

HILLSBOROUGH COMMUNITY COLLEGE

# Catalog 2016-2017



**HCC | hccfl.edu**

# 2016-2017 CATALOG

## Hillsborough Community College

### CONTENTS

Academic Policies.....	27
Accreditation.....	3
Admissions and Registration.....	10
Associate Degree .....	42
Associate in Arts Degree .....	43
Associate in Science Degree .....	82
Calendar – Student Services.....	4
College Credit Certificates .....	135
College Preparatory Curriculum.....	40
Course Descriptions .....	175
Disability Services .....	31
Equal Access/Equal Opportunity/Educational Equity.....	2
Fees and Financial Information .....	19
Financial Aid .....	21
Health Science Programs.....	84
Locations, HCC.....	9
Mission Statement .....	2
Program Placement Rates.....	165
Postsecondary Adult Vocational Programs .....	160
Records Policies .....	37
Registration .....	16
Residency Requirements .....	14
Student Activities .....	33
Student Housing.....	32
Student Policies.....	34
Student Services.....	31
Technical Programs.....	103

[www.hccfl.edu](http://www.hccfl.edu)

**Hillsborough Community College reserves the right to make changes in the regulations, offerings, requirements and any provision announced in this catalog at any time as circumstances require.**

## President

Dr. Ken Atwater

## Board of Trustees 2016-2017

Hillsborough Community College is governed by a Board of Trustees appointed by the Governor.

Mr. Arthur "Chip" Diehl III - Chair  
 Ms. Dipawali "Dipa" Shah - Vice Chair  
 Mr. Steve Cona III  
 Mr. Randall Reid  
 Ms. Betty Viamontes

## Vision

Hillsborough Community College will excel in proactively responding to the evolving educational needs of our students, staff, workforce, and community through assessment and continuous improvement.

## Mission

Hillsborough Community College delivers teaching and learning opportunities that empower students to achieve their educational goals and become contributing members of the local community and a global society.

## Values

- **Student Success**  
 HCC values the complete development of students in pursuit of their academic, personal, social, professional and career goals.
- **Community Service**  
 HCC values its responsibility to anticipate and respond to community need.
- **Diversity and Inclusion**  
 HCC values diversity and cultural awareness in promoting the inclusion of all its members within a global society.
- **Sustainability**  
 HCC values the sustainable use of its environment, social, and operational resources including the integration of sustainable concepts in the curriculum and its service to the community.
- **Integrity**  
 HCC values integrity by having honest and open relationships with its constituencies and between each other within the college.
- **Innovation**  
 HCC values continual improvement and innovation leading to measureable advancements in institutional success.
- **Accountability**  
 HCC values fiscal transparency, personal and professional accountability, and customer service.
- **Professional Development**  
 HCC values the continued development of faculty and staff knowledge and skills.

## Equal Access/Equal Opportunity and Educational Equity

Hillsborough Community College is an equal access/equal opportunity employer that makes employment and education-related decisions without regard to race, color, gender, religion, national origin, age, disability, sexual orientation, marital status or any other bias that is or may be prohibited by law. In addition, the college does not discriminate in employment practices or in the admission and treatment of students. HCC is committed to equitable treatment of all students and employees and to a learning and working environment free of discrimination and harassment for current as well as future students and employees. The college provides equal educational opportunities to qualified individuals with disabilities and complies with, as well as, supports the Americans with Disabilities Act.

HCC's equity officer ensures compliance with federal and state laws prohibiting discrimination and sexual harassment.

Employees and students who believe they have been a victim of discrimination or sexual harassment should contact:

Special Assistant to the President for Equity and Special Programs  
 GWS District Administration Center  
 39 Columbia Drive  
 Tampa, FL 33606  
 Telephone: 253-7037  
 Email: [jholmes16@hccfl.edu](mailto:jholmes16@hccfl.edu)

## Accreditation

**Hillsborough Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Hillsborough Community College.**

Hillsborough Community College also meets the requirements of the following:

- The Florida Department of Education
- The Joint Review Committee on Education in conjunction with the Committee on Allied Health Education and Accreditation (CAHEA) of the American Medical Association
- Committee on Accreditation of the National Association of Schools of Music (NASM)

The Florida Department of Education will accept credit earned at HCC to satisfy various teacher certification requirements. In addition:

- The State of Florida approves HCC for veteran's training.
- The State of Florida recognizes HCC as a training center for Emergency Medical Services.
- The Florida Department of Law Enforcement certifies HCC as a regional training center for law enforcement, corrections, and correctional probation officers.

Multiple national organizations accredit or approve HCC's health sciences and career programs:

- The Counseling and Human Services program by the Council for Standards in Human Service Education, 3337 Duke Street, Alexandria, VA 22314, <http://www.cshse.org>, (571) 257-3959.
- The Culinary Management and Restaurant Management programs by the Accrediting Commission of the American Culinary Federation's Foundation (ACFF)
- The Dental Hygiene and Dental Assisting programs by the Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, IL 60611, <http://www.ada.org/100.aspx>, (312) 440-4653.
- The Diagnostic Medical Sonography program by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1316 Park Street, Clearwater, FL 33756, [www.caahep.org](http://www.caahep.org) upon the recommendation of the Joint Review Committee for Diagnostic Medical Sonography (JRCDMS).
- The Dietetic Technician AS degree by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 S Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, (312) 899-0040.
- The HCC Emergency Medical Services (EMS) Programs is fully accredited by the Florida Department of Health, Bureau of Emergency Medical Services. In addition, the Paramedic program is accredited by the Committee on Accreditation of Educational Programs, <http://www.caahep.org/>, upon the recommendation

of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

- The Nuclear Medicine Technology program is accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology, 2000 130, #203, Edmond, OK 73003, (405) 285-0546, [jrcnmt@cox-intel.net](mailto:jrcnmt@cox-intel.net)
- The Nursing (Associate Degree) R.N. program by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; (404) 975-5000, fax (404) 975-5020, <http://www.acenursing.org/>
- The Opticianry program by the Commission on Opticianry Accreditation, One Dupont Circle NW, Suite 510, Washington, DC 20036-1135, (202) 955-6126, <http://coaccreditation.com/>
- The Radiography program by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 900, Chicago, IL 60606-2901, (312) 704-5300, <http://www.jrcert.org>, [mail@jrcert.org](mailto:mail@jrcert.org)
- The Radiation Therapy program by the Joint Review Committee on Education in Radiologic Technology, (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5304, <http://www.jrcert.org>, [mail@jrcert.org](mailto:mail@jrcert.org)
- The Respiratory Care program is accredited by the Commission on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, TX 76021-4244, (817) 283-2835, <http://www.coarc.com/>

**HILLSBOROUGH COMMUNITY COLLEGE**  
**Student Services Important Calendar Dates for Students**  
**Fall 2016, Spring 2017, Summer 2017**

	FALL 2016	SPRING 2017	
<b>Early Application Deadline</b> <b>Note:</b> Student submitting applications after the early application dates will be eligible to enroll for late start courses	August 8, 2016	December 28, 2016	May 2, 2017
<b>Financial Aid Priority Deadline</b> <b>Note:</b> Due date for submitting all financial aid documents to ensure financial aid awarding by the payment date.	June 14, 2016		Refer to specific session below.
Financial Aid Refunds Begin or visit <a href="http://www.hccfl.edu/paying-for-college/refunds">www.hccfl.edu/paying-for-college/refunds</a>	September 21, 2016	Refer to specific session below.	Refer to specific session below.
First Time Loan Borrow Refunds Begin or visit <a href="http://www.hccfl.edu/financial-aid/loaninformation">www.hccfl.edu/financial-aid/loaninformation</a>	October 6, 2016	Refer to specific session below.	Refer to specific session below.
<b>PRIORITY REGISTRATION PERIOD</b>			
Honor/Athletes/Veteran	April 24, 2016	November 7, 2016	April 17, 2017
Current and former students w/30+ credit hours	April 25, 2016	November 8, 2016	April 18, 2017
Current and former students w/1-29 credit hours	May 1, 2016	November 14, 2016	April 24, 2017
New students/Non-degree/Dual Enrollment/Transient	May 8, 2016	November 21, 2016	May 1, 2017
State Employee and Senior Citizen	First Day of Class	First Day of Class	First Day of Class
<b>Payment Due Dates</b> <b>Note:</b> After payment due date, course fees are due at the time of registration.	July 22, 2016	Refer to specific session below.	
<b>REGULAR TERM BEGINS/ENDS</b>	August 22, 2016 - December 13, 2016	January 9, 2017 - May 8, 2017	
<b>16-Week Classes Begin/End</b>	August 22, 2016 - December 13, 2016	January 9, 2017 - May 8, 2017	
Payment Due Date <b>NOTE:</b> After payment due date, course fees are due at time of registration.	July 22, 2016	December 9, 2016	N/A
Drop/Add	August 22-26, 2016	January 9-13, 2017	N/A
Deadline for Refund	August 26, 2016	January 13, 2017	N/A
Financial Aid Refunds Begin or visit <a href="http://www.hccfl.edu/paying-for-college/refunds">www.hccfl.edu/paying-for-college/refunds</a>			N/A
First Time Loan Borrow Refunds Begin or visit <a href="http://www.hccfl.edu/financial-aid/loaninformation">www.hccfl.edu/financial-aid/loaninformation</a>			N/A
Last Day to Withdraw	October 29, 2016	March 24, 2017	N/A
<b>12-Week Classes Begin/End</b>	September 19, 2016 - December 13, 2016	February 6, 2017 - May 8, 2017	
Payment Due Date <b>NOTE:</b> After payment due date, course fees are due at time of registration.	July 22, 2016	January 6, 2017	April 15, 2017
Drop/Add	September 19-23, 2016	February 6-10, 2017	May 15-19, 2017
Deadline for Refund	September 23, 2016	February 10, 2017	May 19, 2017
Financial Aid Refunds Begin or visit <a href="http://www.hccfl.edu/paying-for-college/refunds">www.hccfl.edu/paying-for-college/refunds</a>			

**HILLSBOROUGH COMMUNITY COLLEGE**  
**Student Services Important Calendar Dates for Students**  
**Fall 2016, Spring 2017, Summer 2017**

	FALL 2016	SPRING 2017	SUMMER 2017
First Time Loan Borrow Refunds Begin <b>or</b> visit <a href="http://www.hccfl.edu/financial-aid/loan-information">www.hccfl.edu/financial-aid/loan information</a>			
Last Day to Withdraw	October 10, 2016	April 2, 2017	July 5, 2017
<b>10-Week Classes Begin/End</b>	N/A	N/A	May 15, 2017 - July 25, 2017
Payment Due Date <b>NOTE:</b> After payment due date, course fees are due at time of registration.	N/A	N/A	April 15, 2017
Drop/Add	N/A	N/A	May 15-19, 2017
Deadline for Refund	N/A	N/A	May 19, 2017
Financial Aid Refunds Begin <b>or</b> visit <a href="http://www.hccfl.edu/paying-for-college/refunds">www.hccfl.edu/paying-for-college/refunds</a>	N/A	N/A	
First Time Loan Borrow Refunds Begin <b>or</b> visit <a href="http://www.hccfl.edu/financial-aid/loan-information">www.hccfl.edu/financial-aid/loan information</a>	N/A	N/A	
Last Day to Withdraw	N/A	N/A	June 27, 2017
<b>8-Week Classes Begin/End</b>	August 22, 2016 - October 14, 2016	January 9, 2017 - March 6, 2017	N/A
Payment Due Date <b>NOTE:</b> After payment due date, course fees are due at time of registration.	July 22, 2016	December 9, 2017	N/A
Drop/Add	August 22- 26, 2016	January 9-13, 2017	N/A
Deadline for Refund	August 26, 2016	January 13, 2017	N/A
Financial Aid Refunds Begin <b>or</b> visit <a href="http://www.hccfl.edu/paying-for-college/refunds">www.hccfl.edu/paying-for-college/refunds</a>			N/A
First Time Loan Borrow Refunds Begin <b>or</b> visit <a href="http://www.hccfl.edu/financial-aid/loan-information">www.hccfl.edu/financial-aid/loan information</a>			N/A
Last Day to Withdraw	September 23, 2016	February 13, 2017	N/A
<b>8-Week Classes Begin/End</b>	October 17, 2016 - December 13, 2016	March 7, 2017 - May 8, 2017	N/A
Payment Due Date <b>NOTE:</b> After payment due date, course fees are due at time of registration.	July 22, 2016	February 7, 2017	N/A
Drop/Add	October 17-21, 2016	March 7-11, 2017	N/A
Deadline for Refund	October 21, 2016	March 11, 2017	N/A
Financial Aid Refunds Begin <b>or</b> visit <a href="http://www.hccfl.edu/paying-for-college/refunds">www.hccfl.edu/paying-for-college/refunds</a>			N/A
First Time Loan Borrow Refunds Begin <b>or</b> visit <a href="http://www.hccfl.edu/financial-aid/loan-information">www.hccfl.edu/financial-aid/loan information</a>			N/A
Last Day to Withdraw	November 21, 2016	April 14, 2017	N/A
<b>6-Week Classes Begin/End</b>	N/A	N/A	May 15, 2017 - June 26, 2017
Payment Due Date <b>NOTE:</b> After payment due date, course fees are due at time of registration.	N/A	N/A	April 15, 2017
Drop/Add	N/A	N/A	May 15-19, 2017
Deadline for Refund	N/A	N/A	May 19, 2017

**HILLSBOROUGH COMMUNITY COLLEGE**  
**Student Services Important Calendar Dates for Students**  
**Fall 2016, Spring 2017, Summer 2017**

	FALL 2016	SPRING 2017	SUMMER 2017
Financial Aid Refunds Begin <b>or</b> visit <a href="http://www.hccfl.edu/paying-for-college/refunds">www.hccfl.edu/paying-for-college/refunds</a>	N/A	N/A	
First Time Loan Borrow Refunds Begin <b>or</b> visit <a href="http://www.hccfl.edu/financial-aid/loan information">www.hccfl.edu/financial-aid/loan information</a>	N/A	N/A	
Last Day to Withdraw	N/A	N/A	June 10, 2016
<b>6-Week Classes Begin/End</b>	N/A	N/A	June 27, 2017 - August 8, 2017
Payment Due Date <b>NOTE:</b> After payment due date, course fees are due at time of registration.	N/A	N/A	May 27, 2017
Drop/Add	N/A	N/A	June 27-July 1, 2017
Deadline for Refund	N/A	N/A	July 1, 2017
Financial Aid Refunds Begin <b>or</b> visit <a href="http://www.hccfl.edu/paying-for-college/refunds">www.hccfl.edu/paying-for-college/refunds</a>	N/A	N/A	
First Time Loan Borrow Refunds Begin <b>or</b> visit <a href="http://www.hccfl.edu/financial-aid/loan information">www.hccfl.edu/financial-aid/loan information</a>	N/A	N/A	
Last Day to Withdraw	N/A	N/A	July 23, 2017
<b>5-Week Classes Begin/End</b>	August 22, 2016 - September 26, 2016	January 9, 2017 - February 10, 2017	May 15, 2017 - June 19, 2017
Payment Due Date <b>NOTE:</b> After payment due date, course fees are due at time of registration.	August 22, 2016	December 9, 2017	April 15, 2017
Drop/Add	August 22-26, 2016	January 9-13, 2017	May 15-19, 2017
Deadline for Refund	August 26, 2016	January 13, 2017	May 19, 2017
Financial Aid Refunds Begin <b>or</b> visit <a href="http://www.hccfl.edu/paying-for-college/refunds">www.hccfl.edu/paying-for-college/refunds</a>			
First Time Loan Borrow Refunds Begin <b>or</b> visit <a href="http://www.hccfl.edu/financial-aid/loan information">www.hccfl.edu/financial-aid/loan information</a>			
Last Day to Withdraw	September 13, 2016	January 30, 2017	June 6, 2017
<b>5-Week Classes Begin/End</b>	September 28, 2016 - November 1, 2016	February 13, 2017 - March 24, 2017	June 20, 2017 - July 25, 2017
Payment Due Date <b>NOTE:</b> After payment due date, course fees are due at time of registration.	July 22, 2016	January 13, 2017	May 20, 2017
Drop/Add	September 28, 2016 - October 2, 2016	February 13-17, 2017	June 20-24, 2017
Deadline for Refund	October 2, 2016	February 17, 2017	June 24, 2017
Financial Aid Refunds Begin <b>or</b> visit <a href="http://www.hccfl.edu/paying-for-college/refunds">www.hccfl.edu/paying-for-college/refunds</a>			
First Time Loan Borrow Refunds Begin <b>or</b> visit <a href="http://www.hccfl.edu/financial-aid/loan information">www.hccfl.edu/financial-aid/loan information</a>			
Last Day to Withdraw	October 19, 2016	March 10, 2017	July 12, 2017
<b>5-Week Classes Begin/End</b>	November 2, 2016 - December 13, 2016	March 27, 2017 - May 8, 2017	N/A
Payment Due Date <b>NOTE:</b> After payment due date, course fees are due at time of registration.	July 22, 2016	February 27, 2017	N/A
Drop/Add	November 2-6, 2016	March 27-31, 2017	N/A

**HILLSBOROUGH COMMUNITY COLLEGE**  
**Student Services Important Calendar Dates for Students**  
**Fall 2016, Spring 2017, Summer 2017**

	FALL 2016	SPRING 2017	SUMMER 2017
Deadline for Refund Financial Aid Refunds Begin <b>or</b> visit <a href="http://www.hccfl.edu/paying-for-college/refunds">www.hccfl.edu/paying-for-college/refunds</a>	November 6, 2016	March 31, 2017	N/A
First Time Loan Borrow Refunds Begin <b>or</b> visit <a href="http://www.hccfl.edu/financial-aid/loan-information">www.hccfl.edu/financial-aid/loan-information</a>			N/A
Last Day to Withdraw	November 27, 2016	April 22, 2017	N/A
<b>Winter Intersession Classes</b> Begin/End	December 14-27, 2016	N/A	N/A
Payment Due Date <b>NOTE:</b> After payment due date, course fees are due at time of registration.	July 22, 2016	N/A	N/A
Drop/Add	December 14, 2016	N/A	N/A
Deadline for Refund	December 14, 2016	N/A	N/A
Last Day to Withdraw	December 14, 2016	N/A	N/A
<b>Deadline to Apply for Commencement Program</b>		<b>February 15, 2017</b>	
<b>Deadline to Apply for Degree</b>	<b>November 15, 2016</b>	<b>April 15, 2017</b>	<b>July 15, 2017</b>
<b>Last Day to Remove "I" Grade</b>	<b>March 14, 2017</b>	<b>October 14, 2017</b>	<b>October 14, 2017</b>
<b>COLLEGE CLOSED</b>			
	Labor Day September 3-5, 2016	MLK Day January 16, 2017	Memorial Day May 27-29, 2017
	All College Day September 27, 2016	President's Day (YB/MD/ BR/DM/SS/GWSC only) February 20, 2017 (PC Open for all staff and classes)	Independence Day July 4, 2016
	Veterans Day November 11, 2016	Strawberry Festival (Plant City only) March 6, 2017	
	Thanksgiving Break November 24-27, 2016	Mid-term Break March 13-19, 2017	
	Winter Break Faculty December 14, 2016 - January 4, 2017	Spring Day April 14-16, 2017	
		Faculty In-Service January 5-6, 2017	
<b>Non-Class Days</b>	Faculty In-Service August 18-19, 2016	Faculty In-Service April 13, 2017	

**Note: Commencement is Friday, May 5, 2017**



# Academic Year

## JULY 2016

SU	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## AUGUST 2016

SU	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## SEPTEMBER 2016

SU	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## OCTOBER 2016

SU	M	T	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## NOVEMBER 2016

SU	M	T	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## DECEMBER 2016

SU	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## JANUARY 2017

SU	M	T	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## FEBRUARY 2017

SU	M	T	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

## MARCH 2017

SU	M	T	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## APRIL 2017

SU	M	T	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## MAY 2017

SU	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## JUNE 2017

SU	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	34
25	26	27	28	29	30	

## JULY 2017

SU	M	T	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# HCC Locations

## **Dr. Gwendolyn W. Stephenson District**

### **Administration Center**

39 Columbia Drive (Davis Islands)  
Tampa, Florida 33606

### **Brandon Campus**

10414 E. Columbus Dr.  
Tampa, FL 33619

### **Dale Mabry Campus**

4001 W. Tampa Bay Blvd.  
Tampa, Florida 33614-7820  
Dale Mabry Hwy. & Tampa Bay Blvd.

### **Plant City Campus**

1206 North Park Road  
Plant City, FL 33563

### **South Shore Campus**

551 24th Street North East  
Ruskin FL 33570

### **Ybor City Campus**

2112 N. 15th Street  
Tampa, Florida 33605-3648

### **Ybor City Campus Training Center**

5610 E. Columbus Drive  
Tampa, Florida 33619

### **HCC-MacDill Center**

HCC-MacDill Center  
8102 Condor Street  
MacDill AFB, FL 33621

### **HCC-The Regent**

6437 Watson Road  
Riverview, FL 33578

## Admissions and Registration

### Steps for Admission

1. Application
2. Financing your education
3. Transcripts / Academic Evaluation
4. Orientation and Registration

For more information and to apply online, go to [www.hccfl.edu/hcc-home.aspx](http://www.hccfl.edu/hcc-home.aspx).

### Admissions Policies

HCC maintains an “open-door” policy. Students may be admitted if they meet one of the following criteria:

- Graduated with a standard diploma from a secondary school
- Earned a high school equivalency certificate or diploma through any state Department of Education or through the military
- Earned a Certificate of Completion, Eligible for College Placement Test (W8A) (graduating class of 2003 forward)
- Completed a home education program pursuant to the requirements of F.S. 1002.41
- Applied as a transfer student
- Applied as a transient student

The graduation requirements of the catalog year in which a student initially enrolls will be valid for six years. Students who graduate after six years from the time of their initial enrollment will graduate under the requirements of the catalog in effect during the academic year in which they wish to graduate.

Exceptions:

- Programs deleted from the College inventory have a two-year teach-out time period, and students must complete a deleted program within the two-year teach-out period;
- State Framework changes or other changes coming from the state supersede the six-year time period.

In order to maintain the college ideals of scholarship and deportment, the right is reserved to deny admission to applicants for any reason, deemed to be in the best interest of the college.

### Admissions Requirements

#### Associate Degree, College Credit Certificate Programs, and Applied Technology Diploma

To be eligible for admission to an associate degree program, college credit certificate, or applied technology diploma (F.S. 1007.263), applicants must have one of the following:

- Associate or higher degree or a standard high school diploma.
- Florida public high school graduates must have met Florida graduation requirements (F.S. 1003.43).

- A high school equivalency diploma, or
- Completion of a home education program pursuant to the requirements of F.S. 1002.41.
- Some PSAV programs are excluded from this requirement.

**NOTE:** If the applicant received a special high school diploma such as the Certificate of Completion (W08) or another special high school diploma and wishes to apply for admission as a regular student, a high school equivalency diploma must be earned by successfully completing the GED exam offered through the Florida Board of Education.

There may be additional requirements for limited access programs. Check the webpage at <http://www.hccfl.edu/ssem.aspx> or in the associate degrees/technical programs section of this catalog.

**IMPORTANT:** Students who hold education certificates from countries other than the United States should refer to the International Students section in this catalog.

### Distance Learning Students

Due to state and federal regulations, Hillsborough Community College requires all students registered in an online course to provide an active and valid mailing address in the State of Florida. If you do not have an active and valid mailing address in Florida, you will be dropped from the online course in which you are enrolled. You do not need to be a Florida resident for tuition purposes to register for online courses, but the active mailing address in your Hillsborough Community College student record must be in the State of Florida.

### Former Student Returning

Students maintain an active application status by attending HCC at least one term in an academic year. If students have not attended classes for more than one year, they must complete a new HCC application. Former students do not have to pay additional application fees. A former student returning to the college and pursuing a degree or certificate must meet the graduation requirements of the catalog in effect at the time the student returns to continuous enrollment at HCC.

**NOTE:** Since the college strives to provide the community with up-to-date, postsecondary educational opportunities, HCC’s curriculums are constantly reviewed and are often revised. HCC does not guarantee that the college will continue to offer previously required courses or their prerequisites made unnecessary by changes in programs.

### Transfer Students

If students have attended other postsecondary institutions, they may be admitted as a transfer student. Students must provide their high school and or previous college transcripts prior to attendance.

### Transient Students

Students attending other colleges or universities who wish to take courses at HCC in order to fulfill degree requirements at their home institutions may be admitted as

transient students. Prior to registration, if students wish to apply as transient, they must submit a transient application and documentation from the home institution that:

- Certifies they are in good academic standing.
- Indicates the HCC courses in which students may enroll.
- Affirms that they may use the courses completed and credits earned at HCC to meet the program requirements at the home institution.

Students attending a Florida postsecondary institution must submit this information via the transient application at [www.floridashines.org](http://www.floridashines.org).

Transient students are not required to provide official transcripts of their previous college coursework. However, if the documentation from their home institution does not indicate the HCC courses in which the students may enroll, applicants must provide unofficial transcripts to verify they meet HCC course prerequisites.

**NOTE:** HCC students who wish to attend another college as transient students must have a minimum cumulative grade point average of 2.0. Students attending a Florida postsecondary institution must submit this information via the transient application at [www.floridashines.org](http://www.floridashines.org).

## Honors Institute

Hillsborough Community College's Honors Institute is designed to provide a rigorous academic program for talented and motivated students. The HCC Honors Institute reflects a mutual commitment by students and faculty.

In addition to completing the HCC application, students must submit an Honors Institute application, provide high school (or college) transcripts, and submit written recommendations from high school teachers and/or college faculty members. Honors Institute applications are available in the honors office and online at [www.hccfl.edu/honors](http://www.hccfl.edu/honors).

Applicants must meet at least one of the following criteria to qualify for the Honors Institute:

- A high school GPA of 3.4 (un-weighted) or higher and college level in verbal of SAT/ACT or
- An SAT combined score of 1160 or higher or
- An ACT composite score of 26 or higher or
- Graduation in the top 10% of the high school class with SAT combined score of 1050 or higher or
- ACT composite score of 25 or higher,
- Completion of 12 hours of dual enrollment courses with a 3.8 GPA or
- A cumulative GPA of 3.6 or higher with a minimum of six semester hours of college-level courses and a maximum of 30 semester hours of college-level (for university or college students).

To graduate from the Honors Institute, students must complete a minimum of eight honors courses (a minimum of 24 credit hours) with a minimum overall GPA of 3.0.

For more information about the HCC Honors Institute, call 813-253-7894 or 813-253-7986 or 813-253-7974 or log on to [www.hccfl.edu/honors](http://www.hccfl.edu/honors).

## International Students

HCC admits foreign students who meet the admission requirements for international students. International students include students with non-immigrant visa classifications, such as A, F, H, J, M, R, or NATO, for example.

The Center for International Education (CIE) provides services to all international students attending HCC on an F-1 student visa. Students in other visa categories should contact the office of admissions, registration, and records at the campus they plan to attend for assistance in enrolling at HCC.

The admission procedures specified below are for international students intending to study at HCC on an F-1 student visa. To be considered for admission, an F-1 student must (1) demonstrate competency in the English language; (2) document sufficient funds to cover educational and living costs; (3) provide proof of graduation from a secondary school; and (4) apply at least three months prior to the term of entry.

Specifically, the student must meet the following admissions criteria:

- Completed [International Student Application](#). The application can be obtained at the CIE at DSSC #322 or at [www.hccfl.edu/international](http://www.hccfl.edu/international) and should be mailed or emailed to the CIE along with supporting documentation at least three months prior to the term of entry. The online application is not currently available to international students planning to attend HCC on an F-1 student visa.
- \$50 international student application fee (non-refundable). This may be paid by cashier's/bank check, personal check (requires U.S. driver license number, DOB, and full address with phone number), or international money order made payable to "Hillsborough Community College." The fee may also be paid by international wire transfer at [www.peerTransfer.com](http://www.peerTransfer.com) or in cash or by credit card at the Campus Bursar Office.
- Statement of financial responsibility, which documents sufficient funds to cover the cost of tuition, room and board, books, personal expenses, health insurance and travel for at least one academic year (two semesters). Financial documentation (Affidavit of Financial Support and bank letter) must be issued within six months of the term the student plans to enroll. Please visit the CIE website for more detailed financial documentation requirements.
- Proof of health insurance. HCC requires all F-1 visa students to maintain adequate health insurance throughout their studies at the College. Proof of insurance is mandatory for each year of enrollment. Visit [www.collegiaterisk.com](http://www.collegiaterisk.com) for more information and to enroll in the HCC-preferred health insurance plan.
- Proof of English language or proficiency by meeting one of the following conditions: A score of 61 or higher on the internet-based or 500 or higher on the paper-based TOEFL (Test of English as a Foreign Language); an overall band score of 5.5 on the IELTS (International English Language Testing System); a score of 4.0 or

higher on the iTEP (International Test of English Proficiency); successful completion of Kaplan High-Intermediate Level; successful completion of the highest level of an accredited English language program, including INTO USF (Level 5) and English Language Centers (ESL Level 109); graduation from a U.S. high school with a standard high school diploma after having attended the entire senior year; or an official transcript proving successful completion of ENC 1101 at a regionally accredited post-secondary institution.

- Documentation of high school graduation or an equivalent level of education. Students who have completed high school and/or post-secondary coursework outside of the United States should refer to the section below regarding translation and evaluation of foreign credentials.
- Copy of passport photo page.

**F-1 students transferring from a U.S. institution must submit additional documentation:**

- Copy of current Form I-20 (page 1 and 3); copy of F-1 visa; transfer clearance form completed by current school's International Student Advisor.
- After being admitted as an F-1 international student at HCC, students must attend a New International Student Orientation and, if applicable, take a placement test.

For more information regarding the F-1 student admission requirements, orientation and placement test, please visit the Center for International Education website at [www.hccfl.edu/international](http://www.hccfl.edu/international).

