td>
<td>Diseases, Disorders and Treatment for Medical Assisting 2</td>
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<td>MEA 0254</td>
<td>Basic Medical Laboratory Techniques for the Medical Assistant</td>
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<td>MEA 0322</td>
<td>Advanced Medical Office Procedures</td>
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<td>MEA 0801</td>
<td>Externship in Medical Assisting</td>
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Total Program Hours 1,300

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5236.asp

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 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: 21/2 months. Program is offered full-time days and part-time evenings. It is offered on the Lake Worth campus.

Program Web Site
www.pbcc.edu/PatientCare.xml

REQUIRED COURSES

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<td>Health Care Concepts Lab</td>
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<td>HCP 0120</td>
<td>Nursing Assistant</td>
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<td>HCP 0300</td>
<td>Home Health Aide</td>
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<td>HCP 0620</td>
<td>Patient Care Assistant</td>
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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.xml 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/LPN.xml

REQUIRED COURSES  CLOCK HOURS

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<tr>
<td>PRN 0500</td>
<td>Principles of Basic Nursing Skills</td>
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<td>Fundamentals of Nursing</td>
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<td>PRN 0010</td>
<td>Comprehensive Nursing and Transitional Skills</td>
<td>106</td>
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<tr>
<td>PRN 0021</td>
<td>Growth/Development and Nutrition</td>
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</tr>
</tbody>
</table>

Program Web Site
www.pbcc.edu/LPN.xml

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 is offered on the Lake Worth campus.

Program Web Site
www.pbcc.edu/SurgicalTechnology.xml

REQUIRED COURSES CLOCK HOURS
Group A – Central Supply Assistant
HSC 0003 Health Care Concepts * 78
PRN 0022 Body Structure and Function * 69
STS 0003 Introduction to Surgical Technology 96
STS 0155L Operating Room Technique 96
STS 0005C Principles of Asepsis 96
STS 0150C Surgical Technology Procedures 96

Group B
STS 0805 Perioperative Anatomy and Medical Terminology 48
STS 0805L Perioperative Anatomy Lab 48
STS 0008 Pharmacology for the Surgical Technologist 48
STS 0003L Introduction to Clinical Practicum 48
STS 0120 Surgical Specialties 1 32
STS 0255L Surgical Specialties 1 Clinical 184
STS 0121 Surgical Specialties 2 32
STS 0256L Surgical Specialties 2 Clinical 184
STS 0949C Clinical Practicum 185
(4 Clinical days per week for 6 weeks)

Total Program Hours 1,340
*Denotes prerequisites for program

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5235.asp

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
Medical record coders assign a code to each diagnosis and procedure documented in the patient’s record. They code symptoms, diseases, operations, and treatments according to a recognized classification system. After the information is coded the medical record coder may use a computer program to assign the patient to one of several hundred. Upon completion of this program, you may seek employment as a medical coder or biller in a physician's office, clinic or hospital for medical billing services.

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.

Program Web Site
www.pbcc.edu/MedicalOffice.xml

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 0439 Pathophysiology and Pharmacology for Health Professions 90
HIM 0280 Fundamentals of Medical Coding 75
HIM 0000 Health Information Management 90
HIM 0220 Medical Coding 1 120
HIM 0270 Insurance Billing & Claims 95
HIM 0253 Medical Coding 2 120
HIM 0810L Advanced Coding Practicum 108
*ENTRY LEVEL PROGRAM COURSES

Total Program Hours 1,000

For suggested course sequence, check the Web at www.pbcc.edu/transfer/B526.asp
Medical Transcription
ATD B525
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
Students completing this program are employable as medical transcriptionists in a variety of settings including hospitals, clinics, private doctor’s offices and nursing homes.

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 take 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: 1,200. Approximate program length: 18 months. Program is offered on the Lake Worth campus.

Program Web Site
www.pbcc.edu/MedicalOffice.xml

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.xml

REQUIRED COURSES CLOCK HOURS
HSC 0003 Health Care Concepts * 78
MEA 0230 Medical Terminology for Body Systems * 95
PRN 0022 Body Structure and Function * 69
OTA 0100 Introduction to Keyboarding/Word Processing * 60
OTA 0131 Building Speed and Accuracy 60
HIM 0263 Professional Skills for the Medical Transcriptionist 90
HIM 0030 Fundamentals of Medical Transcription 140
HIM 0000 Health Information Management 90
HIM 0439 Pathophysiology and Pharmacology for Health Professions 90
HIM 0031 Medical Transcription 1 140
HIM 0032 Medical Transcription 2 140
HIM 0810 Medical Transcription Externship 148
*ENTRY LEVEL PROGRAM COURSES

Total Program Hours 1,200

For suggested course sequence, check the Web at www.pbcc.edu/transfer/B525.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/xml](http://www.pbcc.edu/transfer/xml)

**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.)

For the most current listing go to the Web site: [www.pbcc.edu/programs](http://www.pbcc.edu/programs)
**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.

**Special Admission Requirements**
The Dental Hygiene program is limited in the number of students it may admit to each class. 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; and formal education in dental assisting. 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 15 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 for counseling. 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 PBCC 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 criminal background assessment, a medical examination including a record of immunizations, and a drug screening 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 Dental Assisting program) he/she will be ineligible for 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/DentalHealth.xml

NATURAL SCIENCE PROGRAM REQUIREMENTS

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<th>Course</th>
<th>Credits</th>
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<tr>
<td>BSC 2085 Anatomy &amp; Physiology 1</td>
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</tr>
<tr>
<td>BSC 2085L Anatomy &amp; Physiology 1 Lab</td>
<td>1</td>
</tr>
<tr>
<td>BSC 2086 Anatomy &amp; Physiology 2</td>
<td>3</td>
</tr>
<tr>
<td>BSC 2086L Anatomy &amp; Physiology 2 Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHM 1020 Principles of Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>HUN 1201 Elements of Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>MCB 2010 Microbiology</td>
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<td>MCB 2010L Microbiology Lab</td>
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Total Required Natural Science Credits 18

REQUIRED COURSES

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<tr>
<th>Course</th>
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<tr>
<td>DEH 1003 Dental Hygiene Instrumentation</td>
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<tr>
<td>DEH 1003L Dental Hygiene Instrumentation Lab</td>
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<tr>
<td>DEH 1130 Oral Embryology and Histology</td>
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<td>DEH 1800 Dental Hygiene 1</td>
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<td>DEH 1800L Dental Hygiene 1 Lab</td>
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<td>DEH 1802 Dental Hygiene 2</td>
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<td>DEH 1802L Dental Hygiene 2 Lab</td>
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<tr>
<td>DEH 1811 Dental Ethics and Jurisprudence</td>
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<td>DEH 2300 Pharmacology</td>
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<td>DEH 2400 General and Oral Pathology</td>
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<tr>
<td>DEH 2603 Periodontology</td>
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<td>DEH 2701 Community Dentistry</td>
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<td>DEH 2702L Community Dentistry Practicum</td>
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<td>DEH 2804 Dental Hygiene 3</td>
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<td>DEH 2934 Compromised Patient</td>
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<td>DES 1020 Dental Anatomy *</td>
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<tr>
<td>DES 1100 Dental Materials *</td>
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<tr>
<td>DES 1100L Dental Materials Lab *</td>
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<td>DES 1200 Dental Radiology *</td>
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<td>DES 1600 Office Emergencies*</td>
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<td>DES 1830L Expanded Functions Lab*</td>
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<td>DES 1840 Preventive Dentistry *</td>
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<tr>
<td>DES 2502 Office Management *</td>
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</table>

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

For the most current listing go to the Web site. | www.pbcc.edu/programs
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/transfer students. Generic students submit information and documents directly to the PBCC Limited Access Program Office, phone number: (561) 868-3410. 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 credit into a four-year program. For information on transfer agreements, visit program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer.xml.

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(3), 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 Student Learning Centers labs.

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 2085 and BSC 2085L) completed within the last 10 years.

4. Proficiency of 80% on the Nurse Procalc software. Successful completion of Nurse Procalc meets the mathematics competency requirement for graduation. Practice is available through the Student Learning Centers labs. Exams are given in the Testing Center.

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.

(3) Credit for nursing courses:
(a) Successful completion of the NUR 1023 challenge exam (NLN ACE test - Book 1) with at least a grade of 75 entitles applicant to eight credits. There is a fee for this exam, and it is arranged through the Nursing Office. Complete the following prerequisites for Nursing II (NUR 1213):
   i.) Anatomy & Physiology II (within 10 years) BSC 2086 and BSC 2086L
   ii.) Microbiology (within 10 years) MCB 2010 and MCB 2010L
   iii.) Introduction to Professional Nursing NUR 2000L
   iv.) Introduction to Pharmacotherapeutics NUR 1141 or Pharmacology for Nursing NUR 2140
   v.) Completion of the PBCC Clinical Competency Check List (NUR1022L)

(b) Optional: passing the NUR 1213 Challenge Exam (NLN ACE test - Book 2) with a score of 75 entitles the applicant to 12 credits. Complete the following prerequisites for Nursing III - (NUR2215):
   i.) Elements of Nutrition HUN 1201
   ii.) College Composition I ENC 1101
   iii.) Psychology PSY 2012
   iv.) Completion of the PBCC Clinical Competency Check List (NUR 1214L)

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 reapply 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 all theory courses 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.xml

PROGRAM PREREQUISITES CREDITS
(See preceding Special Notes 7.B.) 6
Total Required Prerequisite Credits 6

GENERAL EDUCATION REQUIREMENTS

BSC 2086 Anatomy & Physiology 2 3
BSC 2086L Anatomy & Physiology 2 Lab 1
ENC 1101 College Composition 1 3
MCB 2010 Microbiology 3
MCB 2010L Microbiology Lab 1
SYG 2000 Introduction to Sociology 3
Any course from Humanities - Area II 3

Total Required General Education Credits 17
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.xml.

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.xml.

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.xml

PROGRAM PREREQUISITES

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GENERAL EDUCATION REQUIREMENTS

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2007 - 2008 | Palm Beach Community College
**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 take 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) 1248 Harwood Road, Bedford, Texas 76021-4244, (800) 874-5615.

**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, 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 take 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.xml](http://www.pbcc.edu/transfer.xml).

**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 PBCC 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.

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 readmittance 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 for their clinical internship due to theft, misconduct (including violations of the Code of Ethics) or negligence that may lead to patient harm, the student will not be allowed to continue.

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 BSC 2085/2085L Anatomy & Physiology I 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/RespiratoryCare.xml

PROGRAM PREREQUISITES

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GENERAL EDUCATION REQUIREMENTS

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<td>CHM 1020 Principles of Chemistry*</td>
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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.xml.

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.xml

GENERAL EDUCATION REQUIREMENTS CREDITS
BSC 1010 Principles of Biology I 3
BSC 1010L Principles of Biology I Lab 1
BSC 1085 Anatomy & Physiology I 3
BSC 1085L Anatomy & Physiology I Lab 1
MAC 1105 College Algebra (or higher course from Mathematics - Area III) 3
ENC 1101 College Composition 1 3
Any course from Humanities – Area II 3
SPC 1016 Fundamentals of Speech Communication 3
PSY 2012 General Psychology 3
Total Required General Education Credits 23

NON-TECHNICAL CORE REQUIREMENTS
BSC 2086 Anatomy & Physiology 2 3
BSC 2086L Anatomy & Physiology 2 Lab 1
PHY 1007 Physics for Allied Health Professionals (or equivalent) 3
Total Required Non-Technical Core Credits 7

TECHNICAL CORE REQUIREMENTS*
SON 1311 Sonography Cross Sectional Anatomy 2
SON 1100 Principles and Protocols of Sonography 3
SON 1614 Medical Sonographic Physics 1 3
SON 1111 Abdominal Sonography 1 3
SON 1121 Sonographic OB/GYN 1 3
SON 1000 Practical Aspects of Sonography 1 3
SON 1804L Clinical Education 1 3
SON 1618 Medical Sonographic Physics 2 3
SON 1112 Abdominal Sonography 2 3
SON 1122 Sonographic OB/GYN 2 3
SON 1001 Practical Aspects of Sonography 2 3
SON 1814L Clinical Education 2 3
SON 1170 Sonography of the Circulatory System 3
SON 1824L Clinical Education 3 4
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/MedicalImage.xml  

**REQUIRED COURSES**  
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<td>SON 2400L</td>
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For suggested course sequence, check the Web at www.pbcc.edu/transfer/4313.asp

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**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 Intervention 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.  

**Program Web Site**  
www.pbcc.edu/MRI.xml  

**REQUIRED COURSES**  
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For suggested course sequence, check the Web at www.pbcc.edu/transfer/4320.asp

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**Areas of Study**

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2007 - 2008 | Palm Beach Community College
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 2008).

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.

Program Web Site
www.pbcc.edu/MRI.xml

Required Courses

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<td>RTE 2571L</td>
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<tr>
<td>RTE 2762</td>
<td>Cross Sectional Anatomy</td>
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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.

Program Web Site
www.pbcc.edu/Nursing.xml

Required Courses

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<td>NUR 2944L</td>
<td>Critical Care Nursing Preceptorship</td>
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<td>NUR 2935</td>
<td>Clinical Application of 12 Lead Electrocardiography</td>
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<td>NUR 2651</td>
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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 2007-May 2008).

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.

Program Web Site
www.pbcc.edu/MRI.xml

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.

Program Web Site
www.pbcc.edu/Nursing.xml

REQUIRED COURSES CREDITS
NUR 2293C Perioperative Nursing 6
NUR 2790 Registered Nurse First Assistant Lecture 3
NUR 2790L Registered Nurse First Assistant 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 CCE

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/CCEHealth.xml for more information.
Criminal Justice Academies

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/CriminalJustice.xml.

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 at the Belle Glade location. The Law Enforcement Officer track is offered at the Lake Worth location.

Program Web Site
www.pbcc.edu/CriminalJustice.xml

CORRECTIONS OFFICER TRACK
PSAV 5601

<table>
<thead>
<tr>
<th>REQUIRED COURSES</th>
<th>CREDIT HOURS/VOC CREDITS</th>
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<tbody>
<tr>
<td>CJD 0770</td>
<td>Criminal Justice Legal 1 0/1</td>
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<td>CJD 1772</td>
<td>Criminal Justice Communications Corrections* 3/0</td>
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<td>CJD 1750</td>
<td>Interpersonal Skills 2 - Corrections 3/0</td>
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<td>CJK 0050</td>
<td>Defensive Tactics 0/3</td>
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<td>CJK 0040</td>
<td>Criminal Justice Firearms 0/2</td>
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<tr>
<td>CJK 0031</td>
<td>CMS First Aide for Criminal Justice Officers 0/1</td>
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<tr>
<td>CJD 0741</td>
<td>Emergency Preparedness 0/1</td>
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<tr>
<td>CJD 0752</td>
<td>Corrections Operations 0/2</td>
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<td>CJD 0761</td>
<td>CJ Legal 2 0/1</td>
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</table>

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

<table>
<thead>
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<td>CJK 0006</td>
<td>Introduction and Law 67</td>
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<td>Communications 77</td>
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<td>Patrol 57</td>
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<td>CJK 0080</td>
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<td>CJK 0085</td>
<td>Traffic Crash Investigations 32</td>
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<tr>
<td>CJK 0090</td>
<td>Tactical Applications 54</td>
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Total Program Hours 776

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 take the state 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 www.pbcc.edu/Fire.xml 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 at Lake Worth campus.

Program Web Site
www.pbcc.edu/Fire.xml

Fire Apparatus Operator
PSAV 5615

This program prepares the firefighter to assume responsibility as a fire apparatus operator.

Employment Opportunities
Existing firefighters can enhance their opportunities for advancement or employment by completing this program. Approximately 16 percent of all firefighters in Florida are fire apparatus operators or in the acting position on a regular basis.

Program Description
This program prepares the firefighter to understand the science of fluids at rest and in motion, and the physical relationships between water and the mechanisms for moving it to achieve desired fire flows. The program concentrates on numerical data and mathematical calculations. It also includes the study of the practices and procedures involved in the safe and effective operation of today’s fire apparatus. This is a hands-on program designed to train driver/operators to meet all pertinent requirements contained in NFPA 1002.

Career Path Notes
Fire apparatus operator is usually the first promotional opportunity a firefighter has. It is the first rung of the promotional ladder.

Admission Requirements
High school diploma or GED. Students must be working or volunteer firefighters.

Completion Requirements
Satisfactory completion of the course.

Program Length and Location
Two 48-hour courses usually held at the Lake Worth campus, but often offered in house at area fire departments.

Program Web Site
www.pbcc.edu/Fire.xml

REQUIRED COURSES  CREDITS
FFP 1301  Fire Hydraulics  3
FFP 1302  Fire Apparatus and Equipment  3

Total Program Credits  6

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5615.asp
Fire Inspector PSAV 5618

This program allows the participant to challenge the state certification test for Fire Inspector I.

Employment Opportunities

Students who complete this program are employable as a state fire inspector. Typically this skill set enhances a person’s existing job duties and responsibilities.

Program Description

This program is aimed at the individual who wishes to become state certified to inspect residential, commercial, educational and other structures. The program includes an understanding of fire inspection practices, fire protection systems, fire codes and standards, building construction and plan reviews.

Career Path Notes

This program is a prerequisite to becoming a certified fire inspector. All fire/rescue departments and many educational and commercial institutions utilize the services of fire inspectors.

Admission Requirements

High school diploma or GED.

Program Length and Location

Day program – three to four months. Night program – six to seven months. Classes are held at the Lake Worth campus.

Program Web Site

www.pbcc.edu/Fire.xml

REQUIRED COURSES  CREDITS
FFP 1505  Fire Prevention  3
FFP 1540  Private Fire Protection Systems  3
FFP 2120  Building Construction Fire Protection  3
FFP 2510  Related Fire Codes and Standards  3
FFP 2521  Blueprint Reading and Plan Examination  3
Total Program Credits  15

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5618.asp

Fire Instructor PSAV 5616

This PSAV certification program prepares the student to design and utilize a lesson plan and present a class. It also allows the student to challenge the state test for certification as an Instructor I, and as an Instructor II if he/she has an A.S. degree or higher.

Employment Opportunities

Every fire department as well as other agencies that provide fire protection need personnel to be trained as fire instructors. Individuals who wish to be fire instructors must meet the criteria set forth by the State Fire Marshal’s office which requires the firefighter to have at least six years fire service experience as well as successful completion of the classes that make up this PSAV Certificate.

Program Description

This curriculum is intended to facilitate the development of nationally applicable performance standards for uniformed fire service personnel. The program prepares the prospective instructor to design, present and develop a training curriculum.

Career Path Notes

This program is a prerequisite to becoming certified to teach credit courses for any institution of higher education. Most fire rescue departments require state certification for their training officers. Applicants for the state certification exam must also have at least six years experience in the fire service.