**Important information for students who have completed high school and/or postsecondary work outside the United States:**

Transcript(s) in English (original document in the original language and a certified English translation) from high school and from all previously attended colleges and universities must be evaluated by an agency accredited by NACES (National Association of Credential Evaluation Services at [www.naces.org](http://www.naces.org)). A document-by-document evaluation is required for high school transcripts (students from certain countries may be exempt from this requirement. Refer to the admission requirements on the Center for International Education website at [www.hccfl.edu/international](http://www.hccfl.edu/international)). A course-by-course evaluation is required for college and university transcripts. Foreign transcripts in original English do not need to be translated. Students can obtain the names and addresses of approved evaluation service providers at [www.naces.org](http://www.naces.org), from the HCC website at [www.hccfl.edu/international](http://www.hccfl.edu/international), or from any campus office of admissions, registration, and records.

**NOTE:** Students are responsible for all costs associated with obtaining translations and evaluations of their transcript(s).

## Articulated Acceleration for High School Students

High school students may earn college credits through articulated acceleration (Florida Statute 1007.271). These acceleration options are dual enrollment and early admissions. Students who satisfy the following requirements may qualify for admission as a student in one of these categories:

### Dual Enrolled High School Students (Florida Statute 1007.27, Florida Statute 1007.271)

Students who enroll as a dual enrolled student can earn college credit by attending college-level courses taught by HCC instructors at an HCC campus before, during, or after high school and during the summer, or at an identified high school during the regular class day. Credits for the courses satisfactorily completed will apply toward both the high school diploma and toward an associate or baccalaureate degree. Dual enrollment courses will not count as excess hours in the 60-hour requirement of an associate in arts or an associate in science degree.

Application fees and tuition are waived and textbooks are provided for Hillsborough County public school students accepted through the dual enrollment program.

Students attending college classes must be mindful that they will be in a learning environment that explores a diverse and open range of ideas that requires a mature understanding of multiple perspectives. All students, including dual enrolled students, must be able to engage in discussions in a mature and responsible manner.

To be eligible for consideration for admission as a dually enrolled high school student, one must meet the following requirements:

- Be in high school.
- Provide a high school transcript showing an unweighted cumulative grade point average of 3.0.
- Provide written authorization from the high school principal or his/her designee.
- Achieve appropriate placement scores on the SAT, ACT, or the written or computerized version of the PERT (Postsecondary Education Readiness Test).
- Submit a Special Category Student form.
- Submit an HCC application for admission.
- Submit all required paperwork to the district dual enrollment office no later than thirty working days prior to the start of the semester.
- Meet with an HCC counselor to complete the registration process.

No student will be permitted to participate in dual enrollment classes without having met eligibility and application requirements. Dual enrollment students are allowed one attempt per dual enrollment course.

To remain eligible as a dually enrolled high school student, one must maintain a 3.0 high school GPA and a 2.0 HCC GPA.

## Early Admission

Early admission is a form of dual enrollment. Students are admitted through the early admission option of dual enrollment when they register at HCC as a full-time student (12 or more credits) during their senior year of high school.

Credits for the courses completed satisfactorily at HCC will apply toward the high school diploma and toward an associate or baccalaureate degree. Application fees are waived for students accepted through the early admission program. Tuition is waived for early admissions students for all courses taken through this program while they are still in high school.

**NOTE:** To be eligible for consideration for admission through the early admission program a student must meet the following requirements:

- Be a high school senior.
- Provide written authorization from the high school principal or designee.
- Provide a high school transcript showing an unweighted cumulative grade point average of 3.5.
- Achieve appropriate placement scores on the SAT, ACT, or the written or computerized version of the PERT (Postsecondary Education Readiness Test).
- Submit a Special Category Student Form.
- Submit an HCC application for admission.
- Submit all required paperwork to the district dual enrollment office no later than thirty working days prior to the start of the semester.
- If approved for early admission, meet with an HCC counselor to complete the registration process.

**NOTE:** Home-educated students may take advantage of the dual enrollment and early admissions acceleration options and must be in compliance with applicable Florida laws. In addition to the above requirements, a parent of home-educated students must submit a sworn Affidavit for Compliance in accordance with F.S. 1002.41. Home-educated students should submit an academic plan that identifies the courses they have taken through home school and the courses they intend to take at HCC as a dually enrolled student.

**NOTE:** Private schools must meet requirements for F.S. 1002.42 and 1003.43 and have an articulation agreement on file with HCC in order for their students to participate in dual enrollment and early admissions programs.

**NOTE:** Public and private high school students interested in participating in the dual enrollment program must contact their high school counselor for information and to determine eligibility. Students enrolled in home education programs may contact the HCC dual enrollment office for information.

**NOTE:** When calculating Satisfactory Academic Progress for Title IV, Student Financial Assistance and adherence to any state maximum-hour requirement(s) for an AA or AS

degree, HCC will not include any courses students complete while they are dually enrolled.

## Concurrent Admissions Program (ConAP)

HCC participates in the United States Army Concurrent Admissions Program (ConAP). As a ConAP member, HCC will admit eligible new soldiers upon their enlistment. Moreover, the college guarantees full admission during the soldier's entire enlistment and for two years after the applicant completes active military service.

Soldiers enlisting in the Army Reserve are also eligible for consideration under the ConAP program. However, the admission guarantee for qualified Reservists is deferred until the Reservists complete their initial period of active duty training (about six months).

## Admissions Procedures

### Application

**NOTE:** HCC reserves the right to guide the enrollment of its students on the basis of placement tests, pre-registration interviews and past academic performance.

Applications for admission can be obtained and submitted on-line at [www.hccfl.edu/ssem/admissions/apply-online.aspx](http://www.hccfl.edu/ssem/admissions/apply-online.aspx).

Applicants must attend within one year of admission. Otherwise, a new application and possibly transcripts will be required.

### Transcripts

Students whose transcripts do not arrive prior to the start of the semester, will not be eligible for financial assistance or veterans, or other benefits.

Applicants are responsible for ensuring that official copies of high school transcripts, GED scores, or copy of degree earned and official transcript(s) from all postsecondary schools attended are submitted to the college.

Applicants who completed a home education program must provide a signed affidavit affirming completion.

**NOTE:** A final, official high school transcript is one that includes the official graduation date.

**NOTE:** For transcripts outside the United States refer to the International Students section of this catalog (Important information for students who have completed high school and or postsecondary work outside the United States).

## Fraudulent Credentials

If a student knowingly:

- Makes a false statement,
- Conceals material information,
- Provides inaccurate information on any document submitted to the college,
- Alters a transcript or other academic credential

He or she may be denied admission, suspended or dismissed.

## Enrollment Restrictions

Under normal conditions, all students who meet the college’s entrance requirements will be admitted. At times, state enrollment and funding limitations may preclude enrollment of out-of-state and international students. At those times, students will be admitted according to the following priorities:

- Returning students/Veterans
- New students who are Florida residents
  - a. First-time-in-college students
  - b. Transfer students
- New out-of-state students
  - a. First-time-in-college students
  - b. Transfer students
- International students

**NOTE: HCC participates in priority registration. Depending on your status, HCC will determine your registration dates. These dates are advertised on the web and the college calendar.**

The college reserves the right to deny admission to applicants whose past actions were disruptive to or interfered with the orderly processes, functions, or programs of another postsecondary institution. In addition, HCC may deny admission to students who are ineligible, for any reason, to resume their studies at another postsecondary institution.

## Orientation and Testing

Students attending HCC for the first time must attend orientation and, if applicable, take a college placement test. Once the student has been admitted, the appropriate testing, admissions and records, or advising office will provide information about orientation and testing. The college will provide reasonable accommodations to disabled students taking the placement test.

Degree-seeking students must provide assessment/placement test scores from PERT, ACT, or SAT prior to registering for classes. Test scores may be no more than two years old. If the scores are older than two years or if the student has not previously taken one of the aforementioned placement tests, the student may take the test at the appropriate HCC testing office.

**The following test scores are required for college-level courses:**

	ACT Enhanced	PERT	SAT I
Reading	19	106	24 (Verbal)
English	17	103	n/a
Mathematics	19	114	24

**NOTE:** The minimum required scores on the PERT (Postsecondary Educational Readiness Test) are subject to change. Students testing into college preparatory course work are subject to certain regulations regarding registration.

Students who have earned a postsecondary degree or completed college-level English and mathematics courses might be exempt from the testing requirement. The college

strongly recommends that students who have completed postsecondary work at other institutions bring unofficial transcripts or grade slips with them for advising and registration purposes.

## Residency Requirements

For the purpose of assessing registration fees in public community colleges and universities, students are classified as Florida residents or non-Florida residents per Florida Statute (F.S.) 1009.21 and State Board of Education Rule (SB) 6A-10.044.

According to Florida statute, in order to pay in-state tuition, students must complete a declaration of residency (included in the application for admission) prior to the drop and add period of the term for which Florida Residency is sought. To qualify for in-state tuition, a student must be a U.S. citizen, permanent resident alien or legal alien.

For other eligible non-citizen categories or for a list of exemptions from the residency process, refer to the [Guidelines on Florida Residency for Tuition Purposes](#). Exempt students are required to provide documentation of exemption eligibility.

For current and detailed information about Florida residency for tuition purposes visit [Florida Shine](http://www.floridashines.org) at <https://www.floridashines.org/>, click on Apply, click on Residency Guidelines or visit HCC’s student services website at [www.hccfl.edu/ssem.aspx](http://www.hccfl.edu/ssem.aspx). When applying through the [Florida Shine](http://www.floridashines.org) website, documentation to support an application for in-state tuition on the basis of legal residence for statutory exemption is required.

## Residency Criteria

The HCC application includes a Florida residency affidavit which must be completed. An applicant who does not complete the residency affidavit or provide incomplete documentation on or in conjunction with the residency affidavit will not be classified as a resident for tuition purposes, and will be required to supply information prior to the end of drop and add.

**If a student indicates his or her status as non-resident, there is no requirement to prove such status or to submit supporting documentation. The student is automatically considered out-of-state for tuition purposes.**

## Independent Student

An applicant who provides evidence of any **one** of the following criteria shall be classified as an independent student for the determination of residency for tuition purposes.

- The student is 24 years of age or older by the first day of classes of the term for which residency status is sought as a Florida institution; or
- The student is married; or
- The student has children who receive more than one-half of their support from the student; or
- The student has other dependents who live with and receive more than one-half of their support from the student; or

- The student is a veteran of the United States Armed Forces or is currently serving on active duty in the United States Armed Forces for purposes other than training; or
- Both of the student's parents are deceased or the student is or was until age 18 one of the following: a ward/dependent of the court or in foster care; or
- The student is determined an unaccompanied homeless by a school district homeless liaison, emergency shelter or transitional housing program; or
- The student is working on a master's or doctoral degree during the term for which residency status is sought at a Florida institution.
- The student is employed and provides a tax transcript of income equal or exceeding 50% of annual cost of attendance stipulated by financial aid.

### Dependent Student

All students who do not meet the definition of an independent student shall be classified as dependent students for the determination of residency for tuition purposes.

Dependent students will be granted in-state residency for tuition purposes if the residency affidavit on the college application indicates that **all of the following criteria are met**. Further documentation will not be required for these students.

- The student is eligible to be claimed by his or her parent or legal guardian as a dependent under the federal income tax code;
- The student's nation of citizenship is the United States;
- The student is under 24 years of age;
- The student's mother, father or legal guardian is the person claiming Florida residence;
- The student's mother, father or legal guardian claiming Florida residence has a Florida permanent legal address; and
- The student's mother, father or legal guardian claiming Florida residence provides written or electronic verification that he or she has been issued two or more of the acceptable documents in the following Acceptable Documents for in-State Tuition Application section. Such documentation must demonstrate that the applicant has maintained legal residence in Florida for at least 12 consecutive months prior to his or her initial enrollment in a university or college.

### Acceptable Documents for In-State Tuition Application

Applicants will have to submit documentation that they or a parent or legal guardian have been a Florida resident for at least 12 months prior to the first day of the classes for which they are enrolling. At least two of the following documents must be submitted with dates that evidence the 12-month qualifying period.

Documentation submitted after the drop/add period will not become effective until the following semester. There must be no information contradicting the applicant's claim of residency.

### At least one of the two documents submitted must be from the following:

- Florida driver's license;
- State of Florida identification card;
- Florida voter registration card;
- Florida vehicle registration;
- Proof of a permanent home in Florida occupied as the primary residence of the student or by the student's parent if the student is a dependent child;
- Proof of homestead exemption in Florida;
- Transcripts from a Florida high school for multiple years if Florida high school diploma or GED was earned within last 12 months;
- Proof of permanent full-time employment in Florida (one or more jobs for at least 30- hours per week for a 12-month period).

### The following documents may be used in conjunction with one of the documents listed above:

- A declaration of domicile in Florida;
- A Florida professional or occupational license;
- Florida incorporation;
- Documents evidencing family ties in Florida;
- Proof of membership in Florida-based charitable or professional organizations;
- Any other documentation that supports the student's request for resident status including but not limited to utility bills and proof of 12 consecutive months of payments, a lease agreement and proof of 12 consecutive months of payments, or official state, federal or court documents evidencing legal ties to Florida.

### Unacceptable Documents for Proof of Residency

- Hunting/fishing license
- Library card
- Shopping club/rental card
- Birth certificate
- Passport

### Information Resources

DHSMV Database-Access to the Division of Highway Safety and Motor Vehicle Database can be used exclusively for the purpose of verifying driver's license, vehicle registration for students and their parents.

### Requirements for Reclassification of Florida Residency for Tuition Purposes

Except as otherwise stated, a student who is classified as a non-resident for tuition purposes may become eligible for reclassification as a Florida resident for tuition purposes by presenting a minimum of three (3) documents, one of which must be from the first group of documents and two (2) documents can be from either of the two groups previously identified under "Acceptable Documents for In-State Tuition Application" that demonstrate the establishment of permanent legal residence in Florida other than for the sole purpose of pursuing a postsecondary education.

In addition, documentation must demonstrate that the independent student has, or the dependent student's parents have, maintained legal residency in Florida for at



least twelve (12) consecutive months prior to the student's request for reclassification.

Students interested in pursuing residency reclassification or to appeal an initial residency classification decision may do so by contacting the dean of student services at any HCC campus. Requests for reclassification will be reviewed by HCC's Residency Appeals Committee.

## Transfer Credit

HCC will accept transfer credit from other institutions if they are accredited by one of the following regional accreditation agencies:

MSA: Middle State Association of Colleges and Schools

NEASC: New England Association of Schools and Colleges

NCA: North Central Association of Colleges and Schools

NASC: Northwest Association of Schools and Colleges

SACS: Southern Association of Colleges and Schools

WASC: Western Association of Schools and Colleges

HCC conducts transcript evaluations for all lower division credit course work even when a prior degree has been earned. Applicants must provide official transcripts from each postsecondary institution they have attended.

For courses taken at accredited institutions, transfer credit will be awarded for courses in which a grade of "D" or better has been earned.

Since certain HCC curricula and programs require that students earn a grade of "C" or better in specific courses, transfer students should meet with advisors to determine if courses taken elsewhere meet degree requirements. All students must complete 25 percent of their degree at HCC.

HCC reviews the content and objectives of courses completed at non-regionally accredited institutions on a course-by-course basis. Applicants must provide HCC with all required documents before the college will consider awarding transfer credit.

The transcript office notifies students when evaluations are complete.

## Registration

Registration is held each semester. Students register through WebAdvisor which is covered in detail during orientation. Students may seek assistance from any campus admissions, registration, and records office. The dates for registration are published in the college operational calendar in the front of this publication, and on the HCC web site.

**HCC may withhold registration privileges from students who have unpaid fees; who have overdue student loans; who have overdue library books, audiovisual equipment, or physical education equipment; who have failed to provide transcripts or other documents required for admission purposes; and who have been disqualified for academic or disciplinary reasons.**

## Audit Registration

Students who have been admitted to HCC but who wish to take courses without receiving credit may register as audit students. The following guidelines apply:

- Students must make the choice to audit when they register.
- Students may change from audit to credit or credit to audit only during the drop/add period.
- Fees for audit and credit courses are the same.
- Students should confirm their audit status with the instructor on the first class date.
- Students auditing classes are not eligible to receive veterans' benefits or financial aid for those classes.
- Students receiving senior citizen fee waivers are registered as auditing students.
- Students auditing classes must meet all course prerequisites including appropriate test scores.
- College preparatory courses follow state-mandated guidelines and requirements. Auditing these classes might not be an available option. (For details, see the college preparatory section in this catalog.)
- Attendance is optional.

## Course Load and Enrollment Status

All courses carry a specified number of credits. The unit of credit is the semester hour. Courses requiring laboratory work or skill practice may meet for more minutes each week than the credits they confer.

The college strongly recommends that students enrolled for 12 or more credits limit their employment to a maximum of 20 hours per week.

Enrollment status can change during a term. For example, if a student initially registers as full-time and withdraws from a course during a term, the student's course load might fall below 12 credits. The student's enrollment status will be reduced to less than full-time from that point until the end of the term.

Registering as a full-time, three-quarter, or half-time student can affect eligibility for financial aid, veterans' benefits, scholarships, insurance benefits and international student visas. Students receiving financial aid should speak with a financial aid specialist about the enrollment requirements for receiving aid.

If students request in writing to the office of admissions, registration, and records, they will provide verification of enrollment to employers, insurance agencies, and others. For courses that do not coincide with the Board of Trustees' approved beginning and ending dates of a fall, spring or summer term, course load and enrollment verifications will be based upon the term in which the course begins, regardless of the actual meeting dates.

## Enrollment status is based on the following course-load criteria:

**Full-time:** taking 12 or more credit hours during a term.

**Three-quarter-time:** taking nine to 11 credit hours during the term.

**Half-time:** taking six to eight credit hours during the term.

**Less than half-time:** taking five or less credit hours during the term.

## Course Adjustment Drop and Add

Schedule adjustments must be made during the drop/add period. Students should check their class schedule on WebAdvisor for the drop/add and withdrawal dates for each course.

**IMPORTANT:** If students stop attending a course but fail to officially drop or withdraw from the course, they will not be relieved of the financial obligation, and they might receive a failing grade.

## Withdrawal Policy

Students may officially withdraw from one or all courses prior to the course withdrawal deadline date for each. The withdrawal deadlines are on the student schedule in Web Advisor. Students who officially withdraw are issued a "W" grade. A student may withdraw using Web Advisor or visit a campus AR&R department to complete this process.

**IMPORTANT:** Withdrawing from a course or courses may affect enrollment status and eligibility for athletics, financial assistance, veteran's benefits, international student visas, and benefits received from other federal agencies.

If students do not officially withdraw by the deadline, the instructor must assign a letter grade other than "W" to the grade report. If students have serious extenuating circumstances, they may petition the appropriate campus dean of student services for a late withdrawal. Students who officially withdraw from a class may not continue attending that class.

Instructors report non-attendance to the office of admissions, registration, and records, and an administrative withdraw is initiated. The college will notify students whom the faculty has recommended, and the students will be given an opportunity to appeal the instructor-initiated withdrawal.

Students may attempt a course only three times (including original grades, repeat grades, and withdrawals). Through the academic appeals process, students with significant extenuating circumstances may petition for a fourth attempt. To begin the academic appeals process, students must contact the appropriate campus dean of student services. All grades from the third and any subsequent attempts will be included in the grade point average calculation.

Students must pay the full cost of instruction (equal to out-of-state fees) for credit classes they attempt a third time and any additional times. If students have serious extenuating circumstances, they may petition the appropriate campus dean of student services for a one-time exemption from paying the full cost of instruction.

## Acceleration Programs

### Advanced Placement (AP)\*

HCC awards college credit for scores of three, four, or five on the College Board Advanced Placement Program examinations given at high schools each May. Once credit

is awarded, the student may not repeat the course for a letter grade. No credit will be awarded to students who have previously been awarded CLEP or regular college credit for the same course.

\* **NOTE:** To see course equivalencies and related information, refer to [www.floridashines.org](http://www.floridashines.org).

## Certified Administrative Professional

HCC will award 12 semester hours of credit to students who have passed the Certified Administrative Professional exam and earned the designation "CAP." (For further information, contact the appropriate campus academic dean or the Director of Technical Programs.)

## College Level Examination Program (CLEP)\*

CLEP provides an opportunity for those who have achieved a college level of education outside the classroom to demonstrate their achievement through testing and to earn college credit.

The advising and counseling staff can assist a student in determining which CLEP examination to attempt. CLEP tests are given at the Dale Mabry and Brandon Test Centers on the published dates. Applications are available at any HCC campus.

Students may earn up to 45 semester hours. The grade of satisfactory "S" is awarded for CLEP credit earned. Once credit is awarded, the student may not repeat the course for a letter grade.

**NOTE:** A student who is currently enrolled in a course is not eligible for CLEP credit for that course. A student who has completed a course and the grade earned was a "D" or an "F" is eligible for CLEP credit in a subsequent term. A student who has withdrawn or dropped a course is eligible for CLEP credit the following semester.

\* **NOTE:** To see course equivalencies and related information, refer to [www.floridashines.org](http://www.floridashines.org).

## Credit-by-Examination

Students may earn credit in approved courses by earning "C" or better on the appropriate HCC examination. Exams are given on dates published in the college's annual calendar. Credit awarded by examination becomes part of the student's permanent record, and the grade earned on the examination is used in calculating students' cumulative GPAs.

A student must obtain approval from the appropriate campus academic dean to take credit-by-examination. In addition to a \$20 non-refundable examination fee, a student who passes the examination will be required to pay a per-credit hour processing fee. A student may obtain the required forms and additional information through the appropriate campus academic dean. A student may not retake a credit-by-exam if a grade of "C" or better has been earned on a previous exam.

A student is not eligible to attempt credit-by-examination for any courses in which the student is currently enrolled. A student who has completed a course and earned a grade of "D" or "F" is eligible to repeat it through credit-by-examination. Grades for courses repeated through credit-by-examination are recorded in the same way as courses repeated through class attendance.

**NOTE:** Credit earned through credit-by-examination may not be counted toward the requirement that students complete at least 25% of the credit hours applicable to a degree in residence at the college.

### **DANTES\***

A student may earn credits for State designated courses by successfully completing Defense Activity for Non-Traditional Education Support (DANTES) examinations. Once credit is awarded, the student may not repeat the course for a letter grade. No credit is awarded if credit for the same course has already been earned.

\* **NOTE:** To see course equivalencies and related information, refer to [www.floridashines.org](http://www.floridashines.org).

### **Dual Enrollment\***

HCC awards credits for in-state dual enrollment courses (courses which are granted simultaneous credit for both high school and college). These credits are awarded as general education, elective, and/or discipline credits. Dual enrollment courses taken out of state will be evaluated on a course-by-course basis. Dual enrollment courses will not count as excess hours in the 60-hour requirement of an AA or AS degree.

\* **NOTE:** To see course equivalencies and related information, refer to [www.floridashines.org](http://www.floridashines.org).

### **Experiential Credit**

The college provides for the award of experiential credit in a limited number of technical programs: Nursing LPN-RN transition option; Emergency Medical Services; Optical Management Technology; Radiography-ARRT option; and Industrial Management Technology. Students in these programs who provide documentation verifying licensure and/or certification within the appropriate field of study will be awarded credit. Students must obtain approval from the appropriate campus academic dean and pay a processing fee for each request.

HCC awards experiential credit in the following programs to students who meet the appropriate criteria:

- **Industrial Management Program Enrollees**

Students who have successfully completed one of the following Tampa Electric Company training programs and have successfully completed a minimum of 15 credit hours of industrial management courses will be awarded articulated credits toward an associate in science degree in Industrial Management based on the chosen technical path field.

- Controls Analyst

- Lineman Training
- Field Engineering
- Substation Electrician
- Plant Electrician

Students should obtain the experiential credit form from the appropriate campus academic dean, who will assist in completing and processing the form.

- **Nursing Program Enrollees**

Applicants for the LPN-RN transition program must have the following: a valid, current Florida LPN license; current CPR basic life support for health care providers; an official transcript from their LPN program; and 6 months full-time employment as an LPN during the past three years. Graduates from Erwin Vocational Technical Center are eligible for articulation credit in lieu of experiential credit.

- **Optical Management Associate Degree Program Enrollees**

Students who have earned at least 15 credit hours in optical management courses who provide the college with documentation verifying they hold opticianry licensure will be awarded 12 credit hours toward an associate in applied science degree in Optical Management Technology.

- **Paramedic - Emergency Medical Services Associate Degree Program Enrollees**

Students who have completed paramedic training at a CoAEMSPs approved paramedic training center and who possess a valid Florida paramedic certification will be awarded up to 42 credits in EMS prefixed courses required for the College Credit Certificate in the Paramedic EMS program. These credits are also applicable to the Emergency Medical Services Associate Degree Program. No credit will be awarded for advanced cardiac life support (EMS 2551C).

### **International Baccalaureate\***

The International Baccalaureate (IB) Diploma Program is a rigorous two-year, pre-university liberal arts program of study for highly motivated, academically oriented secondary students. The IB Diploma is awarded only to students who meet curricular, service, and thesis requirements and score at the prescribed level on internationally standardized subject examinations. Through the IB program, students may be awarded up to 30 credit hours. No grades will be assigned to credits awarded through the IB Program. Students will not receive credit for IB courses that duplicate credit awarded for courses attended at HCC or credit that was awarded through other accelerated programs, (i.e., AP, CLEP, credit by examination, etc.). To determine eligibility for IB credit, the student should contact any HCC campus advisor or counselor.

\***NOTE:** To see course equivalencies and related information, refer to [www.floridashines.org](http://www.floridashines.org).

### Military Credit

HCC awards credit for non-credit military training and education as specified and validated by the American Council on Education (ACE).

## Financial Information

**TUITION AND FEES ARE SUBJECT TO CHANGE WITH THE APPROVAL OF THE BOARD OF TRUSTEES AND THE STATE LEGISLATURE.**

Except for students who have HCC fee waivers, all students must pay the applicable fees.

All fees must be paid by the payment deadline or you risk being de-registered from all of your classes. All fees are due and payable in full by the payment due date as published in the student calendar of important dates. If you stop attending a course but fail to officially drop or withdraw from the course, you will not be relieved of the financial obligation. Payments can be made through WebAdvisor, HCC's online web registration system, using a credit card. Payments may also be paid at any of the campus bursar's office using cash, cashier check, money order, and personal check, Visa or MasterCard.

### Credit Courses:

#### Florida Residents (In-State)\*

Tuition .....	\$80.45
Access Fee .....	54
Capital Improvement Fee .....	8.23
Student Activity Fee .....	7.23
Student Financial Aid Fee** .....	4.03
Technology .....	3.91
Total per Credit Hour .....	\$104.39

#### Non-Florida Residents (Out-of-State)

Tuition .....	\$80.45
Out-of-State Fees .....	241.54
Access Fee .....	54
Capital Improvement Fee .....	18.12
Student Activity Fee .....	7.23
Student Financial Aid Fee** .....	16.10
Technology Fee .....	15.63
Total per Credit Hour .....	\$379.61

\* See residency requirements in this section.

\*\* Allocated to the HCC Scholarship Fund as approved by the state legislature.

### Non-Credit Courses (Postsecondary Adult Vocational):

#### Per Credit Hour Equivalent

#### Florida Residents (In-State)

Tuition .....	\$71.51
Access Fee .....	43
Capital Improvement Fee .....	3.57

Technology Fee .....	3.47
Total per Credit Hour .....	\$78.98

#### Non-Florida Resident (Out-of-State)

Tuition.....	\$71.51
Out-of-State Fees .....	214.55
Access Fee.....	43
Capital Improvement Fee.....	14.30
Technology Fee.....	13.89
Total per Credit Hour .....	\$314.68

### Adult General Education, Vocational Certification/Diploma and Vocational Preparatory

#### Florida Residents (In-State)

Tuition .....	\$30.90
Access Fee.....	\$43
Total per Credit Hour Equivalent .....	\$31.33

#### Non-Florida Resident (Out-of-State)

Tuition .....	\$30.90
Access Fee.....	\$43
Total per Credit Hour Equivalent .....	\$31.33

### Special Fees and Charges:

Academic Systems Courses.....	\$ 60.00
Bookstore Processing Fee for Non-return of Rental Books.....	\$20.00
Child Care:	
Full Day per Child .....	\$150.00 per week
Half Day per Child.....	\$80.00 per week
Late Pick-up Fee .....	\$1.00 per minute
Late Payment Fee .....	\$25.00 per day
College Placement Test Retake Fee .....	\$10.00 per section
Credit-by-Examination Fee .....	\$20.00
Credits Earned by Examination.....	\$20.00 per cr. hr.
E-911 Application Fee .....	\$100.00
Experiential Credit Processing Fee .....	\$15.00
Hawk Card Replacement Fee .....	\$20.00
HCC OneCard Replacement Fee .....	\$23.00
Health Science Application Fee .....	\$53.00
Application for Additional Health Science area.....	\$10.00
International Student Application Fee .....	\$50.00
Laboratory Fee .....	various
Late Registration Fee*** (non-refundable) .....	\$25.00
Law Enforcement Applicant Processing Fee .....	\$170.00
Pay for Print:	
Single Sided	
Black and White.....	\$10
Color.....	\$35
Double Sided	
Black and White.....	\$.08/side
Color.....	\$.30/side
Returned Check Fee .....	\$25.00
Service Learning Course Fee.....	\$23.00
Test Proctoring Fee (non-HCC students) .....	\$50.00
Veterinary Technician Application Fee .....	\$30.00

## Late Registration Fee

**\*\*\*Students who register for 16-week regular classes on or after the first day of class will be assessed a \$25.00 late registration fee. This also applies to students who re-register after being removed from classes for non-payment.**

## Special Fees

For some courses special fees may be required to cover supplies, materials, equipment, and instruction of facilities.

## Recreation and Leisure Courses

Fees for all recreation and leisure courses are set to recover 100 percent of the cost of the courses.

Fees may be adjusted when other community agencies contribute resources or when courses require special facilities, equipment and/or personnel.

## Notification of Social Security Number (SSN) Collection and Usage

The HCC financial services office uses student social security numbers to report information to the Internal Revenue Service (IRS) via 1098T, the Florida Prepaid Tuition Plan, third parties paying for tuition and fees on behalf of the student, reporting information to collection agencies, and reports as required by the state and federal government.

## Online Payments Using Visa or MasterCard

Students may pay fees online. Log onto [www.hccfl.edu](http://www.hccfl.edu) and click on WebAdvisor.

## Payments by Check

Personal checks will be accepted for the payment of tuition and fees. Checks must be payable to Hillsborough Community College and include the maker of the check's full name, address, home and work phone, maker's driver's license number and state, and student ID number.

If a check is returned for any reason by the college's bank:

- the student will be charged a \$25.00 fee,
- the student's file will be placed in a hold status, and
- any returned check(s) will be referred to the State Attorney's office or the college's collection agency as appropriate. The student is responsible for any collection fees associated with returned checks.
- No additional personal checks will be accepted.

## Tuition Installment Plan (TIPS)

To help meet a student's educational expenses, Hillsborough Community College provides the tuition payment plan, (TIPS). TIPS allows students to pay tuition monthly. The earlier you enroll in the TIPS plan, the more payment options are available. You may enroll in the TIPS plan or review the available payment plans online at [www.hccfl.edu/paying-for-college/tuition-installment-](http://www.hccfl.edu/paying-for-college/tuition-installment-plans-(tips).aspx)

[plans-\(tips\).aspx](http://www.hccfl.edu/paying-for-college/tuition-installment-plans-(tips).aspx). If there is a balance as a result of the student cancelling a TIPS contract, the balance will be the student's responsibility.

TIPS is administered for HCC by FACTS/Nelnet Business Solutions., Lincoln, NE.

## Payment by Third Party Sponsors

If employers or other agencies are paying for student tuition and fees through direct payment to the college, students should present original letters of authorization signed by third party sponsors to the bursar office. HCC will not accept letters of authorization that are contingent upon students achieving a passing grade, completing courses or letters that state the employees will be reimbursed for their fees. Any fees that remain unpaid by third party sponsors will be the students' responsibility.

## Unpaid Financial Obligations

If students have an outstanding financial obligation to HCC, they may not be permitted to register for classes until the balance is paid in full. In addition, transcripts and grades may be withheld until the obligation is satisfied. Payment may be made online through Hawknet or at any of the bursar offices until the account is referred to a collection agency.

If the unpaid obligation is referred to a collection agency, the student will be responsible for paying the amounts owed to the college and any collection fees assessed by the collection agency.

If an account has been referred to a collection agency, the student should contact the collection agency to make payment.

## Title IV Federal Repayment Guidelines

Students receiving Federal Title IV financial aid such as Pell, FSEOG, Direct and Plus loans, must attend classes through at least 60 percent of the term. Failure to do so may require pay back of all or a portion of the Title IV funds received to the federal government and or HCC. This will result in delinquent student accounts and will be processed accordingly.

## Refund of Fees

Tuition and fees are refunded to students who drop courses during the registration drop/add periods. The drop/add periods are located on HCC's website published under "My HCC" and listed in the operational calendar for the current year.

Students enrolled in courses that do not follow a regular term calendar will find this information on their schedules listed on WebAdvisor.

Outstanding financial obligations to HCC are deducted from refunds.

## No refunds will be made to students who:

- are administratively withdrawn for disciplinary reasons.
- are administratively withdrawn (WN) for non-attendance.
- withdraw from class after the designated drop/add refund deadline.

## Student Refunds through HigherOne

Hillsborough Community College has partnered with HigherOne for managing refunds from HCC. Each registered student will be mailed a HigherOne card (debit card) to the current mailing address on file at the college.

**Students must verify the accuracy of their address either online through WebAdvisor or at the admissions, records and registration window.**

Students are responsible for the replacement cost of the card if the re-issuance is due to an incorrect address. **The cost to replace a HigherOne card is \$23.00.**

Activate the HigherOne card as soon as you receive it at [www.HCCOneCard.com](http://www.HCCOneCard.com). Although, a refund may not be currently expected, a refund may be issued in the future. During card activation, you will choose how to receive your refund.

If you want faster access to your funds, simply choose to have your refunds deposited directly into your Higher One Account. Activate your HCC Debit Card and make your refund selection online at [www.HCCOneCard.com](http://www.HCCOneCard.com).

### Waivers

There are various waivers for tuition and fees as listed in [Florida Statutes 1009.26](#).

### Senior Citizens Waiver

Florida residents age 60 and over are eligible to enroll in courses at HCC on the first day of class on a space-available basis. There are no registration, application or related fees. If the same course is taken more than twice, the student is responsible for paying an out-of-state fee as part of registration. No academic credit is given for these courses. If academic credit is sought, all applicable fees must be paid.

In order to register as a senior citizen using a fee waiver, an applicant must:

- Complete an HCC application for admission and present this form to the campus admissions office.
- Complete a registration form and present this form to the campus admissions office.
- Provide proof of age
- Complete a fee waiver form and present it to the campus bursar's office.

For further information regarding tuition waivers for senior citizens, visit the HCC website at [www.hccfl.edu](http://www.hccfl.edu) and for residency information log onto [www.floridashines.org](http://www.floridashines.org).

### Exemptions

There are various exemptions for tuition and fees as listed in [Florida Statutes 1009.25](#).

## Financial Aid

Financial aid is any scholarship, grant, loan, or employment (or a combination thereof) designed to help students meet their college expenses. The amount and types of financial aid given are based on state, federal and HCC guidelines. To be eligible for financial aid, students must be degree seeking, meet enrollment requirements, submit official high school transcripts showing graduation dates

or official GED test scores, and make satisfactory academic progress.

Grants and scholarships are considered gifts and need not be repaid. Low-interest loans are usually repaid over an extended period of time after the student leaves college. Employment refers to an hourly wage paid to the student for work performed

## Federal Financial Aid

### Requirements

To apply for Federal Financial Aid, students must meet the following qualifications:

- Be U.S. citizens or national, or resident of the Marshall Islands, the Federated States of Micronesia, Palau, or be eligible non-citizens.
- Have a valid high school diploma, GED, or associate degree or higher.
- Be accepted for enrollment at HCC as a degree-seeking undergraduate student or a financial aid approved PSAV, or College Credit Certificate program.
- Demonstrate financial need.
- No previous four-year degrees (except for direct federal loans).
- Not have defaulted on any federal educational loan or owe a repayment to any Federal loan or grant program.
- Meet selective service requirements.
- Be enrolled for the minimum credit hours required based upon the type of financial aid awarded.
- Be in good academic standing and making satisfactory academic progress.

## Federal Financial Aid Programs

### Federal Pell Grant

This grant, based upon financial need, does not have to be repaid. A valid Student Aid Report (SAR) must be electronically received by the campus financial aid office. Appropriate income tax returns and other financial aid forms must be submitted if the SAR indicates that the student's application has been selected for verification. Required enrollment credit hours are contingent upon Pell Grant eligibility.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

This grant, based upon exceptional financial need, does not have to be repaid. Amounts vary from \$200 to \$600 per year. A minimum of six credit hours is required.

### Federal Work-Study (FWS)

Students are paid an hourly wage for working on campus for up to 20 hours per week at the approved Board of Trustees Salary Schedule. Students can use their earnings to help defray college costs. Students must complete an I-9 Form when employed. A minimum of six credit hours is required. Refer to the "Earn While You Learn" section for more details.

## Federal Work-Study (Community Service Assignments)

Students may have opportunities to work on and off campus at community service designated locations. Visit [www.studentloans.gov](http://www.studentloans.gov) for the most up-to-date interest rates. The assignments vary and are contingent upon the skill level of students. Refer to the "Earn While You Learn" section for more details.

## Direct Federal Subsidized Loan

This is a long-term repayable loan. First-year students can borrow up to \$3,500 per year. Second-year students can borrow up to \$4,500 per year. Second year students include those students who have completed 31 credit hours toward their degree, not including college preparatory credits. HCC will determine the amount for which a student is eligible. Payment of this loan does not begin until the student has been out of school for six months or drops below half-time status. A minimum enrollment of six credit hours per term is required.

## Direct Federal Unsubsidized Loan

This is a long-term loan that can be awarded in addition to or as a substitute for the Direct Federal Subsidized Loan. Interest begins accruing immediately; however, payments may be deferred while the student is in school. Dependent students who qualify may borrow up to \$2,000. Independent students may borrow up to \$9,500 (if fewer than 31 credit hours earned) or \$10,500 (if over 31 credit hours earned). A minimum enrollment of six credit hours per term is required. For detailed information regarding loan amounts, students should contact a campus financial aid office.

## Direct Federal PLUS Loan

This program enables parents who do not have an adverse credit history to borrow funds to pay for the education of dependent children. Interest accrues while the student attends school. Repayment begins immediately. Parents can borrow up to the cost of education, minus any other financial aid. The student must enroll in a minimum of six credit hours per term.

Parents may process a Direct Federal PLUS loan application online at [www.studentloans.gov](http://www.studentloans.gov). Click on the "Borrower Log-In" link and follow the instructions as noted.

## Loan Entrance and Exit Counseling

If students are borrowing for the first time at HCC or re-entering HCC after two years of non-attendance, they must complete an entrance counseling session. Students are required to complete the loan exit counseling session during the last semester of enrollment or at the point of no longer attending at least a half-time (six credit hours) basis.

## Earn While You Learn

### Federal College Work Study

The Federal Work Study Program (FWS) offers excellent opportunities for students with financial need to gain meaningful work experience while earning money to help pay their educational expenses. FWS award recipients are granted a designated amount of money, based upon their individual need and the availability of funds. It is from that allocation that the student's wages are paid bi-weekly at the hourly rate set by the college's Board of Trustees. Students work up to 20 hours per week, around their class schedules, until they have earned the full amount of their FWS Grant awards.

Most job assignments are on-campus opportunities. Students may also work off-campus at "community service" locations. Community service jobs are assigned with federal, state, or local public agencies or organizations. These jobs are ones which provide literacy activities in a family literacy project for families with preschool age children services to students with disabilities, solutions to environmental concerns, and numerous other services designed to improve the quality of life for community residents, particularly low-income individuals. Community service positions afford FWS workers a bonus of the joy that comes from helping others.

## Florida Work Experience Program

The Florida Work Experience Program (FWEP) provides students with the opportunity to work on or off campus at approved private businesses, educational and recreational facilities. FWEP is a need-based program that enables students to earn to the maximum unmet need.

The campus financial aid office has complete details on how students can earn while they learn. For more information refer to the state financial aid programs section.

## State Financial Aid Requirements

### To apply for state financial aid, students must:

- Be a permanent resident of Florida for at least one year.
- Be accepted at HCC as a degree-seeking undergraduate student. Students working towards a certificate are eligible for state financial aid.
- Florida Vocational Gold Seal Scholarship recipients are only eligible for Technical Degree Educational programs (AS, CCC, PSAV and ATD).
- Be enrolled for a minimum of six credit hours each semester.
- Be U.S. citizen, national, or eligible non-citizen.
- Have a valid high school diploma or GED.
- Not have defaulted on any educational loans or owe a repayment on any educational loans or grants.
- Meet selective service requirements.
- Be in good academic standing and make satisfactory progress.

## State Financial Aid Programs

Listed below are some of the state financial aid programs. For information on these and other state financial aid programs, students should call any campus financial aid office.

### Florida Bright Futures Scholarship

Florida Bright Futures is a state funded, merit based scholarship program. Eligible students must enroll for a minimum of 6 credit hours per term. The scholarship program does not pay for preparatory classes.

#### Bright Futures Scholarship pays at a fixed per credit hour rate.

- Florida Academic and Medallion scholarships pay \$63.00 per credit hour.
- Florida Vocational Gold Seal pays \$48.00 per credit hour.
- Amounts are subject to change during the 2016 State of Florida legislative session. Students will be notified of any revisions.
- Complete the Free Application for Financial Aid if you need additional funds to help pay for college. Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

#### Bright Futures Scholarship will not pay for lab fees.

- The student or other sources of financial aid will have to pay for lab fees assessed for classes enrolled.

#### Florida Academic Scholars will not pay for college related expenses.

- The State of Florida will no longer fund the payment of college related fees from the Florida Academic Scholarship program.

#### Bright Futures Scholarship will not pay for Dropped or Withdrawn classes.

- Students will be required to repay the cost for any course dropped or withdrawn.
- Repayment for the cost of dropped or withdrawn courses is required to renew a Bright Futures award for a subsequent academic year.
- Students with documented extenuating circumstances may seek an appeal to this payment requirement.
- Contact your campus Financial Aid Office to inquire about:
  - The amount you will owe if you drop or withdraw from a class; and
  - If you qualify for an appeal waiving your obligation to repay for funds owed.

#### Renewal criteria revised.

- Bright Futures students are required to complete the number of credit hours paid by the scholarship program. For example:
  - if you received a Bright Futures scholarship for the semester based upon full-time enrollment, you are required to complete at least 12 credit hours.

- if your term enrollment is 9 - 11 credit hours, you must complete the minimum of 9 credit hours.
- if your term enrollment is 6 - 8 credit hours, you must complete the minimum of 6 credit hours.

#### Restoration options extended.

- Students who do not meet the minimum renewal credit hours may regain their eligibility by completing the outstanding credit hours in the Summer Term 2015.
- Review the State of Florida's website for additional information, [www.floridastudentfinancialaid.org/SSFAD/bf](http://www.floridastudentfinancialaid.org/SSFAD/bf)

### Florida Student Assistance Grant

Florida Student Assistant Grant (FSAG) is a grant of between \$200 and \$1,600 annually which is not repayable. Application priority deadline is June 1, 2016. To receive a grant, students must enroll for a minimum of six credit hours per term and have processed a FAFSA application.

### First Generation Matching Grant Program

This is a need-based program that provides financial aid funds to Florida undergraduate students who demonstrate financial need and whose parents have not earned a baccalaureate degree.

To receive this grant, the student must complete the annual FAFSA application and indicate the last level of education completed by the parent as high school.

Currently, distribution of this award is at \$500 per term. The financial aid office implemented the following priorities for selecting students for this award:

- Students who have a cumulative grade point average of 3.0 or better.
- Students who are enrolled in college full-time.
- Students who have met all other state requirements for financial aid.

Students should contact their campus financial aid office for additional information.

### Chappie James Most Promising Teacher Scholarship/Loan and the Robert C. Byrd Honors Scholarship

Students must apply through their high schools. Students who teach in the state for four years do not have to repay the award. Additional information can be obtained by visiting [www.Floridastudentfinancialaid.org/SSFAD](http://www.Floridastudentfinancialaid.org/SSFAD).



## Scholarships

### HCC Scholarships

HCC offers scholarships in a number of areas. Students may apply directly to the HCC department that has the responsibility for awarding the scholarship. Specific criteria are available in the campus offices of financial aid regarding the following scholarships:

- Art Scholarships
- Athletic Scholarships
- Board of Trustees Scholarships
- Child Care Award (off-campus)
- Child Care Award (on-campus)
- Dance Scholarships
- Drama Scholarships
- Florida Migrant Education Scholarships
- HCC Need Scholarships
- HOPE Scholarships
- Latin American Caribbean Basin Scholarships
- Music Scholarships
- Presidential Scholarships
- Presidential Honors Scholarships
- Publications Scholarships
- Student Support Services Need & Incentive Scholarships
- Student with Disabilities

### Procedures for Applying

Each HCC scholarship recipient must have processed a Free Application for Federal Student Aid (FAFSA) application. This requirement is set forth by the State of Florida Department of Education. Although students may qualify for a merit-based scholarship, the completion of the FAFSA is required. Students may complete the FAFSA application by following the instructions noted under the "How to Apply" section.

Each scholarship program has its own application procedures. The campus financial aid offices have information regarding each of HCC's scholarship programs.

### Student Eligibility Standards

- Demonstrate financial need or exhibit specific skills
- Enroll for the appropriate number of credit hours
- Maintain satisfactory academic progress

### Criteria for Selection

Selection criteria for each scholarship program is established by HCC. Most HCC scholarships are awarded according to need or skills.

Criteria for Determining the Amount of the Award

- Based on appropriate recommendation or
- Student's unmet need

### HCC Foundation Scholarships

Information regarding HCC Foundation Scholarships is available in any campus office of counseling and advising or online at [www.hccfl.edu/gwsc/foundation.aspx](http://www.hccfl.edu/gwsc/foundation.aspx)

### Other Scholarships

Information regarding other scholarships is available in the campus financial aid, counseling and advising offices and on the HCC website.

Students are urged to apply for external scholarships. A variety of local and national clubs and organizations offer financial aid to students meeting certain criteria.

### How to Apply for Financial Assistance

Students seeking financial assistance must apply each academic year. To apply for the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Florida Student Assistance Grant and certain college scholarships, the following forms must be completed:

#### Free Application for Federal Student Aid

**(FAFSA):** Students are strongly advised to complete the FAFSA application electronically by accessing the Department of Education's financial aid website:

[www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students completing the FAFSA online may receive their results (Student Aid Report) within two weeks. If students do not have a computer at home, they may use computers at the following public locations: Hillsborough Community Libraries, HCC Computer Labs, and HCC Libraries. Students must list HCC's school code, 007870, on their FAFSA application in order for the college to receive their results and Student Aid Report electronically.

- **Student Aid Report (SAR):** An official SAR is sent to all students who submit the Free Application for Federal Student Aid. This SAR contains information about a student's Pell Grant eligibility as determined by the U.S. Department of Education. The college's financial aid office reads the results of the application electronically as long as the student listed HCC's school code on the FAFSA application.
- **Income Tax Transcript (IRS Transcript 4506T-EZ):** If so stated on the SAR, students must submit copies of their and their parents' income tax transcripts for the most recent year, and students must complete institutional verification forms.
- **Other HCC Financial Aid Forms:** If students receive notification from the financial aid office that other forms are needed, they may access HCC's financial aid forms from the college's website.

#### Application Deadline Dates:

**Free Application for Federal Student Aid (FAFSA):** The student should complete the FAFSA application as soon as possible after January 1 and no later than six weeks prior to the beginning of the term. The last day to complete the FAFSA application for the 2016-2017 academic year is June 30, 2016.

**Priority Awarding:** Students whose financial aid files are complete by June 1, 2015 for the upcoming fall

semester may qualify for additional need-based financial aid awards.

**Because financial aid is not always available at the beginning of a semester for those who do not process by the suggested deadline date, students should budget their money to cover the cost of tuition, fees and books until they receive their funds. As an alternative, students may consider TIPS (Tuition Installment Plans) at [https://www.hccfl.edu/paying-for-college/tuition-in-stallment-plans-\(tips\).aspx](https://www.hccfl.edu/paying-for-college/tuition-in-stallment-plans-(tips).aspx).**

Students are required to complete a 2016-2017 FAFSA application and submit all requested financial aid forms by June 14, 2016 in order to have their financial aid awards processed by the first day of fall 2016 classes.

Students applying for financial aid or submitting financial aid forms after June 14, 2016 will be expected to pay for their classes or sign-up for TIPS (Tuition Installment Plans). Students that are eligible for financial aid may receive a refund for the payment of tuition and fees once financial aid is awarded.

## How Financial Aid is Awarded and Distributed

**Students declared eligible for financial aid will receive an award notice from HCC's financial aid office.**

Students awarded Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Direct Federal subsidized or unsubsidized loans, Florida Bright Futures Scholarships or institutional scholarships may use them to pay for the cost of tuition and fees at registration. Prior to the last day of drop/add of the semester, Pell Grant and subsidized and unsubsidized Direct Federal loan recipients who qualify can go directly to any HCC campus bookstore and purchase books and supplies against their award balance. Maximum book charges are contingent upon the available balance and credit hours enrolled.

After deductions for tuition, fees and book charges are made by HCC, the remaining balance in the students' account is forwarded to their HigherOne card or other delivery method as selected by the student. For students awarded on or before the semesters drop/add date, the remaining balance will be available 14 days from the date the college credits their account. For students awarded after the semesters drop/add date, the remaining balance will be available 14 days from the date the college credits their account.

Students who are employed under the Federal Work-Study Program will receive bi-weekly checks from the office in which they work.

## What are the required credit hours?

Financial Aid Programs	Minimum Hours Required
Federal Pell Grant	Contingent upon eligibility (most students: 1-12)
FSEOG	6
Direct Federal Loans	6

Federal Work Study	6
First Generation Matching Grant	6-12
Florida Bright Futures	6
Florida Student Assistance Grant (FSAG)	6
HCC's Presidential Scholarship	12
HCC's Board of Trustees Scholarship	12
HCC's Incentive & Need Based Scholarship	6
HCC's Athletic Scholarships	12
Florida Work Experience	6

## How Will Students Know the Awarding Amount(s)?

Once the financial aid office receives the results of the student's FAFSA and other documents requested, the student will receive an official Award Notification. This document will specify the type and the amount of financial aid the student is qualified to receive.

Student may check their financial aid award status on WebAdvisor.

### Attention:

**Withdrawing or dropping courses may have an impact on financial aid.** Students may have to repay a percentage of financial aid, and their continued eligibility may be impacted. Prior to dropping or withdrawing from any class, students should consult a campus financial aid office to discuss how this may affect their financial aid.

## Return of Title IV Funds

If students receive Title IV, Federal Student Financial Assistance, and if they withdraw, drop out, take a leave of absence, or are expelled prior to completing 60 percent of a semester for which they have been charged, the college must recalculate their eligibility for Title IV funds.

The formula for recalculating eligibility utilizes the following concepts:

- Percent of aid earned, and
  - Percent of aid unearned
- A. The percent earned equals the days the student completed divided by the total days in the enrollment period.
  - B. The percent unearned equals 100 percent minus the percent earned.
  - C. The amount of Title IV Aid earned equals the percent earned (A) multiplied by the student's Title IV Aid.
  - D. The amount of Title IV Aid unearned equals the percent unearned (B) multiplied by the student's Title IV Aid.
  - E. The amount the college must return equals the total institutional charges multiplied by the percent unearned (B).

If the college returns the Title IV funds that were credited to a student's account, it will create a charge on the student account for which the student is responsible.

**IMPORTANT:** The student might also be responsible for paying back to the federal programs any unearned portion of the Title IV Aid that was disbursed directly to the student.

F. The amount the student must return to the federal programs equals the amount of Title IV Aid unearned - the amount returned by the college. However, the student is not obligated to return more than 50 percent of any Pell or FSEOG funds he or she received.

**NOTE:** Students are obligated to pay the college for any funds returned to the U.S. Department of Education. Students receiving financial aid are advised not to withdraw from any classes prior to discussing how this may impact financial aid. The financial aid office will notify the student with the amount owed and the payment due date.

## Standards of Academic Progress

In order to remain eligible to receive Title IV, Student Financial Assistance (SFA) program funds while attending HCC, students must make steady progress toward their chosen academic goals. This requirement is known as the Satisfactory Academic Progress (SAP) requirement.

The SAP policy has three standards that a student must meet in order to remain eligible to receive Title IV, SFA - a qualitative standard, a quantitative standard, and a time standard. At HCC the qualitative standard requires recipients to maintain a cumulative GPA of 2.0. The quantitative standard requires recipients to satisfactorily complete 67 percent of all credit hours attempted. The time standard requires recipients to complete their academic program by the time they have attempted 150 percent of the credits required in their programs. Standards of progress evaluations occur at the end of fall and spring semesters.

Students who fail to meet the SAP standards will be placed on warning for one term. If after one term students are not making satisfactory progress, they will lose their eligibility for financial assistance. Students over 150% of attempted credit hours are immediately placed on suspension. In order to regain eligibility, students must meet the satisfactory progress standards or appeal for reinstatement.

## Financial aid pays tuition and fees for the following:

All associate in arts and associate in science programs.

### College Credit Certificates

- Business Management
- Computer Programming
- Drafting
- Human Resource Management
- Internet Services Technology Web Development Specialist - Designer

- Internet Services Technology Web Development Specialist - Developer
- Medical Information Coder/Biller: Medical Coder
- Medical Office Management
- Office Management
- Radiation Therapy Specialist
- Records Management

### Postsecondary Adult Vocational (PSAV)

- Advance Water Treatment
- Auto/Collision Repair and Refinishing
- Dental Assisting
- Law Enforcement
- Educator Preparation Institute (EPI)
- Diesel Engine Service Technology

## Financial Aid Offices

Each HCC campus has a financial aid office. Information about financial aid can be obtained from any of them. Normal working hours are as follows: Monday and Tuesday from 8:00 a.m. until 7:00 p.m., Wednesday and Thursday from 8:00 a.m. until 4:30 p.m. and Friday from 8:00 a.m. until noon.

## Veterans' Benefits

Eligible veterans pursuing an associate in arts or an associate in science degree may use veterans' educational benefits at HCC. Eligible chapters are Chapter 30 (Montgomery Bill), Chapter 31 (Vocational), Chapter 32 (Post-Vietnam Veterans Education Assistance Program), Chapter 35 (Dependents Educational Assistance), and Chapter 1606 (Selected Reserve), and Chapter 1607 (REAP), and Chapter 33 (Post 911 GI Bill).

To be eligible, veterans must have any discharge other than a dishonorable and must have served on active duty for a specified period. For additional information, veterans should contact any campus admissions, registration and records office or call the department of veterans' affairs (DVA) toll free number 1-888-442-4551.

## Deferments

In accordance with Florida law and college policy, any eligible veteran or dependent wishing to pursue an approved program within the meaning of VA Chapter 30, 31, 32, 35, 1606, or 1607 will have, upon request, 60 days after the first day of classes to pay registration fees. One deferment per academic year is standard.

## General Requirements

Veteran students must declare their final educational goals and choose their desired educational program when they apply for benefits. Benefits are paid only for courses applying to the students chosen program.

Veteran students must comply with attendance requirements established by instructors. If veterans withdraw, their last day of attendance will be reported to the Department of Veterans Affairs (DVA). HCC will notify the DVA of any changes in a student's enrollment status.

Benefits are not paid for courses when non-punitive grades such as "W," "N," or "U" are received. An "I" grade (incomplete grade) that has not been removed by the end of the semester after the grade was given (excluding Summer Session) will be reported as a non-punitive grade.

## Attendance

### Criminal Justice Institute, Firefighter Academy and Autobody Collision Programs

Veteran students participating in the college's Law Enforcement and Correctional Officer programs and Autobody Collision programs are encouraged to attend all class sessions. Veterans whose absences total more than 10 percent of the scheduled class sessions will be required to participate in counseling to determine if it is possible to make up the required coursework within a reasonable time frame. If it is determined the work cannot be completed within the time constraints, the students' benefits will be terminated.

### Paramedic and Emergency Medical Technician Programs

The Veterans Administration will be notified of unsatisfactory attendance at the point of the term that a veteran student accumulates three unexcused absences. The veteran student may not be recertified for veteran's benefits until 30 days of satisfactory attendance (no more than two unexcused absences in the 30-day period) have elapsed.

## Repeating Courses

Veterans' benefits are not paid for courses in which students have already earned satisfactory grades. A "D" is considered satisfactory except when program requirements mandate a "C."

## Transcripts

Veteran students must have transcripts sent to HCC from each college previously attended. Students will not be certified for a second term until all official transcripts are received.

## Benefit Levels for Standard Terms

Standard sessions are 16 weeks. Credit hours for benefits are:

Full-time	12 hours
Three-quarter-time	9 hours
Half-time	6 hours

Students registered for less than half-time are eligible only for the direct cost of their courses. Students should see a VA Specialist about benefits for non-standard sessions.

## Unsatisfactory Progress

Students receiving veterans' benefits must maintain a cumulative GPA of 2.0. Veterans (except Paramedic and Emergency Medical Technician Programs) with less than a 2.0 GPA will be given two probationary terms to bring their GPA up to a 2.0. Veteran students who fail to raise

their GPA to 2.0 after two probationary terms will be reported to the DVA and benefits will be terminated. For those students in the Paramedic and Emergency Medical Technician Programs who fail to raise their GPA to 2.0 after one probationary term will be reported to the DVA and benefits will be terminated. These veterans will also be referred to an HCC counselor for reassessment of their academic goals.

Veterans who violate the student code of conduct will be reported to the DVA and their benefits will be terminated.

Veteran students who wish to seek reinstatement of benefits at HCC may see a counselor for assistance in petitioning the Department of Veterans' Affairs. However, the DVA makes all decisions on reinstating benefits.

# Academic Policies

## Academic Year

HCC's academic year consists of the Fall, Spring, and Summer terms. Faculty may make course materials available to students prior to the first official day of class. However, student participation, attendance, and work submitted before the first official day of class will not be counted for purposes of financial aid, grades, or material participation in the class until the first official day of class.

## Attendance

Students are required to attend class regularly and punctually. If students miss classes, regardless of the cause, their opportunities for learning and academic success will be adversely affected.

The syllabus for each course contains the instructor's attendance and grading requirements. It is the student's responsibility to read the syllabus, comply with the instructor's policies, and arrange to make up work missed because of absence or lateness.

If students stop attending class, they will be assigned a letter grade unless they complete and submit a withdrawal form by the deadline published in the current catalog and credit course schedule. Students receiving financial aid are advised to discuss the impact of not attending classes on their financial aid or veterans benefits.

## Grading Policies

### Grade Reports

Students may ask instructors about their academic progress throughout a term. Final grades may be viewed via WebAdvisor at the end of each term (see calendar). Only the final grade appears on the student's transcript which is posted on the [www.floridashines.org](http://www.floridashines.org) website. Grades are not mailed. HCC may withhold the grades of students for the following reasons:

- Unpaid fees
- Overdue loans
- Overdue library books
- Overdue audiovisual or physical education materials and equipment

- Disciplinary action

Students whose grades are being withheld may appeal to the appropriate campus dean of student services or his/her designee.

Students called to active military duty will be permitted to drop their course(s) or make arrangements with faculty to complete academic requirements and receive final grades. To qualify, students must provide a copy of their active duty orders. Contact the campus advising or counseling office.

### Grading

Students will be awarded letter grades for courses taken at HCC. Course grades will be awarded and recorded following the final class meeting (or its equivalent in the case of online course).

#### Grades used in computing GPA:

Grade	Interpretation	Point Value
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0

#### Grades not used in computing GPA:

AU	Audit
AW	Administrative withdrawal
I	Incomplete
N	No credit
NR	Grade not reported by instructor
S	Satisfactory
U	Unsatisfactory
W	Withdrawal
WN	Withdrawal, non-attendance

### Grade Point Average

Each letter grade has a point value. To determine grade point average (GPA), one multiplies the number of points for each grade earned times the number of the course's credits, adds the total grade-point values for all courses, then divides by the total number of credit hours.