Admission Requirements

High school diploma or GED. Student must be a working or volunteer firefighter.

Program Length and Location

These courses are usually held at the Lake Worth campus, but may be held in-house at a fire rescue department.

Program Web Site

www.pbcc.edu/Fire.xml

REQUIRED COURSES  CREDITS
FFP 2740  Fire Service Course Delivery  3
FFP 2741  Fire Service Course Design  3
Total Program Credits  6

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5616.asp
Fire Investigator PSAV 5619

This program allows the participant to challenge the state certification test for Fire Investigator I.

Employment Opportunities.
Existing firefighters or other public safety personnel can enhance their opportunities for advancement or employment by completing this program.

Program Description
The program focuses on broad, transferable skills and stresses understanding and demonstration of fire chemistry and fire behavior, the determination of the point of origin and causes of fires, the conduct of crime and fire scene processing and investigation, significant court cases and precedents, and courtroom procedures.

Career Path Notes
This training gives the fire safety inspector the necessary training to conduct fire investigations for their agency.

Admission Requirements
High school diploma or GED.

Completion Requirements
All program requirements must be successfully completed.

Program Length and Location
Four 48-hour courses held at the Lake Worth campus.

Program Web Site
www.pbcc.edu/Fire.xml

REQUIRED COURSES CREDITS
FFP 1540 Private Fire Protection Systems 3
FFP 2111 Fire Chemistry 3
FFP 2120 Building Construction Fire Protection 3
FFP 2610 Fire Investigation: Origin and Cause 3

Total Program Credits 12

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5619.asp

Fire Officer PSAV 5617

This program academically prepares the firefighter to assume the responsibility as a first line fire officer, and to challenge the state certification exam.

Employment Opportunities
Existing firefighters can enhance their opportunity for advancement or employment by completing this program. Approximately 17 percent of all firefighters in Florida hold the rank of first line supervisor or are in the acting position on a regular basis.

Program Description
This program is geared for the sitting and prospective company officer. It trains the firefighter to lead in-service company fire safety inspections, use proper strategies and tactics to fight fire, be an effective incident commander, and serve as a trainer, mentor and middle manager.

Career Path Notes
Company officer is usually the second rung of the fire service career ladder. This certificate will demonstrate that the firefighter has properly prepared him/herself academically for the position.

Admission Requirements
High school diploma or GED. Students must be working or volunteer firefighters.

Completion Requirements
All program requirements must be successfully completed. These classes are offered free online or by UASI:
FFP 1824 – Basic Incident Management System I-200
FFP 1825 – Intermediate Incident Management System I-300
FFP 1832 – Emergency Response to Terrorism

Program Length and Location
Classes offered throughout the year at the Lake Worth campus.

Program Web Site
www.pbcc.edu/Fire.xml

REQUIRED COURSES CREDITS
FFP 1505 Fire Prevention 3
FFP 1540 Private Fire Protection Systems 3
FFP 1824 Basic Incident Management System I-200 1
FFP 1825 Intermediate Incident Management System I-300 1
FFP 1832 Emergency Response to Terrorism 1
FFP 2120 Building Construction Fire Protection 3
FFP 2720 Company Officer & Leadership 3
FFP 2740 Fire Service Course Delivery 3
FFP 2810 Firefighting Strategy and Tactics 3
FFP 2811 Firefighting Strategy and Tactics 3

Total Program Credits 24

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5617.asp
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/PublicSafety.xml

REQUIRED COURSE CLOCK HOURS
CIK 0551 Introduction to Dispatching 68
CIK 0552 Fire Rescue Dispatch 60
CIK 0553 Law Enforcement Dispatch 80

Total Program Hours 208
For suggested course sequence, check the Web at www.pbcc.edu/transfer/5455.asp

Special Fire Safety Inspector PSAV 5620

This program qualifies the student to challenge the state exam for special fire safety inspector.

Employment Opportunities
Fire inspection responsibilities primarily fall under the responsibility of municipal fire agencies, but some governmental agencies do not fall under their purview. These inspectors are restricted to providing service to their agency only.

Program Description
Individuals who wish to be a special fire safety inspector must meet the criteria set forth by the state Fire Marshal’s Office which includes successful completion of the two classes that make up this certificate. The student will have an understanding of fire prevention and fire codes and standards.

Career Path Notes
This program will expand the students, credentials as a certified special fire safety inspector and prepare them to do fire investigations for their agency.

Admission Requirements
High school diploma or GED.

Completion Requirements
All program requirements must be successfully completed.

Program Length and Location
Two 48-hour courses are held at the Lake Worth campus or area fire departments.

Program Web Site
www.pbcc.edu/Fire.xml

REQUIRED COURSES CREDITS
FFP 1505 Fire Prevention 3
FFP 2510 Related Fire Codes and Standards 3

Total Program Credits 6
For suggested course sequence, check the Web at www.pbcc.edu/transfer/5620.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.xml

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/CrimeScene.xml

REQUIRED COURSES

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<td>Introduction to Crime Scene Technology</td>
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<td>CJB 1712</td>
<td>Crime Scene Photography 1</td>
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<td>CJB 1722</td>
<td>Crime Scene Photography 2</td>
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<td>CJB 1721</td>
<td>Advanced Crime Scene Technology</td>
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<td>CJB 1465</td>
<td>Injury and Death Investigation</td>
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<td>CJB 2735</td>
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<td>CJB 2748</td>
<td>Biological Evidence</td>
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Total Program Credits 28

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6436.asp

For the most current listing go to the Web site. | www.pbcc.edu/programs
Emergency Management
CCC 6437

This certificate program provides the student with a solid background in the basics for emergency management through coursework and practical experiences in the field.

Program Description
This certificate program provides students with knowledge to be able to coordinate disaster response or crisis management activities, provide disaster preparedness training, and prepare emergency plans and procedures for natural (e.g. hurricanes, floods, earthquakes), wartime, or technological (e.g. nuclear power plant emergencies, hazardous materials spills) disasters or hostage situations.

The program will provide the student with many national certifications from the Federal Emergency Management Administration (FEMA).

Career Path Notes
Students who complete the certificate may apply those credits towards an A.S. degree in Fire Science.

Admission Requirements
High school diploma or GED.

Completion Requirements
Complete all required program courses.

Program Length and Location
Total program credits: 24. The program is offered online and at the Lake Worth campus location.

Program Web Site
www.pbcc.edu/EmergencyManagement.xml

REQUIRED COURSES

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</table>

Total Program Credits 24

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6437.asp

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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/field 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.xml

REQUIRED COURSES

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<tr>
<td>EMS 2659</td>
<td>1</td>
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<td>EMS 2664</td>
<td>4</td>
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<tr>
<td>EMS 2665</td>
<td>6</td>
</tr>
</tbody>
</table>

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.xml.

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/CrimeScene.xml

GENERAL EDUCATION REQUIREMENTS

CREDITS
ENC 1101 College Composition 1 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

CREDITS
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

Total Required Course Credits 18

CORE PROGRAM REQUIREMENTS

CREDITS
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
Professionals who plan to transfer to the Florida Atlantic University Public Management program (B.S.) or the Florida Gulf Coast University Criminal Justice program (B.P.M.) should meet with a criminal justice advisor prior to registering for courses. For information on transfer agreements, visit www.pbcc.edu/transfer.xml.

Special Admissions Requirements
Students who 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. Program is offered on the Lake Worth campus.

Program Web Site
www.pbcc.edu/CriminalJustice.xml
CORRECTIONS OFFICER TRACK
AAS A607 / AS 2605

GENERAL EDUCATION REQUIREMENTS CREDITS
ENC 1101 College Composition 1 3
HSC 2100 Health Concepts & Strategies 3
MGF 1106 Liberal Arts Mathematics (A.S. students) 3
MAT 1033 Intermediate Algebra (A.S. students) (3)
POS 1041 Introduction to American Government 3
SPC 1016 Fundamentals of Speech Communication 3
Any course from Humanities - Area II 3
Total Required General Education Credits 18

REQUIRED COURSES
CCJ 1010 Introduction to Criminology 3
CCJ 1020 Administration of Criminal Justice 3
CCJ 2500 Juvenile Delinquency 3
CGS 1570 Microcomputer Applications 3
CJE 1300 Police Administration 1 3
CJL 2100 Criminal Law 3
Total Required Course Credits 18

REQUIRED TRACK COURSES
CJD 1254L Medical First Responder 1
CJD 1773 Interpersonal Skills 1 – Corrections * 3
CJD 1772 Criminal Justice Communications - Corrections * 3
CJD 1742 Corrections Operation * 3
CJD 1750 Interpersonal Skills 2 - Corrections * 3
CJD 1760 Criminal Justice Legal 1 * 3
CJD 1771 Corrections Legal 2 * 1
HLP 1080 Physical Fitness 1 1
Total Required Track Course Credits 18

* These courses will articulate from PBCC’s Criminal Justice Academies PSAV program.

ELECTIVES (CHOOSE 10 CREDITS)
CCJ 1191 Introduction to Human Behavior and the Criminal Justice Practitioner 3
CCJ 2940C Criminology Justice Intern Program 4
CJC 2162 Principles of Probation and Parole 3
CJE 1301 Police Administration 2 3
CJL 1062 Introduction to Constitutional Law 3
CJL 2130 Law of Arrest, Search & Seizure 3
CJT 2100 Criminal Investigation 3
CJT 2140 Introduction to Criminalistics 3
Total Required Elective Credits 10

Total Program Credits 64

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2605.asp

LAW ENFORCEMENT OFFICER TRACK
AAS A608 / AS 2606

GENERAL EDUCATION REQUIREMENTS CREDITS
ENC 1101 College Composition 1 3
HSC 2100 Health Concepts & Strategies 3
MGF 1106 Liberal Arts Mathematics (A.S. students) 3
MAT 1033 Intermediate Algebra (A.A.S. students) (3)
POS 1041 Introduction to American Government 3
SPC 1016 Fundamentals of Speech Communication 3
Any course from Humanities - Area II 3
Total Required General Education Credits 18

REQUIRED COURSES
CCJ 1010 Introduction to Criminology 3
CCJ 1020 Administration of Criminal Justice 3
CCJ 2500 Juvenile Delinquency 3
CGS 1570 Microcomputer Applications 3
CJE 1300 Police Administration 1 3
CJL 2100 Criminal Law 3
Total Required Course Credits 18

REQUIRED TRACK COURSES
CJD 1254L Medical First Responder 1
CJD 1730 Law Enforcement Legal 3 * 2
CJD 1731C Law Enforcement Patrol * 3
CJD 1760 Criminal Justice Legal 1 * 3
CJD 1761 Criminal Justice Legal 2 * 3
CJD 1762 Criminal Justice Communications Law Enforcement * 3
CJD 1763 Interpersonal Skills 1 - Law Enforcement* 3
HLP 1080 Physical Fitness 1 1
Total Required Track Course Credits 22

* These courses will articulate from the PBCC Criminal Justice Academies PSAV program.

ELECTIVES (CHOOSE SIX CREDITS)
CCJ 1191 Introduction to Human Behavior and the Criminal Justice Practitioner 3
CCJ 2940C Criminology Justice Intern Program 4
CJC 2162 Principles of Probation and Parole 3
CJE 1301 Police Administration 2 3
CJL 1062 Introduction to Constitutional Law 3
CJL 2130 Law of Arrest, Search & Seizure 3
CJT 2100 Criminal Investigation 3
CJT 2140 Introduction to Criminalistics 3
Total Required Elective Credits 6

Total Program Credits 64

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2606.asp
Emergency Medical Services
AS 2449

This degree program is designed for the student who wishes to increase his/her 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.xml.

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.xml

GENERAL EDUCATION REQUIREMENTS CREDITS
ENC 1101 College Composition 1 3
SPC 1016 Fundamentals of Speech Communication 3
Any course from Humanities - Area II 3
Any course from Mathematics - Area III 3
Either course from Social Science - Area V 3
- or -
PSY 2012 General Psychology 3
PSY 2012 General Psychology 3
PSY 2012 General Psychology 3
Total Required General Education Credits 15

TECHNICAL CORE REQUIRED COURSES
EMS 1119 Emergency Medical Technician Basic * (6)
EMS 1119L EMT-Basic Laboratory * (3)
EMS 1431 EMT-Basic Hospital and Field Experience * (2)
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 Required Technical Core Credits 53

ELECTIVES (FIVE CREDITS REQUIRED)
CGS 1570 Microcomputer Applications 3
EDF 2005 Foundations in Education 3
EDP 2002 Introduction to Educational Psychology 3
EMS 1331 Aeromedical Transport 3
HSC 1010 Introduction to Developmental Concepts for Health Care Providers 2
HSC 2100 Health Concepts and Strategies 3
HSC 2531 Medical Terminology 3
LIS 2004 Introduction to Internet Research 1
MNA 2100 Human Relations in Business 3
MNA 2303 Introduction to Public Personnel Management 3
MNA 2345 Principles of Supervision 3
POS 1041 Introduction to American Government 3
Any course(s) from Area IV - Natural Sciences
Any FFP College Credit Course
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.xml.

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.xml.

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.xml

GENERAL EDUCATION REQUIREMENTS  CREDITS
ENC 1101  College Composition I  3
POS 1041  Introduction to American Government  3
SPC 1016  Microcomputer Applications  3
Any course from Natural Sciences - Area IV  3

Total Required Education Credits  15

REQUIRED COURSES
CGS 1570  Microcomputer Applications  3
FFP 1505  Fire Prevention  3
FFP 2120  Building Construction Fire Protection  3
FFP 2401  Hazardous Materials for Emergency Operations  3
FFP 2720  Company Officer and Leadership  3
FFP 2740  Fire Service Course Delivery  3
FFP 2780  Fire Service Administration  3
FFP 2810  Firefighting Strategy and Tactics I  3
MNA 2303  Introduction to Public Personnel Management  3
MTB 1103  Business Mathematics  3

Any course from Mathematics - Area III  3

Total Required Course Credits  30

ELECTIVES
Choose 15 credits
ENC 1210  Technical Communications or equivalent  3

FFP 1000  Introduction to Fire Science  3
FFP 1301  Fire Hydraulics  3
FFP 1302  Fire Apparatus and Equipment  3
FFP 1540  Private Fire Protection Systems  3
FFP 1824  Basic Incident Management System I-200  1
FFP 1825  Intermediate Incident Management System I-300  1
FFP 1832  Emergency Response to Terrorism  1
FFP 1822  Emergency Management Systems Principles and Practices (Introduction to Emergency Management)  3
FFP 1820  Basic Emergency Management Concepts  3
FFP 1830  Hazards Analysis and Impacts  3
FFP 1882  Emergency Operations Center (EOC) Operations and Design  3
FFP 2111  Fire Chemistry  3
FFP 2402  Hazardous Materials for Emergency Operations  2  3
FFP 2510  Related Fire Codes and Standards  3
FFP 2521  Blueprint Reading and Plans Examination  3
FFP 2541  Private Fire Protection Systems 2  3
FFP 2604  Fire Investigation and Arson Detection  3
FFP 2606  Post Blast Investigations  3
FFP 2610  Fire Investigation: Origin & Cause  3
FFP 2630  Latent Investigations  3
FFP 2670  Legal Issues for Investigators  3
FFP 2706  Public Information Officer  3
FFP 2741  Fire Service Course Design  3
FFP 2770  Legal and Ethical Issues for Fire Service  3
FFP 2811  Firefighting Strategy and Tactics II  3
FFP 2842  Defending Communities, Bridging Disaster Preparedness, Recovery, Mitigation  3
FFP 2880  Emergency Management Public Policy, Relations and Education  3
FFP 2840  Emergency Response and Recovery Operations  3
FFP 1841  Business Contingency and Continuity of Operations Planning (COOP)  3
HSC 2100  Health Concepts & Strategies  3

Total Elective Credits  15
Total Program Credits  60

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2195.asp

Public Safety  CCE

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/CriminalJustice.xml 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.xml for more information.
Apprenticeship Programs

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)
- Pipefitting Apprentice (5260) - under revision
- Plumbing Apprentice (5174)
- Sheet Metal Fabrication Apprentice (5263)

**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.

**Program Web Site**

[www.pbcc.edu/Apprenticeships.xml](http://www.pbcc.edu/Apprenticeships.xml)
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.xml.

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.

Program Web Site
www.pbcc.edu/AutoBody.xml

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>GROUP</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Clock Hours</th>
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<tbody>
<tr>
<td>A</td>
<td>ARR 0011</td>
<td>Introduction to Collision Repair</td>
<td>120</td>
</tr>
<tr>
<td></td>
<td>ARR 0101</td>
<td>Collision Repair and Refinishing</td>
<td>120</td>
</tr>
<tr>
<td></td>
<td>ARR 0102</td>
<td>Collision Repair/Refinishing Intermediate</td>
<td>120</td>
</tr>
<tr>
<td></td>
<td>ARR 0103</td>
<td>Collision Repair/Refinishing Advanced</td>
<td>120</td>
</tr>
<tr>
<td>B</td>
<td>ARR 0020</td>
<td>Collision Estimating</td>
<td>120</td>
</tr>
<tr>
<td>C</td>
<td>ARR 0313</td>
<td>Frame and Body Repair</td>
<td>120</td>
</tr>
<tr>
<td>D</td>
<td>ARR 0121</td>
<td>Automotive Refinishing</td>
<td>120</td>
</tr>
<tr>
<td></td>
<td>ARR 0122</td>
<td>Automotive Refinishing Intermediate</td>
<td>120</td>
</tr>
<tr>
<td></td>
<td>ARR 0123</td>
<td>Automotive Refinishing Advanced</td>
<td>120</td>
</tr>
<tr>
<td>E</td>
<td>ARR 0241</td>
<td>Automotive Body Repair</td>
<td>120</td>
</tr>
<tr>
<td></td>
<td>ARR 0242</td>
<td>Automotive Body Repair Intermediate</td>
<td>120</td>
</tr>
<tr>
<td></td>
<td>ARR 0243</td>
<td>Automotive Body Repair Advanced</td>
<td>80</td>
</tr>
</tbody>
</table>

**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).

This program is certified 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.xml.

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.