A "B" (three points) in a three-credit course is worth nine points. An "A" (four points) in the same three-credit course is worth 12 points.

#### GPA Example:

ENC 1101	3 cr.	Grade A (4 points)	=	12
CGS 1000	3 cr.	Grade C (2 points)	=	6
HUM 2210	3 cr.	Grade F (0 points)	=	0
PEM 1954	1 cr.	Grade B (3 points)	=	3
Total	10 cr.	Total Points	=	21

Divide 21 points by 10 credits = 2.100 grade point average. A degree GPA of 2.0 or higher is required to receive an associate degree from HCC.

The following letter grades have special requirements:

**Audit** – awarded to students who enroll in credit classes for enrichment but not for credit. A change in enrollment from credit to audit or audit to credit can be made only during the designated schedule adjustment (drop/add) period.

**Administrative Withdrawal** – awarded by the college for reasons such as non-attendance, non-payment of fees, non-compliance with rules, or extenuating circumstances.

**Incomplete** – awarded only when requested by the students, approved by instructors and confirmed by the appropriate academic deans. "I" grades are given only when unforeseen circumstances prevent students from completing course requirements during the regular term. An "I" contract is agreed upon and signed by both students and instructors. Contracts include a list of the course requirements students must complete and the deadline by which the work must be completed. To be eligible for an "I," students must have satisfactorily completed at least two-thirds of the course requirements. "I" grades must be removed before the end of the eighth week of the following term (excluding summer term) or they will be changed to "F" grades on the students' permanent records. Students should refer to the student services Important Calendar for Students.

**No Credit (N)** – "N" grades are awarded only in college preparatory courses. The "N" grade is awarded to students who attend class through the end of the term but who do not reach the level of skill or knowledge required to move on to the next course. Students who receive an "N" grade do not earn credits, and "N" grades are not included in calculating students' cumulative GPAs. Students who receive "N" grades must repeat the courses during the following term.

**Grade Not Reported** – when instructors omit a grade, the notation "NR" is placed on transcripts.

**Withdrawal** – awarded to students who officially withdraw by the deadline.

**WN** – grades are initiated by faculty and awarded to students who have never attended class. The WN grade must be submitted by the first class meeting after the end of add/drop for the section. For online classes, the WN deadline is 5 days after the end of add/drop for the section. The student is financially responsible for cost of the course(s).

### Forgiveness Policy

Courses in which a "C" or better is earned cannot be repeated. All course attempts will appear on the transcript. Courses in which a grade of "D" or "F" is earned may be repeated for credit, and only the most recent grade earned will be used to calculate the cumulative grade point average. A student who has completed a course and

the grade earned was a "D" or an "F" is eligible for CLEP, AP, and/or credit-by-exam in a subsequent term.

**NOTE:** Some courses may be repeated for credit, i.e., JOU 1949. This means the grade and quality points earned in each attempt for this course will be included in the GPA computation. Grade forgiveness does not apply to a course that may be taken more than one time for credit. Check the course description to determine if a course may be repeated for credit.

Students may attempt a course only three times - including the first attempt, repeat grades, and withdrawals. Permission for a fourth attempt will be granted only through the academic appeals process. Permission will be granted only to students who can document major extenuating circumstances. Students who wish to begin the academic appeals process should contact the appropriate campus dean of student services. Grades for the third and all subsequent attempts will be included in calculating grade point averages.

**NOTE:** Some colleges and universities may not accept grades earned for repeated courses; some might use only the grades originally earned. Students receiving financial assistance of any type should speak with a financial aid counselor to ensure that any repeat attempts will qualify for aid.

## Dean's List

To earn placement on the Dean's List, a student must earn a 3.5 or higher term GPA for 12 or more semester hours in the term of attendance.

## Honors

Students who graduate with the specified HCC cumulative grade point averages will be recognized as distinguished graduates.

### Degree Grade Point Average

3.50 - 3.79	=	Honors
3.80 - 3.99	=	High Honors
4.00	=	Highest Honors

An honors statement will be placed on the student's transcripts and diploma.

## Academic Progress

In order to have satisfactory academic standing, a student at Hillsborough Community College must maintain a cumulative grade point average of 2.0 "C." Students may be required to take reduced hours per semester to improve their GPA. Insurance issues will not be a consideration. Only institutional GPA, including remedial coursework, would be included. Transfer GPA would not be included.

The four steps in the process are Academic Warning, Academic Probation, Academic Suspension, and Academic Dismissal.

## Academic Warning

When a student's cumulative GPA falls below 2.00, the student is placed on Warning and notified immediately by all available means. A registration hold is placed on the student's record and the student must see a counselor to

register. The student must maintain a term GPA of 2.00 or better thereafter. The student remains on warning until the cumulative GPA rises to 2.00 or better.

## Academic Probation

If while on Warning, a student's term GPA falls below 2.00, the student is placed on Probation and notified immediately by all available means. The registration hold remains, and the student must see a counselor to register. The student must maintain a term GPA of 2.00 or better thereafter. The student remains on Probation until the cumulative GPA rises to 2.00 or better.

## Academic Suspension

If while on Probation, a student's term GPA falls below 2.00, the student is placed on Suspension and notified immediately by all available means. The registration hold remains, and the student may not register for a period of one term. Appeal of a Suspension will be ruled upon by the Academic Standards Committee. After the Suspension period, the student must first see a counselor, then petition the Academic Standards Committee to be allowed to register. If the petition is successful, the student must maintain a term GPA of 2.00 or better thereafter. The Student remains on Suspension until the cumulative GPA rises to 2.00 or better.

## Academic Dismissal

If while on Suspension a student's term GPA falls below 2.00, the student is placed on Dismissal and notified immediately by all available means. The registration hold remains, and the student may not register for a period of one calendar year. Appeal of a dismissal will be ruled upon by the Academic Standards Committee. After the dismissal period, the student must first see a counselor, then petition the Academic Standards Committee to be readmitted. If the petition is successful, the student returns in the status of Suspension, under the conditions stated above regarding return from a one-term suspension.

## Academic Grade Appeals

Students must adhere to the standards of academic performance established in the course syllabi provided by their instructors. However, students are protected against prejudicial or capricious evaluation and may dispute an assigned grade by asking the instructor for reconsideration. If grades remain in dispute, students should contact the appropriate campus dean of student services. The dean of student services will direct students to the appropriate appeals procedure.

No grade will be changed without the approval of the instructor and the campus president.

## Application for Degree and Transcripts

### Application for Degree

Students are requested to apply using the "Application for Graduation" option in WebAdvisor upon nearing

graduation. Students who do not apply for graduation prior to completing all degree requirements will have their diploma processed and mailed using the information in the HCC database.

## Auto-identification for Graduation and Reverse Transfer

Students who do not apply for graduation but have met all graduation requirements may still have their graduation processed. HCC participates in a "reverse transfer" program. Students who do not complete their graduation requirements at HCC but complete them at a participating institution may still be graduated from their HCC program.

## Transcript Request

**Current HCC Students** - complete the form "Transcript Request" on the student WebAdvisor account.

**Former HCC Students** - follow the guidelines on the HCC website by going to

<http://www.hccfl.edu/sssem/transcripts.aspx>

NOTE: The college will not provide transcripts if the student has an outstanding financial obligation to HCC.

## Academic Support Services

### Learning at Hillsborough Community College

As an institution focused on student learning, Hillsborough Community College offers a variety of learning options to enhance its' strong traditional college programs.

### Academic Success Centers

Each campus has an Academic Success Center (ASC). The ASCs provide learning environments, services, and resources designed to empower students to become successful, independent learners. They provide free tutoring, and resources for subject areas such as writing, reading, EAP/ESOL, foreign language, mathematics, sciences, computer science, developmental education, and business/finance. To learn more about the academic assistance offered at each campus visit their website:

<http://www.hccfl.edu/academic-success-centers.aspx>.

### Academic Technologies

Hillsborough Community College is committed to providing academic technologies for its student population, and therefore, has developed a wide array of on-site and Internet-based technologies. These technologies include programs such as WebAdvisor for managing student business, the college portal for communication and supplemental learning, Mythic for alternative coursework, Web based library resources, and an online tutoring service called Smarthinking. As a student at Hillsborough Community College, you will be able to access these resources both on-campus and from your home or other locations away from the college.

It is the expectation that students will learn to utilize various technologies to communicate with the college and classmates. Students may also be required to use Web-based programs, such as those in MyHCC or other technologies to complete homework assignments, course assessments and testing, or other learning activities as assigned by instructors. In the event a computer and internet access is needed, each campus has technology available to use in the libraries and computer labs.

The college also provides helpdesk support for students with problems accessing their resources. You can call the helpdesk at 813-253-7000 ext. 4357 (HELP) to speak to a technician for assistance. The college helpdesk is limited to addressing only those problems associated with accessing web-based resources; i.e. MyHCC portal, Smarthinking, and WebAdvisor.

## Communities of Learning

### Learning Communities

Learning communities are formed with groups of students sharing both similar academic interests and academic schedules. Students and faculty work together to form a community of learners sharing a common academic experience. Cohort scheduling, student work and study groups, interdisciplinary assignments, and extracurricular activities combine to create a unique and challenging academic experience.

### Service Learning

Service Learning is a teaching method that places a focus on learning through doing and thinking. While earning academic credit for the course, students perform a service in the community with an agency or program that has a partnership with the college. This applied approach to learning helps students gain a greater understanding of course content as well as an increased civic awareness.

### Supplemental Instruction

Supplemental instruction utilizes the talents and skills of students to act as peer tutors for selected sections of a variety of courses. SI tutors actually retake the courses with the students in the SI sections and work directly with the faculty members instructing those sections to create tutorials and support materials for students presently in the courses.

### Computer Enhanced Instruction

Computer enhanced instruction combines assignments and tutorials constructed for the computer to create a self-paced instructional format for students.

### Fast-Track Scheduling

Fast-track scheduling, which offers courses in shorter, non-traditional formats is available for a large number of courses. Weekends and evenings are scheduled to meet the needs of today's students, providing a wide variety of schedule formats.

## Libraries/Learning Resources Centers (LRC)

Each campus has a Library that provides materials to support the college curriculum. The collections include circulating and reference books, current periodicals, electronic databases, and audio-visual materials. An online library catalog identifies both HCC and statewide library holdings. The library provides online access to a variety of general and specific databases that include articles from journals, magazines, and newspapers; book chapters; electronic books; streaming video and music; and audiobooks. Access to the online databases is available to students with a valid HCC student identification card.

Each library maintains a reserve collection that includes materials identified by HCC instructors for students' attention. Campus librarians provide reference assistance, information literacy instruction to classes, and one-on-one instruction on locating and utilizing information. Library hours vary by campus and are posted at each site.

## Student Services and Activities

### Student Services

HCC offers a wide variety of services to help students reach their academic, career and personal goals.

### Academic Advising

Advisors are available on each campus to help students select educational programs and choose appropriate courses. Advisors review transcripts, interpret placement test scores, explain degree requirements and provide information about transferring to four-year institutions. Students are encouraged to obtain an advising guide for their program from the HCC website (<http://www.hccfl.edu/ssem/advising-guides.aspx>) and review it with an advisor early in their academic career so that they know which courses to register for each semester.

### Admissions, Registration and Records

In order to provide students with prompt, efficient service, HCC must collect accurate information and maintain reliable student records. The college operates an admissions, registration and records office on each campus to answer questions about admissions, assist with registration, help complete HCC forms, receive and respond to requests for transcripts, and provide information required by outside individuals and organizations. In addition, the campus admissions, registration and records office will help students understand the policies and procedures in this catalog.

### Bookstores

Each campus has a bookstore. The bookstores sell textbooks, general reading materials, books and periodicals,

school supplies, art and engineering supplies, gifts, computers, computer software and other miscellaneous items.

### Career Resource Center

The Career Resource Center provides students with information on careers and helps them make career decisions. Students can take career assessments and explore occupations with a campus Career Resource Center staff member through a variety of resources.

If students prefer working on their own, the college offers several automated career exploration options. CHOICES is a computerized career counseling and career exploration system designed to help students identify appropriate career options. The CHOICES database contains information on more than 700 occupations. Students can get more information about the career exploration system by visiting any campus Career Resource Center.

Employment opportunities are posted in the campus career centers and the online job boards. The Career Resource Center sponsors job fairs; schedules on-campus interviews with employers; and helps students with resume writing, interviewing techniques and other career related issues.

### College Publications and Information

HCC provides members of the college community with current information by maintaining and supporting a variety of publications and media.

### Counseling Services

Professional counselors are available to help students with career decision-making, academic planning, and personal growth. Counselors help provide direction to and monitor the progress of students who are on academic probation and those who have been previously academically suspended or dismissed. All information students share with counselors is treated with strict confidentiality.

In addition to short-term individual and group counseling, counselors offer seminars and workshops on study skills, time management, interpersonal skills, test anxiety reduction, and career exploration. All counseling services are free to students.

Students who would like to meet with a counselor may call or stop by an HCC counseling office. Students will either be seen on a walk-in basis or given an appointment.

### Disability Services

HCC makes every effort to help students with disabilities get the most out of attending college by providing reasonable accommodations to ensure access to all academic programs, campus organizations, services and activities, in accordance with the Americans with Disabilities Act (ADA) of 1990.

All HCC activities, organizations, courses and academic and technical programs are open to students with disabling conditions.

HCC facilities are, as a whole, accessible to persons with physical disabilities via ramps, automatic entrances, and elevators. Accessible restroom facilities, parking spaces, telephones and water fountains are also available.



## Who is Eligible?

The ADA defines a person with a disability as any person who has a physical or mental impairment that substantially limits one or more of such person's major life activities; has a record of such impairment; or is regarded as having such an impairment. **If students have one or more of the following disabilities, they may be eligible to receive services at HCC:**

- Specific learning disability
- Hearing impairment
- Visual impairment
- Physical impairment
- ADD/ADHD
- Psychiatric disability
- Alcohol/drug abuse
- AIDS
- Speech/language impairment
- Other health impairment

## Examples of Accommodations

HCC's office of services for students with disabilities provides a wide range of free services to meet the needs of disabled students.

Depending upon documentation provided, available accommodations/services include, but are not limited to:

- College placement test and new student orientation accommodations
- Learning disability specialist
- Sign language interpreter
- Reader
- Notetaker
- Books on CD
- Assistive computer hardware and software on campus
- Visual magnifier
- Alternative testing arrangement

## How to Apply

A student or future student wishing academic accommodations must self-identify and provide appropriate documentation of their disability to the office of services for students with disabilities. Students should contact an HCC coordinator of services for students with disabilities to discuss documentation guidelines.

Students are encouraged to begin this process at least one month prior to the start of the semester. Students may schedule an appointment or visit on a walk-in basis.

## Contact

**For additional information on services and eligibility requirements, or to request services, students should contact an HCC coordinator of services for students with disabilities.**

Brandon	BSSB 122	253-7914
Dale Mabry	DSTU 102	259-6035
Plant City	PSTU 124	757-2209
MacDill Center	PSTU 101C	757-2209
South Shore	SPMF 135	253-7000 ext. 5734
Ybor City	YPST 230	253-7757

## Substitution, Admission and Graduation Requirements for Disabled Students

Students with hearing impairments, visual impairments, or specific learning disabilities who have received a standard diploma from a regionally accredited secondary school or earned passing GED scores may be eligible for substitutions of HCC admission requirements, program admission requirements, or graduation requirements. Eligibility for specific substitutions is based on the documentation of the students' disabilities.

If documentation of students' disabilities substantiates that the disabilities can reasonably be expected to prevent the students from meeting HCC's admission, program, course and/or graduation requirements, students might qualify for substitutions. Students must provide appropriate documentation to an HCC coordinator of services for students with disabilities.

## Food Services

Cafeterias on the Dale Mabry, Ybor and Brandon campuses are open when classes are in session. The food facilities at the Plant City and South Shore campuses are open during posted hours. Vending machines are located on all campuses.

## Housing

The Hawks Landing Apartment Complex is available to HCC students for occupancy. The complex is located on the Dale Mabry Campus. For rental information, contact (813) 875-6000 or visit the Hawks Landing web page at <https://www.hccfl.edu/departments/international-education/future-students/housing.aspx>.

## College ID Card

As of spring term 2010, the Hawk Card serves as the official HCC photo ID card for students, faculty, and staff. The Hawk Card does not replace the HigherOne card which will remain as the student financial reimbursement card.

The Hawk Card is available at the Dale Mabry, Ybor City, Brandon, and Plant City Campus bookstores and at the library at the South Shore Campus. The first card is issued free of charge. A \$20.00 card replacement fee will be charged for each additional card.

## Student Email

Upon enrollment at HCC, all students are provided personalized email access through HawkNet, HCC's web-based service delivery portal. HCC has adopted email as the official means of communications with students because of its speed and efficiency in delivering important college communications. For this reason, it is important for students to check their HawkNet email regularly.

**During registration periods, students should check HCC email daily for registration confirmations, notices regarding fees, financial aid and other pertinent information. Log-in information for email and other electronic services available via HawkNet will be provided during new student orientation.**

## Hawk Alert

Hawk Alert is Hillsborough Community College's new text messaging system. It is easy to sign up! To receive text messages about emergencies, special notices and campus closures, go to [www.hccfl.edu/alerts](http://www.hccfl.edu/alerts) and sign up for this free service.\* Stay connected by signing up today!

\* **NOTE:** Some charges may apply based on your service provider.

## Lost and Found

Students should turn in any articles found on campus to the campus security office. To claim lost articles, students must present proper identification.

## Student Support Services Program

Student Support Services (SSS) is one of the federal TRIO Programs that provide a variety of academic support services to eligible disadvantaged students. Comprehensive support services enhance and improve the retention, graduation and transfer rates of the program's participants from HCC. Additional transfer services are available to participants who qualify to transfer to 4-year colleges and universities.

All full-time and part-time disadvantaged students enrolled at any of the college's campuses, learning centers or off-campus instructional sites, who qualify under the broad criteria, can apply for admission to the Student Support Services Program.

## Test Centers

Test Centers, located on all campuses, administer faculty make-up, distance learning, placement, and counseling-related tests. Before being allowed to take tests, students must show picture identification, either a government-issued photo ID such as a driver's license or an HCC student ID card.

Students taking the CLEP test are required to provide two forms of identification. One form of identification must be a government-issued photo ID such as a driver's license.

Students with disabilities who require alternative testing arrangements must contact an HCC coordinator of services for students with disabilities.

Students using unauthorized or inappropriate materials and students who conduct themselves inappropriately in a test center will be denied future testing privileges in the center and may be subject to college disciplinary action.

## Vocational Rehabilitation Services

The Division of Vocational Rehabilitation, the Division of Blind Services, the Veterans Administration, and government agencies fund academic and vocational (technical) training for individuals with disabilities. For information about services and eligibility requirements and for referral to the appropriate agencies, students should contact an HCC coordinator of services for students with disabilities.

## WINGS

The WINGS program is designed to promote the graduation of students pursuing AS or college certificate programs. A variety of support services are offered to address short-term as well as lifelong goals. Students may qualify for partial tuition and textbook support, in addition to childcare assistance.

To qualify, students must be enrolled in a technical education program and be eligible to receive a Federal Pell Grant. **To obtain further information, students should call (813)253-7234.**

## Student Activities

### Student Government Association

The Student Government Association (SGA) provides opportunities for students to actively participate in programs and policy-making at HCC. The SGA serves as a major vehicle for communication between students and the administration. The Student Government Association represents all students.

Each campus has an SGA with a president, executive board and senate.

### Student Union Facilities

Student union facilities are open to all students. These facilities usually house offices for the SGA and areas in which students can meet.

## Student Publications

Student publications and the student press are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion. The college requires that its student publications staff adhere to responsible journalistic practices. The Canons of Journalism, the Advertising Code, and the Advertising Standards of Acceptability serve as external standards for which the editors and staff of the student publications at HCC strive.

## Newspaper

The Hawkeye is HCC's student newspaper. Published regularly, the paper is staffed by students from all campuses and receives assistance from a faculty advisor. The newspaper is free.

## Galeria

The Galeria, HCC's literary-arts magazine, is published annually under the supervision of a faculty advisor. The Galeria has a staff of student volunteers, and students from all campuses contribute the material published. The magazine is free to all HCC students.

## Triad

The Triad, HCC's general magazine, is published annually under the supervision of a faculty advisor. Volunteer journalism students staff the Triad, and the magazine is free.

## Cultural and Special Events

### Art Shows

The HCC Art Gallery is located in the Performing Arts Building on the Ybor City Campus. Exhibits include works from collections on loan to the Gallery as well as works by students, faculty, and guest artists. The Gallery is open to the public without charge when classes are in session. The annual Student Award Exhibit is held late in the spring term and is an especially noteworthy event.

For more information, students should call the gallery office at (813) 253-7674. For information about exhibits on other campuses, students should call or write the campus student government activities advisor or a member of the campus art faculty.

### Exhibits

The Exhibit Gallery, located on the second floor of the Dale Mabry Campus Library Building, houses selections from state agencies, local groups, artists and private collections. Admission is free. For more information, call (813) 253-7386.

### Drama

During the academic year, theatrical presentations are held on the Ybor City Campus. The schedule and location of open auditions for upcoming productions are posted on the campus bulletin board and in the school newspaper. Drama department productions are held at the Ybor City Campus Performing Arts Building.

### Music

Student, faculty and artist recitals are held in the Ybor Performing Arts Building. Vocal and instrumental recitals and concerts are scheduled primarily during the fall and spring terms and feature student, faculty and guest artists in solo and ensemble performances.

### Films, Dances and Special Events

Each semester campus student government associations sponsor events such as films, dances, concerts, guest speakers, special forums and cookouts. All events are at no cost to current students with a valid HCC ID card.

## Sports

### Gymnasium, Weight Room and Tennis Complex

HCC's tennis complex, is located at the northeast corner of the Dale Mabry Campus. Students, faculty, and staff may use the sports complex at no charge while participating in college credit courses.

Tennis and racquetball courts are available for educational and recreational use by HCC students and the community.

The gymnasium, which serves as the home court of the Hawks basketball and volleyball teams, is located on the Dale Mabry Campus.

Programs, clinics and lessons are available for players of all ages and levels. Further details are available by calling (813) 348-1173 or visiting the website at [www.tampatennis.net](http://www.tampatennis.net).

College weight training rooms and the gymnasium are available for student use free of charge at designated times. There are weight rooms located on the Brandon, Dale Mabry, Ybor City, and Plant City campuses. Hours of operation for the gym and weight room are posted and vary from term to term. Students are required to dress appropriately.

### Varsity Sports

The varsity sports program consists of volleyball, basketball, tennis and softball (fast pitch) for women; and basketball and baseball for men.

The Hawks are members of the Florida Community College Activities Association, Suncoast Conference, and Region VIII of the National Junior College Athletic Association.

Financial aid is available to any full-time student who meets both athletic and academic qualifications. For details, students should contact the athletic office, Dale Mabry Campus, at (813) 253-7367. Upon request, the college will make available to current or future students the completion rates of student athletes.

### Student Clubs and Organizations

Each campus has clubs and organizations that serve student needs and interests. Student clubs and organizations provide students with the opportunity to participate in organized activities with others having similar interests. They offer students a way to make friends, expand horizons, and get involved in college life.

The HCC Student Handbook has a current list of clubs and organizations offered at each campus.

## Student Policies

### Activities Calendar

Each campus maintains a calendar listing the time and location of approved activities. Students must make arrangements for scheduling an event and reserving a location for a co-curricular activity with the appropriate student government activities advisor before the event can be placed on the activities calendar.

### ADA (Americans with Disabilities Act)

HCC complies with, and fully supports, the 1990 Americans with Disabilities Act (ADA). The ADA prohibits discrimination on the basis of disability in the services, programs and activities provided and operated by the college. HCC also complies with, and fully supports, other federal, state and local laws that protect the rights of disabled persons, such as the Rehabilitation Act of 1973 and the Florida Educational Equity Act. Unless the result will cause an undue hardship to the college or fundamentally alter a program or service provided by the college, HCC will provide reasonable accommodations and auxiliary

aids to disabled applicants, employees, students and members of the college community.

## AIDS

HCC recognizes that Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC), or a positive test for HIV antibody represents a significant public health threat. It is HCC's policy to balance the rights of AIDS victims to an education and employment at HCC against the rights of other students and employees to an environment in which they are protected from contracting the disease.

HCC will offer students with AIDS the same opportunities and benefits offered to other students. Generally, HCC will not impose any rules on students with AIDS that may have the effect of limiting their participation in the educational programs or activities at HCC. Students with AIDS will not be isolated by HCC or prevented from participating in college activities unless such participation has been scientifically shown to endanger the wider community. Risk determinations will be made by medical professionals in consultation with an office of services for students with disabilities.

A campus coordinator of services for students with disabilities is responsible for reviewing HCC's procedures and ensuring they are both free of discrimination and pose no danger to the community at large. The coordinator will also meet, as needed, to consider and recommend appropriate action in individual occurrences of the disease. Any questions, concerns, consultation regarding AIDS, services or accommodations should be referred to an office of services for students with disabilities.

## Audio/Video Recordings

A student shall not, without the faculty member's express authorization make or receive any recording, including but not limited to audio and video recordings of any class, co-curricular meeting, organizational meeting or meeting with a faculty member. Further, the student does not have permission to post class lectures or course lectures on the web. In Compliance with ADA regulations, exceptions to this statement are made in the cases of situations in which the student has requested appropriate accommodations for his or her disability.

## Bulletin Boards

Each campus has several large community bulletin boards on which students may post announcements such as want ads, for-sale notices, notices of meetings, etc. Prior to posting, all notices from students must have the stamped approval of the appropriate campus dean of student services, the dean's designee, or the organization assigned authority and/or responsibility for the specific bulletin board.

## Campus Disturbances

State law prohibits the disruption of or interference with the administration, function or activities of an educational institution. In addition, the law prohibits individuals from encouraging students to disrupt the educational process or to interfere with the attendance of any student or employee.

Individuals who violate this law will be charged with a second-degree misdemeanor and, upon conviction, be fined up to \$500, imprisoned for up to 60 days, or both. In addition, students who violate this law will be subject to college disciplinary procedures.

## Campus Events

All on-campus meetings must be scheduled with the appropriate campus student activity coordinator or through the office of the appropriate campus dean of student services.

## Children on Campus

For safety reasons, parents and others responsible for the care of minor children under the age of 17 should not bring them on campus while engaged in academic activities such as class, research, lab periods, or study groups. Minor children under the age of 17 should be on campus only when activities specifically allow for their involvement.

## Disciplinary Action

The campus dean of student services, according to HCC administrative procedures, administers disciplinary action resulting from violations of the Student Code of Conduct. The Student Code of Conduct is located in the Student Handbook, which is available on the HCC Website at [www.hccfl.edu](http://www.hccfl.edu).

## Dress Code

HCC believes that students are mature enough to determine what constitutes appropriate dress. However, state law requires students to wear shirts and shoes while on HCC's campuses.

## Drugs & Alcohol

One of HCC's goals is to maintain a drug-free workplace and educational setting. Therefore, the manufacture, distribution, dispensation, possession, or use of alcohol or controlled substances on HCC property is prohibited. However, upon prior authorization by the President, alcoholic beverages may be served on HCC property and at HCC functions.

Annually, each registered student is provided detailed information about HCC drug policies and the behavioral, social and legal consequences associated with drug use.

Students charged with violating this policy will be referred for disciplinary action to the appropriate campus dean of student services. Students who violate the college's drug and alcohol policy will be subject to severe disciplinary sanctions including suspension or expulsion. In addition, the college will refer violators to the appropriate law enforcement agencies for prosecution and will assist

law enforcement agencies in investigating students who may be using or trafficking drugs.

For more details regarding HCC's policy on alcohol and illicit drugs, see the HCC Safety Handbook, Student Handbook and Academic Planner or HCC Administrative Rule 6HX-10-2.05. Copies of the policies are in HCC libraries. A copy of this information is available on the HCC website at [www.hccfl.edu](http://www.hccfl.edu).

The college will also provide future students with a review of HCC's alcohol and drug prevention and education programs.

## Hazing

Officers, members, and others associated with HCC student organizations are prohibited from engaging in hazing and in participating in activities on or off campus that endanger students' health or safety.

## Intellectual Property

HCC is committed to providing an environment that supports the academic activities of our students and encourages innovation. Students may produce endeavors that are subject to copyright, trademark or patents from independent work or through College-sponsored or supported efforts using College funds, staff, facilities, material or technological information.

HCC's [Administrative Rule 6HX-10-2.12](#) and [Administrative Procedure 4.23](#) provide additional information on intellectual property and student work.

## Ombudsman/Student Advocate

The vice president for student services and enrollment management is the college's ombudsman/advocate for students. The vice president's office is located on the third floor of the district administration center. Students may appeal decisions related to course access and credits granted toward degrees to the office of the ombudsman.

## Religious Observances

HCC will reasonably accommodate the religious observances, practices, and beliefs of students in its admission, class attendance and the examination policies and in work assignments. Students must notify instructors at least one week prior to a religious observance.

Students may file a grievance if they believe they have unreasonably been denied an educational benefit due to their religious beliefs or practices.

## Public Safety

The HCC public safety office is available to assist all students and employees. The public safety office patrols college property to detect and deter criminal activity, provide protection to those on campus, provide security for college property, and detect and document hazardous, unusual and suspicious behavior and conditions.

The public safety department provides information and assistance on a 24-hour basis. The department utilizes uniformed patrol officers with marked vehicles and officers on foot patrol to observe and detect criminal behavior and suspicious activities; enforce traffic and parking regu-

lations; and assist students and employees. Students, employees, and members of the community are required to obey all local, state and federal laws, statutes and ordinances. In addition, members of the college community must observe all HCC administrative rules and procedures. The public safety department is responsible for monitoring compliance with these laws and many of the college's rules and procedures.

## Responsible Students and Employees Should:

- Inform the public safety department about suspicious conduct, criminal activities and hazardous situations.
- Refrain from leaving doors and windows open when rooms are vacant.
- Walk to cars and classes in groups or with a companion. **(Call 253-7911 for an officer escort to the parking lots or garage.)**
- Walk in well-lighted areas at night, even when in a group.
- **Attend to their intuition.** (If students feel they are being followed, they should change direction and walk toward a group of people or to a secure area.)
- Watch their belongings.
- Avoid strangers that appear suspicious or out of place.
- Freely contact Security to ask for assistance.

**Students who notice situations that represent potential or real safety or security problems should notify the local campus security office by using the emergency telephones.**

Upon request, the college will make available to future students its policies, procedures, statistics and other information about campus safety and security. The Safety Handbook is available at the student services webpage at [www.hccfl.edu/ssem/safety-handbook.aspx](http://www.hccfl.edu/ssem/safety-handbook.aspx).

## Sexual Harassment Policy

Hillsborough Community College will maintain a workplace and educational setting free from harassment of any kind and from any source including but not be limited to supervisors, co-workers, administrators, students, faculty, consultants and visitors to the college. Each administrator, faculty member, professional-managerial employee, classified employee and student should pursue assignments and responsibilities at the college with a total commitment to basic ethical principles and professional codes of conduct.

The college believes sexual relationships between teachers and students or superiors and subordinates are ill advised as they might adversely affect the academic or workplace environment or relationships. Such relationships between superiors and subordinates or between teachers and students are unethical because the consent of students or subordinates may not in fact be voluntary given the "power imbalance" in such relationships.

## Tobacco-Free Policy

HCC is dedicated to providing a healthy and productive environment for its faculty, staff, students, visitors,

and contractors which includes eliminating tobacco use as part of our commitment to promoting healthy practices and choices for individuals.

Tobacco-use is prohibited on all Hillsborough Community College properties, including owned and leased buildings, student housing, outdoor areas, parking lots and garages, courtyards, entrance and exit ways and college vehicles. This policy includes all types of tobacco and tobacco-like products, including smoked and smoke-less tobacco, other smoking products, and electronic cigarettes.

## Student Misconduct

Students must adhere to all published federal and state laws and ordinances and college administrative rules and procedures. Alleged violations of the Student Code of Conduct will be referred to the appropriate campus dean of student services. Following the guidelines in the Student Handbook and Academic Planner for student conduct and discipline, the dean will determine the appropriate college response.

HCC will cooperate with external police and judicial authorities investigating alleged violations of public laws or ordinances.

## Telephones

Office telephones are for official use only. If the college receives an emergency call for a student, every effort will be made to locate and inform the student. However, the college will not deliver personal messages of a non-emergency nature.

## Textbook Refund Policy

HCC bookstores grant full refunds on textbooks (whether purchased new or used) during the first two weeks of the semester and during the first week of summer term. Books returned after those deadlines will be purchased at used book prices (55 percent of purchase price). In determining the amount to be refunded, the bookstores will follow these guidelines:

- All refund requests must be accompanied by sales receipts.
- If purchased new, books must be unmarked and must not be defaced in any manner. Marked books will be purchased at used book prices. The bookstore staff members are the sole judge of whether a book is in new or used condition.
- Each HCC bookstore will refund textbooks purchased at any other HCC bookstore.
- Books or merchandise that is defective should be exchanged as soon as the defect is discovered. Defective used books must be returned for exchange during the first two weeks of class.
- Students must provide a student ID and a government-issued photo ID in order to receive refunds.
- Refunds are not given for merchandise other than text books.
- Refunds are not given for special-order books.
- When students' petitions for late drops are approved, the deadline for refunds will be waived.

## Buy Back Policy

If a textbook is in good, resalable condition and is a required textbook for the next semester (except when the bookstore's current stock exceeds the anticipated demand), the bookstore may buy the book back at a price determined by the bookstore.

The buy-back period is the first two weeks and last week of each semester and on every Tuesday and Wednesday during the semester.

On each campus, bookstore hours are posted each term.

## Threats of Violence

Threats by HCC students, staff or visitors to do bodily harm, damage property or disrupt the operation of the college are inimical with the goals of the college and will not be tolerated. Students or employees who make such threats, whether verbal or written, expressed or implied, will be disciplined according to the appropriate administrative procedures.

## Records Policies

### Confidentiality of Student Records

The Family Educational Rights and Privacy Act (FERPA) governs the confidentiality of student records. (Records are defined as all records, files and data directly related to students that are created, maintained, and used by HCC.)

### Notification of Social Security Number Collection and Usage

Hillsborough Community College (HCC) will only use your social security number (SSN) as needed for lawful purposes within the business of HCC and for those specific purposes identified by the Social Security Administration, the Internal Revenue Service and other state and federal regulatory agencies. The SSN will not be used in any information system as the primary identification of individuals unless required by law. HCC is committed to provide security for our students, faculty and staff; and recognizes that the threat of identity theft is a growing problem. HCC departments that are authorized and required to collect, transmit, store or use a SSN will do so in a secure manner. Violations of this policy may result in disciplinary action up to and including discharge or dismissal in accordance with HCC rules and procedures.

In compliance with Section 119.071(5), Florida Statutes, this document serves to notify you of the purpose for the collection and usage of your SSN.

HCC collects and uses your SSN only for the following purposes in performance of the College's duties and responsibilities. To protect your identity, HCC will protect your SSN from unauthorized access, never release your SSN to unauthorized parties, and assign you a unique student/employee identification number. This unique ID number is used for all associated employment and educational purposes at HCC.

For the student information system (Hawknet), the primary identifier for a student will be the student identification number, which will be used to access student education records, and for electronic and paper data systems that identify, track and service students. Faculty and staff will require students to provide their student identification number for all transactions and not SSNs for any transactions requiring access to student records.

Providing your SSN is a condition of employment at HCC. Your SSN is used for legitimate employment business purposes in compliance with:

- Completing an Employment Application/Packet
- Completing and processing background checks
- Completing and processing the Federal I-9 (Dept. of Homeland Security)
- Completing and processing Federal W4, W2, 1099 (Internal Revenue Service)
- Completing and processing Federal Social Security taxes (FICA)
- Processing and distributing Federal W2 (Internal Revenue Service)
- Completing and processing quarterly unemployment reports (FL Dept. of Revenue)
- Completing and processing Florida retirement contribution reports (FL Dept. of Revenue)
- Processing workers compensation claims Florida Community College Risk Management Consortium (FCCRMC) and Dept. of Labor
- Completing and processing direct deposit files
- Completing and processing 403b and 457b contribution and similar reports
- Completing and processing group health, life and dental coverage enrollment
- Completing and processing various supplemental insurance deduction reports

The HCC Office of Financial Aid requires students to submit their SSN on various financial aid forms to coordinate institutional, state and federal financial aid programs.

The HCC Admissions Department will collect student SSNs, which are needed for federal reporting requirements. However, students are assigned a student number which will be used for all college business of identification. All SSNs are protected by FERPA and are never released to unauthorized parties.

The HCC Financial Services Office uses student SSN's to report information to the Internal Revenue Service (IRS) via 1098T, the Florida Prepaid Tuition Plan, to third parties paying for tuition and fees on behalf of the student, for reporting information to collection agencies, and for reports required by the state and federal government.

Student, faculty and staff SSNs will be used in the libraries' patron database (LINCC) for online login authentication, patron verification and the elimination of duplicate records.

The Upward Bound, Educational Talent Search and College Reach-Out Programs are youth outreach (intervention) projects funded by discretionary grants from the United States or Florida Department of Education (FDOE).

As such, each project is required to exclusively serve eligible participants that are citizens or nationals of the United States; or, are permanent residents of the United States. In order to verify a participant's project eligibility, SSNs are required and also later used when submitting information for the annual performance reports due to the United States or FDOE.

Workforce programs, funded through the Agency for Workforce Innovation (AWI), use your SSN as an identifier for program enrollment and completion. Also, it is used for entering placement information into the statewide data collection and reporting system. Because these are performance-based contract programs, AWI requires that all participants and their program-related activities be recorded in the Florida state system.

### **HCC students have the right to:**

- Inspect and review their educational reports and records.
- Have privacy of their educational reports and records maintained.
- Require the college to obtain written consent prior to disclosing personally identifiable information except in those instances specifically noted in the statute.
- Challenge and request a hearing on requiring the college to amend any portion of the students' records that are inaccurate, misleading or otherwise in violation of the students' privacy.

### **Right of Access**

Students and parents or guardians of dependent (per Section 152 of the Internal Revenue Code) students are entitled to these rights and to access to students' records. Parents or guardians of students will not be given access to the students' records without the written consent of the student or documentation that the student is dependent.

Students and eligible parents or guardians may request a list of the types of student records maintained by HCC. These records include but are not limited to:

- Academic records, i.e., application, transcripts, enrollment verifications, course records, grades, etc. (Direct requests to the appropriate campus admissions, registration and records office.)
- Disciplinary records. (Direct requests to the appropriate campus dean of student services.)
- Financial aid records. (Direct requests to the appropriate campus financial aid office.)
- Student account and fee records. (Direct requests to the college financial services department.)

Eligible individuals may inspect or review student records and reports and receive copies for the cost of producing such copies. College employees may review student records when the reason for their review serves a legitimate educational or administrative purpose. Unless conducting approved research, faculty members may review the records only of students currently enrolled in their classes.

Right of Waiver of Access to Confidential Letters or Statements

A student, eligible parent, or guardian may waive the right of access to evaluations, confidential letters, or letters of recommendation. When requested, HCC will provide the names of individuals who have submitted such letters and evaluations. Moreover, HCC will endeavor to ensure the recommendations and evaluations are used only for the purpose(s) intended.

### Corrections

HCC maintains student records electronically, on paper, on microfilm and on microfiche. In order to provide students the opportunity to correct errors and appeal discrepancies, the college will maintain the original documents on which the records are based for one year. After one year, the source documents may no longer be available and documenting errors will become the students' responsibility.

### Right to Challenge and Hearing

Students and eligible parents or guardians have the right to challenge the content and request amendment of records and reports they believe to be inaccurate or misleading. To present such a challenge, students, eligible parents or guardians should contact the appropriate campus admissions, registration and records office.

Challenges may be settled informally by a written agreement. If challenges cannot be settled informally, either party may request, within a reasonable period of time, that a formal hearing be held to settle the dispute. If a request is made, the appropriate campus president will appoint an administrator, without an interest in the outcome, to serve as the hearing officer. Students, eligible parents or guardians, and college employees whose testimony is relevant to the issue may present evidence. After reviewing all available evidence and testimony the hearing officer will make a written recommendation to the appointing president. The campus president will issue a written decision.

Students and eligible parents or guardians have the right to appeal decisions of campus presidents' rulings on FERPA challenges to the vice president for student services and enrollment management.

### Right to Privacy

Students have the right to privacy with respect to the educational records maintained by the college. Personally identifiable student records or reports are confidential and will not be released without the written consent of students. HCC will release directory information on students unless students submit written requests to the appropriate campus admissions, registration and records office requesting that directory information be withheld. Directory information includes students':

- Names, addresses and listed telephone numbers;
- Date of birth.
- Majors.
- Participation in officially recognized activities and sports.
- Weight and height (of members of athletic teams).
- Dates of attendance.

- Degrees and awards received.
- Most recent previous educational institution.
- Enrollment status.

### Complaints

Individuals who believe their privacy rights have been violated may petition the Family Educational Rights and Privacy Acts Office at the Department of Health & Welfare in Washington, D.C. or file suit in Circuit Court to request enforcement of the rights they believe to have been violated.

### Rule and Procedure

Students may obtain a copy of the administrative rule and procedure on student records, including the requirements of the federal and state laws, from their campus dean of student services or at the campus libraries.

### Release of Information

Organizations requiring verification of student enrollment or graduation should contact the National Student Clearinghouse at [www.studentclearinghouse.org](http://www.studentclearinghouse.org). Unofficial verifications can be processed through the student's WebAdvisor account.

Since the federal government requires educational institutions to take precautions to prevent the misuse of student data, HCC will release student information only upon receipt of a signed, written request by the student or other authorized requestor.

Parties requesting information should submit their requests, and any accompanying forms, to the campus admissions, registration and records office. The college will try to process requests for information within 10 working days.



# College Preparatory Curriculum

The college preparatory curriculum is designed to improve students' performance in reading, writing and mathematics. In accordance with SBE Rule 6A-10.0315 **Common Placement Testing and Instruction**, "a student who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma or a student who is serving as an active duty member of any branch of the United States Armed Services shall not be required to take the common placement test and shall not be required to enroll in developmental education instruction in a Florida College System institution." Students who are required to take the college placement test and who earn scores below the state-mandated minimum scores must enroll in college preparatory communication and computation instruction. Depending on the areas needing remediation, students will be placed into college preparatory writing, reading, and/or computation courses. Students **must** see an advisor to ensure that they enroll in the appropriate courses that will best meet their needs.

The bulleted items below refer to specific requirements related to the preparatory curriculum:

- Students who earn below the state-mandated scores on one or more sections of the college placement test must complete a) SLS 1501, **OR** b) SLS 1101 and REA 1605. **ALL STUDENTS ARE ENCOURAGED TO ENROLL IN SLS 1501 IN THEIR FIRST OR SECOND TERMS.**
- Completion of a preparatory course in reading is required prior to enrolling in preparatory math if the student scores below 84 in reading on the PERT.
- Students attempting a college preparatory course for the third time will be charged out of state tuition (withdrawal from a course counts as an attempt). Students who have serious extenuating circumstances may petition the appropriate campus dean of student services for an exemption from paying the full cost of instruction. Students who fail to complete a preparatory course satisfactorily within three attempts will not be allowed to register again for that course, unless otherwise specified.

## College Preparatory Courses

ENC	0022	Developmental Writing .....	4 cr.
ENC	0055	Developmental Writing Module .....	1 cr.
REA	0018	Developmental Reading .....	2 cr.
REA	0019	Developmental Reading .....	4 cr.
REA	0055	Developmental Reading Module I .....	1 cr.
REA	0057	Developmental Reading Module II.....	1 cr.
REA	0058	Developmental Reading Module III .....	1 cr.
MAT	0018	Pre-Algebra .....	3 cr.
MAT	0022	Integrated Arithmetic and Algebra.....	5 cr.
MAT	0028	Beginning Algebra .....	3 cr.
MAT	0029	Developmental Mathematics for Statistics and Liberal Arts.....	3 cr.
MAT	0055	Developmental Mathematics Module .....	1 cr.

## Additional Course Requirements for Students Taking College Preparatory Coursework (Choose one of two options) Option 1

SLS 1501 College Success .....

3 cr.

### Option 2

SLS 1101 Orientation .....

1 cr.

**AND**

REA 1605 College Study Skills .....

2 cr.

## Suggested electives to take with preparatory course work:

CGS	1500	Applied Word Processing .....	1 cr.
CLP	1000	Psychology of Personal Growth .....	3 cr.
FIN	1100	Personal Finance .....	3 cr.
OST	1142	Keyboarding I .....	1 cr.
OST	1143	Keyboarding II .....	1 cr.
OST	1741	Word Processing .....	1 cr.
REA	1105	Critical Reading Techniques .....	3 cr.
REA	2505	Vocabulary Improvement .....	3 cr.
SLS	1301	Career Decision-Making .....	3 cr.

## English for Academic Purposes (EAP)

Courses in English for Academic Purposes are offered at the Ybor City and Dale Mabry campuses.

The six levels of instruction are designed to help non-native English speakers reach a level of proficiency that will prepare them for better employment or academic opportunities.

EAP courses are as follows:

### Institutional Credit Level

EAP	0100	Speech/Listening I.....	3 cr.
EAP	0120	Reading I.....	3 cr.
EAP	0140	Writing I.....	3 cr.
EAP	0160	Grammar I.....	3 cr.
EAP	0200	Speech/Listening II.....	3 cr.
EAP	0220	Reading II.....	3 cr.
EAP	0240	Writing II.....	3 cr.
EAP	0260	Grammar II.....	3 cr.
EAP	0300	Speech/Listening III.....	3 cr.
EAP	0320	Reading III.....	3 cr.
EAP	0340	Writing III.....	3 cr.
EAP	0360	Grammar III.....	3 cr.
EAP	0400	Speech/Listening IV.....	3 cr.
EAP	0420	Reading IV.....	3 cr.
EAP	0440	Writing IV.....	3 cr.
EAP	0460	Grammar IV.....	3 cr.

### Associate in Arts Degree Elective Level (up to 24 cr. hrs.)

EAP	1500	Speech/Listening V.....	3 cr.
†EAP	1500L	Speech/Listening Lab V.....	1 cr.
EAP	1520	Reading V.....	3 cr.
EAP	1520L	Reading Lab V.....	1 cr.
EAP	1540	Writing V.....	3 cr.
EAP	1540L	Writing Lab V.....	1 cr.
EAP	1560	Grammar V.....	3 cr.
EAP	1620	Reading VI.....	3 cr.
†EAP	1620L	Reading Lab VI.....	1 cr.
EAP	1640	Writing VI.....	3 cr.
EAP	1640L	Writing VI Lab.....	1 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

## The Associate Degree

Hillsborough Community College offers associate in arts (AA) and associate in science (AS) degrees.

The AA degree is awarded to students who complete university transfer curricula designed to prepare them to enter as juniors at a four-year college or university.

The AS degree is awarded to students who complete technical programs. The AS degree is designed to prepare students for the workforce. A number of these degrees are designed so that students who earn them may transfer their credits into specialized programs at four-year institutions. In addition, students who earn one AS degree may qualify for another. Students wishing to earn a second AS degree must complete at least 15 hours at HCC beyond the first degree. Moreover, they must meet all requirements for the second degree.

To ensure a well-rounded education, degree curricula include general education courses within communications, humanities, natural sciences, mathematics and social and behavioral sciences. Where options are available, they are noted.

### Excess Hours Advisory Statement

Section 1009.086, Florida Statutes, establishes an "excess hour" surcharge for a student seeking a baccalaureate degree at a state university. It is critical that students, including those entering Florida colleges, are aware of the potential for additional course fees.

"Excess hours" are defined as hours that go beyond 120% of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 144 credit hours (120 x 120%).

All students whose educational plan may include earning a bachelor's degree should make every effort to enroll in and successfully complete those courses that are required for their intended major on their first attempt. Florida college students intending to transfer to a state university should identify a major or "transfer program" early and be advised of admission requirements for that program, including the approved common prerequisites. Course withdrawals and/or repeats, as well as enrollment in courses, non-essential to the intended major, may contribute to a potential excess hours surcharge.

The graduation requirements of the catalog year in which a student initially enrolls will be valid for six years. Students who graduate after six years from the time of their initial enrollment will graduate under the requirements of the catalog in effect during the academic year in which they wish to graduate.

Exceptions:

- Programs deleted from the College inventory have a two-year teach-out time period, and students must complete a deleted program within the two-year teach-out period;
- State Framework changes or other changes coming from the state supersede the six-year time period.

### Prerequisite Coursework "C" or Better Requirement

A student must earn a "C" or better in prerequisite coursework unless the instructor waives the requirement or unless otherwise stated in the course description.

### Time to Degree and Common Prerequisites

Florida statutes require that associate in arts degree requires no more than 60 credit hours. Those statutes also mandate that the general education courses required for the associates in arts degree be distributed within designated categories. Courses that comprise the 24 hours of electives may be designated for university program entry.

## Graduation Requirements

To earn an AA or an AS degree, students must:

- Complete the approved curriculum of not less than 60 credits including general education requirements, program requirements, and electives.
- Fulfill the degree requirements under the catalog in effect during the semester that begins the period of continuous enrollment immediately prior to the semester in which the student applies for graduation.

**NOTE:** Continuous enrollment is maintained by registering for at least one term each academic year. If a student's enrollment is interrupted for more than an academic year, the student will be considered a former student returning. A former student returning must meet the graduation requirements of the catalog in effect during the semester they return.

- Earn at least 25 percent of the credit hours applicable to the degree in residence at HCC.

### In addition:

- No more than four credit hours of physical education activity/skills courses may be applied toward a degree.
- Have a 2.0 HCC cumulative GPA along with overall

**NOTE:** Credits from other colleges will be used in computing the GPA.

- Complete IDS 2891, Connections for the AA degree. Prior to taking the course, students must have completed at least 45 hours of coursework towards the degree, including at least 24 hours of general education coursework with a minimum grade of "C."
- Complete an application
- Fulfill all financial obligations before a release of transcripts or diploma.

### Programs are subject to change.

**Students are responsible for obtaining current and accurate information prior to registering for classes.**

## The Associate in Arts Degree University Transfer Program

The associate in arts (AA) degree is designed primarily to meet the requirements for a student to transfer to the upper division level of a college or university to continue to work toward a bachelor's degree.

Students should be aware of the specific requirements for the AA degree imposed by state regulations and law. For example, general education and elective credit requirements integrate requirements established by the Southern Association of Colleges and Schools and Florida's Gordon Rule.

Meeting graduation requirements for an AA degree from a Florida community college is not synonymous with meeting the specific course requirements to enter a specific program at a state university or private college belonging to the Independent Colleges of Florida.

HCC prepares students for hundreds of possible transfer majors, each of which has a distinct listing of common prerequisite courses designated by the Florida University System. To ensure accuracy in selecting courses, students should refer to the student advising guides available online (<http://www.hccfl.edu/ssem/advising-guides.aspx>) or in the counseling and advising offices. These guides can be adapted to a specific university major including, but not limited to the following:

- Agriculture
- Anthropology
- Architecture
- Art
- Building Construction
- Business Administration
- Computer Information Systems
- Computer Science (Engineering)
- Criminology
- Dance
- Deaf Studies
- Dramatic Arts
- Education and Teacher Preparation
- Entrepreneurship
- Engineering
- Foreign Language
- Graphic Design
- History
- Hospitality Administration Management
- Humanities
- Liberal Arts and Sciences
- Mass Communications
- Math Education: Teacher Prep
- Mathematics
- Medical Science
- Music
- Pharmacy
- Philosophy
- Psychology
- Political Science
- Public Health
- Religious Studies
- Sociology

- Statistics

To earn an AA degree, students must complete a minimum of 60 credit hours with no less than 36 credits of specified general education courses and 24 credits in the university transfer program electives. Legislation may further affect the graduation requirement; therefore, students are advised to obtain more current information from the advising and transfer offices.

The articulation agreement between Florida community colleges and state universities specifies that students who have been certified as having satisfactorily completed the general education requirements in a university transfer program are exempt from any additional general education requirements after transferring to a state university or community college. However, to be eligible for admission into a limited access program at a state university, students may be required to take specific prerequisite courses (which may exceed the 60 credit hours) and meet other requirements such as a minimum GPA, minimum ACT/SAT test scores or audition/portfolio.

Students may pursue any combination of university transfer programs, but only one AA degree will be awarded.

Students are advised to contact the specific department of the institution where they plan to transfer as early as possible for information regarding courses to be taken at HCC. Courses required at transfer institutions may fulfill HCC general education requirements or electives.

## General Education Requirements

General education provides a foundation upon which a student's learning experience is built. It offers students the opportunity to acquire the skills and knowledge necessary to have a broad understanding of a changing world.

The HCC general education program is designed to provide students with the knowledge, skills, and vision necessary to allow them to become valued participants in a complex and culturally diverse world. The program encourages intellectual inquiry, helping students to develop an understanding of the human mind and spirit, as well as a sense of history and the dynamics of the society around them. As students plan for the world that is ahead of them, the general education program gives them an appreciation of the world that preceded them, as well as a frame of reference for the world in which they live.

Students who complete the HCC general education core curriculum should be able to demonstrate their:

- ability to think critically.
- ability to express themselves clearly in written and oral communication.
- ability to express themselves effectively in quantitative terms.
- understanding of and appreciation for the value and significance of culture.
- appreciation of the scientific method of inquiry and the historical and contemporary impact of science on daily life.
- understanding of global political, social, economic, and historical perspectives.
- ability to use technology to access, retrieve, process, and communicate information.

**To earn an AA degree, students must complete 36 hours of general education courses.**

**Group I – Communications and Humanities: 15 credits required**

**Discipline: Communications (9 credits required)**

**Core Options**

Choose course below:

ENC 1101 English Composition I .....3 cr.

**Additional HCC Options**

Choose both options below:

ENC 1102 English Composition II.....3 cr.

SPC 1608 Public Speaking .....3 cr.

**Discipline: Humanities (6 credits required)**

**Core Options**

Choose one or two courses below:

ARH 1000 Understanding Visual Art.....3 cr.

HUM 1020 Introduction to the Humanities.....3 cr.

MUL 1010 Introduction to Music .....3 cr.

PHI 1010 Introduction to Philosophy.....3 cr.

THE 1000 Introduction to Theatre Arts.....3 cr.

LIT 2000 Introduction to Literature .....3 cr.\*

\*LIT 2000 is a selected topics course in literature.

During any given term, sections will be offered covering a variety of literature subjects, such as the following possible topics:

- American Literature to 1885
- American Literature: 1885 to Present
- African-American Literature
- British Literature to 1800
- British Literature: 1800 to Present
- Latin-American Literature
- World Literature to 1650
- World Literature: 1650 to Present

Or other selected topics in literature.

**Additional HCC Options**

If only one course was selected from the core options, choose the second course from options below:

DAN 2100 Introduction to Dance.....3 cr.

HUM 2210 World Humanities: Prehistory to Early  
Modern Era .....3 cr.

HUM 2230 World Humanities: Early Modern to Con-  
temporary.....3 cr.

HUM 2410 Asian Humanities .....3 cr.

HUM 2420 African Humanities .....3 cr.

HUM 2461 Latin-American Humanities .....3 cr.

PHI 1100 Elementary Logic .....3 cr.

PHI 1600 Ethics.....3 cr.

REL 2300 Introduction to Religion .....3 cr.

**Group II – Mathematics and Natural Science: 12 credits required**

**Discipline: Mathematics (6 credits required)**

**Core Options**

Choose one or two courses below:

MAC 1105 College Algebra ..... 3 cr.

MAC 2311 Calculus and Analytic Geometry ..... 5 cr.

MGF 1106 Topics in Mathematics ..... 3 cr.

MGF 1107 Explorations in Mathematics..... 3 cr.

STA 2023 Elementary Statistics ..... 3 cr.

**Additional HCC Options**

If only one course was selected from the core options, choose the second course from the options below:

MAC 1106 Combined College Algebra/Pre-Calculus 5 cr.

MAC 1114 Trigonometry .....3 cr.

MAC 1140 Pre-Calculus Algebra ..... 3 cr.

MAC 1147 Pre-Calculus Algebra and Trigonometry 5 cr.

MAC 2233 Calculus for Business and Social Science. 4 cr.

MAC 2241 Calculus for the Life Sciences..... 5 cr.

MAC 2312 Calculus and Analytical Geometry II..... 5 cr.

MAC 2313 Calculus and Analytic Geometry III ..... 5 cr.

MAP 2302 Differential Equations ..... 3 cr.

MAS 2103 Linear Algebra ..... 3 cr.

**NOTE:** Any student who completes a mathematics course for which one of the general education core course options in mathematics is an immediate prerequisite should be considered to have completed the mathematics core.

**Discipline: Science (6 credits required plus at least one lab as a required elective)**

Students must select at least one course in biological science and one course in physical science from the following list of courses. At least one science option must be a core option. For the additional HCC options, students may choose from the list below, or students may select any college-level science course higher than the core course options.

The selection must include at least one lecture course with its co-requisite laboratory in biological science or physical science. The co-requisite laboratory will count outside of the 36 hour general education requirement.

Courses with an asterisk denote courses that are intended for students who plan to pursue a major in the sciences, health care, or a related field. See an advisor for specific guidance on which courses to take.

**Biological Science**

Students must select at least one course below in the biological sciences from the core option or from the additional HCC options. Students may choose a lecture/lab combination from the biological sciences and/or from the physical sciences, but they must choose a lecture/lab combination from at least one of these sciences.

**Core Options**

BSC 1005	Biological Foundations/BSC 1005L, Biological Foundations Lab.....	4 cr.
BSC 2010	Biological Science I/BSC 2010L Biological Science I Lab* .....	4 cr.
BSC 2085	Human Anatomy and Physiology I/BSC 2085L Human Anatomy and Physiology I Lab*.....	4 cr.
EVR 1001C	Introduction to Environmental Science....	3 cr.

**Additional HCC Options**

BSC 1025C	Nutrition and Drugs.....	3 cr.
BSC 1092	Human Biology /BSC 1092L, Human Biology Lab .....	4 cr.
BSC 2011	Biological Science II/BSC 2011L, Biological Science II Lab .....	4 cr.
BSC 2086	Human Anatomy and Physiology II/BSC 2086L, Human Anatomy and Physiology II Lab.....	4 cr.
OCB 2000	Marine Biology/OCB 2000L, Marine Biology Lab * .....	4 cr.
PCB 1730C	Human Reproduction and Inheritance ....	3 cr.
ZOO 1010C	General Zoology.....	3 cr.

**Physical Science**

Students must select at least one course below in the physical sciences from the core option or from the additional HCC options. Students may choose a lecture/lab combination from the physical sciences and/or from the biological sciences, but they must choose a lecture/lab combination from at least one of these sciences.

**Core Options**

AST 1002C	Astronomy .....	3 cr.
CHM 1020C	Chemistry and Society.....	3 cr.
CHM 2045	General Chemistry I/CHM 2045L, General Chemistry I Lab*.....	4 cr.
ESC 1000	Earth Science/ESC 1000L, Earth Science Lab.....	4 cr.
PHY 1020C	Conceptual Physics .....	3 cr.
PHY 2048	Physics with Calculus I/PHY 2048L, Physics with Calculus I Lab .....	4 cr.
PHY 2053	General Physics I/PHY 2053L, General Physics I Lab* .....	4 cr.

**Additional HCC Options**

CHM 2046	General Chemistry II/CHM 2046L, General Chemistry II Lab.....	4 cr.
CHM 1032	Chemistry for Health Sciences/CHM1032L, Chemistry for Health Sciences Lab* .	4 cr.
CHM 2210	Organic Chemistry I/CHM 2210L, Organic Chemistry I Lab .....	5 cr.
CHM 2211	Organic Chemistry II/CHM 2211L, Organic Chemistry II Lab.....	5 cr.
CHS 2440	Chemistry for Engineers/CHS 2440L, Chemistry for Engineers Lab .....	4 cr.
GLY 2010	Physical Geology/GLY 2010L, Physical Geology Lab * .....	4 cr.
MET 2010C	Meteorology.....	3 cr.
OCE 2001C	Introduction to Oceanography.....	3 cr.
PHY 2049	Physics with Calculus II/PHY 2049L, Physics with Calculus II Lab .....	5 cr.