Program Web Site
www.pbcc.edu/AutoService.xml
## REQUIRED COURSES

<table>
<thead>
<tr>
<th>Group</th>
<th>Course</th>
<th>Clock Hours</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>Automotive Lube Technician</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AER 0006 Introduction to Automotive Services</td>
<td>150</td>
</tr>
<tr>
<td>B</td>
<td>Automotive Services Assistor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AER 0033 Applied Academic for Automotive Technicians</td>
<td>75</td>
</tr>
<tr>
<td></td>
<td>AER 0801 Workplace Skills for Automotive Technicians</td>
<td>75</td>
</tr>
<tr>
<td>C</td>
<td>Engine Repair Technician</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AER 0110 Automotive Engine Repair</td>
<td>150</td>
</tr>
<tr>
<td>D</td>
<td>Automatic Transmission and Transaxle Technician</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AER 0250 Automotive Automatic Transmissions and Transaxles</td>
<td>150</td>
</tr>
<tr>
<td>E</td>
<td>Manual Transmission and Transaxle Technician</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AER 0270 Automotive Manual Transmissions and Transaxles</td>
<td>150</td>
</tr>
<tr>
<td>F</td>
<td>Automotive Suspension and Steering Technician</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AER 0450 Automotive Steering and Suspension</td>
<td>150</td>
</tr>
<tr>
<td>G</td>
<td>Automotive Brake Technician</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AER 0411 Automotive Brake Systems</td>
<td>150</td>
</tr>
<tr>
<td>H</td>
<td>Automotive Electrical/Electronic Technician</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AER 0315 Automotive Electrical and Electronic Systems 1</td>
<td>150</td>
</tr>
<tr>
<td></td>
<td>AER 0316 Automotive Electrical and Electronic Systems 2</td>
<td>150</td>
</tr>
<tr>
<td>I</td>
<td>Automotive Heating and Air-Conditioning Technician</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AER 0171 Automotive Heating and Air Conditioning</td>
<td>150</td>
</tr>
<tr>
<td>J</td>
<td>Automotive Engine Performance Technician</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AER 0344 Automotive Engine Performance 1</td>
<td>150</td>
</tr>
<tr>
<td></td>
<td>AER 0345 Automotive Engine Performance 2</td>
<td>150</td>
</tr>
</tbody>
</table>

**Total Program Hours:** 1800

For suggested course sequence, check the Web at [www.pbcc.edu/transfer/5463.asp](http://www.pbcc.edu/transfer/5463.asp)

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## 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

Complete all required program courses.

#### Program Length and Location

Total program hours: 160. Approximate program length: 1 to 2 months. Program offered at the Belle Glade and Lake Worth locations, as well as off site.

#### Program Web Site

[www.pbcc.edu/CDL.xml](http://www.pbcc.edu/CDL.xml)

### REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDO 0100 Tractor Trailer Driver Training (CDL A)</td>
<td>160</td>
</tr>
</tbody>
</table>

**Total Program Hours:** 160

For suggested course sequence, check the Web at [www.pbcc.edu/transfer/5206.asp](http://www.pbcc.edu/transfer/5206.asp)
Cosmetology PSAV 5357
This PSAV program prepares the student for employment as a licensed cosmetologist.

Program Description
Instruction is designed to prepare the student to successfully pass the Florida Cosmetology License examination.

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.

Program Web Site
www.pbcc.edu/Cosmetology.xml

REQUIRED COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS 0200</td>
<td>Cosmetology 1 - Introduction</td>
<td>120</td>
</tr>
<tr>
<td>COS 0301</td>
<td>Cosmetology 2 - Haircutting</td>
<td>120</td>
</tr>
<tr>
<td>COS 0400</td>
<td>Cosmetology 3 - Styling</td>
<td>120</td>
</tr>
<tr>
<td>COS 0600</td>
<td>Cosmetology 5 - Chemicals</td>
<td>120</td>
</tr>
<tr>
<td>COS 0700</td>
<td>Cosmetology 6 - Haircolor</td>
<td>120</td>
</tr>
<tr>
<td>COS 0870</td>
<td>Cosmetology 4 - Salon Management</td>
<td>120</td>
</tr>
<tr>
<td>CSP 0240</td>
<td>Facials</td>
<td>120</td>
</tr>
<tr>
<td>CSP 0010</td>
<td>Manicuring, Pedicuring &amp; Nail Extensions</td>
<td>120</td>
</tr>
<tr>
<td>CSP 0011</td>
<td>Salon Practice Lab 2</td>
<td>120</td>
</tr>
<tr>
<td>CSP 0300</td>
<td>Salon Practice Lab 1</td>
<td>120</td>
</tr>
</tbody>
</table>

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.xml.

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.

Program Web Site
www.pbcc.edu/DieselLW.xml

REQUIRED COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIM 0004</td>
<td>Introduction to Diesel Mechanics</td>
<td>120</td>
</tr>
<tr>
<td>DIM 0006</td>
<td>Introduction to Diagnosis and Repair</td>
<td>120</td>
</tr>
<tr>
<td>DIM 0014</td>
<td>Basic Engine Systems and Applied Academics</td>
<td>120</td>
</tr>
<tr>
<td>DIM 0302</td>
<td>Electrical and Electronic Principles</td>
<td>120</td>
</tr>
<tr>
<td>DIM 0303</td>
<td>Maintenance and Repair of Electrical Systems</td>
<td>120</td>
</tr>
<tr>
<td>DIM 0103</td>
<td>Diesel Preventative Maintenance</td>
<td>120</td>
</tr>
<tr>
<td>DIM 0104</td>
<td>Advanced Diesel Preventative Maintenance</td>
<td>120</td>
</tr>
<tr>
<td>DIM 0007</td>
<td>Braking Systems</td>
<td>120</td>
</tr>
<tr>
<td>DIM 0008</td>
<td>Advanced Braking Systems</td>
<td>120</td>
</tr>
<tr>
<td>DIM 0106</td>
<td>Hydraulic Systems</td>
<td>120</td>
</tr>
<tr>
<td>DIM 0107</td>
<td>Heating and Air Conditioning</td>
<td>120</td>
</tr>
<tr>
<td>DIM 0108</td>
<td>Steering and Suspension</td>
<td>120</td>
</tr>
<tr>
<td>DIM 0201</td>
<td>Power Train Systems</td>
<td>120</td>
</tr>
<tr>
<td>DIM 0202</td>
<td>Advanced Power Train Systems</td>
<td>120</td>
</tr>
</tbody>
</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.

Program Web Site
www.pbcc.edu/Facial.xml

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.xml.

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.

Program Web Site
www.pbcc.edu/CommercialHeatandAir.xml

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.xml.

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.

Program Web Site
www.pbcc.edu/Machining.xml

REQUIRED COURSES CLOCK HOURS

<table>
<thead>
<tr>
<th>Group</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>PMT 0201</td>
<td>Introduction to Machining</td>
<td>120</td>
</tr>
<tr>
<td>A</td>
<td>PMT 0202</td>
<td>Shop Math, Blueprints and Measurements</td>
<td>120</td>
</tr>
<tr>
<td>B</td>
<td>PMT 0211</td>
<td>Manual Machining</td>
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</tr>
<tr>
<td>B</td>
<td>PMT 0230</td>
<td>Manual Machining Advanced</td>
<td>120</td>
</tr>
<tr>
<td>B</td>
<td>PMT 0229</td>
<td>Inspection Methods</td>
<td>120</td>
</tr>
<tr>
<td>C</td>
<td>PMT 0500</td>
<td>Manufacturing Methods</td>
<td>120</td>
</tr>
<tr>
<td>C</td>
<td>PMT 0510</td>
<td>Manufacturing Methods Advanced</td>
<td>120</td>
</tr>
<tr>
<td>C</td>
<td>PMT 0260</td>
<td>Intro to CAD/CAM Programming</td>
<td>120</td>
</tr>
<tr>
<td>C</td>
<td>PMT 0250</td>
<td>Intro to CNC Machining</td>
<td>120</td>
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<tr>
<td>D</td>
<td>PMT 0248</td>
<td>CNC Milling Methods</td>
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<tr>
<td>D</td>
<td>PMT 0259</td>
<td>CNC Lathe Methods</td>
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<tr>
<td>D</td>
<td>PMT 0228</td>
<td>Intro to Non-Conventional Machining</td>
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<td>D</td>
<td>PMT 0265</td>
<td>Machining Technologies</td>
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</tbody>
</table>

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.

Program Web Site
www.pbcc.edu/NailTech.xml

REQUIRED COURSES CLOCK HOURS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>CSP 0013</td>
<td>Nail Specialist</td>
<td>240</td>
</tr>
</tbody>
</table>

Total Program Hours 240

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5356.asp
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.xml.

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.

Program Web Site
www.pbcc.edu/WeldingLW.xml

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.

Program Web Site
www.pbcc.edu/BuildingConstruction.xml

REQUIRED COURSES CREDITS
ETD 1100C Introduction to Technical Drawing 3
BCN 1272 Plans Interpretation 3
BCN 1210 Building Construction Materials 3
BCN 2253C Architectural Drafting 1 3
BCT 1770 Construction Estimating 3
SUR 1101C Basic Surveying and Mapping 3
Total Program Credits 18

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6223.asp
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.

Program Web Site
www.pbcc.edu/Drafting.xml

REQUIRED COURSES CREDITS
ETD 1100C Introduction to Technical Drawing 3
ETD 1320C Introduction to Computer Drafting 3
BCN 1272 Plans Interpretation 3
BCN 1210 Building Construction Materials 3
BCN 2253C Architectural Drafting 1 3
BCN 2259C Architectural Drafting 2 3
BCN 2080C Architectural Drafting & Design 1 3
BCN 2081C Architectural Drafting & Design 2 3

Total Program Credits 24

For suggested course sequence, check the Web at 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 CCC the Drafting and Construction Technology CCC, 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).

Program Web Site
www.pbcc.edu/IndustrialManagement.xml
GENERAL EDUCATION REQUIREMENTS

ENC 1101 College Composition 1 3
ENC 1210 Technical Communications 3
MTB 1103 Business Mathematics 1
-or-
Any course from Mathematics – Area III 3
SPC 1016 Fundamentals of Speech Communication 3
Any course from Social Science - Area V 3

Total Required General Education Credits 15

MANAGEMENT CORE REQUIREMENTS

CGS 1570 Microcomputer Applications 3
ETI 1701 Environmental Health and Safety 3
MAN 2021 Principles of Management 3
MNA 2100 Human Relations in Business 3
MNA 2345 Principles of Supervision 3

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 1424 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:

• Airframe Mechanic Certificate - provides 12 credit hours
• Powerplant Mechanic Certificate - provides 12 credit hours.

To learn more about this process see Prior Learning Portfolio Web site www.pbcc.edu/plp.xm1.

OPERATIONS TRACK AAS A162 / AS 2172
This program track is designed to prepare the student to become proficient in planning, organizing, directing and controlling an aviation-related 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; with the requirements of the Private Pilot Ground School and other aviation courses, the student will possess a greater understanding of the aviation business industry.

PROFESSIONAL PILOT TRACK AAS A163 / AS 2197
This program track is designed to prepare the student to become a commercial pilot. Students enrolling in this track must be aware of the following:

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 or Part 141 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.
4. 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.
5. 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.

6. College credit can be awarded for current FAA licenses. See www.pbcc.edu/ProfPilot.xml for more details.

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.xml.

Admission Requirements
Effective 2005, federal law under the Transportation Security Administration requires specific identification documents for this program. Please refer to www.pbcc.edu/FlightTrainingRequirements.xml 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 local airports.

Program Web Site
www.pbcc.edu/ProfPilot.xml

### MAINTENANCE MANAGEMENT TRACK

**AAS A161 / AS 2171**

<table>
<thead>
<tr>
<th>GENERAL EDUCATION REQUIREMENTS</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 Technical 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**

| ASC 1210 | Aero-Meteorology | 3 |
| ASC 1310 | Aero-Safety and Regulations | 2 |
| AVM 2010 | Aerospace and Air Travel | 3 |
| or the following two courses: |
| ATF 2500 | Certified Flight Instructor | 1 |
| - and - | |
| ATT 2131 | Flight Instructor Ground School | 2 |
| BUL 2241 | Business Law I | 3 |
| CGB 1030 | PC Starter | 1 |
| GEB 1011 | Introduction to Business | 3 |
| MAN 2021 | Principles of Management | 3 |
| PHY 1001 | Applied Physics (A.S. students) | 3 |
| ATT 1100 | Private Pilot Ground School | 3 |
| Power Plant Certificate | 12 |
| Airframe Certificate | 12 |
**Total Required Course Credits** | **45** |

**ELECTIVES**

Choose 4 credits

| ATF 2400 | Multi-Engine Flight | 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

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>ENC 1101 College Composition 1 (A.S. students)</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1210 Technical Communications (A.A.S. students)</td>
<td>3</td>
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<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>
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Total Required General Education Credits 15

REQUIRED COURSES

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<th>Course</th>
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<tr>
<td>ACG 2022 Financial Accounting</td>
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<tr>
<td>ASC 1210 Aero-Meteorology</td>
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<td>ASC 1310 Aero-Safety and Regulations</td>
<td>2</td>
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<tr>
<td>ASC 1640 Propulsion Systems</td>
<td>3</td>
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<tr>
<td>ATT 1100 Private Pilot Ground School</td>
<td>3</td>
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<tr>
<td>AVM 2010 Aerospace and Air Travel</td>
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<tr>
<td>ATF 2500 Certified Flight Instructor</td>
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<tr>
<td>ATT 2131 Flight Instructor Ground School</td>
<td>(2)</td>
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<tr>
<td>BUL 2241 Business Law 1</td>
<td>3</td>
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<tr>
<td>CGS 1570 Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013 Principles of Macroeconomics</td>
<td>3</td>
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<tr>
<td>ESC 1000 Earth Science</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>GEA 1000 Principles of Geography and Conservation (A.A.S. students)</td>
<td>(3)</td>
</tr>
<tr>
<td>MAN 2021 Principles of Management</td>
<td>3</td>
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<tr>
<td>PHY 1001 Applied Physics (A.S. students)</td>
<td>3</td>
</tr>
<tr>
<td>POS 1001 Introduction to Political Science</td>
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<tr>
<td>SBM 2000 Small Business Management</td>
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Total Required Course Credits 45

ELECTIVES

Choose 4 credits

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ATF 2400 Multi-Engine Flight (or other course approved by department chair)</td>
<td>1</td>
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<tr>
<td>Course approved by department chair</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENC 1101 College Composition 1 (A.S. students)</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1210 Technical 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>
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<tr>
<td>SPC 1016 Fundamentals of Speech Communication</td>
<td>3</td>
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<tr>
<td>Any course from Humanities - Area II</td>
<td>3</td>
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<tr>
<td>Any course from Social Science - Area V</td>
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Total Required General Education Credits 15

REQUIRED COURSES

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<tr>
<td>ASC 1101 Aero-Navigation</td>
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<tr>
<td>ASC 1210 Aero-Meteorology</td>
<td>3</td>
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<tr>
<td>ASC 1310 Aero-Safety and Regulations</td>
<td>2</td>
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<tr>
<td>ASC 1640 Propulsion Systems</td>
<td>3</td>
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<tr>
<td>ATF 1600 Basic Flight Simulator</td>
<td>1</td>
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<tr>
<td>ATF 2200 Flight – Commercial 1</td>
<td>3</td>
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<tr>
<td>ATF 2300 Instrument Flight</td>
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<tr>
<td>ATF 2400 Multi-Engine Flight</td>
<td>1</td>
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<tr>
<td>ATF 2605 Intermediate Flight Simulator</td>
<td>1</td>
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<tr>
<td>ATF 2610 Advanced Instrument Flight Simulator</td>
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<tr>
<td>ATT 2120 Instrument Ground School</td>
<td>3</td>
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<tr>
<td>ATT 2110 Commercial Pilot Ground School</td>
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<tr>
<td>CGS 1030 PC Starter</td>
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<tr>
<td>PHY 1001 Applied Physics (A.S. students)</td>
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<tr>
<td>GEA 1000 Principles of Geography and Conservation (A.A.S. students)</td>
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Total Required Course Credits 40

ELECTIVES (CHOOSE 9 CREDITS)

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<tr>
<td>ATF 1150 Intermediate Flight Lab</td>
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<tr>
<td>ATF 2250 Advanced Flight Lab</td>
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<tr>
<td>AVM 2010 Aerospace and Air Travel</td>
<td>3*</td>
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<tr>
<td>ATF 2500 Certified Flight Instructor Flight</td>
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<tr>
<td>ATT 2131 Flight Instructor Ground School</td>
<td>2*</td>
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<tr>
<td>ATF 2691 Instrument Refresher Simulator Laboratory</td>
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<tr>
<td>ENC 1210 Technical Communications (A.S. students)</td>
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<tr>
<td>ENC 1102 College Composition 2</td>
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</tbody>
</table>

Total Required Elective Credits 9

Total Program Credits 64

*Students who intend to transfer to Embry-Riddle Aeronautical University should see the Professional Pilot Program Manager when choosing electives.

For suggested course sequence, check the Web at
www.pbcc.edu/transfer/2197.asp
Florida’s Statewide Course Numbering System

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida’s Statewide Course Numbering System. This numbering system is used by all public postsecondary institutions in Florida and 33 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

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

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

**GENERAL RULE FOR COURSE EQUIVALENCIES**

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.)

For example, a survey course in social problems is offered by 35 different postsecondary institutions. Each institution uses “SYG_010” to identify its social problems course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, “SYG” means “Sociology, General,” the century digit “0” represents “Entry-level General Sociology,” the decade digit “1” represents “Survey Course,” and the unit digit “0” represents “Social Problems.”

In science and other areas, a “C” or “L” after the course number is known as a lab indicator. The “C” represents a combined lecture and laboratory course that meets in the same place at the same time. The “L” represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

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

**THE COURSE PREFIX**

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.
AUTHORITY FOR ACCEPTANCE OF EQUIVALENT COURSES
Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty 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.

EXCEPTIONS TO THE GENERAL RULE FOR EQUIVALENCY

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

A. Courses not offered by the receiving institution
B. Courses with the last three digits ranging from 900-999 (e.g., ART 2905)
C. College preparatory and vocational preparatory courses
D. Internships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999
E. Applied performance or studio courses in Art, Dance, Interior Design, Music and Theatre
F. Skills courses in Criminal Justice
G. Graduate courses
H. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course

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 via the Internet at http://scns.fldoe.org.

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 http://www.pbcc.edu/x5687.xml.