PHY 2054	General Physics II/PHY 2054L, General Physics II Lab.....	4 cr.
PSC 1515	Energy and the Environment/PSC 1515L, Energy and the Environment Lab... .	4 cr.

\* Intended for students who plan to pursue a major in the sciences, health care, or a related field. See an advisor for specific guidelines on which courses to take.

**NOTE:** Any Student who completes a natural science course for which one of the general education core course options in natural science is an immediate prerequisite should be considered to have completed the natural science core.

**Group III – Social Science: 9 credits required****Discipline: Behavioral Science (3 credits required)****Core Options**

Choose one course from options below:

ANT 2000	Introduction to Anthropology .....	3 cr.
PSY 2012	General Psychology.....	3 cr.
SYG 2000	Introduction to Sociology .....	3 cr.

**Discipline: History (3 credits required)**

Choose one course from core history options or additional HCC history options below:

**Core Options**

AMH 2020	Modern American History .....	3 cr.
POS 2041	American Government .....	3 cr.

**Additional HCC Options**

AMH 2010	Early American History .....	3 cr.
EUH 2000	The Western World: Origins to Early Modern Europe .....	3 cr.
EUH 2001	The Western World: Modern Europe.....	3 cr.
LAH 2020	Survey of Latin American History .....	3 cr.
POS 1001	Introduction to Political Science .....	3 cr.

**Discipline: Behavioral Science, History, Economics (3 credits required)**

Choose one course from core options or additional HCC options below.

**Core Options**

AMH 2020	Modern American History .....	3 cr.
ANT 2000	Introduction to Anthropology .....	3 cr.
ECO 2013	Principles of Macroeconomics .....	3 cr.
POS 2041	American Government .....	3 cr.
PSY 2012	General Psychology.....	3 cr.
SYG 2000	Introduction to Sociology .....	3 cr.

**Additional HCC Options**

AMH 2010	Early American History .....	3 cr.
EUH 2000	The Western World Origins to Early Modern Europe .....	3 cr.
EUH 2001	The Western World: Modern Europe.....	3 cr.
LAH 2020	Survey of Latin American History .....	3 cr.
POS 1001	Introduction to Political Science .....	3 cr.

## Computer Proficiency Requirement

Computer proficiency is a core requirement of the associate in arts degree general education curriculum. Students must demonstrate computer proficiency in one of the following ways:

1. Successfully complete the approved HCC computer course, CGS 1000 (3 Credits). Successful completion requires that the student earn a grade of "C" or better in the course.
2. Provide an official transcript demonstrating successful completion of a college/university course(s) equivalent to the approved HCC course(s).
3. Pass the proficiency test administered by the college. Students should check with the counseling/advising office on their campus for specific information about fulfilling the requirement to demonstrate computer proficiency.

## Gordon Rule Requirements

State Board of Education Rule 6A-10.030 (the Gordon Rule) is a rule stipulating requirements of student performance in both the communications and mathematics areas. Satisfactory completion of this rule requires that a student earn a grade of "C" or better in each applicable course.

Students fulfill the Gordon Rule requirement upon successful completion of the general education curriculum. Within the communications area, the student is required to complete writing assignments as designated in the instructors' syllabi in the areas of English, humanities, history, natural science, physical science, behavioral science, and history/political science. Certain courses and disciplines have word-count requirements. For example, ENC 1101 requires that students write a total of 6000 words, 3000 of which must be graded. Gordon Rule behavioral science courses require that students write a minimum of 1000 written words that must be graded. Within the mathematics area, completion of the general education mathematics courses fulfills the requirement. Prerequisite courses must be completed, or appropriate test scores attained, before enrolling in Gordon Rule courses.

## IDS 2891, CONNECTIONS Course Requirement

IDS 2891, Connections, is an interdisciplinary course that allows students to synthesize key components of their general education experience. Based on the selected topics approach, the course summarizes major points in the bodies of knowledge that were acquired while students participated in the general education curriculum, and it provides opportunities for students to use the knowledge and skills gained from their general education experience in an applied manner. Required for graduation by students enrolled in the associate in arts degree program, the course involves research skills, the application of theoretical models, and the use of learned skills. Prior to taking the course, students must have completed at least 45 hours of coursework towards the degree, including at least 24 hours of general education coursework with a minimum grade of "C."

## Foreign Language Requirement

Section (s.) 1007.25, Florida Statutes (F.S.) requires demonstration of foreign language competency for Associate in Arts degree-seeking students. Students must demonstrate competence in foreign languages by completing two credits in one foreign language at the secondary level or the equivalent at the postsecondary level. The equivalent at the postsecondary level is defined as completing a postsecondary course at the elementary 2 level in one foreign language or in American Sign Language.

## AA • Associate in Arts Degree

Students may pursue any combination of university transfer programs, but only one AA degree will be awarded. Any transferrable course may be included and used as an AA elective, unless program restrictions apply. The following information represents the most common majors students pursue upon transferring to a university. Consult an academic advisor for information on any majors not listed. For a list of HCC approved general education courses and specific details regarding individual majors, consult the appropriate advising guide available from the HCC website at <http://www.hccfl.edu/ssem/advising-guides.aspx> or any campus advising office.

## AA • Agriculture Transfer Track

### AA.AGR (60 credit hours)

This transfer track is for students who want to pursue a four-year degree in agricultural fields such as agricultural-education, media, engineering, agronomy, animal science, forestry, plant science and food science.

Careers include teaching, writing, sales, manufacturing, farm management, extension services, animal breeding, other jobs working directly with plants and animals as well as a variety of positions in agricultural businesses and related industries.

**NOTE 1:** The list is a guideline. The following courses may be applied toward your degree at the institution where you plan to transfer. Consult an advisor or counselor for general education and recommended courses/electives for this transfer track, or consult the appropriate advising guide on the HCC website (<http://www.hccfl.edu/ssem/advising-guides.aspx>).

**NOTE 2:** †IDS 2891, Connections is required for graduation.

**NOTE 3:** Common Course Prerequisites recommended by the State for successful transfer to the university are marked with an asterisk (\*).

**NOTE 4:** The associate in arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the below planned program in order to transfer into a similar program at senior institutions.

### YEAR I – First Semester

CHM 1025	Introductory Chemistry.....	3 cr.
CHM 1025L	Introductory Chemistry Laboratory .....	1 cr.
†ENC 1101	English Composition I .....	3 cr.
*†MAC 1105	College Algebra .....	3 cr.
*†SPC 1608	Public Speaking .....	3 cr.

### YEAR I – Second Semester

†ENC 1102	English Composition II.....	3 cr.
*CHM 2045	General Chemistry I.....	3 cr.
*CHM 2045L	General Chemistry I Laboratory .....	1 cr.
*†MAC 1140	Pre-Calculus Algebra.....	3 cr.
	Behavioral Science/History/Economics General Education .....	3 cr.

### YEAR I – Third Semester

*†CGS 1160	Desktop Information Management.....	1 cr.
*CHM 2046	General Chemistry II.....	3 cr.
*CHM 2046L	General Chemistry II Laboratory .....	1 cr.
*†MAC 1114	Trigonometry .....	3 cr.

### YEAR II – First Semester

†ARH 1000	Understanding Visual Art <i>or</i> HUM 1020, Introduction to Humanities <i>or</i> †LIT 2000, Introduction to Literature <i>or</i> †MUL 1010, Introduction to Music <i>or</i> †PHI 1010, Introduction to Philosophy <i>or</i> THE 1000, Introduction to Theatre Arts ..	3 cr.
*†BSC 2010	Biological Science I.....	3 cr.
*†BSC 2010L	Biological Science I Laboratory .....	1 cr.
*†STA 2023	Elementary Statistics.....	3 cr.
	History General Education .....	3 cr.

### YEAR II – Second Semester

*†BSC 2011	Biological Science II.....	3 cr.
*†BSC 2011L	Biological Science II Laboratory .....	1 cr.
*†ECO 2023	Principles of Microeconomics.....	3 cr.
*†SYG 2000	Introduction to Sociology <i>or</i> †PSY 2012, General Psychology .....	3 cr.
	Humanities General Education.....	3 cr.



†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

## AA • Anthropology Transfer Track

### AA.ANT (60 credit hours)

**NOTE 1:** The list is a guideline. The following courses may be applied toward your degree at the institution where you plan to transfer. Consult an advisor or counselor for general education and recommended courses/electives for this transfer track, or consult the appropriate advising guide on the HCC website (<http://www.hccfl.edu/ssem/advising-guides.aspx>).

**NOTE 2:** †IDS 2891, Connections is required for graduation.

**NOTE 3:** Common Course Prerequisites recommended by the State for successful transfer to the university are marked with an asterisk (\*).

**NOTE 4:** The associate in arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the below planned program in order to transfer into a similar program at senior institutions.

#### YEAR I – First Semester

†ENC	1101	English Composition I .....	3 cr.
†ESC	1000	Earth Science .....	3 cr.
†ESC	1000L	Earth Science Laboratory .....	1 cr.
EUH	2000	The Western World: Early Modern Europe.....	3 cr.
†SLS	1501	College Success.....	3 cr.

#### YEAR I – Second Semester

*†ANT	2000	Introduction to Anthropology.....	3 cr.
†ENC	1102	English Composition II.....	3 cr.
†MGF	1106	Topics in Mathematics.....	3 cr.
†SPC	1608	Public Speaking .....	3 cr.

#### YEAR I – Third Semester

†PHI	1010	Introduction to Philosophy.....	3 cr.
†PSY	2012	General Psychology <i>or</i> †SYG 2000, Introduction to Sociology.....	3 cr.
†STA	2023	Elementary Statistics.....	3 cr.

#### YEAR II – First Semester

*ANT	2511	Introduction to Biological Anthropology.....	3 cr.
*ANT	2511L	Introduction to Biological Anthropology Laboratory .....	1 cr.
†BSC	1092	Human Biology <i>and</i> BSC 1092L, Human Biology Laboratory <i>or</i> PCB 1730C, Human Reproduction and Inheritance .....	3-4 cr.
†HUM	2210	World Humanities: Prehistory to Early Modern Era <i>or</i> †HUM 2230, World Humanities: Early Modern to Contemporary .....	3 cr.
		**Elective .....	3 cr.

#### YEAR II – Second Semester

ANT	2410	Cultural Anthropology.....	3 cr.
†IDS	2891	Connections .....	1 cr.
POS	1001	Introduction to Political Science.....	3 cr.
		**Electives.....	6 cr.

#### \*\*Select 9 credit hours from the following elective course options:

AFA	1001	Introduction to Black Culture.....	3 cr.
†BSC	1005	Biological Foundations <i>and</i> †BSC 1005L, Biological Foundations Laboratory .....	4 cr.
†BSC	1025C	Nutrition and Drugs .....	3 cr.
†BSC	2085	Human Anatomy and Physiology <i>and</i> †BSC 2085L, Human Anatomy and Physiology Laboratory .....	4 cr.
†CCJ	1010	Introduction to Criminology .....	3 cr.
†CHM	1020C	Chemistry and Society.....	3 cr.
†EVR	1001C	Introduction to Environmental Science.....	3 cr.
†HUM	2230	World Humanities: Early Modern to Contemporary .....	3 cr.
HUM	2410	Asian Humanities.....	3 cr.
HUM	2420	African Humanities.....	3 cr.
HUM	2461	Latin-American Humanities .....	3 cr.
MAN	2604	Intercultural Relations in Business.....	3 cr.

†MUL	1010	Introduction to Music .....	3 cr.
†PHI	1010	Introduction to Philosophy .....	3 cr.
†PHI	1600	Ethics .....	3 cr.
†PSY	2012	General Psychology .....	3 cr.
†REL	2300	Introduction to Religion .....	3 cr.
SOP	1740	Feminine Psychology .....	3 cr.
†SYG	2000	Introduction to Sociology .....	3 cr.
†SYG	2012	Introduction to Globalization .....	3 cr.
WOH	1022	World History Since 1500 .....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

## AA • Architecture Transfer Track

### AA.ARC (72 credit hours)

This transfer track is for students who want to pursue a four-year degree in architectural design, interior design and landscape architecture.

Careers include interior and building design, furniture and lighting design, urban planning, industrial design and sales as well as jobs in the environmental field and construction industry.

**NOTE 1:** The list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this transfer track, or consult the appropriate advising guide on the HCC website (<http://www.hccfl.edu/ssem/advising-guides.aspx>).

**NOTE 2:** †IDS 2891, Connections is required for graduation.

**NOTE 3:** Common Course Prerequisites recommended by the State for successful transfer to the university are marked with an asterisk (\*).

**NOTE 4:** Prerequisites are required for the course(s) marked below with a double asterisks (\*\*). See your advisor to register for the appropriate prerequisite(s).

**NOTE 5:** Students must select at least one course in biological science and one course in physical science. At least one science must be a CORE option.

**NOTE 6:** The associate in arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the above planned program in order to transfer into a similar program at senior institutions.

#### YEAR I – First Semester

ARC	1211	The Building Arts .....	3 cr.
*ARC	1301	Architectural Design I .....	4 cr.
*ARC	1701	Survey of Architectural History I .....	3 cr.
**†MAC	1105	College Algebra .....	3 cr.

#### YEAR I – Second Semester

*ARC	1302	Architectural Design II .....	4 cr.
*ARC	2461	Materials and Methods I .....	3 cr.
†ENC	1101	English Composition I .....	3 cr.
**PHY	2053	General Physics I .....	3 cr.
**PHY	2053L	General Physics I Laboratory .....	1 cr.

#### YEAR I – Third Semester

†ENC	1102	English Composition II .....	3 cr.
†SPC	1608	Public Speaking .....	3 cr.
		Behavioral Science/History/Economics General Education .....	3 cr.

#### YEAR II – First Semester

*ARC	2201	Theory of Architecture .....	3 cr.
*ARC	2303	Architectural Design III .....	5 cr.
†ARH	1000	Understanding Visual Art <i>or</i> HUM 1020, Introduction to Humanities <i>or</i> †LIT 2000, Introduction to Literature <i>or</i> †MUL 1010, Introduction to Music <i>or</i> †PHI 1010, Introduction to Philosophy <i>or</i> THE 1000, Introduction to Theatre Arts ...	3 cr.
**†MAC	2233	Calculus for Business and Social Science <i>or</i> †MAC 2311, Calculus and Analytic Geometry I .....	4-5 cr.

**YEAR II – Second Semester**

*ARC	2304	Architectural Design IV.....	5 cr.
*ARC	2501	Architectural Structure I.....	4 cr.
		Biological Science General Education.....	3-4 cr.

**YEAR II – Third Semester**

†ANT	2000	Introduction to Anthropology <i>or</i> †PSY 2012, General Psychology <i>or</i> †SYG 2000, Introduction to Sociology.....	3 cr.
		History General Education .....	3 cr.
		Humanities General Education .....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AA • Art Transfer Track**

**AA.ART (60 credit hours)**

This transfer track is for students who want to pursue a four-year college/university degree in such fields as fine arts, art education, art history, and design. The track offers foundation courses in studio skills and studio methods. Major studies include design, drawing, painting, sculpture, printmaking, ceramics, photography, and graphic art. Depending upon personal development, students may choose to work in a variety of art media or concentrate in a specialized area.

**NOTE 1:** The list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this transfer track, or consult the appropriate advising guide on the HCC website (<http://www.hccfl.edu/ssem/advising-guides.aspx>).

**NOTE 2:** †IDS 2891, Connections is required for graduation.

**NOTE 3:** Students must select at least one course in biological science and one course in physical science. At least one option must be a CORE option.

**NOTE 4:** Prerequisites are required for the course(s) marked below with an asterisk (\*). See your advisor to register for the appropriate prerequisites.

**NOTE 5:** Students must select at least one course in biological science and one course in physical science. At least one science must be a CORE option.

**NOTE 6:** The associate in arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the above planned program in order to transfer into a similar program at senior institutions.

**YEAR I – First Semester**

*ARH	1050	Art History I.....	3 cr.
*ART	1201C	Design Foundations .....	3 cr.
†ENC	1101	English Composition I .....	3 cr.
		Mathematics CORE General Education .....	3 cr.

**YEAR I – Second Semester**

*ARH	1051	Art History II .....	3 cr.
*ART	1300C	Drawing I .....	3 cr.
†ENC	1102	English Composition II.....	3 cr.
		Mathematics General Education .....	3 cr.
		Physical Science General Education .....	3-4 cr.

**YEAR I – Third Semester**

†ANT	2000	Introduction to Anthropology <i>or</i> †PSY 2012, General Psychology <i>or</i> †SYG 2000, Introduction to Sociology.....	3 cr.
†SPC	1608	Public Speaking .....	3 cr.
		Biological Science General Education.....	3-4 cr.

**YEAR II – First Semester**

†ARH	1000	Understanding Visual Art <i>or</i> HUM 1020, Introduction to Humanities <i>or</i> † LIT 2000, Introduction to Literature <i>or</i> †MUL 1010, Introduction to Music <i>or</i> †PHI 1010, Introduction to Philosophy <i>or</i> THE 1000, Introduction to Theatre Arts ...	3 cr.
*ART	1203C	Three Dimensional Design.....	3 cr.
		*Art Specified Elective .....	3 cr.
		History General Education .....	3 cr.

**YEAR II – Second Semester**

*ART	2301C	Drawing II .....	3 cr.
		*Art Specified Elective .....	3 cr.
		Behavioral Science/History/Economics General Education .....	3 cr.
		Humanities General Education .....	3 cr.

**\*Select 6 credit hours from the following art specified electives:**

ART	2400C	Printmaking I.....	3 cr.
ART	2500C	Painting I .....	3 cr.
ART	2600C	Introduction to Digital Art.....	3 cr.
ART	2701C	Sculpture I .....	3 cr.
PGY	2401C	Photography I .....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AA • Building Construction Transfer Track****AA.BCN (65 credit hours)**

This transfer track is for students who want to pursue a four-year degree in building construction, development, contracting or related industries.

Careers include construction manager, contractor, building inspector, owning or managing a construction firm as well as a variety of jobs within the construction industry and related fields.

**NOTE 1:** The list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this transfer track, or consult the appropriate advising guide on the HCC website (<http://www.hccfl.edu/ssem/advising-guides.aspx>).

**NOTE 2:** †IDS 2891, Connections is required for graduation.

**NOTE 3:** Prerequisites are required for the course(s) marked below with an asterisk (\*). See your advisor to register for the appropriate prerequisites.

**NOTE 4:** Common Course Prerequisites recommended by the State for successful transfer to the university are marked with a double asterisk (\*\*).

**NOTE 5:** Students must select at least one course in biological science and one course in physical science. At least one science must be a CORE option.

**NOTE 6:** The associate in arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the below planned track in order to transfer into a similar program at senior institutions.

**YEAR I – First Semester**

**BCN	1210	Construction Materials and Processes.....	3 cr.
†ENC	1101	English Composition I .....	3 cr.
**†MAC	2233	Calculus for Business & Social Sciences .....	4 cr.
**†SPC	1608	Public Speaking .....	3 cr.

**YEAR I – Second Semester**

**BCN	1250	Introduction to Graphic Technology .....	3 cr.
†ENC	1102	English Composition II.....	3 cr.
**†GLY	2010	Physical Geology .....	3 cr.
**†GLY	2010L	Physical Geology Laboratory .....	1 cr.

**YEAR I – Third Semester**

†ANT	2000	Introduction to Anthropology <i>or</i> †PSY 2012, General Psychology <i>or</i> †SYG 2000, Introduction to Sociology .....	3 cr.
†ARH	1000	Understanding Visual Art <i>or</i> HUM 1020, Introduction to Humanities <i>or</i> †LIT 2000, Introduction to Literature <i>or</i> †MUL 1010, Introduction to Music <i>or</i> †PHI 1010, Introduction to Philosophy <i>or</i> THE 1000, Introduction to Theatre Arts ...	3 cr.
		Biological Science General Education.....	3-4 cr.

**YEAR II – First Semester**

*BCN	2405	Structural Design.....	3 cr.
**†ECO	2023	Principles of Microeconomics.....	3 cr.
ENC	2210	Technical Writing .....	3 cr.
*PHY	2053	General Physics I .....	3 cr.

\*\*PHY 2053L General Physics I Laboratory..... 1 cr.

**YEAR II – Second Semester**

\*\*†BUL 2241 Business Law I ..... 3 cr.  
 \*\*†STA 2023 Elementary Statistics..... 3 cr.  
 History General Education ..... 3 cr.  
 Humanities General Education ..... 3 cr.

**YEAR I – Third Semester**

\*\*†ACG 2021 Financial Accounting ..... 3 cr.  
 Behavioral Science/History/Economics General Education ..... 3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AA • Business Administration Transfer Track**

**AA.BUS (60 credit hours)**

This transfer track is for students who want to pursue a four-year degree in business, specializing in such fields as accounting, economics, finance, insurance, marketing and management.

Careers include various management positions in nearly every business and industry, such as sales, accountant, labor negotiator and business owner.

**NOTE 1:** The list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this transfer track, or consult the appropriate advising guide on the HCC website (<http://www.hccfl.edu/ssem/advising-guides.aspx>).

**NOTE 2:** †IDS 2891, Connections is required for graduation.

**NOTE 3:** Common Course Prerequisites recommended by the State for transfer to the university are marked with an asterisk (\*).

**NOTE 4:** Students must select at least one course in biological science and one course in physical science. At least one science must be a CORE option.

**NOTE 5:** The associate in arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the below planned program in order to transfer into a similar program at senior institutions.

**YEAR I – First Semester**

GEB 1011 Introduction to Business..... 3 cr.  
 \*†CGS 1000 Introduction to Computers and Technology ..... 3 cr.  
 †ENC 1101 English Composition I ..... 3 cr.  
 History General Education ..... 3 cr.

**YEAR I – Second Semester**

†ANT 2000 Introduction to Anthropology *or* †PSY 2012, General Psychology *or* †SYG 2000, Introduction to Sociology ..... 3 cr.  
 †ARH 1000 Understanding Visual Art *or* HUM 1020, Introduction to Humanities *or* †LIT 2000, Introduction to Literature *or* †MUL 1010, Introduction to Music *or* †PHI 1010, Introduction to Philosophy *or* THE 1000, Introduction to Theatre Arts ... 3 cr.  
 †ENC 1102 English Composition II..... 3 cr.  
 \*†MAC 2233 Calculus for Business and Social Science ..... 4 cr.

**YEAR I – Third Semester**

\*†ECO 2013 Principles of Macroeconomics..... 3 cr.  
 MAN 2021 Principles of Management ..... 3 cr.  
 †SPC 1608 Public Speaking ..... 3 cr.  
 Biological Science General Education..... 3-4 cr.

**YEAR II – First Semester**

\*†ACG 2021 Introduction to Financial Accounting..... 3 cr.  
 \*†ECO 2023 Principles of Microeconomics..... 3 cr.  
 \*†STA 2023 Elementary Statistics..... 3 cr.  
 \*\*Business Elective ..... 3 cr.

**YEAR II – Second Semester**

\*†ACG 2071 Managerial Accounting ..... 3 cr.  
 †PHI 1600 Ethics..... 3 cr.  
 Physical Science General Education ..... 3-4 cr.

	**Business Elective .....	3 cr.
<b>**Select 6 credit hours of electives from the following</b>		
BRC	1301 Introduction to Financial Institutions.....	3 cr.
BUL	2241 Business Law I .....	3 cr.
BUL	2242 Business Law II.....	3 cr.
ENT	1000 Introduction to Entrepreneurship.....	3 cr.
GEB	1214 Business Communications and Technology.....	3 cr.
GEB	1949 Business Internship.....	3 cr.
GEB	2350 Introduction to International Business Essentials.....	3 cr.
MAN	2604 Intercultural Relations in Business.....	3 cr.
MAR	2011 Principles of Marketing .....	3 cr.
SBM	2000 Small Business Management .....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

## AA • Computer Information Systems Transfer Track

### AA.CIS (60 credit hours)

This transfer track is for students who want to pursue a four-year degree in computer and information sciences and work in business or related fields.

Careers include finance analysts, actuaries, statisticians, economists, and positions in designing, testing and implementing computer programs in various segments of business and industry, management, operations and business planning.

**NOTE 1:** The list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this transfer track, or consult the appropriate advising guide on the HCC website (<http://www.hccfl.edu/ssem/advising-guides.aspx>).

**NOTE 2:** † IDS 2891, Connections is required for graduation.

**NOTE 3:** Common Course Prerequisites recommended by the State for transfer to the university are marked with an asterisk (\*).

**NOTE 4:** Students must select at least one course in biological science and one course in physical science. At least one science must be a CORE option.

**NOTE 5:** The associate in arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the below planned program in order to transfer into a similar program at senior institutions.

#### YEAR I – First Semester

†CGS	1000	Introduction to Computers and Technology.....	3 cr.
†ENC	1101	English Composition I .....	3 cr.
†MAC	1105	College Algebra .....	3 cr.
		Biological Science General Education.....	3-4 cr.

#### YEAR I – Second Semester

†ARH	1000	Understanding Visual Art <i>or</i> HUM 1020, Introduction to Humanities <i>or</i> †LIT 2000, Introduction to Literature <i>or</i> †MUL 1010, Introduction to Music <i>or</i> †PHI 1010, Introduction to Philosophy <i>or</i> THE 1000, Introduction to Theatre Arts ...	3 cr.
†ENC	1102	English Composition II.....	3 cr.
†SPC	1608	Public Speaking .....	3 cr.
		History General Education .....	3 cr.

#### YEAR I – Third Semester

*†MAC	2311	Calculus and Analytic Geometry I.....	5 cr.
PHY	1025	Fundamentals of Physics.....	3 cr.
PHY	1025L	Fundamentals of Physics Laboratory .....	1 cr.
		Behavioral Science/History/Economics General Education .....	3 cr.

#### YEAR II – First Semester

*†MAC	2312	Calculus and Analytic Geometry II .....	5 cr.
*PHY	2048	Physics w/Calculus I.....	4 cr.
*PHY	2048L	Physics w/Calculus Laboratory I .....	1 cr.
		Humanities General Education .....	3 cr.

**YEAR II – Second Semester**

†ANT	2000	Introduction to Anthropology <i>or</i> †PSY 2012, General Psychology <i>or</i> †SYG 2000, Introduction to Sociology .....	3 cr.
*COP	1000	Programming Logic .....	3 cr.
*PHY	2049	Physics w/Calculus II.....	4 cr.
*PHY	2049L	Physics w/Calculus II Laboratory .....	1 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AA • Computer Science (Engineering) Transfer Track****AA.COMP (65 credit hours)**

This transfer track is for students who want to pursue a four-year degree in computer and information engineering sciences. Careers are of a technical nature, including planning and developing new computer systems, computer programming, software development, systems analyst and technical writing.

**NOTE 1:** The list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this transfer track, or consult the appropriate advising guide on the HCC website (<http://www.hccfl.edu/ssem/advising-guides.aspx>).

**NOTE 2:** †IDS 2891, Connections is required for graduation.

**NOTE 3:** Prerequisites are required for the course(s) marked below with an asterisk (\*). See your advisor to register for the appropriate prerequisites.

**NOTE 4:** Students must select at least one course in biological science and one course in physical science. At least one science must be a CORE option.

**NOTE 5:** Common Course Prerequisites recommended by the State for successful transfer to the university are marked with an asterisk (\*\*).

**NOTE 6:** The associate in arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the below planned track in order to transfer into a similar program at senior institutions.

**YEAR I – First Semester**

†ENC	1101	English Composition I .....	3 cr.
*MAC	1147	Pre-Calculus and Trigonometry.....	5 cr.
		Biological Science General Education.....	3-4 cr.

**YEAR I – Second Semester**

**CHM	2045	General Chemistry I.....	3 cr.
**CHM	2045L	General Chemistry I Laboratory .....	1 cr.
†ENC	1102	English Composition II.....	3 cr.
**†MAC	2311	Calculus and Analytic Geometry I.....	5 cr.

**YEAR I – Third Semester**

†ANT	2000	Introduction to Anthropology <i>or</i> †PSY 2012, General Psychology <i>or</i> †SYG 2000, Introduction to Sociology .....	3 cr.
†ARH	1000	Understanding Visual Art <i>or</i> HUM 1020, Introduction to Humanities <i>or</i> †LIT 2000, Introduction to Literature <i>or</i> †MUL 1010, Introduction to Music <i>or</i> †PHI 1010, Introduction to Philosophy <i>or</i> THE 1000, Introduction to Theatre Arts ...	3 cr.
		History General Education .....	3 cr.

**YEAR II – First Semester**

**†MAC	2312	Calculus and Analytic Geometry II .....	5 cr.
**PHY	2048	Physics w/Calculus I.....	4 cr.
**PHY	2048L	Physics w/Calculus Laboratory I .....	1 cr.
		Behavioral Science/History/Economics General Education .....	3 cr.

**YEAR II – Second Semester**

**†MAC	2313	Calculus and Analytic Geometry III .....	5 cr.
**MAP	2302	Differential Equations.....	3 cr.
*PHY	2049	Physics w/Calculus II.....	4 cr.
*PHY	2049L	Physics w/Calculus II Laboratory .....	1 cr.

**YEAR I – Third Semester**

†SPC	1608	Public Speaking .....	3 cr.
		Humanities General Education .....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AA • Criminology Transfer Track**

**AA.CRIM (60 credit hours)**

**NOTE 1:** This list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this transfer track, or consult the appropriate advising guide on the HCC website (<http://www.hccfl.edu/ssem/advising-guides.aspx>).

**NOTE 2:** †IDS 2891, Connections is required for graduation.

**NOTE 3:** Students must select at least one course in biological science and one course in physical science. At least one science must be a CORE option.

**NOTE 4:** The associate in arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the below planned program in order to transfer into a similar program at senior institutions.

**YEAR I – First Semester**

†ENC	1101	English Composition I .....	3 cr.
†ARH	1000	Understanding Visual Art <i>or</i> HUM 1020, Introduction to Humanities <i>or</i> †LIT 2000, Introduction to Literature <i>or</i> †MUL 1010, Introduction to Music <i>or</i> †PHI 1010, Introduction to Philosophy <i>or</i> THE 1000, Introduction to Theatre Arts... 3 cr.	
PSY	2012	General Psychology <i>or</i> SYG 2000, Introduction to Sociology.....	3 cr.
		Mathematics CORE General Education .....	3 cr.