Accounting ...................... ACG, ACO, APA, TAX
Acting ............................. TPP
Administrative Assistant .... OCA, OTA
Adult Echo Sonography ...... SON
Aeronautics/Aviation Science . ASC, ATV, ATT, AVM
American History .............. AMH
American Literature .......... AML
Anatomy and Physiology ....... BSC
Anthropology ...................... ANT
Applied Welding Technology .. PMT
Architectural Design .......... ARC
Art ................................. ART
Art History ....................... ARH
Astronomy ....................... AST
Automotive Repair
and Service ...................... ARR, SXR, SXR
Biological Sciences ............ BOT, BSC, MCB, OCE, PCB, ZOO
Biotechnology ................... BSC
Bookkeeping ..................... APA
Botany ............................. BOT
Bricklayer ......................... BCA
Building Construction ........ BCA, BCR, BCT, PTA
Business ......................... GEB, SBM
Business Law ..................... BUL
Carpentry ......................... BCA
Chemistry ......................... CHM
Child Care and Development ... CED, DEF, EEC, HEV
College Preparatory Courses . EAP, ENC, ESL, MAT, REA
Commercial Art .................. ART, GRA
Commercial Driving ............ CDO
Computers-Drafting ............ ETD
Computers-Engineering, PC Support, Programming, Security, and Technology . CEN, CET, CGS, CIS, COP, CTS
Computers-General Studies .... CGS
Communications ................. ENC, SPC
Cosmetology ...................... COS, CSP
Creative Writing ................ CRW
Crime Scene Technology ....... CJR
Criminal Justice .................. CCJ, CJD, CJF, CJL, CJM, CJK
Dance .............................. DAA, DAN
Dental Assisting ................. DEA
Dental Hygiene .................... DEH, DES
Dietetics .......................... DIE, FSS, HUN
Diesel Technology .............. DIM
Drafting and Construction ..... EGS, ETD, ETI
Earth Science ..................... ESC
Early Childhood Education . . EEC
Ecology ......................... PCB
Economics ........................ ECO, ECS
Education ........................ EEC, EDF, EDG, EDP, EME
Educational Assisting ........... EDF, EDG, EDP, EME
<table>
<thead>
<tr>
<th>Course Category</th>
<th>Course Codes</th>
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<td>Electronics Engineering and Technology</td>
<td>EET, EEV</td>
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<tr>
<td>Emergency Management</td>
<td>FFP</td>
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<tr>
<td>Emergency Medical Services</td>
<td>EMS</td>
</tr>
<tr>
<td>Emergency Medical Technician</td>
<td>EMS</td>
</tr>
<tr>
<td>Engineering Technology</td>
<td>EGS, ETD, ETI</td>
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<tr>
<td>English as a Second Language</td>
<td>EAP, ESL</td>
</tr>
<tr>
<td>English Language/Literature</td>
<td>AML, CRW, ENC, ENL, LIT</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>EVR, EVS, GLY, PCB</td>
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<tr>
<td>Facial Specialist</td>
<td>COS, CSP</td>
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<tr>
<td>Film, Television, and Motion</td>
<td>FIL, RTV</td>
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<td>Finance</td>
<td>FIN</td>
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<tr>
<td>Fire Fighter and Fire Science</td>
<td>FFP</td>
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<tr>
<td>Fire Sprinkler</td>
<td>BCA</td>
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<tr>
<td>Food Science</td>
<td>FOS, FSS</td>
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<td>Foreign Language</td>
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<td>Gerontology</td>
<td>GEY</td>
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<td>Government</td>
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<td>Graphic Arts/Graphic Design</td>
<td>GRA</td>
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<td>Health Education, Safety and Sciences</td>
<td>HSC</td>
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<td>Heating, Ventilation, Air Conditioning</td>
<td>ACR</td>
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<td>Heavy Duty Truck/Bus Mechanics</td>
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<td>Horticulture</td>
<td>BOT, GCO, HOS, IPM</td>
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<td>Hospitality and Tourism</td>
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<td>Industrial (Operations) Management Technology</td>
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<td>Information Management</td>
<td>CEN, CGS, CIS, COP, CTS</td>
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<td>International Studies</td>
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<td>Internet Services</td>
<td>CEN, CGS, CIS, COP</td>
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<td>Iron Worker</td>
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<td>Journalism</td>
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<td>Landscape and Horticulture</td>
<td>BOT, GCO, HOS, IPM, LDE, ORH, PLS, PMA, SOS</td>
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<td>Machining Technology</td>
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<td>Magnetic Resonance</td>
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<td>Imaging, Tomography</td>
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<td>Management</td>
<td>MAN, MNA, SBM</td>
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<td>Marketing</td>
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<td>Mass Communications</td>
<td>MMC</td>
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<td>Massage Therapy</td>
<td>MSS</td>
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<td>Mathematics</td>
<td>MAC, MAP, MAS, MAT, MGF, MTB, MTG, STA</td>
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<tr>
<td>Mechanical Drafting</td>
<td>ETD</td>
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<td>Medical Assisting, Coder/Biller, and Transcription</td>
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<td>Music-General</td>
<td>MUC, MUE, MUH, MUL, MUN, MUS, MUT</td>
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<td>COS, CSP</td>
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<td>Nutrition</td>
<td>DIE, HUN</td>
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<td>Paramedic</td>
<td>EMS</td>
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<td>Patient Care Assistant</td>
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<td>Pest Management</td>
<td>IPM</td>
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<td>Philosophy</td>
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<td>Photography</td>
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<td>Physical Education and Fitness</td>
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<td>Political Science</td>
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<td>Professional Pilot Technology</td>
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<td>Psychology</td>
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<td>Public Safety Telecommunicator</td>
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<td>Radiography</td>
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<td>Reading (College Preparatory)</td>
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<td>Real Estate</td>
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<td>Religion</td>
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<td>Social Science</td>
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<td>Surveying, Land</td>
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<td>Taxes</td>
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<td>Teacher Certification</td>
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<td>Program</td>
<td>EPI</td>
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<tr>
<td>Television</td>
<td>RTV</td>
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<td>Theater Arts</td>
<td>THE, TPA, TPP</td>
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<tr>
<td>Tile Setter</td>
<td>BCA</td>
</tr>
<tr>
<td>Vocational Preparatory</td>
<td>VPI</td>
</tr>
<tr>
<td>Water/Waste Water Management</td>
<td>EVS</td>
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<tr>
<td>Web Development &amp; Design</td>
<td>CEN, CGS, CIS, COP</td>
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<td>Word Processing</td>
<td>OST</td>
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<td>World History</td>
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<td>Zoology</td>
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</table>

COURSE LISTING
Introduction to Course Listings

The course list for the PBCC 2007-2008 Catalog is in alphabetical order by course prefix. The course list contain the full title of the course, initials of the degree/certificate 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 may need to 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 www.pbcc.edu/coursedescriptions.xml 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 in their program. For suggested course completion order, get in touch with the program contact at http://www.pbcc.edu/asp/contacts.asp?year_id=6 to obtain 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.xml to obtain information updates on degree requirements before enrolling in courses.

ACG 2022 Financial Accounting (AA)
4 credits (4 lecture hours)

ACG 2071 Managerial Accounting (AA)
3 credits (3 lecture hours)
Prerequisite: ACG2022

ACG 2100 Intermediate Accounting (AS)
3 credits (3 lecture hours)
Prerequisite: ACG2071

ACG 2360 Cost Accounting (AS)
3 credits (3 lecture hours)
Prerequisite: ACG2071

ACG 2450 Microcomputer Operations Accounting (AS)
3 credits (3 lecture hours)
Prerequisites: ACG2022 or (MTB1103 and APA1111) and CGS1570

ACG 2470 Accounting Information Systems (AS)
3 credits (3 lecture hours)
Prerequisite: ACG2071

ACO 0101 Beginning Bookkeeping 1 (PSAV)
100 clock hours
Prerequisites: OTA0100, OTA0131, OTA0421, and OTA0423 or instructor permission required

ACO 0102 Advanced Bookkeeping 1 (PSAV)
100 clock hours
Prerequisite: ACO0021

ACO 0201 Beginning Bookkeeping 2 (PSAV)
100 clock hours
Prerequisite: ACO0101 or instructor permission required

ACO 0202 Advanced Bookkeeping 2 (PSAV)
100 clock hours
Prerequisite: ACO0102

ACO 0601 The Accounting Environment I (PSAV)
100 clock hours

ACO 0605 The Accounting Environment II (PSAV)
100 clock hours

ACO 0949 Accounting Externship (PSAV)
100 clock hours

ACR 0066 Technical Engineering of HVAC/R Systems (PSAV)
120 clock hours

ACR 0307 Electronics and Refrigeration Systems (PSAV)
120 clock hours

ACR 0430 Indoor Air Quality for Air Conditioning (PSAV)
120 clock hours

ACR 0501 Introduction to HVAC/R Principles (PSAV)
120 clock hours

ACR 0510 HVAC/R Tools and Component Fabrication (PSAV)
120 clock hours

ACR 0530 Electricity for HVAC/R (PSAV)
120 clock hours
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For full course descriptions go to panthernet.pbcc.edu/listcrs.cgi | (*) General Education and/or Gordon Rule course
ARH 2050  Art History I (AA)  
3 credits (3 lecture hours)  
Prerequisite: Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (See Admissions, Placement Test Scores Chart.) before enrolling in this General Education course. (*)

ARH 2051  Art History II (AA)  
3 credits (3 lecture hours)  
Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (See Admissions, Placement Test Scores Chart.) before enrolling in this General Education course. (*)

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

ARR 0103  Collision Repair and Refinishing - Advanced (PSAV)  
120 clock hours

ARR 0121  Automotive Refinishing (PSAV)  
120 clock hours

ARR 0122  Automotive Refinishing-Intermediate (PSAV)  
120 clock hours

ARR 0123  Automotive Refinishing-Advanced (PSAV)  
120 clock hours

ARR 0241  Automotive Body Repair (PSAV)  
120 clock hours

ARR 0242  Automotive Body Repair-Intermediate (PSAV)  
120 clock hours

ARR 0243  Automotive Body Repair-Advanced (PSAV)  
120 clock hours

ARR 0313  Frame and Body Repair (PSAV)  
80 clock hours

ARR 0960  Employability and Entrepreneurship (PSAV)  
40 clock hours

ARR 0962  Applied Academics (PSAV)  
60 clock hours

ART 1100C  Crafts I (AA)  
3 credits (2 lecture hours, 2 lab hours)

ART 1101C  Crafts II (AA)  
3 credits (2 lecture hours, 2 lab hours)  
Prerequisite: ART1100C

ART 1201C  Design Fundamentals (AA)  
3 credits (2 lecture hours, 2 lab hours)

ART 1203C  Three-Dimensional Design (AA)  
3 credits (2 lecture hours, 2 lab hours)  
Prerequisites: ART1201C and ART1300C

ART 1205C  Color Design (AA)  
3 credits (2 lecture hours, 2 lab hours)  
Prerequisites: ART1201C and ART1300C

ART 1300C  Drawing I (AA)  
3 credits (2 lecture hours, 2 lab hours)  
Corequisite: ART1201C

ART 1330C  Drawing II (AA)  
3 credits (2 lecture hours, 2 lab hours)  
Prerequisite: ART1201C and ART1300C

ART 1750C  Ceramics I (AA)  
3 credits (2 lecture hours, 2 lab hours)

ART 1751C  Ceramics II (AA)  
3 credits (2 lecture hours, 2 lab hours)  
Prerequisite: ART1750C

ART 2150C  Jewelry Design I (AA)  
3 credits (2 lecture hours, 2 lab hours)

ART 2400C  Printmaking I (AA)  
3 credits (2 lecture hours, 2 lab hours)  
Prerequisites: ART1201C and ART1300C

ART 2401C  Printmaking II (AA)  
3 credits (2 lecture hours, 2 lab hours)  
Prerequisite: ART2400C

ART 2500C  Painting I (AA)  
3 credits (2 lecture hours, 2 lab hours)  
Prerequisites: ART1201C and ART1300C

ART 2501C  Painting II (AA)  
3 credits (2 lecture hours, 2 lab hours)  
Prerequisite: ART2500C

ART 2502C  Figure Painting (AA)  
3 credits (2 lecture hours, 2 lab hours)  
Prerequisites: ART1301C and ART2500C or instructor permission required

ART 2600C  Digital Imagery for the Fine Artist (AA)  
3 credits (2 lecture hours, 2 lab hours)  
Prerequisite: ART1201C

ART 2701C  Sculpture I (AA)  
3 credits (2 lecture hours, 2 lab hours)  
Prerequisite: ART1203C or instructor permission required

ART 2710C  Stone Carving (AA)  
2 credits (1 lecture hour, 3 lab hours)  
Prerequisite: ART2701C or instructor permission required

ASC 1101  Aero-Navigation (AS)  
3 credits (3 lecture hours)  
Prerequisite: ATT1100

ASC 1210  Aero-Meteorology (AS)  
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For full course descriptions go to panthernet.pbcc.edu/listcrs.cgi | (*) General Education and/or Gordon Rule course
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For full course descriptions go to panthernet.pbcc.edu/listcrs.cgi | (*) General Education and/or Gordon Rule course
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BSC 1010L Principles of Biology I Laboratory (AA)
1 credit (3 lab hours)
Prerequisite: Must meet placement requirements in mathematics, English, reading and writing to enroll in course; Prerequisites or corequisites: BSC1010 or BSC1005 (*)

BSC 1011 Principles of Biology II (AA)
3 credits (3 lecture hours)
Prerequisites: BSC1010 and BSC1010L;
Corequisite: BSC1011 (*)

BSC 1011L Principles of Biology II Lab (AA)
1 credit (3 lab hours)
Prerequisites: BSC1010 and BSC1010L;
Corequisite: BSC1011 (*)

BSC 1050 Environmental Conservation (AA)
3 credits (3 lecture hours)
Prerequisite: Must meet placement requirements in mathematics, English, reading and writing to enroll in course (*)

BSC 1050 Honors Environmental Conservation (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 (*)

BSC 2085 Anatomy and Physiology I (AA)
3 credits (3 lecture hours)
Prerequisite: Must meet placement requirements in mathematics, English, reading and writing to enroll in course; Corequisite: BSC2085L (*)

BSC 2085L Anatomy and Physiology I Lab (AA)
1 credit (3 lab hours)
Prerequisite: Must meet placement requirements in mathematics, English, reading and writing to enroll in course; Corequisite: BSC2085 (*)

BSC 2086 Anatomy and Physiology II (AA)
3 credits (3 lecture hours)
Prerequisite: BSC2085, BSC2085L; Corequisite: BSC2086L (*)

BSC 2086L Anatomy and Physiology II Lab (AA)
1 credit (3 lab hours)
Prerequisites: BSC2085 and BSC2085L; Corequisite: BSC2086 (*)

BSC 2420 Biotechnology I (AA)
3 credits (3 lecture hours)
Prerequisites: BSC2421, CHM1045 and CHM1045L

BSC 2420L Biotechnology I Laboratory (AA)
1 credit (3 lab hours)
Prerequisites: BSC2421L, CHM1045, CHM1045L

BSC 2421 Introduction to Biotechnology (AA)
3 credits (3 lecture hours)
Prerequisites: ENC1101, MAC1105 Corequisites: BSC2421L, CHM1045, CHM1045L

BSC 2421L Introduction to Biotechnology Laboratory (AA)
1 credit (3 lab hours)
Prerequisites: ENC1101, MAC1105 Corequisites: BSC2421, CHM1045, CHM1045L

BSC 2427 Biotechnology 2, Molecular Biology, Cell & Immunobiology (AA)
3 credits (3 lecture hours)
Prerequisites: BSC2420L, CHM1045, CHM1045L; Corequisites: BSC2427L, CHM1046, CHM1046L

BSC 2427L Biotechnology 2, Molecular Biology, Cell and Immunobiology Laboratory (AA)
1 credit (3 lab hours)
Prerequisites: BSC2420L, CHM1045, CHM1045L; Corequisites: BSC2427, CHM1046, CHM1046L

BSC 2945C Biotechnology Internship (AA)
2 credits (1 lecture hour, 10 lab hours)
Prerequisites: CHM1046, CHM1046L, BSC2421, BSC2420L, and BSC2427

BUL 2241 Business Law I (AA)
3 credits (3 lecture hours)

BUL 2242 Business Law II (AA)
3 credits (3 lecture hours)

CCJ 1010 Introduction to Criminology (AA)
3 credits (3 lecture hours)

CCJ 1020 Administration of Criminal Justice (AA)
3 credits (3 lecture hours)

CCJ 1191 Introduction to Human Behavior and the Criminal Justice Practitioner (AA)
3 credits (3 lecture hours)

CCJ 2500 Juvenile Delinquency (AA)
3 credits (3 lecture hours)

CCJ 2940C Criminology Justice Intern Program (AA)
4 credits (1 lecture hour, 9 lab hours)
Prerequisite: Sophomore students or others, determined by the instructor, based on course work or experience

CDO 0100 Tractor Trailer Driver Training (CDL A) (PSAV)
160 clock hours

CDO 0200 Truck and Bus Driver Training (CDL B) (PSAV)
120 clock hours

CEN 1509 CISCO 1 (Networking Essentials) (AS)
3 credits (3 lecture hours)
Prerequisites: CTS1740 or CGS0250 or CompTIA A+ Certification

CEN 2503 Local Area Networks (AA)
3 credits (3 lecture hours)
Prerequisite: CEN2522 or CGS1565

CEN 2504 Wide Area Networks (AA)
3 credits (3 lecture hours)
Prerequisite: CEN2522 or CGS1565

CEN 2507 TCP/IP and Network Administration (AA)
3 credits (3 lecture hours)
Prerequisite: CEN2522 or CGS1565

CEN 2522 Network Technologies (AA)
3 credits (3 lecture hours)
Corequisite: CGS1570
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For full course descriptions go to panthernet.pbcc.edu/listcrs.cgi | (*) General Education and/or Gordon Rule course
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<td>CSP 0010</td>
<td>Manicuring, Pedicuring, and Nail Extensions (PSAV)</td>
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<td>Salon Practice Lab II (PSAV)</td>
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<td>CSP 0260</td>
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<td>CSP 0300</td>
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<td>CTS 0090</td>
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<td>CTS 0263</td>
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<td>CTS 0414</td>
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<td>Information Security Implementation and Standards (ATC)</td>
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<td>UNIX Installation and Administration Using LINUX (AS)</td>
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<td>CWO 0171</td>
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<td>CWO 0172</td>
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<td>Clinical Practice 2 (PSAV)</td>
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<td>Dental Practicum 1 Laboratory (PSAV)</td>
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For full course descriptions go to panthernet.pbcc.edu/listcrs.cgi  | (*) General Education and/or Gordon Rule course
DEA 0941L Dental Practicum 2 Laboratory (PSAV)  
96 clock hours

DEH 1003 Dental Hygiene Instrumentation (AS)  
1 credit (1 lecture hour)  
Recommended prerequisites: DES1800, DES1800L;  
Recommended corequisite: DEH11003L

DEH 1003L Dental Hygiene Instrumentation Lab (AS)  
2 credits (6 lab hours)  
Recommended prerequisites: DES1800, DES1800L;  
Recommended corequisite: DEH11003

DEH 1130 Oral Embryology and Histology (AS)  
1 credit (1 lecture hour)  
Recommended prerequisite: DES1020

DEH 1800 Dental Hygiene I (AS)  
1 credit (1 lecture hour)  
Corequisite: DEH1800L

DEH 1800L Dental Hygiene I Lab (AS)  
4 credits (12 clinical hours)  
Corequisite: DEH1800

DEH 1802 Dental Hygiene II (AS)  
1 credit (1 lecture hour)  
Corequisite: DEH1802L

DEH 1802L Dental Hygiene II Lab (AS)  
1 credit (3 clinical hours)  
Corequisite: DEH1802

DEH 1811 Dental Ethics and Jurisprudence (AS)  
1 credit (1 lecture hour)  
Recommended corequisite: DEH2806C.

DEH 2300 Pharmacology (AS)  
2 credits (2 lecture hours)  
Recommended prerequisites: BSC2085/2085L, BSC2086/2086L, MCB2010/2010L, CHM1020

DEH 2400 General and Oral Pathology (AS)  
2 credits (2 lecture hours)  
Recommended prerequisites: BSC1085, BSC1085L, BSC1086, BSC1086L, DES1020, DEH1130, MCB2010, MCB2010L

DEH 2603 Periodontology (AS)  
2 credits (2 lecture hours)  
Recommended prerequisites: DEH1800C, DEH1802C, Recommended corequisite: DEH2804C

DEH 2701 Community Dentistry (AS)  
2 credits (2 lecture hours)  
Prerequisite: Recommended sophomore status

DEH 2702L Community Dentistry Practicum (AS)  
1 credit (2 lab hours)  
Prerequisite: Recommended sophomore status

DEH 2804 Dental Hygiene III (AS)  
1 credit (1 lecture hour)  
Corequisite: DEH2804L

DEH 2804L Dental Hygiene III Lab (AS)  
4 credits (1 lecture hour)  
Corequisite: DEH2804

DEH 2806 Dental Hygiene IV (AS)  
1 credit (1 lecture hour)  
Corequisite: DEH2806L

DEH 2806L Dental Hygiene IV Lab (AS)  
5 credits (15 clinical hours)  
Corequisite: DEH2806

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 Prerequisites: DES1840;  
Recommended Corequisites: DEH2603, DEH 2804C

DEP 2102 Child Growth and Development (AA)  
3 credits (3 lecture hours)  
Prerequisite: PSY2012

DES 1020 Dental Anatomy (AS)  
3 credits (3 lecture hours)

DES 1100 Dental Materials (AS)  
2 credits (2 lecture hours)  
Recommended corequisite: DES1100L

DES 1100L Dental Materials Lab (AS)  
1 credit (2 lab hours)  
Recommended corequisite: DES1100

DES 1200 Dental Radiology (AS)  
2 credits (2 lecture hours)  
Recommended corequisite: DES1200L

DES 1200L Dental Radiology Lab (AS)  
1 credit (2 lab hours)  
Recommended corequisite: DES1200L

DES 1600 Office Emergencies (AS)  
1 credit (1 lecture hour)

DES 1800 Introduction to Clinical Procedures (AS)  
3 credits (3 lecture hours)  
Recommended Corequisite: DES1800L

DES 1800L Introduction to Clinical Procedures Lab (AS)  
1 credit (2 lab hours)  
Recommended Corequisite: DES1800

DES 1830 Expanded Functions Lecture (AS)  
1 credit (1 lecture hour)  
Corequisite: DES1830L

DES 1830L Expanded Functions Laboratory (AS)  
1 credit (2 lab hours)  
Corequisite: DES1830

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: HUN1201; FSS1210;  
Corequisite: DIE1419
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<th>COURSE LISTING</th>
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| **DIE 1419 Dietetics Practicum I (AS)** 3 credits (8 lab hours)  
Prerequisites: HUN1201, FSS1210; Corequisite: DIE1412 |
| **DIE 2120 Dietetics III (Administration) (AS)** 3 credits (3 lecture hours)  
Prerequisites: DIE2211, DIE2270; Corequisite: DIE2947L |
| **DIE 2211 Dietetics II (Clinical) (AS)** 3 credits (3 lecture hours)  
Prerequisites: DIE1412, DIE1419; Corequisite: DIE2270 |
| **DIE 2270 Dietetics Practicum II (AS)** 3 credits (8 lab hours)  
Prerequisites: DIE1412, DIE1419; Corequisite: DIE2211 |
| **DIE 2947L Dietetics Practicum III (AS)** 3 credits (9 lab hours)  
Prerequisites: DIE2211, DIE2270; Corequisite: DIE2120 |
| **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, Compass/ESL scores 38-68 Reading and/or a score of 29 or below on the College Placement Test (CPT) |
| **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 1 (Prep)** 3 institutional credits (3 lecture hours)  
Prerequisite: Placement scores of CPT 30-54 or Compass ESL Listening 72-82. (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 0-54 (Students required to prove English proficiency may be placed into the ESL Foundation program.) |
| **EAP 0460 Intermediate Grammar (Prep)** 3 institutional credits (3 lecture hours)  
Prerequisite: A CPT (College Placement Test) score of 0-54 or higher, or successful completion of previous course level |
| **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 or successful completion of Level 1 |
| **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 EAP0420 |
| **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 EAP1584 |
| **EAP 1620 Advanced Reading (Prep)** 3 institutional credits (3 lecture hours)  
Prerequisite: CPT score of 69-82 or successful completion of EAP1520; Corequisite: SLS1501 |
| **EAP 1684 Advanced English (Prep)** 3 institutional credits (3 lecture hours)  
Prerequisites: A CPT (College Placement Test) score of 69-82 or successful completion of EAP1584; Corequisite: SLS1501 |

For full course descriptions go to panthernet.pbcc.edu/listcrs.cgi | (*) General Education and/or Gordon Rule course
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<th>Prerequisites/Notes</th>
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<td>Principles of Macroeconomics (AA)</td>
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<td>Students must satisfy College Prep Reading and College Prep English requirements</td>
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<td>through course completion or appropriate placement test scores. (See Admissions, Placement Test Scores Chart.) before enrolling in this General Education Course.</td>
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<td>Comparative Economics-Travel Study (AA)</td>
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<td>International Current Business Practices (AA)</td>
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<td>Behavior Management in the Classroom (AA)</td>
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<td>Foundations in Education (AA)</td>
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<td>EDF 2949C</td>
<td>Co-op Education II (AA)</td>
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<td>Introduction to Educational Psychology (AA)</td>
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<td>Introduction to School Age Child (AS)</td>
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<td>Infant/Toddler Environments (AS)</td>
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<td>Overview of Child Care Center Management (AS)</td>
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<td>EEC 1526</td>
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<td>Observation and Assessment in Early Childhood (AS)</td>
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<td>Positive Guidance and Behavior Management in School Age Child Care (AS)</td>
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<td>Development of the School Age Child (AS)</td>
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<td>EEC 2002</td>
<td>Child Care and Education Organization Leadership Management (AS)</td>
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<td>Developing Curriculum for Infants and Toddlers (AS)</td>
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<td>Child Care and Education Programming (AS)</td>
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<td>EEC 2230</td>
<td>Montessori Classroom Leadership (AS)</td>
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<td>Social-Emotional Growth and Socialization in Infants and Toddlers (AS)</td>
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<td>Child Care and Education Financial and Legal Issues (AS)</td>
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<td>Montessori Observation and Overview 2 (AS)</td>
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<td>Conflict Resolution in Early Childhood (AS)</td>
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<td>Health, Safety, and Nutrition for the Young Child (AS)</td>
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<td>Infant/toddler Practicum II (AS)</td>
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<td>Child Care Center Management Practicum I (AS)</td>
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<td>Engineering Graphics (AS)</td>
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<td>Aeromedical Transport (AS)</td>
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<td>EMT-Basic Hospital and Field Experience (AS)</td>
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<td>Paramedic 2 (AS)</td>
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<td>College Prep English II (Prep)</td>
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ENC 1101 College Composition I (AA)  
3 credits (3 lecture hours)  
Prerequisite: ENC0010 or adequate score on placement exam (*)

ENC 1102 College Composition II (AA)  
3 credits (3 lecture hours)  
Prerequisite: ENC1101 or ENC1121 (*)

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 2 (AA)  
3 credits (3 lecture hours)  
Prerequisite: ENC 1101 or ENC 1121 and PBCC GPA of 3.5 or above (*)

ENC 1141 Writing About Literature (AA)  
3 credits (3 lecture hours)  
Prerequisite: ENC1101 or ENC1121 (*)

ENC 1141 Honors Writing About Literature (AA)  
3 credits (3 lecture hours)  
Prerequisite: ENC 1101 or ENC 1121, 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 1210 Technical Communication (AS)  
3 credits (3 lecture hours)  
Prerequisite: ENC0010 or adequate score on the placement exam

ENL 2012 English Literature Before 1800 (AA)  
3 credits (3 lecture hours)  
Prerequisite: ENC1101 or ENC1121 (*)

ENL 2012 Honors English Literature Before 1800 (AA)  
3 credits (3 lecture hours)  
Prerequisite: ENC1101 or ENC1121 and cumulative 3.5 GPA (*)

ENL 2022 English Literature After 1800 (AA)  
3 credits (3 lecture hours)  
Prerequisite: ENC1101 or ENC1121 (*)

ENL 2022 Honors English Literature After 1800 (AA)  
3 credits (3 lecture hours)  
Prerequisite: ENC1101 or ENC1121 and cumulative 3.5 GPA (*)

EPI 0010 Foundations of Research-based Practices in Reading (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: EP0944

EPI 0030 Diversity in the Classroom (IC)  
2 institutional credits (2 lecture hours)  
Prerequisites: Bachelor’s degree and 2.5 GPA; Corequisite: EP0945

EPI 0940 EPI Field Experience I (IC)  
1 institutional credit (1 lecture hour)  
Prerequisites: Bachelor’s degree and 2.5 GPA; Corequisite: EP00020

EPI 0945 EPI Field Experience 2 (IC)  
1 institutional credit (1 lecture hour)  
Prerequisites: Bachelor’s degree and 2.5 GPA; Corequisite: EP00030

ESC 1000 Earth Science (AA)  
3 credits (3 lecture hours) (*)

ETC 1202 Construction Documents (AS)  
3 credits (3 lecture hours)  
Prerequisite: BCN2253C

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: ETD1320C, ETD2350C

ETI 1110 Quality Management (AS)  
3 credits (3 lecture hours)

ETI 1446 Project Management (AS)  
3 credits (3 lecture hours)  
Prerequisite: CSG1570 or permission of department chairperson
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<td>EVR 1007</td>
<td>Florida's Environmental History</td>
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<td>EVR 2212</td>
<td>Surface Water Hydrology</td>
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<td>3 lecture hours, Prerequisites: MAC1147, STA2023, EVR1230</td>
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<td>Survey of Environmental Mapping/GIS/Remote Sensing</td>
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<td>EVR 2858</td>
<td>Environmental Law</td>
<td>3</td>
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<td>EVR 2940</td>
<td>Cooperative Work Experience-Environmental Science</td>
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<td>EVS 2015</td>
<td>Technical Writing for Environmental Professionals</td>
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<td>EVS 2020</td>
<td>Environmental Data Methods</td>
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<td>Hazardous Materials and Environmental Air Quality</td>
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<td>EVS 2870</td>
<td>Wildlife Ecology</td>
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<td>Fire Fighter</td>
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<td>Introduction to Fire Science</td>
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<td>Fire Hydraulics</td>
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<td>FFP 1302</td>
<td>Fire Apparatus and Equipment</td>
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<td>FFP 1505</td>
<td>Fire Prevention</td>
<td>3</td>
<td>(AS)</td>
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<td>FFP 1540</td>
<td>Private Fire Protection Systems</td>
<td>3</td>
<td>(AS)</td>
<td>3 lecture hours</td>
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<td>FFP 1820</td>
<td>Basic Emergency Planning Concepts</td>
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<td>FFP 1822</td>
<td>Emergency Management Systems Principles and Practices</td>
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<td>FFP 1824</td>
<td>Basic Incident Management System I-200</td>
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<td>FFP 1825</td>
<td>Intermediate Incident Management System I-300</td>
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<td>FFP 1830</td>
<td>Hazards Analysis and Impacts</td>
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<td>Emergency Response to Terrorism</td>
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<td>FFP 1841</td>
<td>Business Contingency and Continuity of Operations Planning</td>
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<td>Emergency Operations Center Operations and Design</td>
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<td>Fire Chemistry</td>
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<td>FFP 2120</td>
<td>Building Construction Fire Protection</td>
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<td>FFP 2402</td>
<td>Hazardous Materials for Emergency Operations II</td>
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<td>(AS)</td>
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<td>FFP 2423</td>
<td>Hazardous Materials 3</td>
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<td>FFP 2510</td>
<td>Related Fire Codes and Standards</td>
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<td>FFP 2521</td>
<td>Blueprint Reading and Plan Examination</td>
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<td>FFP 2541</td>
<td>Private Fire Protection Systems 2</td>
<td>3</td>
<td>(AS)</td>
<td>3 lecture hours, Prerequisite: FFP1540 and completion of Fire Inspector 1 PSAV certificate</td>
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<td>FFP 2604</td>
<td>Fire Investigation and Arson Detection</td>
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<td>FFP 2606</td>
<td>Post Blast Investigations</td>
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<td>FFP 2610</td>
<td>Fire Investigation: Origin and Cause</td>
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<td>FFP 2630</td>
<td>Latent Investigation</td>
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<td>FFP 2670</td>
<td>Legal Issues for Investigators</td>
<td>3</td>
<td>(AS)</td>
<td>3 lecture hours, Prerequisite: Student must be a certified firefighter, inspector, investigator or police officer to enroll in this course</td>
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For full course descriptions go to panthernet.pbcc.edu/listcrs.cgi | (*) General Education and/or Gordon Rule course
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<td>Public Information Officer (AS)</td>
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<td>FFP 2720</td>
<td>Company Officer &amp; Leadership (AS)</td>
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<td>Fire Service Course Delivery (AS)</td>
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<td>FFP 2741</td>
<td>Fire Service Course Design (AS)</td>
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<td>FFP 2780</td>
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<td>Firefighting Strategy and Tactics 1 (AS)</td>
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<td>FFP 2811</td>
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<td>FFP 2842</td>
<td>Defending Communities, Bridging Disaster Preparedness, Recovery, Mitigation (AS)</td>
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<td>FFP 2880</td>
<td>Emergency Management Public Policy, Relations and Education (AS)</td>
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<td>FIL 1420</td>
<td>Motion Picture and Television Production I (AS)</td>
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<td>(3 lecture hours)</td>
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<td>FIL 1620</td>
<td>Computer Applications for Motion Pictures and Television (AS)</td>
<td>3</td>
<td>(3 lecture hours) Prerequisite: FIL1420</td>
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<td>FIL 2000</td>
<td>Introduction to Film Communication (AA)</td>
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<td>FIL 2030</td>
<td>History of Motion Pictures (AA)</td>
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<td>FIL 2100</td>
<td>Writing for Motion Pictures and Television (AS)</td>
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<td>FIL 2361</td>
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<td>FIL 2432C</td>
<td>Motion Picture and Television Production II (AS)</td>
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<td>FIL 2461</td>
<td>Cinematography and Lighting (AS)</td>
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<td>FIL 2480</td>
<td>Motion Picture and Television Direction (AS)</td>
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<td>FIL 2571C</td>
<td>Editing and Post-Production (AS)</td>
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<td>FIL 2611</td>
<td>The Business and Marketing of Motion Pictures and Television (AA)</td>
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<td>FIL 2770</td>
<td>Introduction to Digital Animation (AS)</td>
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<td>FIL 2910</td>
<td>Independent Project in Motion Picture and Television Production (AS)</td>
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<td>FIL 2943</td>
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<td>FIL 2952</td>
<td>Portfolio Preparation (AS)</td>
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<td>FIN 2100</td>
<td>Personal Finance (AS)</td>
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<td>Food Service Sanitation (AS)</td>
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<td>Elementary French I (AA)</td>
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<td>Elementary French II (AA)</td>
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<td>Intermediate Conversational French I (AA)</td>
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<td>Elements of Food Science and Techniques (AS)</td>
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<td>Professional Cooking (AS)</td>
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<td>Understanding Wine and Spirits (AS)</td>
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<td>Introduction to Food Service Management (AS)</td>
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<td>Baking (AS)</td>
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<td>FSS1220 and FSS1220L or instructor permission required</td>
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<td>Pumping and Irrigation Systems (AS)</td>
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<td>GER1121 or permission of department chair (*)</td>
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<td>GRA 1190C</td>
<td>Graphic Design I (AA)</td>
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<td>ART1201C and ART1300C; Corequisite: ART1205C</td>
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<td>Introduction to Macintosh Graphics (AS)</td>
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<td>GRA 2121C</td>
<td>QuarkXPress 1 (AS)</td>
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<td>Pre/Corequisites: ART1210C, ART1300C</td>
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<td>GRA 2122C</td>
<td>QuarkXPress 2 (AS)</td>
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<td>Pre/Corequisites: GRA2121C or permission of department chair</td>
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<td>GRA 2131</td>
<td>Multimedia Graphics (AS)</td>
<td>3</td>
<td>ART1201C, ART1300C, and GRA2100C</td>
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| GRA 2132C   | Multimedia Design (AS)                           | 3       | ART1201C, ART1205C, ART1300C, GRA2131 and GRA2160; Corequisite:
|             |                                                  |         | G2136C                                                           |
| GRA 2136C   | Multimedia Video Editing (AS)                    | 3       | ART1201C, ART1205C, ART1300C, GRA2131 and GRA2160; Corequisite:
|             |                                                  |         | G2136C                                                           |
| GRA 2144    | Graphic Web Design (AS)                          | 3       | ART1201C, ART1205C, ART1300C, GRA2131 and GRA2160; Corequisite:
|             |                                                  |         | G2722                                                            |
| GRA 2151C   | Illustrator 1 (AS)                               | 3       |                                                                |
| GRA 2152C   | Illustrator 2 (AS)                               | 3       | Pre/Corequisites: GRA2151C or permission of department chair    |
| GRA 2156C   | Photoshop 1 (AS)                                 | 3       | Pre/Corequisites: GRA2100C or permission of department chair    |
| GRA 2157C   | Photoshop 2 (AS)                                 | 3       | Pre/Corequisites: GRA2156C                                      |
| GRA 2160    | Multimedia Animation (AS)                        | 3       | ART1201C, ART1300C, GRA2100C; Corequisites: ART1205C and GRA2131 |
GRA 2171C Portfolio Composition (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: GRA2191C

GRA 2191C Graphic Design 2 (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: GRA1190C, GRA2100C
or instructor permission required

GRA 2722 Dreamweaver (AS)
3 credits (3 lecture hours, 2 lab hours)
Prerequisites: ART1201C, ART1300C, ART1205C;
GRA2100C, GRA2160 and GRA2131;
Corequisite: GRA2144

GRA 2940 Graphic Design Internship (AS)
3 credits (4 lab hours)
Prerequisites: All other Graphic Design courses required
for Graphic Design Technology program. A 3.0
minimum GPA in major graphic design courses and
approval of department chair