**YEAR I – Second Semester**

†ENC	1102	English Composition II.....	3 cr.
		Biological Science General Education.....	3-4 cr.
		History/Political Science General Education .....	3 cr.
		Humanities General Education .....	3 cr.
		Mathematics General Education .....	3 cr.

**YEAR I – Third Semester**

†SPC	1608	Public Speaking .....	3 cr.
		Behavioral Science/History/Economics General Education .....	3 cr.

**YEAR II – First Semester**

†CCJ	1010	Introduction to Criminology <i>or</i> †CCJ 1020, Introduction to Criminal Justice.....	3 cr.
		Physical Science General Education.....	3-4 cr.
		Elective .....	3 cr.
		Elective .....	3 cr.
		Elective .....	3 cr.

**YEAR II – Second Semester**

†IDS	2891	Connections .....	1 cr.
		Elective .....	3 cr.
		Elective .....	3 cr.
		Elective .....	3 cr.
		Elective .....	3 cr.

**Suggested Electives:**

Any HCC Criminology or Criminal Justice course with a CCJ, CJC, CJE, CJJ, or CJL prefix. See HCC Catalog or <http://hccfl.edu/yc/cjt/degrees/aa-degrees/aa-degree-criminal-justice-majors.aspx>

†CCJ	1488	Ethics in Criminal Justice .....	3 cr.
†CCJ	2013	Introduction to Victimology .....	3 cr.
†CCJ	2111	Introduction to Theories of Criminal Behavior .....	3 cr.
†CCJ	2600	Criminal Deviant Behavior in Society .....	3 cr. †
†CCJ	2610	Introduction to Criminal Typologies.....	3 cr.
†CCJ	2618	Forensic Psychology .....	3 cr.
†CCJ	2720	Introduction to Criminal Justice Research Methods.....	3 cr.
†CJE	1000	Introduction to Law Enforcement.....	3 cr.



†CJL	1062	Constitutional Law.....	3 cr.
†CJL	1100	Criminal Law .....	3 cr.
†CJL	1500	Introduction to the Court System.....	3 cr.
†CJL	2130	Criminal Evidence and Procedure.....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

## AA • Dance Transfer Track

### AA.DAN (63 credit hours)

This transfer track is for students who wish to pursue a four-year degree in dance or further their dance training at the university level or pursue a dance career. Dance courses are rigorous and demanding, but offer students opportunities for artistic explorations, creative thinking and individual growth. The associate in arts transfer track in dance provides a comprehensive sequence of technique, choreography, repertory and analysis courses.

**NOTE 1:** The list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this transfer track, or consult the appropriate advising guide on the HCC website (<http://www.hccfl.edu/ssem/advising-guides.aspx>).

**NOTE 2:** †IDS 2891, Connections is required for graduation.

**NOTE 3:** Students must enroll in a level of ballet or modern dance each semester. A specific level of ballet (I-IV) and modern dance (I-IV) may be taken twice for credit (eight hours of any level). These courses are marked by an asterisk (\*).

**NOTE 4:** Students must select at least one course in biological science and one course in physical science. At least one science must be a CORE option.

**NOTE 5:** Although students receive an associate in arts degree after 60 credit hours are earned, it is recommended that students take additional program electives, and participate in ballet, modern dance and dance ensemble each semester. This proficiency level is important for acceptance at state universities.

#### YEAR I – First Semester

*DAA	11XX	OR DAA 21XX, Modern Dance Technique (I-IV) .....	2 cr.
*DAA	12XX	OR DAA 22XX, Ballet Technique (I-IV) .....	2 cr.
DAA	1680L	Dance Ensemble .....	1 cr.
DAN	1600C	Music for Dance.....	2 cr.
†ENC	1101	English Composition I .....	3 cr.
		Mathematics CORE General Education .....	3 cr.

#### YEAR I – Second Semester

*DAA	11XX	OR DAA 21XX, Modern Dance Technique (I-IV) .....	2 cr.
*DAA	12XX	OR DAA 22XX, Ballet Technique (I-IV) .....	2 cr.
DAA	1610L	Dance Composition I .....	2 cr.
DAA	1680L	Dance Ensemble .....	1 cr.
†ENC	1102	English Composition II.....	3 cr.
		Mathematics General Education .....	3 cr.

#### YEAR I – Third Semester

†ANT	2000	Introduction to Anthropology <i>or</i> †PSY 2012, General Psychology <i>or</i> †SYG 2000, Introduction to Sociology .....	3 cr.
DAN	2100	Introduction to Dance.....	3 cr.
†SPC	1608	Public Speaking .....	3 cr.
		Physical Science General Education .....	3-4 cr.

#### YEAR II – First Semester

*DAA	11XX	OR DAA 21XX, Modern Dance Technique (I-IV) .....	2 cr.
*DAA	12XX	OR DAA 22XX, Ballet Technique (I-IV) .....	2 cr.
DAA	1680L	Dance Ensemble .....	1 cr.
DAA	2611	Dance Improvisation .....	2 cr.
		Biological Science General Education.....	3-4 cr.
		Behavioral Science/History/Economics General Education .....	3 cr.

#### YEAR II – Second Semester

†ARH	1000	Understanding Visual Art <i>or</i> †MUL 1010, Introduction to Music <i>or</i> THE 1000, Introduction to Theater Arts .....	3 cr.
*DAA	11XX	OR DAA 21XX, Modern Dance Technique (I-IV) .....	2 cr.

*DAA	12XX	OR DAA 22XX, Ballet Technique (I-IV) .....	2 cr.
DAA	1680L	Dance Ensemble .....	1 cr.
		**Dance Specified Elective .....	1 cr.
		History General Education .....	3 cr.

**\*\*Select 1 specified dance elective from the following:**

DAA	1900	Dance Practicum.....	1 cr.
DAA	1931-9	Special Topics in Dance .....	1 cr.
DAA	2500L	Jazz Dance .....	1 cr.
DAN	1750	Dance Conditioning .....	2 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

## AA • Deaf Studies Transfer Track

### AA.DEAF (60 credit hours)

**NOTE 1:** The list is a guideline. The following courses may be applied toward your degree at the institution where you plan to transfer. Consult an advisor or counselor for general education and recommended courses/electives for this transfer track, or consult the appropriate advising guide on the HCC website (<http://www.hccfl.edu/ssem/advising-guides.aspx>).

**NOTE 2:** †IDS 2891, Connections is required for graduation.

**NOTE 3:** Common Course Prerequisites recommended by the State for successful transfer to the university are marked with an asterisk (\*).

**NOTE 4:** The associate in arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the below planned program in order to transfer into a similar program at senior institutions.

#### YEAR I – First Semester

†ARH	1000	Understanding Visual Art <i>or</i> HUM 1020, Introduction to Humanities <i>or</i> †LIT 2000, Introduction to Literature <i>or</i> †MUL 1010, Introduction to Music <i>or</i> †PHI 1010, Introduction to Philosophy <i>or</i> THE 1000, Introduction to Theatre Arts... 3 cr.
ASL	1140C	American Sign Language I..... 3 cr.
†ENC	1101	English Composition I ..... 3 cr.
		Mathematics General Education ..... 3 cr.
		Social Science General Education..... 3 cr.

#### YEAR I – Second Semester

ASL	1150C	American Sign Language II ..... 3 cr.
†ENC	1102	English Composition II..... 3 cr.
†MGF	1106	Topics in Mathematics..... 3 cr.
		Humanities General Education ..... 3 cr.

#### YEAR I – Third Semester

†ANT	2000	Introduction to Anthropology <i>or</i> †PSY 1212, General Psychology <i>or</i> †SYG 2000, Introduction to Sociology..... 3 cr.
		Biological Science General Education..... 3-4 cr.

#### YEAR II – First Semester

ASL	1510	Introduction to Deaf Culture ..... 3 cr.
ASL	2160	American Sign Language III ..... 4 cr.
		Behavioral Science/History/Economics General Education ..... 3 cr.
		Physical Science General Education ..... 3-4 cr.

#### YEAR II – Second Semester

ASL	1300C	Applied Linguistics of American Sign Language..... 4 cr.
ASL	2210C	American Sign Language IV..... 4 cr.
ASL	2212	ASL Discourse ..... 3 cr.
†SPC	1608	Public Speaking ..... 3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

## AA • Dramatic Arts Transfer Track

### AA.THE (60 credit hours)

This transfer track is for students who wish to pursue a four-year degree in drama or theatre. This program provides a foundation in acting, technical design, back stage work and production. Additional careers include directing, writing and teaching.

**NOTE 1:** The list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this transfer track, or consult the appropriate advising guide on the HCC website (<http://www.hccfl.edu/ssem/advising-guides.aspx>).

**NOTE 2:** †IDS 2891, Connections is required for graduation.

**NOTE 3:** Students must select at least one course in biological science and one course in physical science. At least one science must be a CORE option.

**NOTE 4:** Common Course Prerequisites recommended by the State for successful transfer to the university are marked with an asterisk (\*).

**NOTE 5:** Students must select at least one course in biological science and one course in physical science. At least one science must be a CORE option.

**NOTE 6:** The associate in arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the below planned program in order to transfer into a similar program at senior institutions.

#### YEAR I – First Semester

†ENC	1101	English Composition I .....	3 cr.
†SPC	1608	Public Speaking .....	3 cr.
*THE	1000	Introduction to Theatre Arts.....	3 cr.
*TPP	1110	Acting I .....	3 cr.
		Mathematics CORE General Education .....	3 cr.

#### YEAR I – Second Semester

*TPA	1200	Stagecraft .....	3 cr.
*TPA	1290	Performance Workshop.....	3 cr.
*TPP	1160	Voice and Movement Techniques.....	3 cr.
		Mathematics General Education .....	3 cr.

#### YEAR I – Third Semester

		Biological Science General Education.....	3-4 cr.
		Humanities General Education (performing or visual arts related).....	3 cr.
		Physical Science General Education .....	3-4 cr.

#### YEAR II – First Semester

†ENC	1102	English Composition II.....	3 cr.
TPA	1248	Makeup for the Stage.....	3 cr.
*TPP	1111	Acting II.....	3 cr.
		Behavioral Science/History/Economics General Education .....	3 cr.

#### YEAR II – Second Semester

†ANT	2000	Introduction to Anthropology <i>or</i> †PSY 1212, General Psychology <i>or</i> †SYG 2000, Introduction to Sociology .....	3 cr.
*THE	1304	Script Analysis.....	3 cr.
		History General Education .....	3 cr.
		Humanities Elective (performing or visual arts related) .....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

## AA • Education/Teacher Preparation Transfer Track

### AA.EDU (60 credit hours)

This transfer track is for students who want to pursue a four-year degree in education. Consult the appropriate advising guide on the HCC website at <http://www.hccfl.edu/ssem/advising-guides.aspx>.

**Students planning to become classroom teachers must have a standard high school diploma or a GED.**

**NOTE 1:** The list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this transfer track, or consult the appropriate advising guide on the HCC website (<http://www.hccfl.edu/ssem/advising-guides.aspx>).

**NOTE 2:** †IDS 2891, Connections is required for graduation.

**NOTE 3:** Students must select at least one course in biological science and one course in physical science. At least one science must be a CORE option.

**NOTE 4:** Common Course Prerequisites recommended by the State for successful transfer to the university are marked with an asterisk (\*).

**NOTE 5:** The associate in arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the below planned program in order to transfer into a similar program at senior institutions.

#### YEAR I – First Semester

†ANT	2000	Introduction to Anthropology <i>or</i> †PSY 2012, General Psychology <i>or</i> †SYG 2000, Introduction to Sociology .....	3 cr.
*†EDF	1005	Introduction to the Teaching Profession .....	3 cr.
†ENC	1101	English Composition I .....	3 cr.
†MAC	1105	College Algebra .....	3 cr.

#### YEAR I – Second Semester

*†EDF	2085	Introduction to Diversity for Educators .....	3 cr.
†ENC	1102	English Composition II.....	3 cr.
†MGF	1106	Topics in Mathematics.....	3 cr.
†SPC	1608	Public Speaking .....	3 cr.

#### YEAR I – Third Semester

†ARH	1000	Introduction to Visual Art <i>or</i> HUM 1020, Introduction to Humanities <i>or</i> †LIT 2000, Introduction to Literature <i>or</i> †MUL 1010, Introduction to Music <i>or</i> †PHI 1010, Introduction to Philosophy <i>or</i> THE 1000, Introduction to Theatre Arts ...	3 cr.
		Behavioral Science/History/Economics General Education .....	3 cr.
		**International or Diversity Focused Elective .....	3 cr.

#### YEAR II – First Semester

†MGF	1107	Explorations in Mathematics .....	3 cr.
		Biological Science General Education.....	3-4 cr.
		History General Education .....	3 cr.
		Electives.....	6 cr.

#### YEAR II – Second Semester

*†EME	2040	Introduction to Technology for Educators.....	3 cr.
		Humanities General Education .....	3 cr.
		Physical Science General Education .....	3-4 cr.
		**International or Diversity Focused Elective .....	3 cr.

**\*\*Select 6 credit hours from the following international or diversity focused courses** (Any approved general education course previously listed, but not used to satisfy another general education requirement may be used to fulfill this area.)

AFA	1000	Introduction to Black Studies .....	3 cr.
†ANT	2000	Introduction to Anthropology.....	3 cr.
*ANT	2410	Cultural Anthropology.....	3 cr.
†ARH	1000	Understanding Visual Art.....	3 cr.
ARH	1050	Art History I.....	3 cr.
ARH	1051	Art History II .....	3 cr.
DAN	2100	Introduction to Dance.....	3 cr.
†HUM	2210	World Humanities: Prehistory to Early Modern Era.....	3 cr.
†HUM	2230	World Humanities: Early Modern to Contemporary .....	3 cr.
HUM	2410	Asian Humanities.....	3 cr.

HUM	2420	African Humanities.....	3 cr.
HUM	2461	Latin-American Humanities .....	3 cr.
LAH	2020	Survey of Latin-American History.....	3 cr.
†MUL	1010	Introduction to Music .....	3 cr.
†PHI	1010	Introduction to Philosophy .....	3 cr.
PHI	1100	Elementary Logic .....	3 cr.
†PHI	1600	Ethics.....	3 cr.
†PSY	2012	General Psychology .....	3 cr.
†REL	2300	Introduction to Religion .....	3 cr.
†SYG	2000	Introduction to Sociology.....	3 cr.
THE	1000	Introduction to Theatre Arts.....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

## AA • Engineering Transfer Track

### AA.ENG (60 credit hours)

This transfer track is for students who want to pursue a four-year degree in electrical, mechanical, civil, computer science, aerospace, nuclear, agricultural, industrial and environmental engineering. Options in surveying and mapping and materials design and testing are also available.

Careers include positions in the areas of design, testing, research, architecture, electronics, robotics, manufacturing, sales, construction management and technical writing.

**NOTE 1:** The list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this transfer track, or consult the appropriate advising guide on the HCC website (<http://www.hccfl.edu/ssem/advising-guides.aspx>).

**NOTE 2:** †IDS 2891, Connections is required for graduation.

**NOTE 3:** Common Course Prerequisites recommended by the State for successful transfer to the university are marked with an asterisk (\*).

**NOTE 4:** Students must select at least one course in biological science and one course in physical science. At least one science must be a CORE option.

**NOTE 5:** The associate in arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the below planned program in order to transfer into a similar program at senior institutions.

#### YEAR I – First Semester

†ANT	2000	Introduction to Anthropology <i>or</i> †PSY 2012, General Psychology <i>or</i> †SYG 2000, Introduction to Sociology .....	3 cr.
†ENC	1101	English Composition I .....	3 cr.
*†MAC	2311	Calculus and Analytic Geometry I.....	5 cr.
		Biological Science General Education.....	3-4 cr.

#### YEAR I – Second Semester

CHM	2045	General Chemistry I.....	3 cr.
CHM	2045L	General Chemistry I Laboratory .....	1 cr.
†ENC	1102	English Composition II.....	3 cr.
†MAC	2312	Calculus and Analytic Geometry II .....	5 cr.

#### YEAR I – Third Semester

†ARH	1000	Understanding Visual Art <i>or</i> HUM 1020, Introduction to Humanities <i>or</i> †LIT 2000, Introduction to Literature <i>or</i> †MUL 1010, Introduction to Music <i>or</i> †PHI 1010, Introduction to Philosophy <i>or</i> THE 1000, Introduction to Theatre Arts... 3 cr.	
		Behavioral Science/History/Economics General Education .....	3 cr.
		History General Education .....	3 cr.

#### YEAR II – First Semester

†MAC	2313	Calculus and Analytic Geometry III .....	5 cr.
*PHY	2048	General Physics with Calculus I <i>and</i> PHY 2048L, General Physics with Calculus I Laboratory <i>or</i> PHY 2053, General Physics I <i>and</i> PHY 2053L, General Physics I Laboratory .....	4 cr.
†SPC	1608	Public Speaking .....	3 cr.

**YEAR II – Second Semester**

MAP	2302	Differential Equations.....	3 cr.
*PHY	2049	General Physics with Calculus II <i>and</i> PHY 2049L, General Physics with Calculus II Laboratory <i>or</i> PHY 2054, General Physics II <i>and</i> PHY 2054, General Physics II Laboratory .....	4 cr.
		Humanities General Education .....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AA • Entrepreneurship Transfer Track****AA.ENT (60 credit hours)**

This transfer track is for students interested in studying entrepreneurship in order to transfer to a four-year university/college school of business. This experiential track provides students with the opportunity to engage in ideation, business and financial modeling, effectuation, rapid prototyping, and design thinking. Careers include 21<sup>st</sup> Century Management, intrapreneurship, and self-employment.

**NOTE 1:** This list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this transfer track, or consult the appropriate advising guide on the HCC website (<http://www.hccfl.edu/ssem/advising-guides.aspx>).

**NOTE 2:** IDS 2891, Connections is required for graduation.

**NOTE 3:** Students must select at least one course in biological science and one course in physical science. At least one science must be a CORE option.

**NOTE 4:** The associate in arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the below planned program in order to transfer into a similar program at senior institutions.

**NOTE 5:** Common Course Prerequisites recommended by the State for successful transfer to the university are marked with an asterisk (\*).

**NOTE 6:** To earn an Entrepreneurship & Innovation College Credit Certificate a student must complete ENT 1000, ENT 1012, ENT 1031, and ENT 1411

**YEAR I – First Semester**

†ARH	1000	Understanding Visual Art <i>or</i> HUM 1020, Introduction to Humanities <i>or</i> †LIT 2000, Introduction to Literature <i>or</i> †MUL 1010, Introduction to Music <i>or</i> †PHI 1010, Introduction to Philosophy <i>or</i> THE 1000, Introduction to Theatre Arts ...	3 cr.
†ENC	1101	English Composition I .....	3 cr.
SLS	1261	Personal Skills for Business <i>or</i> SLS 1501, College Success.....	3 cr.
		History General Education .....	3 cr.

**YEAR I – Second Semester**

†ANT	2000	Introduction to Anthropology <i>or</i> †PSY 2012, General Psychology <i>or</i> †SYG 2000, Introduction to Sociology .....	3 cr.
†*CGS	1000	Introduction to Computers and Technology .....	3 cr.
†ENT	1000	Introduction to Entrepreneurship .....	3 cr.
*MAC	2233	Calculus for Business and Social Sciences.....	4 cr.
ENT	1031	Entrepreneurial Marketing and Sales.....	3 cr.

**YEAR I – Third Semester**

*†ECO	2013	Principles of Macroeconomics.....	3 cr.
†ENC	1102	English Composition II.....	3 cr.
†SPC	1608	Public Speaking .....	3 cr.
		Biological Science General Education.....	3-4 cr.

**YEAR II – First Semester**

*†ACG	2021	Financial Accounting .....	3 cr.
*†ECO	2023	Principles of Microeconomics.....	3 cr.
ENT	1012	Entrepreneurship Management <i>or</i> ENT 1031, <i>or</i> ENT 1411, Small Business Accounting and Finance .....	3 cr.
*†STA	2023	Elementary Statistics.....	3 cr.

**YEAR II – Second Semester**

*†ACG	2071	Managerial Accounting .....	3 cr.
ENT	1012	Entrepreneurship Management <i>or</i> ENT 1031, <i>or</i> ENT 1411, Small Business Accounting and Finance (if not previously taken).....	3r.
†PHI	1600	Ethics.....	3 cr.
		Physical Science General Education .....	3-4 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AA • Foreign Language Transfer Track****AA.FORL (60 credit hours)**

This transfer track is designed to assist students who plan to transfer to a Florida public university as a junior to complete a four-year bachelors' degree with a major or minor in a Foreign Language. The Foreign Language transfer track builds competencies in listening, speaking, reading, writing and culture. Students begin at the elementary language level and continue to the intermediate level. This is normally a 4 semester sequence. Proficiency at the intermediate level is required to enter a bachelors' degree program with a major or minor in a Foreign Language. In addition to the required language core courses, students will have the opportunity to choose elective interdisciplinary courses that further develop their cultural, social and historical knowledge. This broad interdisciplinary approach can lead to a variety of career paths, such as government and international affairs, business, journalism, service professions, education, criminal justice, social sciences and public health. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer since **completion of this transfer track does not guarantee admission to an upper division limited access program**. Students in this transfer track must complete all required college-preparatory courses, prerequisites for the listed course requirements. Courses meeting the preceding requirements may be in addition to the 60 credit hours listed.

**NOTE 1:** This list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this transfer track, or consult the appropriate advising guide on the HCC website (<http://www.hccfl.edu/ssem/advising-guides.aspx>).

**NOTE 2:** †IDS 2891, Connections is required for graduation.

**NOTE 3:** Students must select at least one course in biological science and one course in physical science. At least one science must be a CORE option.

**NOTE 4:** Common course prerequisites recommended by the State for successful transfer to the university are marked by an asterisk (\*).

**NOTE 5:** Students must select at least one course in biological science and one course in physical science. At least one science must be a CORE option.

**NOTE 6:** The associate in arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the below planned program in order to transfer into a similar program at senior institutions.

**YEAR I – First Semester**

†ARH	1000	Understanding Visual Art <i>or</i> HUM 1020, Introduction to Humanities <i>or</i> †LIT 2000, Introduction to Literature <i>or</i> †MUL 1010, Introduction to Music <i>or</i> †PHI 1010, Introduction to Philosophy <i>or</i> THE 1000, Introduction to Theatre Arts ...	3 cr.
†ENC	1101	English Composition I .....	3 cr.
†MAC	1105	College Algebra .....	3 cr.
		*Foreign Language I (FRE <i>or</i> GER <i>or</i> ITA <i>or</i> SPN) .....	4 cr.

**YEAR I – Second Semester**

†ENC	1102	English Composition II.....	3 cr.
†STA	2023	Elementary Statistics.....	3 cr.
		*Foreign Language II (FRE <i>or</i> GER <i>or</i> ITA <i>or</i> SPN).....	4 cr.
		Physical Science General Education .....	3-4 cr.

**YEAR I – Third Semester**

†ANT	2000	Introduction to Anthropology <i>or</i> †PSY 1212, General Psychology <i>or</i> †SYG 2000, Introduction to Sociology .....	3 cr.
EUH	2000	The Western World: Origins to Early Modern Europe <i>or</i> EUH 2001, The Western World: Modern Europe <i>or</i> LAH 2020, Survey of Latin American History.....	3 cr.
		Biological Science General Education.....	3-4 cr.

**YEAR II – First Semester**

ANT	2410	Cultural Anthropology.....	3 cr.
†HUM	2210	World Humanities: Prehistoric to Early Modern Era <i>or</i> †HUM 2230, World Humanities: Early Modern to Contemporary <i>or</i> HUM 2461, Latin American Humanities <i>or</i> †LIT 2110, World Literature to 1650 <i>or</i> †LIT 2120, World Literature 1650 to Present .....	3 cr.
†LIN	1670	English Grammar and Usage.....	3 cr.
		*Foreign Language I (FRE or GER or ITA or SPN not previously taken) .....	4 cr.

**YEAR II – Second Semester**

†SPC	1608	Public Speaking .....	3 cr.
†SYG	2012	Introduction to Globalization .....	3 cr.
		Behavioral Science/History/Economics General Education .....	3 cr.
		*Foreign Language II (FRE <i>or</i> GER <i>or</i> ITA <i>or</i> SPN not previously taken).....	4 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AA • Graphic Design Transfer Track****AA.GRA (60 credit hours)**

This transfer track is for students who wish to pursue a four-year degree in graphic arts or commercial arts. Careers include creating graphics for newspapers, television, web pages, magazines or any media format.

**NOTE 1:** The list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this transfer track, or consult the appropriate advising guide on the HCC website (<http://www.hccfl.edu/ssem/advising-guides.aspx>).

**NOTE 2:** †IDS 2891, Connections is required for graduation.

**NOTE 3:** Students must select at least one course in biological science and one course in physical science. At least one science must be a CORE option.

**NOTE 4:** Common course prerequisites recommended by the State for successful transfer to the university are marked with an asterisk (\*).

**NOTE 5:** Students must select at least one course in biological science and one course in physical science. At least one science must be a CORE option.

**NOTE 6:** The associate in arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the below planned program in order to transfer into a similar program at senior institutions.

**YEAR I – First Semester**

*ART	1201C	Design Foundations .....	3 cr.
*ART	1300C	Drawing I .....	3 cr.
†ENC	1101	English Composition I .....	3 cr.
		Mathematics CORE General Education .....	3 cr.

**YEAR I – Second Semester**

†ARH	1000	Understanding Visual Art <i>or</i> HUM 1020, Introduction to Humanities <i>or</i> †LIT 2000, Introduction to Literature <i>or</i> †MUL 1010, Introduction to Music <i>or</i> †PHI 1010, Introduction to Philosophy <i>or</i> THE 1000, Introduction to Theatre Arts... 3 cr.	3 cr.
ARH	1051	Art History II <b>OR</b> ARH 1050, Art History I.....	3 cr.
†ENC	1102	English Composition II.....	3 cr.
*PGY	2401C	Photography I .....	3 cr.

**YEAR I – Third Semester**

†ANT	2000	Introduction to Anthropology <i>or</i> †PSY 2012, General Psychology <i>or</i> †SYG 2000, Introduction to Sociology .....	3 cr.
†SPC	1608	Public Speaking .....	3 cr.
		Biological Science General Education.....	3 cr.
		Mathematics General Education .....	3 cr.



**YEAR II – First Semester**

*GRA	2111C	Graphic Design.....	3 cr.
PGY	2801C	Digital Photography I .....	3 cr.
		History General Education .....	3 cr.
		Physical Science General Education .....	3 cr.

**YEAR II – Second Semester**

ART	2600C	Introduction to Digital Art.....	3 cr.
*GRA	2156C	Digital Illustration.....	3 cr.
		Behavioral Science/History/Economics General Education .....	3 cr.
		Humanities General Education .....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AA • History Transfer Track****AA.HIS (60 credit hours)**

This transfer track is for students who want to pursue a four-year college/university degree in such fields as history, humanities, education, pre-law, political science, museum studies, journalism, library science, archeology/classics or international studies programs. This transfer track is broadly designed to allow students to cater the major to their own interests, however, students are encouraged to meet with a full-time history faculty member to discuss their program interests in their first semester at HCC.

**NOTE 1:** This list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this transfer track, or consult the appropriate advising guide on the HCC website (<http://www.hccfl.edu/ssem/advising-guides.aspx>).

**NOTE 2:** †IDS 2891, Connections is required for graduation.

**NOTE 3:** Common Course Prerequisites recommended by the State for successful transfer to the university are marked with an asterisk (\*).

**NOTE 4:** Students must select at least one course in biological science and one course in physical science. At least one science must be a CORE option.

**NOTE 5:** The associate in arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the below planned program in order to transfer into a similar program at senior institutions.

**YEAR I – First Semester**

†AMH	2020	Modern American History.....	3 cr.
†ARH	1000	Understanding Visual Art <i>or</i> HUM 1020, Introduction to Humanities <i>or</i> †LIT 2000, Introduction to Literature <i>or</i> †MUL 1010, Introduction to Music <i>or</i> †PHI 1010, Introduction to Philosophy <i>or</i> THE 1000, Introduction to Theatre Arts ...	3 cr.
†ENC	1101	English Composition I .....	3 cr.
		Mathematics CORE General Education .....	3 cr.

**YEAR I – Second Semester**

*†AMH	2010	Early American History <i>or</i> EUH 2000, Western World: Origins to Early Modern Europe <i>or</i> EUH 2001, Western World: Modern Europe <i>or</i> LAH 2020, Latin-American History .....	3 cr.
†ENC	1102	English Composition II.....	3 cr.
†SPC	1608	Public Speaking .....	3 cr.
		Mathematics General Education .....	3 cr.

**YEAR I – Third Semester**

*†AMH	2010	Early American History <i>or</i> EUH 2000, Western World: Origins to Early Modern Europe <i>or</i> EUH 2001, Western World: Modern Europe <i>or</i> LAH 2020, Latin-American History ( <b>not previously taken</b> ) .....	3 cr.
		**Elective .....	3 cr.
		Humanities General Education .....	3 cr.

**YEAR II – First Semester**

*†AMH	2010	Early American History <i>or</i> EUH 2000, Western World: Origins to Early Modern Europe <i>or</i> EUH 2001, Western World: Modern Europe <i>or</i> LAH 2020, Latin-American History ( <b>not previously taken</b> ) .....	3 cr.
-------	------	--	-------

†ANT	2000	Introduction to Anthropology <i>or</i> †PSY 1212, General Psychology <i>or</i> †SYG 2000, Introduction to Sociology..... 3 cr. Biological Science General Education..... 3-4 cr. **Elective ..... 3 cr.
------	------	--

**YEAR II – Second Semester**

*AMH	2010	Early American History <i>or</i> EUH 2000, Western World: Origins to Early Modern Europe <i>or</i> EUH 2001, Western World: Modern Europe <i>or</i> LAH 2020, Latin-American History ( <b>not previously taken</b> ) ..... 3 cr.
*WOH	1022	World History Since 1500 or **elective from “Select” list ..... 3 cr. Physical Science General Education ..... 3-4 cr. **Electives..... 6 cr.