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 0106 10-Hour Infant/Toddler Appropriate
Practices (PSAV)
10 clock hours

HEV 0114 Rules & Regulations for Center-Based (PSAV)
6 clock hours

HEV 0115 Introductory Childcare Worker Certification
Training (PSAV)
24 clock hours

HEV 0118 Rules & Regulations for Family Childcare (PSAV)
6 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: HEV0130

HEV 0132 CDA Module III (PSAV)
42 clock hours
Prerequisite: HEV0131

HEV 0160 CDA Observation (PSAV)
2 clock hours

HEV 0164 FCC 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 1 (PSAV)
42 clock hours
Prerequisites: HEV0100 and passing of the 30-Hour
Family Child Care Certification Competency Test

HEV 0801 FCC Child Development Associate (CDA)
Module 2 (PSAV)
40 clock hours
Prerequisite: HEV0800

HEV 0802 FCC Child Development Associate (CDA)
Module 3 (PSAV)
40 clock hours
Prerequisite: HEV0801

HEV 0803 Part I - School Age Program
Certification (PSAV)
28 clock hours

HEV 0804 Part 2 - Curriculum for School Age
Programs (PSAV)
20 clock hours

HFT 1000 Introduction to the Hospitality Business (AS)
3 credits (3 lecture hours)

HFT 1313 Hospitality Property Management (AS)
3 credits (3 lecture hours)

HFT 1630 Management of Security in Hospitality
Business (AS)
3 credits (3 lecture hours)

HFT 1700 Tourism and the Hospitality Industry (AS)
3 credits (3 lecture hours)

HFT 1850C Dining Room Management (AS)
3 credits (2 lecture hours, 4 lab hours)
Prerequisite or corequisite: FOST1201

HFT 2220 Personnel Management Practices (AS)
3 credits (3 lecture hours)

HFT 2410 Hotel-Motel Front Office and Procedures (AS)
3 credits (3 lecture hours)

HFT 2510 Sales Promotion and Advertising in Hotels and
Food Service (AS)
3 credits (3 lecture hours)

HFT 2600 Hospitality Industry Law (AS)
3 credits (3 lecture hours)

HIM 0000 Health Information Management (ATD)
90 clock hours
Prerequisites: HSCD003, OTA0100

HIM 0030 Fundamentals of Medical Transcription (ATD)
140 clock hours
Prerequisites: MEA0230, OTA0100, PRN0022
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<td>Professional Skills for the Medical Transcriptionist (ATD)</td>
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<td>Pathophysiology and Pharmacology for Health Professions (ATD)</td>
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<td>Introduction to Horticulture (AS)</td>
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<td>HSC 0003</td>
<td>Health Care Concepts (PSAV)</td>
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<tr>
<td>MCB 2010</td>
<td>Honors Microbiology (AA)</td>
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<td>lecture</td>
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<tr>
<td>MCB 2010L</td>
<td>Microbiology Laboratory (AA)</td>
<td>1</td>
<td>lab</td>
</tr>
<tr>
<td>MEA 0201</td>
<td>Diseases, Disorders, and Treatment for Medical Assisting 2 (PSAV)</td>
<td>clock</td>
<td></td>
</tr>
</tbody>
</table>

For full course descriptions go to panthernet.pbcc.edu/listcrs.cgi  | (*) General Education and/or Gordon Rule course
MEA 0230 Medical Terminology for Body Systems (PSAV)  
95 clock hours

MEA 0240 Mathematics for Clinical Calculations (PSAV)  
35 clock hours

MEA 0242 Pharmacology for the Medical Assistant (PSAV)  
95 clock hours  
Corequisite: MEA0310 and MEA0520

MEA 0253 Diseases, Disorders, and Treatment for Medical Assisting I (PSAV)  
120 clock hours  
Prerequisite: MEA0242

MEA 0254 Basic Medical Laboratory Techniques for the Medical Assistant (PSAV)  
50 clock hours  
Prerequisites: MEA0253, MEA0540

MEA 0258 Radiology for the Medical Assistant (PSAV)  
50 clock hours  
Prerequisites: MEA0242, MEA0520

MEA 0310 Introduction to Medical Office Procedures (PSAV)  
90 clock hours  
Prerequisites: HSC0003, MEA0230, OTA0100, PRN0022; Current American Heart Association Basic Life Support (BLS) for Healthcare Providers CPR; Corequisites: MEA0242, MEA0520

MEA 0322 Advanced Medical Office Procedures (PSAV)  
75 clock hours  
Prerequisite: MEA0334

MEA 0334 Medical Insurance and Coding (PSAV)  
75 clock hours  
Prerequisite: MEA0310

MEA 0520 Phlebotomy for the Medical Assistant (PSAV)  
75 clock hours  
Corequisite: MEA0242 and MEA0310

MEA 0540 Electrocardiography for the Medical Assistant (PSAV)  
75 clock hours  
Prerequisite: MEA0520

MEA 0801 Externship in Medical Assisting (PSAV)  
173 clock hours  
Prerequisites: MEA0201, MEA0254, MEA0322

MGF 1106 Liberal Arts Mathematics (AA)  
3 credits (3 lecture hours)  
Prerequisites: A grade of “C” or above in MAT1033, or 72 & above (EA) FCELPt and 44 & above (CLM) FCELPt or/and one year of high school algebra and passing score on the placement exam (*)

MGF 1107 Finite Mathematics (AA)  
3 credits (3 lecture hours)  
Prerequisite: MAT1033 or equivalent (*)

MGF 1109 Ratio and Proportion (AA)  
1 credit (1 lecture hour)  
Prerequisites: Successful completion of MAT 0020 or one year of high school algebra and passing score on placement test

MGF 1111 Geometry (AA)  
1 credit (1 lecture hour)  
Prerequisites: A grade of “C” or above in MAT1033, or 72 & above (EA) FCELPt and 44 & above (CLM) FCELPt or/and one year of high school algebra and passing score on the placement exam (*)

MGF 1112 Logic (AA)  
1 credit (1 lecture hour)  
Prerequisites: A grade of “C” or above in MAT1033, or 72 & above (EA) FCELPt and 44 & above (CLM) FCELPt or/and one year of high school algebra and passing score on the placement test (*)

MKA 1041 Principles of Retailing I (AS)  
3 credits (3 lecture hours)

MKA 1511 Advertising (AS)  
3 credits (3 lecture hours)

MKA 2021 Personal Selling (AS)  
3 credits (3 lecture hours)

MMC 1000 Survey of Communication (AA)  
3 credits (3 lecture hours)

MMC 1100 Basic News Writing for Mass Media (AA)  
3 credits (3 lecture hours)  
Prerequisite: ENC1101 or ENC1121

MMC 1949C Mass Media Internship I (AA)  
3 credits (1 lecture hour, 10 lab hours)  
Prerequisite: MMC1100 or JOU2103

MMC 2949C Mass Media Internship II (AA)  
3 credits (1 lecture hour, 10 lab hours)  
Prerequisite: MMC1100 or JOU2103

MNA 2100 Human Relations in Business (AS)  
3 credits (3 lecture hours)

MNA 2303 Introduction to Public Personnel Management (AS)  
3 credits (3 lecture hours)

MNA 2345 Principles of Supervision (AS)  
3 credits (3 lecture hours)

MSS 0252 Massage Therapy I (PSAV)  
200 clock hours  
Prerequisite: HSC0003

MSS 0262 Massage Therapy 2 (PSAV)  
235 clock hours  
Prerequisite: MSS0252

MSS 0263 Massage Therapy 3 (PSAV)  
237 clock hours  
Prerequisite: MSS0262

MTB 1103 Business Mathematics I (AS)  
3 credits (3 lecture hours)

MTB 1304 Graphing Calculator (AA)  
1 credit (1 lecture hour)  
Prerequisite: MAT1033 or appropriate placement score

MTG 2206 College Geometry (AA)  
3 credits (3 lecture hours)  
Prerequisite: MAT1033 or Placement scores: ACT-20, SAT-450, CPT-72(EA) and 44(CLIM)
## MUSIC CLASSROOM / ENSEMBLE / PERFORMANCE INSTRUCTION AA

### Freshman/Sophomore

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Credits</th>
<th>Prerequisites/Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUC 2301</td>
<td>Introduction to Electronic Music I (AA)</td>
<td>3</td>
<td>3 lecture hours; There are no prerequisites, although basic computer skills and a fundamental knowledge of music notation is recommended</td>
</tr>
<tr>
<td>MUC 2302</td>
<td>Introduction to Electronic Music II (AA)</td>
<td>3</td>
<td>3 lecture hours; Prerequisite or corequisite: MUC2301 or instructor permission required</td>
</tr>
<tr>
<td>MUC 2311</td>
<td>Electronic Music I (AA)</td>
<td>3</td>
<td>3 lecture hours; Prerequisite: MUC2302</td>
</tr>
<tr>
<td>MUC 2312</td>
<td>Electronic Music II (AA)</td>
<td>3</td>
<td>3 lecture hours; Prerequisite: MUC2311</td>
</tr>
<tr>
<td>MUH 2018</td>
<td>History and Appreciation of Jazz (AA)</td>
<td>3</td>
<td>3 lecture hours; Prerequisite: Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate test scores. (See Admissions, Placement Test Chart.) (*)</td>
</tr>
<tr>
<td>MUL 1010</td>
<td>Music Appreciation (AA)</td>
<td>3</td>
<td>3 lecture hours; (*)</td>
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<tr>
<td>MUL 1010</td>
<td>Honors Music Appreciation (AA)</td>
<td>3</td>
<td>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 (*)</td>
</tr>
<tr>
<td>MUM 1030L</td>
<td>Commercial Music Performance (AA)</td>
<td>1</td>
<td>1 credit (3 lab hours); Prerequisite: MUN1112 or instructor permission required</td>
</tr>
<tr>
<td>MUM 1622L</td>
<td>Sound Reinforcement and Fundamentals Laboratory (AA)</td>
<td>1</td>
<td>1 credit (2 lab hours); Prerequisites: MUM2601, MUM2601L or instructor permission required</td>
</tr>
<tr>
<td>MUM 2600</td>
<td>Recording Techniques I (AA)</td>
<td>3</td>
<td>3 lecture hours; Corequisite: MUM2600</td>
</tr>
<tr>
<td>MUM 2600L</td>
<td>Recording Techniques I Laboratory (AA)</td>
<td>1</td>
<td>1 credit (2 lab hours); Corequisite: MUM2600</td>
</tr>
<tr>
<td>MUM 2601</td>
<td>Recording Techniques II (AA)</td>
<td>3</td>
<td>3 lecture hours; Prerequisites: MUM2600, MUM2600L; Corequisites: MUM2601L, MUM2601L</td>
</tr>
<tr>
<td>MUM 2601L</td>
<td>Recording Techniques II Laboratory (AA)</td>
<td>1</td>
<td>1 credit (2 lab hours); Prerequisites: MUM2600 and MUM2600L; Corequisites: MUM2601L, MUM2601</td>
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<tr>
<td>MUM 2604L</td>
<td>Multi-Track Mixdown Techniques (AA)</td>
<td>1</td>
<td>1 credit (2 lab hours); Prerequisites: MUM2600, MUM2600L</td>
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<tr>
<td>MUN 1021R</td>
<td>Electronic Music Ensemble (AA)</td>
<td>1</td>
<td>1 credit (2 lab hours); Prerequisites: MVK1111A, MUT1001, or MUT1111, or instructor permission required</td>
</tr>
<tr>
<td>MUN 1120R</td>
<td>Concert Band (AA)</td>
<td>1</td>
<td>1 credit (2 lab hours)</td>
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<tr>
<td>MUN 1310R</td>
<td>Concert Chorus (AA)</td>
<td>1</td>
<td>1 credit (3 lab hours)</td>
</tr>
<tr>
<td>MUN 1410R</td>
<td>String Ensemble (AA)</td>
<td>1</td>
<td>1 credit (2 lab hours); Prerequisite: Audition or instructor permission required</td>
</tr>
<tr>
<td>MUN 1420R</td>
<td>Woodwind Ensemble (AA)</td>
<td>1</td>
<td>1 credit (2 lab hours); Prerequisite: Music pre-major or audition</td>
</tr>
<tr>
<td>MUN 1430R</td>
<td>Brass Ensemble (AA)</td>
<td>1</td>
<td>1 credit (2 lab hours)</td>
</tr>
<tr>
<td>MUN 1492R</td>
<td>Guitar Ensemble (AA)</td>
<td>1</td>
<td>1 credit (2 lab hours); Members are selected by audition</td>
</tr>
<tr>
<td>MUN 1710A</td>
<td>O’clock Jazz Band (R)</td>
<td>1</td>
<td>1 credit (3 lab hours); Prerequisite to MUN 2710 A R: Two semesters of MUN 1710 A R and required audition</td>
</tr>
<tr>
<td>MUN 1710B</td>
<td>Jazz Trombone Ensemble (R)</td>
<td>1</td>
<td>1 credit (2 lab hours); Prerequisite to MUN 2710 B R: Two semesters of MUN 1710 B R and required audition</td>
</tr>
<tr>
<td>MUN 1710C</td>
<td>Jazz Combo (R)</td>
<td>1</td>
<td>1 credit (3 lab hours); Prerequisite to MUN 2710 C R: Two semesters of MUN 1710 C R and required audition</td>
</tr>
<tr>
<td>MUN 1710D</td>
<td>Tuesday Nite Jazz Band (R)</td>
<td>1</td>
<td>1 credit (2 lab hours); Prerequisite to MUN 2710 D R: Two semesters of MUN 1710 D R and required audition</td>
</tr>
<tr>
<td>MUN 1710E</td>
<td>Jazz Guitar Ensemble (R)</td>
<td>1</td>
<td>1 credit (2 lab hours); Prerequisite to MUN 2710 E R: Two semesters of MUN 1710 E R and required audition</td>
</tr>
<tr>
<td>MUN 1720R</td>
<td>Troubadours (AA)</td>
<td>1</td>
<td>1 credit (3 lab hours)</td>
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</tbody>
</table>

(*) General Education and/or Gordon Rule course

For full course descriptions go to panthernet.pbcc.edu/listcrs.cgi
MUSIC CLASSROOM / ENSEMBLE / PERFORMANCE INSTRUCTION AA
(Freshman/Sophomore)

MUN 2340R Chamber Singers (AA)
1 credit (2 lab hours)
Prerequisite: Membership by audition or instructor permission required

MUN 2510R Piano Vocal/Instrumental Accompanying (AA)
1 credit (2 lab hours)
Prerequisite: Required audition:
Corequisite: MVK1311 R or MVK2321 R

MUS 0010L Recital Seminar (AA)
0 credit (1 lecture hour)

MUT 1001 Fundamentals of Music (AA)
3 credits (3 lecture hours)
Prerequisite: Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate test scores. (See Admissions, Placement Test Chart.) (*)

MUT 1111 Music Theory I (AA)
3 credits (3 lecture hours)
Corequisite: MUT1241

MUT 1112 Music Theory II (AA)
3 credits (3 lecture hours)
Prerequisite: MUT1111 or equivalent;
Corequisite: MUT1242

MUT 1241 Ear Training and Sight Singing I (AA)
1 credit (2 lab hours)
Corequisite: MUT1111 or equivalent

MUT 1242 Ear Training and Sight Singing II (AA)
1 credit (2 lab hours)
Prerequisite: MUT1241; MUT1112

MUT 1351 Jazz Arranging I (AA)
3 credits (3 lecture hours)
Prerequisite: MUT1112 or instructor permission required

MUT 2116 Music Theory III (AA)
3 credits (3 lecture hours)
Prerequisite: MUT1112 or equivalent;
Corequisite: MUT2246

MUT 2117 Music Theory IV (AA)
3 credits (3 lecture hours)
Prerequisite: MUT2116 or equivalent;
Corequisite: MUT2247

MUT 2246 Ear Training and Sight Singing III (AA)
1 credit (2 lab hours)
Prerequisite: MUT1242;
Corequisite: MUT2116

MUT 2247 Ear Training and Sight Singing IV (AA)
1 credit (2 lab hours)
Prerequisite: MUT2246;
Corequisite: MUT2117

MUT 2641 Instrumental Improvisation (AA)
1 credit (3 lab hours)
Prerequisite: MUT1111 or instructor permission required

MVK 1111A Class Instruction - Piano I (AA)
1 credit (2 lab hours)

MVK 1111B Class Instruction - Piano II (AA)
1 credit (2 lab hours)
Prerequisite: MVK1111 A or equivalent

MVK 2121 Class Instruction - Piano III (AA)
1 credit (2 lab hours)
Prerequisite: MVK1111 B or equivalent

MVK 2122 Class Instruction - Piano IV (AA)
1 credit (2 lab hours)
Prerequisite: MVK2121 or equivalent

MVS 1116A Class Instruction - Guitar I (AA)
1 credit (2 lab hours)

MVS 1116B Class Instruction - Guitar II (AA)
1 credit (2 lab hours)

MVV 1111A Class Instruction - Voice I (AA)
1 credit (2 lab hours)
Prerequisite: MVV1111 A or equivalent

MVV 1111B Class Instruction - Voice II (AA)
1 credit (2 lab hours)
Prerequisite: MVV1111 A or equivalent
MUSIC APPLIED PRIVATE INSTRUCTION (AA)  
(Freshman/Sophomore)

Corequisite: MUS0010L (Recital Seminar)

Four semesters of applied private lessons are required for all music pre-majors. Non-music pre-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 Spring 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.

FALL/SPRING TERM 1300/2300 SERIES

BRASSES - FRESHMAN LEVEL

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Corequisites</th>
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</thead>
<tbody>
<tr>
<td>MVB 1311R</td>
<td>Trumpet (AA)</td>
<td>2</td>
<td>Corequisite: MUN 1120 R</td>
</tr>
<tr>
<td>MVB 1312R</td>
<td>Horn (AA)</td>
<td>2</td>
<td>Corequisite: MUN 1120 R</td>
</tr>
<tr>
<td>MVB 1313R</td>
<td>Trombone (AA)</td>
<td>2</td>
<td>Corequisite: MUN 1120 R</td>
</tr>
<tr>
<td>MVB 1314R</td>
<td>Baritone Horn (AA)</td>
<td>2</td>
<td>Corequisite: MUN 1120 R</td>
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</tbody>
</table>

BRASSES - SOPHOMORE LEVEL

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Corequisites</th>
</tr>
</thead>
</table>
| MVB 2321R | Trumpet (AA)       | 2       | Prerequisite: 2 semesters of MVB1311 R w/grade of B or higher  
 |          |                    |         | Corequisite: MUN 1120 R             |
| MVB 2322R | Horn (AA)          | 2       | Prerequisite: 2 semesters MVB 1312 R w/grade of B or higher  
 |          |                    |         | Corequisite: MUN 1120R              |
| MVB 2323R | Trombone (AA)      | 2       | Prerequisite: 2 semesters MVB 1313 R w/grade of B or higher  
 |          |                    |         | Corequisite: MUN 1120 R             |
| MVB 2324R | Baritone Horn (AA) | 2       | Prerequisite: 2 semesters of MVB 1314 R w/grade of B or higher  
 |          |                    |         | Corequisite: MUN 1120 R             |

KEYBOARD - FRESHMAN LEVEL

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Corequisites</th>
</tr>
</thead>
</table>
| MVK 1311R | Piano (AA)         | 2       | Prerequisite: 2 semesters of MVK1311 R w/grade of B or higher  
 |          |                    |         | Corequisite: MUN 1120 R             |
| MVK 1314R | Jazz Piano (AA)   | 2       | Prerequisite: 2 semesters of MVK1314 R w/grade of B or higher  
 |          |                    |         | Corequisite: MUN 1120 R             |

KEYBOARD - SOPHOMORE LEVEL

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Corequisites</th>
</tr>
</thead>
</table>
| MVK 2321R | Piano (AA)         | 2       | Prerequisite: 2 semesters of MVK1311 R w/grade of B or higher  
 |          |                    |         | Corequisite: MUN 1120 R             |
| MVK 2324R | Jazz Piano (AA)   | 2       | Prerequisite: 2 semesters of MVK1314 R w/grade of B or higher  
 |          |                    |         | Corequisite: MUN 1120 R             |

PERCUSSION - FRESHMAN LEVEL

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Corequisites</th>
</tr>
</thead>
</table>
| MVP 1311R | Percussion (AA)   | 2       | Prerequisite: 2 semesters of MVP1311 R w/grade of B or higher  
 |          |                    |         | Corequisite: MUN 1120 R             |

PERCUSSION - SOPHOMORE LEVEL

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Corequisites</th>
</tr>
</thead>
</table>
| MVP 2321R | Percussion (AA)   | 2       | Prerequisite: 2 semesters of MVP1311 R w/grade of B or higher  
 |          |                    |         | Corequisite: MUN 1120R              |

STRINGS - FRESHMAN LEVEL

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Corequisites</th>
</tr>
</thead>
</table>
| MVS 1312R | Viola (AA)         | 2       | Prerequisite: 2 semesters of MVS1312 R w/grade of B or higher  
 |          |                    |         | Corequisite: MUN 1120 R             |
| MVS 1314R | String Bass (AA)  | 2       | Prerequisite: 2 semesters of MVS1314 R w/grade of B or higher  
 |          |                    |         | Corequisite: MUN 1120 R             |
| MVS 1315R | Harp (AA)          | 2       | Prerequisite: 2 semesters of MVS1315 R w/grade of B or higher  
 |          |                    |         | Corequisite: MUN 1120 R             |
| MVS 1316R | Classical Guitar (AA) | 2       | Prerequisite: 2 semesters of MVS1316 R w/grade of B or higher  
 |          |                    |         | Corequisite: MUN 1120 R             |
| MVS 1317R | Bass Guitar (AA)  | 2       | Prerequisite: 2 semesters of MVS1317 R w/grade of B or higher  
 |          |                    |         | Corequisite: MUN 1120 R             |
| MVS 1318R | Jazz Guitar (AA)  | 2       | Prerequisite: 2 semesters of MVS1318 R w/grade of B or higher  
 |          |                    |         | Corequisite: MUN 1120 R             |

For full course descriptions go to panthernet.pbcc.edu/listcrs.cgi | (*) General Education and/or Gordon Rule course
STRINGS - SOPHOMORE LEVEL
2 credits (one hour per week)
MVJ 2323R Jazz Guitar (AA)
Prerequisite: 2 semesters of MVS 1317 R w/grade of B or higher
MVJ 2324R Bass Guitar (AA)
Prerequisite: 2 semesters of MVS 1316 R w/grade of B or higher
MVS 2324R String Bass (AA)
MVS 2325R Harp (AA)
MVS 2326R Classical Guitar (AA)
Prerequisite: 2 semesters of MVS 1316 R w/grade of B or higher

VOICE - FRESHMAN LEVEL
2 credits (one hour per week)
MVV 1311R Voice (AA)
Prerequisite: MUN 1120 R, Corequisites: MUN1310R

VOICE - SOPHOMORE LEVEL
2 credits (one hour per week)
MVV 2321R Voice (AA)
Prerequisite: 2 semesters of MVV 1311 R w/grade of B or higher plus MUN 1120 R; Corequisites: MUN1310 R

WOODWINDS - FRESHMAN LEVEL
2 credits (one hour per week)
MVW 1311R Flute (AA)
Corequisite: MUN 1120 R;
MVW 1312R Oboe (AA)
Corequisite: MUN 1120 R
MVW 1313R Clarinet (AA)
Corequisite: MUN 1120 R
MVW 1314R Bassoon (AA)
Corequisite: MUN 1120 R
MVW 1315R Saxophone (AA)
Corequisite: MUN 1120 R

WOODWINDS - SOPHOMORE LEVEL
2 credits (one hour per week)
MVW 2321R Flute (AA)
Prerequisite: 2 semesters of MVW 1311 R w/grade of B or higher
Corequisite: MUN 1120 R w/grade of B or higher
MVW 2322R Oboe (AA)
Prerequisite: 2 semesters of MVW 1312 R w/grade of B or higher
Corequisite: MUN 1120 R
MVW 2323R Clarinet (AA)
Prerequisite: 2 semesters of MVW 1313 R w/grade of B or higher
Corequisite: MUN 1120 R
MVW 2324R Bassoon (AA)
Prerequisite: 2 semesters of MVW 1314 R w/grade of B or higher
Corequisite: MUN 1120 R
MVW 2325R Saxophone (AA)
Prerequisite: 2 semesters of MVW 1315 R w/grade of B or higher
Corequisite: MUN 1120 R

SUMMER A AND SUMMER B TERMS,
1200/2200 SERIES
APPLIED TRUMPET
(1 credit, one hour per week)
MVB 1211R Applied Trumpet-Freshman Level (AA)
MVB 2221R Applied Trumpet-Sophomore Level (AA)
Prerequisite: MVB 2321 R

APPLIED JAZZ PIANO, SECONDARY INSTRUMENT
(1 credit, one hour per week)
MVJ 1210R Applied Jazz Piano-Freshman Level (AA)
MVJ 2220R Applied Jazz Piano-Sophomore Level (AA)
Prerequisite: MVJ 2324 R

APPLIED JAZZ GUITAR
(1 credit, one hour per week)
MVJ 1213R Applied Jazz Guitar-Freshman Level (AA)
MVJ 2223R Applied Jazz Guitar-Sophomore Level (AA)
Prerequisite: MVS 2328 R

APPLIED PIANO, SECONDARY INSTRUMENT
(1 credit, one hour per week)
MVK 1211R Applied Piano, Secondary Instrument - Freshman Level (AA)
MVK 2221R Applied Piano, Secondary Instrument - Sophomore Level (AA)
Prerequisite: MVK 2321 R

APPLIED PERCUSSION
(1 credit, one hour per week)
MVP 1211R Applied Percussion – Freshman (AA)
MVP 2221R Applied Percussion – Sophomore (AA)

APPLIED STRINGS
(1 credit, one hour per week)
MVS 1213R Applied Cello – Freshman (AA)
MVS 1214R Applied String Bass – Freshman (AA)
MVS 1217R Applied Bass Guitar – Freshman (AA)
MVS 2224R Applied String Bass – Sophomore (AA)
MVS 2227R Applied Bass Guitar – Sophomore (AA)

APPLIED GUITAR
(1 credit, one hour per week)
MVS 1216R Applied Guitar - Freshman (AA)
MVS 2226R Applied Guitar - Sophomore (AA)
Prerequisite: MVS 2326 R

APPLIED VOICE
(1 credit, one hour per week)
MVV 1211R Applied Voice - Freshman (AA)
MVV 2221R Applied Voice - Sophomore (AA)
Prerequisite: MVV 2321 R

APPLIED FLUTE
(1 credit, one hour per week)
MVW 1211R Applied Flute - Freshman (AA)
MVW 2221R Applied Flute - Sophomore (AA)
Prerequisite: MVW 2321 R
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 1022L</td>
<td>Nursing I Skills Lab (AS)</td>
<td>1</td>
<td>Corequisites: BSC2086/2086L, MCB2010/2010L, NUR1023/1023L, NUR1141 (or NUR2140)</td>
</tr>
<tr>
<td>NUR 1023</td>
<td>Nursing I (AS)</td>
<td>4</td>
<td>Corequisites: BSC2086/2086L, MCB2010/2010L, NUR1022L, NUR1023L, NUR1141 (or NUR2140)</td>
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<td>NUR 1023L</td>
<td>Nursing I Clinical (AS)</td>
<td>3</td>
<td>Corequisites: BSC2086/2086L, MCB2010/2010L, NUR1022L, NUR1023, NUR1141 (or NUR2140)</td>
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<td>NUR 1090</td>
<td>Critical Thinking in Nursing (AS)</td>
<td>3</td>
<td>Prerequisites: BSC2085/2085L, HSC1010 (or NUR2130)</td>
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<tr>
<td>NUR 1141</td>
<td>Introduction to Pharmacotherapeutics (AS)</td>
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<td>Corequisites: MCB2010/2010L, BSC2085/2085L</td>
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<td>NUR 1213</td>
<td>Nursing II (AS)</td>
<td>7</td>
<td>Prerequisites: NUR1022L, NUR1023, NUR1023L, NUR1141 (or NUR2140); Corequisites: HUN1201, NUR1213L, NUR1214L</td>
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<td>NUR 1213L</td>
<td>Nursing II Clinical (AS)</td>
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<td>NUR 1214L</td>
<td>Nursing II Skills Lab (AS)</td>
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<td>Corequisites: NUR1022L, NUR1023, NUR1023L, NUR1141 (or NUR2140); Corequisites: HUN1201, NUR1213, NUR1214L</td>
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<td>NUR 1200L</td>
<td>Introduction to Professional Nursing (AS)</td>
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<td>Prerequisite: LPN; transitional students (Nursing AAS - Program Code A309)</td>
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<td>NUR 2130</td>
<td>Human Growth and Development (AA)</td>
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<td>Pharmacology for Nursing (AS)</td>
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<td>NUR 2215</td>
<td>Nursing III (AS)</td>
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<td>NUR 2215L</td>
<td>Nursing III Clinical (AS)</td>
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<td>Corequisites: NUR1213/1213L, NUR1214L, Corequisites: NUR2213L, PSY2012</td>
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<td>NUR 2291</td>
<td>Critical Care Nursing (ATC)</td>
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<td>Prerequisites: Current RN license</td>
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<tr>
<td>NUR 2293C</td>
<td>Perioperative Nursing (ATC)</td>
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<td>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</td>
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<td>NUR 2297</td>
<td>Clinical Integration of Basic Electrocardiography For Nurses (ATC)</td>
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<td>Prerequisites: Current RN license</td>
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<td>NUR 2651</td>
<td>Overcoming Communication Barriers With The Hispanic Patient (ATC)</td>
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<td>Prerequisite: Current RN license</td>
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<td>NUR 2712C</td>
<td>Nursing 4 Clinical (AS)</td>
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<td>Prerequisites: NUR2215/2215L, PSY2012, SYG2000; Corequisites: NUR 2943L</td>
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<td>Clinical Applications of Twelve Lead Electrocardiography (ATC)</td>
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<td>NUR 2943L</td>
<td>Clinical Preceptorship (AS)</td>
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<td>NUR 2944L</td>
<td>Critical Care Nursing Preceptorship (ATC)</td>
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<td>OCA 0501</td>
<td>Word Processing Using MS Word 2003 (PSAV)</td>
<td>150</td>
<td>Prerequisite: OCA0100 or instructor permission required</td>
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<td>OCA 0502</td>
<td>Presentation Graphics Using MS PowerPoint 2003 (PSAV)</td>
<td>50</td>
<td>Prerequisite: OCA0501 or instructor permission required</td>
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<td>OCE 1001</td>
<td>Introduction to Oceanography (AA)</td>
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<td>OCE 1001L</td>
<td>Introduction to Oceanography Lab (AA)</td>
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<td>(* General Education and/or Gordon Rule course)</td>
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<td>ORH 1005L</td>
<td>Professional Landscape Installation and Maintenance</td>
<td>3</td>
<td>Corequisite: ORH1230L</td>
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<tr>
<td>ORH 1016</td>
<td>Environmental Issues in Horticulture (AS)</td>
<td>3</td>
<td>Corequisite: ORH1230L</td>
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<tr>
<td>ORH 1230</td>
<td>Landscape Management (AS)</td>
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<td>Corequisite: ORH1230L</td>
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ORH 1230L Landscape Management Laboratory (AS)  
1 credit (2 lab hours)  
Corequisite: ORH1230

ORH 1281 Introduction to Orchids and Their Culture (AS)  
3 credits (3 lecture hours)  
Prerequisite: PLS 2220 recommended

ORH 1320 Introduction to Palms and Their Culture (AS)  
3 credits (3 lecture hours)

ORH 1512 Plant Selections for Landscape Situations (AS)  
3 credits (3 lecture hours)  
Recommended Prerequisites: ORH2510 or ORH2800 (ORH2800 excellent to take simultaneously)

ORH 1840 Landscape Construction (AS)  
3 credits (3 lecture hours)

ORH 2220 Turfgrass Culture (AS)  
3 credits (3 lecture hours)

ORH 2241 Arboriculture (AS)  
3 credits (3 lecture hours)

ORH 2251 Florida Horticulture Professional Preparation (AS)  
3 credits (3 lecture hours)

ORH 2510 Ornamental Plant Identification I (AS)  
3 credits (3 lecture hours)

ORH 2511 Introduction to Plants of South Florida Ecosystems (AS)  
3 credits (3 lecture hours)

ORH 2521 Horticultural Taxonomy (AS)  
3 credits (3 lecture hours)

ORH 2601 Horticulture Sales and Services (AS)  
3 credits (3 lecture hours)  
Prerequisites: ORH1010, BUL2240, MAR2011, MKA1041 recommended

ORH 2949C Ornamental Horticulture Work Experience/Internship (AS)  
3 credits (2 lecture hours, 15 lab hours)  
Prerequisite: Student must have completed at least 12 credit hours with a minimum of 2.0 grade point average

OST 1100C Beginning Keyboarding (AS)  
3 credits (1 lecture hour, 4 lab hours)

OST 1108 Building Typing Speed and Accuracy (AS)  
1 credit (1 lecture hour)

OST 1110C Intermediate Keyboarding (AS)  
3 credits (1 lecture hour, 4 lab hours)  
Prerequisite: OST 1100C

OST 1141 Keyboarding for Microcomputer (AS)  
1 credit (2 lab hours)

OST 1211C Shorthand I (AS)  
3 credits (1 lecture hour, 4 lab hours)

OST 1272C Shorthand II (AS)  
3 credits (2 lecture hours, 2 lab hours)  
Prerequisite: OST1211C

OST 1355 Records Management (AS)  
3 credits (3 lecture hours)

OST 1384 Customer Service (AS)  
3 credits (3 lecture hours)

OST 1783 Workplace Technologies (AS)  
3 credits (3 lecture hours)  
Prerequisite: One of the following - CGS1030, CGS1570, OST1100C, or OST2714C

OST 1811 Desktop Publishing (AS)  
3 credits (3 lecture hours)

OST 1828 Presentation Graphics for Business (AS)  
3 credits (3 lecture hours)

OST 1831 Microsoft Windows (AS)  
1 credit (1 lecture hour)

OST 2335 Business Communications (AS)  
3 credits (3 lecture hours)  
Prerequisite: ENC1101

OST 2339 Business English Review (AS)  
1 credit (1 lecture hour)

OST 2402 Office Procedures and Technology (AS)  
3 credits (3 lecture hours)  
Prerequisites: CGS1570 and (OST1110C or OST2714C)

OST 2431 Legal Office Procedures (AS)  
3 credits (3 lecture hours)

OST 2501 Administrative Office Management (AS)  
3 credits (3 lecture hours)  
Prerequisite: CGS1570

OST 2603C Machine Transcription (AS)  
3 credits (2 lecture hours, 2 lab hours)  
Prerequisite: OST1100C

OST 2621C Legal Transcription (AS)  
3 credits (2 lecture hours, 2 lab hours)  
Prerequisites: OST1100C and OST2431

OST 2714C Word Processing (AS)  
3 credits (2 lecture hours, 2 lab hours)

OTA 0100 Introduction to Keyboarding/Word Processing (PSAV)  
60 clock hours

OTA 0131 Building Speed and Accuracy (PSAV)  
60 clock hours

OTA 0421 Introduction to Office Operations (PSAV)  
90 clock hours

OTA 0423 Business Office Operations (PSAV)  
90 clock hours
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<th>Credits</th>
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<tr>
<td>OTA 0432</td>
<td>Advanced Administrative Office Procedures (PSAV)</td>
<td>175 clock hours</td>
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<tr>
<td>OTA 0438</td>
<td>Administrative Office Procedures (PSAV)</td>
<td>150 clock hours</td>
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<tr>
<td>OTA 0940</td>
<td>Administrative Assistant Externship (PSAV)</td>
<td>100 clock hours</td>
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<td>OTA 0941</td>
<td>Administrative Assistant Office Simulation (Alternate) (PSAV)</td>
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<td>PCB 2350C</td>
<td>Tropical Ecology (AA)</td>
<td>3 credits (2 lecture hours, 2 lab hours)</td>
<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>
<td>3 credits (2 lecture hours, 2 lab hours)</td>
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<tr>
<td>PEO 1321C</td>
<td>Volleyball Fundamentals and Officiating (AA)</td>
<td>3 credits (2 lecture hours, 2 lab hours)</td>
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<td>PEO 2004</td>
<td>Theory and Practice of Coaching a Specific Sport (AA)</td>
<td>3 credits (3 lecture hours)</td>
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<td>PEO 2005</td>
<td>Coaching Theory (AA)</td>
<td>3 credits (3 lecture hours)</td>
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<td>PEO 2351C</td>
<td>Fundamentals of Racquet Sports (AA)</td>
<td>3 credits (2 lecture hours, 2 lab hours)</td>
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<tr>
<td>PEO 2621C</td>
<td>Fundamentals of Basketball (AA)</td>
<td>2 credits (1 lecture hour, 2 lab hours)</td>
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<tr>
<td>PEP 2101</td>
<td>Essentials of Fitness (AA)</td>
<td>3 credits (3 lecture hours)</td>
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<tr>
<td>PET 2000</td>
<td>Introduction to Physical Education (AA)</td>
<td>3 credits (3 lecture hours)</td>
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<tr>
<td>PET 2622</td>
<td>Care and Prevention of Athletic Injuries (AA)</td>
<td>3 credits (3 lecture hours)</td>
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<tr>
<td>PGY 0291</td>
<td>Photography for Commercial Art (PSAV)</td>
<td>93 clock hours</td>
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<tr>
<td>PGY 1118C</td>
<td>Color Photography I (AA)</td>
<td>3 credits (2 lecture hours, 2 lab hours)</td>
<td>Prerequisite: PGY1401C</td>
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<td>PGY 1119C</td>
<td>Color Photography II (AA)</td>
<td>3 credits (2 lecture hours, 2 lab hours)</td>
<td>Prerequisite: PGY1118C</td>
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<td>PGY 1401C</td>
<td>Introduction to Photography (AA)</td>
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<td>PGY 2211C</td>
<td>Techniques of Commercial Photography (AA)</td>
<td>3 credits (2 lecture hours, 2 lab hours)</td>
<td>Prerequisites: ART1201C, ART1300C, PGY1401C</td>
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<tr>
<td>PGY 2445C</td>
<td>Experimental Photography (AA)</td>
<td>3 credits (2 lecture hours, 2 lab hours)</td>
<td>Prerequisite: PGY1401C or instructor permission required</td>
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<tr>
<td>PGY 2801C</td>
<td>Digital Photography I (AA)</td>
<td>3 credits (2 lecture hours, 2 lab hours)</td>
<td>Prerequisite: PGY1401C or Instructor Permission Required</td>
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<tr>
<td>PGY 2802C</td>
<td>Digital Photography II (AA)</td>
<td>3 credits (2 lecture hours, 2 lab hours)</td>
<td>Prerequisite: PGY1401C, PGY2801C or Instructor Permission Required</td>
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<tr>
<td>PHI 1010</td>
<td>Introduction to Philosophy (AA)</td>
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<td>PHI 1100</td>
<td>Critical Reasoning (AA)</td>
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<td>PHI 1600</td>
<td>Ethics (AA)</td>
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<tr>
<td>PHY 1001</td>
<td>Applied Physics (AA)</td>
<td>3 credits (3 lecture hours)</td>
<td>Prerequisite: MAC1105 (*)</td>
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<tr>
<td>PHY 1007</td>
<td>Physics for Allied Health Professions (AA)</td>
<td>3 credits (3 lecture hours)</td>
<td>Corequisite: MAC1105</td>
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<tr>
<td>PHY 2048</td>
<td>General Physics with Calculus I (AA)</td>
<td>4 credits (4 lecture hours)</td>
<td>Prerequisite: MAC2311; Corequisite: PHY2048L (*)</td>
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<td>PHY 2048L</td>
<td>General Physics I and General Physics with Calculus I Laboratory (AA)</td>
<td>1 credit (2 lab hours)</td>
<td>Corequisite: PHY2048 or PHY2053 (*)</td>
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<tr>
<td>PHY 2049</td>
<td>General Physics with Calculus II (AA)</td>
<td>4 credits (4 lecture hours)</td>
<td>Prerequisites: PHY2048; Corequisite: PHY2049L and MAC2312 (*)</td>
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<tr>
<td>PHY 2049L</td>
<td>General Physics II and General Physics with Calculus II Laboratory (AA)</td>
<td>1 credit (2 lab hours)</td>
<td>Prerequisite: PHY2048L; Corequisite: PHY2049 or PHY2054 (*)</td>
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<tr>
<td>PHY 2053</td>
<td>General Physics I (AA)</td>
<td>4 credits (4 lecture hours)</td>
<td>Prerequisite: MAC1105; Corequisites: MAC1114, PHY2048L (*)</td>
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<tr>
<td>PHY 2054</td>
<td>General Physics II (AA)</td>
<td>4 credits (4 lecture hours)</td>
<td>Prerequisites: PHY2053 and PHY2048L; Corequisite: PHY2049L (*)</td>
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<tr>
<td>PLA 1003</td>
<td>Introduction to Paralegalism (AS)</td>
<td>3 credits (3 lecture hours)</td>
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<tr>
<td>PLA 1104</td>
<td>Legal Writing and Research I (AS)</td>
<td>3 credits (3 lecture hours)</td>
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<tr>
<td>PLA 1273</td>
<td>Tort Law (AS)</td>
<td>3 credits (3 lecture hours)</td>
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For full course descriptions go to panthernet.pbcc.edu/listcrs.cgi | (*) General Education and/or Gordon Rule course
<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<td>PLA 1949C</td>
<td>Co-op Legal Assistant I (AS)</td>
<td>3 credits</td>
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<td>PLA 2114</td>
<td>Legal Writing and Research II (AS)</td>
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<td>PLA 2209</td>
<td>Court System: Procedures and Pleadings I (AS)</td>
<td>3 credits</td>
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<td>PLA 2229</td>
<td>Court System: Procedures and Pleadings II (AS)</td>
<td>3 credits</td>
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<td>Prerequisite or corequisite: PLA 2209</td>
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<td>PLA 2465</td>
<td>Bankruptcy Law and Procedure (AS)</td>
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<td>PLA 2483</td>
<td>Administrative Law (AS)</td>
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<td>PLA 2600</td>
<td>Administration of Estates (AS)</td>
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<td>PLA 2611</td>
<td>Real Estate Law and Property Transactions (AS)</td>
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<td>PLA 2612</td>
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<td>PLA 2630</td>
<td>Real Estate Closing and Document Preparation (AS)</td>
<td>3 credits</td>
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<td>Prerequisite: PLA 2611</td>
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<tr>
<td>PLA 2762</td>
<td>Paralegal Office Systems (AS)</td>
<td>3 credits</td>
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<td>PLA 2800</td>
<td>Family Law (AS)</td>
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<td>PLA 2841</td>
<td>Immigration Law &amp; Procedures (AS)</td>
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<td>PLS 2220</td>
<td>Plant Propagation (AS)</td>
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<td>PMA 2213</td>
<td>Plant Pest Management (AS)</td>
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<td>PMT 0108</td>
<td>Introduction to Welding (PSAV)</td>
<td>120 clock hours</td>
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<td>PMT 0109</td>
<td>Introduction to Welding II (PSAV)</td>
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<td>PMT 0126</td>
<td>Shielded Metal Arc Welding (PSAV)</td>
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<td>PMT 0127</td>
<td>Shielded Metal Arc Welding Advanced (PSAV)</td>
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<td>PMT 0143</td>
<td>Flux Cored Arc Welding (PSAV)</td>
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<td>PMT 0147</td>
<td>Gas Metal Arc Welding (PSAV)</td>
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<td>PMT 0150</td>
<td>Gas Tungsten Arc Welding (PSAV)</td>
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<tr>
<td>PMT 0151</td>
<td>Gas Tungsten Arc Welding - Advanced (PSAV)</td>
<td>120 clock hours</td>
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<tr>
<td>PMT 0167</td>
<td>Pipe Welding (PSAV)</td>
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<tr>
<td>PMT 0168</td>
<td>Pipe Welding Advanced (PSAV)</td>
<td>90 clock hours</td>
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<tr>
<td>PMT 0201</td>
<td>Shop Math, Blueprints and Measurements (PSAV)</td>
<td>120 clock hours</td>
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<td>PMT 0202</td>
<td>Introduction To Machining (PSAV)</td>
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<td>PMT 0211</td>
<td>Manual Machining (PSAV)</td>
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<td>PMT 0228</td>
<td>Introduction to Non-Conventional Machining (PSAV)</td>
<td>120 clock hours</td>
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<td>PMT 0229</td>
<td>Inspection Methods (PSAV)</td>
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<td>PMT 0230</td>
<td>Manual Machining - Advanced (PSAV)</td>
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<td>PMT 0250</td>
<td>Introduction to CNC Machining (PSAV)</td>
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<td>PMT 0258</td>
<td>CNC Milling Methods (PSAV)</td>
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<td>PMT 0259</td>
<td>CNC Lathe Methods (PSAV)</td>
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<tr>
<td>PMT 0260</td>
<td>Introduction to CAD/CAM Programming (PSAV)</td>
<td>120 clock hours</td>
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<td>PMT 0265</td>
<td>Machining Technologies (PSAV)</td>
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<td>Manufacturing Methods (PSAV)</td>
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<td>PMT 0820</td>
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For full course descriptions go to panthernet.pbcc.edu/listcrs.cgi | (*) General Education and/or Gordon Rule course
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**RET 1273 Fundamentals of Respiratory Care II (AS)**
6 credits (6 lecture hours)
Prerequisites: RET1272/1272L, RET1874L; Corequisites: RET1273L, RET1875L

**RET 1273L Fundamentals of Respiratory Care II Laboratory (AS)**
2 credits (4 lab hours)
Prerequisites: RET1272/1272L, RET1874L; Corequisites: RET1273, RET1875L

**RET 1874L Clinical Internship I (AS)**
1 credit (8 lab hours)
Prerequisites: RET1272, RET1272L

**RET 1875L Clinical Internship II (AS)**
3 credits (24 lab hours)
Prerequisites: RET1272/1272L, RET1874L; Corequisites: RET1273, RET1875L

**RET 1876C Clinical Internship III (AS)**
4 credits (3 lecture hours, 12 lab hours)
Prerequisites: RET1273/1273L, RET1875L

**RET 2280C Fundamentals of Respiratory Care Therapy III (AS)**
7 credits (6 lecture hours, 2 lab hours)
Prerequisites: RET1273/1273L, RET1876C; Corequisite: RET2877L

**RET 2534C Fundamentals of Respiratory Care Therapy IV (AS)**
7 credits (6 lecture hours, 2 lab hours)
Prerequisites: RET2280C, RET2877L; Corequisite: RET2878L

**RET 2877L Clinical Internship IV (AS)**
2 credits (16 lab hours)
Prerequisites: RET1876C; Corequisite: RET2280C

**RET 2878L Clinical Internship V (AS)**
2 credits (16 lab hours)
Prerequisites: RET2877L; Corequisite: RET2534C

**RMI 0091 Property and Casualty/General Lines (PSAV)**
200 clock hours

**RMI 0092 Life, Health and Variable Annuities (PSAV)**
40 clock hours

**RTE 1000 Introduction to Radiography (AS)**
3 credits (3 lecture hours)
Prerequisites: Pre-Program Admission

**RTE 1401 Radiographic Imaging I (AS)**
2 credits (2 lecture hours)
Prerequisites: RTE1000; Corequisite: RTE1401L

**RTE 1401L Radiographic Imaging I Laboratory (AS)**
1 credit (2 lab hours)
Prerequisites: RTE1000; Corequisite: RTE1401

**RTE 1457 Radiographic Imaging 2 (AS)**
2 credits (2 lecture hours)
Prerequisite: RTE1401, Corequisite: RTE1457L

**RTE 1457L Radiographic Imaging 2 Laboratory (AS)**
1 credit (2 lab hours)
Prerequisite: RTE1401L; Corequisite: RTE1457

**RTE 1503 Radiographic Procedures 1 (AS)**
3 credits (3 lecture hours)
Prerequisite: Pre-Program Admission; Corequisite: RTE1804, RTE1503L

**RTE 1503L Radiographic Procedures 1 Lab (AS)**
1 credit (2 lab hours)
Prerequisite: Pre-Program Admission; Corequisite: RTE1503

**RTE 1513 Radiographic Procedures 2 (AS)**
2 credits (2 lecture hours)
Prerequisite: RTE1503; Corequisite: RTE1814, RTE1513L

**RTE 1513L Radiographic Procedures 2 Lab (AS)**
1 credit (2 lab hours)
Prerequisite: RTE1503L; Corequisite: RTE1513

**RTE 1523 Radiographic Procedures 3 (AS)**
3 credits (3 lecture hours)
Prerequisite: RTE1513; Corequisite: RTE1824, RTE1523L

**RTE 1523L Radiographic Procedures 3 Lab (AS)**
1 credit (2 lab hours)
Prerequisite: RTE1513L; Corequisite: RTE1523

**RTE 1804 Radiographic Clinical Education 1 (AS)**
3 credits (24 clinical hours)
Corequisite: RTE1503

**RTE 1814 Radiographic Clinical Education 2 (AS)**
2 credits (18 clinical hours)
Prerequisite: RTE1804; Corequisite: RTE1513

**RTE 1824 Radiographic Clinical Education 3 (AS)**
3 credits (24 clinical hours)
Prerequisite: RTE1814; Corequisite: RTE1523

**RTE 2130 Pharmacology for Medical Imaging (AS)**
3 credits (3 lecture hours)
Prerequisites: RTE2563 or Registered Technologist; Corequisite: RTE2854

**RTE 2385 Radiobiology (AS)**
3 credits (3 lecture hours)
Prerequisite: RTE2613

**RTE 2473L Radiography Seminar (AS)**
2 credits (4 lab hours)
Corequisite: RTE2385

For full course descriptions go to panthernet.pbcc.edu/listcrs.cgi | (*) General Education and/or Gordon Rule course
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For full course descriptions go to panthernet.pbcc.edu/listcrs.cgi | (*) General Education and/or Gordon Rule course
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Associate Professor, Mathematics

Arango-Jaramillo, Silvio  
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Professor III, Biology

Arbona, Maria  
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Professor III, Psychology

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Associate Professor, English

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Associate Professor, English

Basant, Garfield  
M.S., Nova Southeastern University  
Associate Professor, Mathematics

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Belville, Sonia  
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Associate Professor, Biology

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Institution</th>
<th>Field</th>
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<tbody>
<tr>
<td>Ruffin, Derrick</td>
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<td>Russel, Barry K.</td>
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<td>Salzinger, Samantha</td>
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<td>Scheffer, Barbara J.</td>
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<td>Scheurer, Vicki F.</td>
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<td>Sfiropoulos, Mike</td>
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<td>Tomei, Gail B.</td>
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<tr>
<td>Toohey, Patricia</td>
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<tr>
<td>Tsisku, Connie</td>
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<td>Urbanek, Susan</td>
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<td>Zazzi, Henry R.</td>
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Hugh Albee       Gwendolyn Ferguson    Charles McCreight       Sue C. Smith
Knud Alber       Jesse Ferguson       James McCue            Frankie Sprague
Elizabeth Allred James Flatley       Joseph McElhaney       Ann Steckler
Martha Ambrosio  Ethel Fowler        Harris McGirt           Thomas H. Steffen
Odas Arant       Roy Fox              Frank J. McLaughlin     Jewell Sterling
Patrick Archer   Walter A. Franklin    Sylvia Meeker          Mildred Suttle
Easter Arora     Philip Gans           Sunny Meyer            Geraldine Sutton
Kathleen Asher   Allan Gerson           Philip Millard        Raymond Sweet
Robert Barry     Banna I. Ghioto       Patricia Miller-Shaivitz James Tanner
Louise Barton    Charles Graham       Stafford Mooney        Charles Toohey
James Baugher    Paul Graham           Betty Morgan            Marjorie Toomath
Floyd Becherer   Walker Graham         Eleanor J. Myatt       Lawrence Tuttle
Barbara Benken   I. James Gross        Joanne Nikides         William Van Wyhe
Robert Bergen    Reuben Hale            Joseph O’Brien         Donald Voils
Betty Blanton    Alma Harrell           Daniel O’Connell       Idella Wade
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Carole Blum      Paul Hitchcock         John O’Neil            Margaret Weatherly
Robert Book      Joan Holloway          F. Herbert Perez       Carol Wershoven
William Boorman  James Houser           Noreen Poole            Ivor L. Wetherby
Mary Bosworth    Earl Huber             Gloria Porovin         Don Whitmer
Virginia C. Brooks Helen Hull           Mavilene Prentice       William Wilson
Donald Busselle   Winifred Huneke       Joann Pride             Ruth Wing
Paul Butler      Freddie Jefferson      Seymour Pryweller      Dorothy Witherspoon
Tom Butler       John E. Jenkins        Carl Purtz              James Wood III
Judy Campbell    Patricia Johnson       Jennings Rader         Mary Woods
M. Helene Colbert Hugh Alan Johnston    Noreen Poole            Richard Yinger
Sandra Collins   Joan E. Jones           Arthur Ramos            Joan C. Young
Joanne Connolly  Joanne Kelly           Margaret B. Richardson Margaret Weatherly
John Connolly    Diana Kilpatrick       Trinette Robinson       Margaret Weatherly
Donald Cook      Gwen Koza              Letha Royce             Margaret Weatherly
Helen Darcey     Byron Krumm            Marcia Saile           Margaret Weatherly
Rayburn Daugherty Francis L. Leahy      Mildred M. Schild       Margaret Weatherly
Elizabeth Davey  Phyllis Leapman        John Schmiederer       Margaret Weatherly
Lucile Dickinson Faye Ledbetter         Arthur Schneider       Margaret Weatherly
Robert Donnelly  Frank Littler          Delores Seemayer       Margaret Weatherly
Ruth Dooley      Rosemarie Lowrey        Oscar Shackelford      Margaret Weatherly
Kathleen Drawdy  Nancy MacPherson       Adele Shapiro           Margaret Weatherly
Alice Duxbury    Carolyn L. Martin       Bob Shaw               Margaret Weatherly
Howard Evans     Barbara Matthews       Patrick Slattery       Margaret Weatherly

On the Web site go to People Finder | www.pbcc.edu
PBCC LOCATIONS

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 Henderson School to the south entrance of PBCC on the left.

From Spanish River Boulevard: Go south on NW 8th Avenue. The north entrance to PBCC is on the right.
PBCC AT LAKE WORTH
4200 Congress Avenue, Lake Worth, FL 33461-4796

<table>
<thead>
<tr>
<th>Building</th>
<th>Location</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>AD</td>
<td>Administration/District Offices</td>
<td>G. Tony Tate Bldg.</td>
</tr>
<tr>
<td>ETA</td>
<td>Education and Training Center</td>
<td>Dean of Corporate and Continuing Education</td>
</tr>
<tr>
<td>OF</td>
<td>Office Building</td>
<td>PantherCard</td>
</tr>
<tr>
<td>PE</td>
<td>Plumbing Engineering</td>
<td></td>
</tr>
<tr>
<td>PG</td>
<td>Student Services</td>
<td></td>
</tr>
<tr>
<td>PR</td>
<td>Purchasing/Print Shop</td>
<td></td>
</tr>
<tr>
<td>SAC</td>
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<td>Security</td>
</tr>
<tr>
<td>SB</td>
<td>Softball Field Box/Restrooms</td>
<td></td>
</tr>
<tr>
<td>SS</td>
<td>Social Science</td>
<td></td>
</tr>
<tr>
<td>TE</td>
<td>Technical Education</td>
<td></td>
</tr>
<tr>
<td>VL</td>
<td>Vocational Lab</td>
<td></td>
</tr>
</tbody>
</table>

Please note:
Due to ongoing construction and renovation, some modules, building descriptions or locations may have changed.

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.
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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