**\*\*Select 12 credit hours from the following not previously taken:**

AMH	2051	U.S. Military History..... 3 cr.
AMH	2090	History of Women in the United States..... 3 cr.
†ANT	2000	Introduction to Anthropology..... 3 cr.
†ARH	1000	Understanding Visual Art..... 3 cr.
ARH	1050	Art History I..... 3 cr.
ARH	1051	Art History II ..... 3 cr.
†ECO	2013	Principles of Macroeconomics..... 3 cr.
HIS	2206	Special Topics in History..... 3 cr.
†HUM	2210	World Humanities: Pre-Historic to Early Modern..... 3 cr.
†HUM	2230	World Humanities: Early Modern to Contemporary ..... 3 cr.
HUM	2410	Asian Humanities..... 3 cr.
HUM	2420	African Humanities..... 3 cr.
HUM	2461	Latin-American Humanities ..... 3 cr.
†PHI	1010	Introduction to Philosophy..... 3 cr.
†PHI	1600	Ethics..... 3 cr.
POS	1001	Introduction to Political Science..... 3 cr.
†POS	2041	American Government ..... 3 cr.
†SYG	2000	Introduction to Sociology..... 3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AA • Hospitality Administration Management Transfer Track****AA.HOS.ADMIN.MGMT (60 credit hours)**

This transfer track is for students who want to pursue a four-year degree in hospitality administration management. It allows a student the ability to complete the 36 hours of general education while meeting the common prerequisite requirements for university admission into the hospitality administration program.

**NOTE 1:** The list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this transfer track, or consult the appropriate advising guide on the HCC website (<http://www.hccfl.edu/ssem/advising-guides.aspx>).

**NOTE 2:** †IDS 2891, Connections is required for graduation.

**NOTE 3:** Common Course Prerequisites recommended by the State for successful transfer to the university are marked below with an asterisk (\*).

**NOTE 4:** Students must select at least one course in biological science and one course in physical science. At least one science must be a CORE option.

**NOTE 5:** The associate in arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the below planned program in order to transfer into a similar program at senior institutions.

**YEAR I – First Semester**

†ARH	1000	Understanding Visual Art <i>or</i> HUM 1020, Introduction to Humanities <i>or</i> †LIT 2000, Introduction to Literature <i>or</i> †MUL 1010, Introduction to Music <i>or</i> †PHI 1010, Introduction to Philosophy <i>or</i> THE 1000, Introduction to Theatre Arts ... 3 cr.
*†CGS	1000	Introduction to Computers and Technology ..... 3 cr.
†ENC	1101	English Composition I ..... 3 cr.
†MAC	1105	College Algebra ..... 3 cr.

**YEAR I – Second Semester**

†ANT	2000	Introduction to Anthropology <i>or</i> †PSY 1212, General Psychology <i>or</i> †SYG 2000, Introduction to Sociology .....	3 cr.
†ENC	1102	English Composition II.....	3 cr.
*†HFT	1000	Introduction to Hospitality Industry Management.....	3 cr.
*†MAC	2233	Calculus for Business and Social Science .....	4 cr.

**YEAR I – Third Semester**

*†ECO	2013	Principles of Macroeconomics.....	3 cr.
†SPC	1608	Public Speaking .....	3 cr.
*†STA	2023	Elementary Statistics.....	3 cr.
		Biological Science General Education.....	3-4 cr.

**YEAR II – First Semester**

*†ACG	2021	Financial Accounting .....	3 cr.
*†ECO	2023	Principals of Microeconomics.....	3 cr.
		Humanities General Education .....	3 cr.
		Physical Science General Education .....	3-4 cr.

**YEAR II – Second Semester**

*†ACG	2071	Managerial Accounting .....	3 cr.
		Behavioral Science/History/Economics General Education .....	3 cr.
		History General Education .....	3 cr.
		Hospitality Administration Management Related Elective.....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AA • Humanities Transfer Track**

**AA.HUM (60 credit hours)**

This transfer track is for students who want to pursue a four-year degree in Humanities.

**NOTE 1:** This list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this transfer track, or consult the appropriate advising guide on the HCC website (<http://www.hccfl.edu/ssem/advising-guides.aspx>).

**NOTE 2:** †IDS 2891, Connections is required for graduation.

**NOTE 3:** Students must select at least one course in biological science and one course in physical science. At least one science must be a CORE option.

**NOTE 4:** The associate in arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the below planned program in order to transfer into a similar program at senior institutions.

**YEAR I – First Semester**

†ENC	1101	English Composition I .....	3 cr.
†ANT	2000	Introduction to Anthropology <i>or</i> †PSY 1212, General Psychology <i>or</i> †SYG 2000, Introduction to Sociology .....	3 cr.
		Biological Science General Education.....	3-4 cr.
		Mathematics CORE General Education .....	3 cr.

**YEAR I – Second Semester**

†ENC	1102	English Composition II.....	3 cr.
HUM	1020	Introduction to Humanities .....	3 cr.
		Mathematics General Education .....	3 cr.
		Physical Science General Education .....	3 cr.

**YEAR I – Third Semester**

\*Humanities Electives..... 9 cr.

**YEAR II – First Semester**

EUH	2000	The Western World: Origins to Early Modern Europe .....	3 cr.
†HUM	2210	World Humanities: Prehistory to Early Modern Era <i>or</i> †HUM 2230, World Humanities: Early Modern to Contemporary .....	3 cr.
		Behavioral Science/History/Economics General Education .....	3 cr.

\*Humanities Electives..... 3 cr.

**YEAR II – Second Semester**

†SPC 1608 Public Speaking ..... 3 cr.  
 \*Humanities Electives..... 9 cr.

**\*Select 21 credit hours of humanities courses from the following if not previously taken:**

†ARH 1000 Understanding Visual Art..... 3 cr.  
 DAN 2100 Introduction to Dance..... 3 cr.  
 HUM 1020 Introduction to Humanities ..... 3 cr.  
 †HUM 2210 World Humanities: Prehistory to Early Modern Era..... 3 cr.  
 †HUM 2230 World Humanities: Early Modern to Contemporary ..... 3 cr.  
 HUM 2410 Asian Humanities..... 3 cr.  
 HUM 2420 African Humanities..... 3 cr.  
 HUM 2461 Latin-American Humanities ..... 3 cr.  
 †LIT 2000 Introduction to Literature ..... 3 cr.  
 †MUL 1010 Introduction to Music ..... 3 cr.  
 PHI 1100 Elementary Logic ..... 3 cr.  
 †PHI 1600 Ethics..... 3 cr.  
 †REL 2300 Introduction to Religion ..... 3 cr.  
 THE 1000 Introduction to Theatre Arts..... 3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AA • Liberal Arts and Sciences Transfer Track**

**AA.LA (60 credit hours)**

This transfer track is for students who want to pursue a four-year degree in liberal arts or a variety of fields. Depending upon the focus of study, careers are available in such fields as linguistics, criminal justice, history, ethnic studies, foreign language, social sciences, journalism and computer science.

**NOTE 1:** This list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this transfer track, or consult the appropriate advising guide on the HCC website (<http://www.hccfl.edu/ssem/advising-guides.aspx>).

**NOTE 2:** †IDS 2891, Connections is required for graduation.

**NOTE 3:** Students must select at least one course in biological science and one course in physical science. At least one science must be a CORE option.

**NOTE 4:** The associate in arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the below planned program in order to transfer into a similar program at senior institutions.

**YEAR I – First Semester**

†ENC 1101 English Composition I ..... 3 cr.  
 Mathematics CORE General Education ..... 3 cr.  
 History General Education ..... 3 cr.  
 Electives..... 3 cr.

**YEAR I – Second Semester**

†ENC 1102 English Composition II..... 3 cr.  
 †SPC 1608 Public Speaking ..... 3 cr.  
 Behavioral Science/History/Economics General Education ..... 3 cr.  
 Mathematics General Education ..... 3 cr.  
 Electives..... 3 cr.

**YEAR I – Third Semester**

Electives..... 9 cr.

**YEAR II – First Semester**

†ANT	2000	Introduction to Anthropology <i>or</i> †PSY 1212, General Psychology <i>or</i> †SYG 2000, Introduction to Sociology.....	3 cr.
†ARH	1000	Understanding Visual Art <i>or</i> HUM 1020, Introduction to Humanities <i>or</i> †LIT 2000, Introduction to Literature <i>or</i> †MUL 1010, Introduction to Music <i>or</i> †PHI 1010, Introduction to Philosophy <i>or</i> THE 1000, Introduction to Theatre Arts... Biological Science General Education..... Electives.....	3 cr. 3-4 cr. 3 cr.

**YEAR II – Second Semester**

Humanities General Education .....	3 cr.
Physical Science General Education .....	3-4 cr.
Electives.....	6 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AA • Mass Communication Transfer Track**

**AA.MMC (60 credit hours)**

This transfer track is for students who want to pursue a four-year degree in mass communications, journalism, advertising, public relations, education and telecommunications.

Careers include writing for various media, broadcasting, corporate communications, spokesperson for governmental agencies, various jobs such as copy writing within the advertising and public relations fields, video and audio-visual production and sales and political lobbyist.

**NOTE 1:** The list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this transfer track, or consult the appropriate advising guide on the HCC website (<http://www.hccfl.edu/ssem/advising-guides.aspx>).

**NOTE 2:** †IDS 2891, Connections is required for graduation.

**NOTE 3:** Students must select at least one course in biological science and one course in physical science. At least one science must be a CORE option.

**NOTE 4:** Elective courses for transfer cannot include ENC or LIT prefix courses and must be beyond the 36 hours of general education requirements.

**NOTE 5:** The associate in arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the below planned program in order to transfer into a similar program at senior institutions.

**YEAR I – First Semester**

†ENC	1101	English Composition I .....	3 cr.
†MMC	2000	Introduction to Mass Communications.....	3 cr.
PHI	1100	Elementary Logic .....	3 cr.
		Mathematics CORE General Education .....	3 cr.

**YEAR I – Second Semester**

†ENC	1102	English Composition II.....	3 cr.
JOU	1400L	Journalism Lab.....	1 cr.
MMC	2100C	Writing for Mass Communications.....	3 cr.
POS	1001	Introduction to Political Science <b>OR</b> †POS 2041, American Government .....	3 cr.
†STA	2023	Elementary Statistics.....	3 cr.

**YEAR I – Third Semester**

†ECO	2013	Principles of Macroeconomics.....	3 cr.
POS	2112	State and Local Government.....	3 cr.
PUR	2003	Introduction to Public Relations.....	3 cr.
†SPC	1608	Public Speaking .....	3 cr.

**YEAR II – First Semester**

†ARH	1000	Understanding Visual Art <i>or</i> HUM 1020, Introduction to Humanities <i>or</i> †LIT 2000, Introduction to Literature <i>or</i> †MUL 1010, Introduction to Music <i>or</i> †PHI 1010, Introduction to Philosophy <i>or</i> THE 1000, Introduction to Theatre Arts... JOU 1400L Journalism Lab..... JOU 2100C Journalistic Writing and Reporting..... †ANT 2000 Introduction to Anthropology or †SYG 2000, Introduction to Sociology .....	3 cr. 3 cr. 1 cr. 3 cr. 3 cr.
------	------	--	---

Biological Science General Education..... 3 - 4 cr.

**YEAR II – Second Semester**

ENC 2341C Magazine Writing and Design..... 3 cr.  
 JOU 1949 Journalism Internship ..... 3 cr.  
 Physical Science General Education ..... 3 - 4 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AA • Math: Education/Teacher Preparation Transfer Track**

**AA.MATH.EDU (60 credit hours)**

This transfer track is for students who want to pursue a four-year degree in mathematics education. Consult the appropriate advising guide on the HCC website at <http://www.hccfl.edu/ssem/advising-guides.aspx>.

**Students planning to become classroom teachers must have a standard high school diploma or a GED.**

**NOTE 1:** The list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this transfer track, or consult the appropriate advising guide on the HCC website (<http://www.hccfl.edu/ssem/advising-guides.aspx>).

**NOTE 2:** †IDS 2891, Connections is required for graduation.

**NOTE 3:** Students must select at least one course in biological science and one course in physical science. At least one science must be a CORE option.

**NOTE 4:** Prerequisites are required for the course(s) marked below with an asterisk (\*). See your advisor to register for the appropriate prerequisites.

**NOTE 5:** Common Course Prerequisites recommended by the State for successful transfer to the university are marked with an asterisk (\*\*).

**NOTE 6:** The associate in arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the below planned program in order to transfer into a similar program at senior institutions.

**YEAR I – First Semester**

†ENC 1101 English Composition I ..... 3 cr.  
 \*†MAC 2311 Calculus and Analytical Geometry I..... 5 cr.  
 †SPC 1608 Public Speaking ..... 3 cr.  
 History General Education ..... 3 cr.

**YEAR I – Second Semester**

\*\*†EDF 1005 Introduction to the Teaching Profession..... 3 cr.  
 †ENC 1102 English Composition II..... 3 cr.  
 \*\*†MAC 2312 Calculus and Analytical Geometry II ..... 5 cr.  
 Biological Science General Education..... 3-4 cr.

**YEAR I – Third Semester**

†ARH 1000 Understanding Visual Art *or* HUM 1020, Introduction to Humanities *or*  
 †LIT 2000, Introduction to Literature *or* †MUL 1010, Introduction to Music *or*  
 †PHI 1010, Introduction to Philosophy *or* THE 1000, Introduction to Theatre Arts... 3 cr.  
 Behavioral Science/History/Economics General Education ..... 3 cr.  
 Physical Science General Education ..... 3-4 cr.

**YEAR II – First Semester**

†ANT 2000 Introduction to Anthropology *or* †PSY 2012, General Psychology *or* †SYG 2000,  
 Introduction to Sociology ..... 3 cr.  
 \*\*†EME 2040 Introduction to Technology for Educators..... 3 cr.  
 \*\*Electives..... 3 cr.  
 Humanities General Education ..... 3 cr.

**YEAR II – Second Semester**

\*\*†EDF 2085 Introduction to Diversity for Educators..... 3 cr.  
 \*\*†MAC 2313 Calculus and Analytical Geometry III..... 5 cr.  
 \*\*Electives..... 3 cr.

**\*\*Select 6 credit hours from the following international or diversity focused courses** (Any approved general education course previously listed, but not used to satisfy another general education requirement may be used to fulfill this area.)

AFA	1000	Introduction to Black Studies .....	3 cr.
†ANT	2000	Introduction to Anthropology.....	3 cr.
*ANT	2410	Cultural Anthropology.....	3 cr.
†ARH	1000	Understanding Visual Art.....	3 cr.
ARH	1050	Art History I.....	3 cr.
ARH	1051	Art History II .....	3 cr.
DAN	2100	Introduction to Dance.....	3 cr.
†HUM	2210	World Humanities: Prehistory to Early Modern Era.....	3 cr.
†HUM	2230	World Humanities: Early Modern to Contemporary .....	3 cr.
HUM	2410	Asian Humanities.....	3 cr.
HUM	2420	African Humanities.....	3 cr.
HUM	2461	Latin-American Humanities .....	3 cr.
LAH	2020	Survey of Latin-American History.....	3 cr.
†MUL	1010	Introduction to Music .....	3 cr.
†PHI	1010	Introduction to Philosophy.....	3 cr.
PHI	1100	Elementary Logic .....	3 cr.
†PHI	1600	Ethics.....	3 cr.
†PSY	2012	General Psychology .....	3 cr.
†REL	2300	Introduction to Religion .....	3 cr.
†SYG	2000	Introduction to Sociology.....	3 cr.
THE	1000	Introduction to Theatre Arts.....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

## AA • Mathematics Transfer Track

### AA.MATH (60 credit hours)

This transfer track is for students who want to pursue a four-year degree in Mathematics.

**NOTE 1:** This list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this transfer track, or consult the appropriate advising guide on the HCC website (<http://www.hccfl.edu/ssem/advising-guides.aspx>).

**NOTE 2:** †IDS 2891, Connections is required for graduation.

**NOTE 3:** Students must select at least one course in biological science *and* one course in physical science. At least one science option must be a CORE option.

**NOTE 4:** Prerequisites are required for the course(s) marked below with an asterisk (\*). See your advisor to register for the appropriate prerequisites.

**NOTE 5:** Common Course Prerequisites recommended by the State for successful transfer to the university are marked with an asterisk (\*\*).

**NOTE 6:** The associate in arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the below planned program in order to transfer into a similar program at senior institutions.

#### YEAR I – First Semester

†ENC	1101	English Composition I .....	3 cr.
*†MAC	1140	Pre-Calculus Algebra.....	3 cr.
†SPC	1608	Public Speaking .....	3 cr.
		History General Education .....	3 cr.

#### YEAR I – Second Semester

†ARH	1000	Understanding Visual Art <i>or</i> HUM 1020, Introduction to Humanities <i>or</i> †LIT 2000, Introduction to Literature <i>or</i> †MUL 1010, Introduction to Music <i>or</i> †PHI 1010, Introduction to Philosophy <i>or</i> THE 1000, Introduction to Theatre Arts ...	3 cr.
†ENC	1102	English Composition II.....	3 cr.
†MAC	1114	Trigonometry .....	3 cr.
		**Physical Science General Education .....	3-4 cr.

**YEAR I – Third Semester**

**†MAC 2311	Calculus and Analytical Geometry I.....	5 cr.
	**Biological Science General Education.....	3-4 cr.

**YEAR II – First Semester**

†ANT 2000	Introduction to Anthropology <i>or</i> †PSY 2012, General Psychology <i>or</i> †SYG 2000, Introduction to Sociology.....	3 cr.
**COP 1000	Programming Logic.....	3 cr.
**†MAC 2312	Calculus and Analytical Geometry II.....	5 cr.
	Humanities General Education.....	3 cr.

**YEAR II – Second Semester**

**†MAC 2313	Calculus and Analytical Geometry III.....	5 cr.
**MAP 2302	Differential Equations.....	3 cr.
	Behavioral Science/History/Economics.....	3 cr.
	Elective.....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AA • Medical Sciences: Dental, Medical and Veterinary Transfer Track****AA.DENT, AA.MED, AA.VET (60 credit hours)**

This transfer track is for students who want to pursue a four-year degree and/or professional programs in these fields. Depending upon the chosen degree, careers include dentist, physician, chiropractor, pharmacist, veterinarian and teacher, plus a variety of other jobs in related fields such as physical or occupational therapist, researcher and salesperson.

**NOTE 1:** The list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this transfer track, or consult the appropriate advising guide on the HCC website (<http://www.hccfl.edu/ssem/advising-guides.aspx>).

**NOTE 2:** †IDS 2891, Connections is required for graduation.

**NOTE 3:** Prerequisites are required for the course(s) marked below with an asterisk (\*). See your advisor to register for the appropriate prerequisites.

**NOTE 4:** The associate in arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the below planned program in order to transfer into a similar program at senior institutions.

**YEAR I – First Semester**

†ARH 1000	Understanding Visual Art <i>or</i> HUM 1020, Introduction to Humanities <i>or</i> †LIT 2000, Introduction to Literature <i>or</i> †MUL 1010, Introduction to Music <i>or</i> †PHI 1010, Introduction to Philosophy <i>or</i> THE 1000, Introduction to Theatre Arts ...	3 cr.
†BSC 2010	Biological Science I.....	3 cr.
†BSC 2010L	Biological Science I Laboratory.....	1 cr.
†ENC 1101	English Composition I.....	3 cr.
†MAC 1105	College Algebra.....	3 cr.

**YEAR I – Second Semester**

*CHM 2045	General Chemistry I.....	3 cr.
*CHM 2045L	General Chemistry I Laboratory.....	1 cr.
†ENC 1102	English Composition II.....	3 cr.
MAC 1147	Pre-Calculus Algebra and Trigonometry <i>or</i> MAC 1114, Trigonometry and MAC 1140, Pre-calculus Algebra.....	5-6 cr.

**YEAR I – Third Semester**

†BSC 2011	Biological Science II.....	3 cr.
†BSC 2011L	Biological Science II Lab.....	1 cr.
*CHM 2046	General Chemistry II.....	3 cr.
*CHM 2046L	General Chemistry II Laboratory.....	1 cr.
	History General Education.....	3 cr.

**YEAR II – First Semester**

CHM 2210	Organic Chemistry I.....	4 cr.
CHM 2210L	Organic Chemistry I Laboratory.....	1 cr.
*PHY 2053	General Physics I.....	3 cr.



*PHY	2053L	General Physics I Lab .....	1 cr.
†STA	2023	Elementary Statistics.....	3 cr.
		Behavioral Science/History/Economics General Education .....	3 cr.

**YEAR II – Second Semester**

†ANT	2000	Introduction to Anthropology <i>or</i> †PSY 1012, General Psychology <i>or</i> †SYG 2000, Introduction to Sociology .....	3 cr.
PHY	2054	General Physics II.....	3 cr.
PHY	2054L	General Physics II Lab .....	1 cr.
†SPC	1608	Public Speaking .....	3 cr.
		Humanities General Education .....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AA • Music Transfer Track**

**AA.MUSIC (65 credit hours)**

This transfer track is for students who want to pursue a four-year degree in music, music education, therapy, publishing, or music history. Careers include performing, composing, teaching, music therapy, music critic, booking agent, concert manager, publishing, sales, music storeowner, instrument repair, and audio or sound technician.

**NOTE 1:** The list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this transfer track, or consult the appropriate advising guide on the HCC website (<http://www.hccfl.edu/ssem/advising-guides.aspx>).

**NOTE 2:** †IDS 2891, Connections is required for graduation.

**NOTE 3:** Students must select at least one course in biological science *and* one course in physical science. At least one science option must be a CORE option.

**NOTE 4:** Specific performance and applied music course numbers vary by student based on their instrument and level. Consult the schedule for the current course number.

**NOTE 5:** The associate in arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the below planned track in order to transfer into a similar program at senior institutions.

\*MUS 1010 is required of all students enrolled in applied music courses.

\*\* Music majors must demonstrate piano proficiency by exam. If proficiency is lacking, the student must take class piano, MVK 1111 (A & B).

**YEAR I – First Semester**

†ENC	1101	English Composition I .....	3 cr.
†MUL	1010	Introduction to Music .....	3 cr.
MUN	XXXX	Performance .....	1 cr.
*MUS	1010	Recital Attendance .....	0 cr.
**MUT	1111	Music Theory I.....	3 cr.
MUT	1241L	Sight Singing and Ear Training I.....	1 cr.
MV_		Applied Music .....	2 cr.

**YEAR I – Second Semester**

†ENC	1102	English Composition II.....	3 cr.
MUN	XXXX	Performance .....	1 cr.
*MUS	1010	Recital Attendance .....	0 cr.
MUT	1112	Music Theory II .....	3 cr.
MUT	1242L	Sight Singing and Ear Training II.....	1 cr.
MV_		Applied Music .....	2 cr.
		Mathematics CORE General Education .....	3 cr.

**YEAR I – Third Semester**

†ANT	2000	Introduction to Anthropology <i>or</i> †PSY 1010, General Psychology <i>or</i> †SYG 2000, Introduction to Sociology .....	3 cr.
†SPC	1608	Public Speaking .....	3 cr.
		Biological Science General Education.....	3-4 cr.
		History General Education .....	3 cr.

**YEAR II – First Semester**

MUN	XXXX	Performance .....	1 cr.
*MUS	1010	Recital Attendance .....	0 cr.
MUT	2116	Music Theory III .....	3 cr.
MUT	2246L	Sight Singing and Ear Training III .....	1 cr.
MV_		Applied Music .....	2 cr.
		Humanities General Education .....	3 cr.
		Mathematics General Education .....	3 cr.

**YEAR II – Second Semester**

MUN	XXXX	Performance .....	1 cr.
*MUS	1010	Recital Attendance .....	0 cr.
MUT	2117	Music Theory IV .....	3 cr.
MUT	2247L	Sight Singing and Ear Training IV .....	1 cr.
MV_		Applied Music .....	2 cr.
		Behavioral Science/History/Economics General Education .....	3 cr.
		Physical Science General Education .....	3-4 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AA • Pharmacy Transfer Track****AA.PHAR (66 credit hours)**

This transfer track is for students who want to pursue a degree in pharmacy.

**NOTE 1:** The list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this transfer track, or consult the appropriate advising guide on the HCC website (<http://www.hccfl.edu/ssem/advising-guides.aspx>).

**NOTE 2:** †IDS 2891, Connections is required for graduation.

**NOTE 3:** Prerequisites are required for the course(s) marked below with an asterisk (\*). See your advisor to register for the appropriate prerequisites.

**NOTE 4:** The associate in arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the below planned track in order to transfer into a similar program at senior institutions.

**YEAR I – First Semester**

†ARH	1000	Understanding Visual Art <i>or</i> HUM 1020, Introduction to Humanities <i>or</i> †LIT 2000, Introduction to Literature <i>or</i> †MUL 1010, Introduction to Music <i>or</i> †PHI 1010, Introduction to Philosophy <i>or</i> THE 1000, Introduction to Theatre Arts ...	3 cr.
†ENC	1101	English Composition I .....	3 cr.
†MAC	1105	College Algebra .....	3 cr.
†SPC	1608	Public Speaking .....	3 cr.

**YEAR I – Second Semester**

†ANT	2000	Introduction to Anthropology <i>or</i> †PSY 2010, General Psychology <i>or</i> †SYG 2000, Introduction to Sociology .....	3 cr.
†ENC	1102	English Composition II.....	3 cr.
MAC	1147	Pre-Calculus Algebra and Trigonometry.....	5 cr.
		History General Education .....	3 cr.

**YEAR I – Third Semester**

*†BSC	2011	Biological Science II.....	3 cr.
*†BSC	2011L	Biological Science II Laboratory .....	1 cr.
*CHM	2046	General Chemistry II.....	3 cr.
*CHM	2046L	General Chemistry II Laboratory .....	1 cr.

**YEAR II – First Semester**

*CHM	2210	Organic Chemistry I.....	4 cr.
*CHM	2210L	Organic Chemistry I Laboratory .....	1 cr.
†MAC	2311	Calculus and Analytic Geometry <b>OR</b> MAC 2241, Calculus for Life Sciences.....	5 cr.
		Behavioral Science/History/Economics General Education .....	3 cr.

**YEAR II – Second Semester**

*BSC	2086	Human Anatomy and Physiology II.....	3 cr.
*BSC	2086L	Human Anatomy and Physiology II Laboratory.....	1 cr.
CHM	2211	Organic Chemistry II.....	4 cr.
CHM	2211L	Organic Chemistry II Laboratory.....	1 cr.
*PHY	2053	General Physics I.....	3 cr.
*PHY	2053L	General Physics I Laboratory.....	1 cr.

**YEAR II – Third Semester**

PHY	2054	General Physics II.....	3 cr.
PHY	2054L	General Physics II Laboratory.....	1 cr.
		Humanities General Education.....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AA • Philosophy Transfer Track****AA.PHI (60 credit hours)**

This transfer track is for students who want to pursue a four-year degree in Philosophy.

**NOTE 1:** This list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this transfer track, or consult the appropriate advising guide on the HCC website (<http://www.hccfl.edu/ssem/advising-guides.aspx>).

**NOTE 2:** †IDS 2891, Connections is required for graduation.

**NOTE 3:** Common Course Prerequisites recommended by the State for successful transfer to the university are marked with an asterisk (\*). All Florida college systems students are encouraged to take several philosophy courses with the PHH, PHI, PHM, or PHP prefix.

**NOTE 4:** Students must select at least one course in biological science *and* one course in physical science. At least one science option must be a CORE option.

**NOTE 5:** The associate in arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the below planned track in order to transfer into a similar program at senior institutions.

**YEAR I – First Semester**

†ENC	1101	English Composition I.....	3 cr.
*†PHI	1010	Introduction to Philosophy.....	3 cr.
		Mathematics CORE General Education.....	3 cr.
		Physical Science General Education.....	3-4 cr.

**YEAR I – Second Semester**

†ENC	1102	English Composition II.....	3 cr.
*†PHI	1600	Ethics.....	3 cr.
		Biological Science General Education.....	3-4 cr.
		Mathematics General Education.....	3 cr.

**YEAR I – Third Semester**

†ANT	2000	Introduction to Anthropology <i>or</i> †PSY 2012, General Psychology <i>or</i> †SYG 2000, Introduction to Sociology.....	3 cr.
†HUM	2230	World Humanities: Early Modern to the Contemporary.....	3 cr.
*PHI	1100	Elementary Logic.....	3 cr.
		Behavioral Science/History/Economics.....	3 cr.

**YEAR II – First Semester**

†SPC	1608	Public Speaking.....	3 cr.
		History General Education.....	3 cr.
		**Elective.....	6 cr.

**YEAR II – Second Semester**

		**Electives.....	12 cr.
--	--	------------------	--------

**\*\*Select 18 credit hours from the following:**

†ARH	1000	Understanding Visual Art.....	3 cr.
DAN	2100	Introduction to Dance.....	3 cr.

†HUM	2210	World Humanities: Prehistory to Early Modern Era.....	3 cr.
HUM	2410	Asian Humanities.....	3 cr.
HUM	2420	African Humanities.....	3 cr.
HUM	2461	Latin-American Humanities .....	3 cr.
†LIT	2000	Introduction to Literature .....	3 cr.
†MUL	1010	Introduction to Music .....	3 cr.
†REL	2300	Introduction to Religion .....	3 cr.
THE	1000	Introduction to Theatre Arts.....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

## AA • Political Science Transfer Track

### AA.POS (60 credit hours)

This transfer track is for students who want to pursue a four-year college/university degree in such fields as history, pre-law, political science, or international studies programs. The program is broadly designed to allow students to cater the major to their own interests; however, it is recommended that students meet with a full-time political science faculty member to discuss their program interests in their first semester at HCC.

**NOTE 1:** This list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this transfer track, or consult the appropriate advising guide on the HCC website (<http://www.hccfl.edu/ssem/advising-guides.aspx>).

**NOTE 2:** †IDS 2891, Connections is required for graduation.

**NOTE 3:** Common Course Prerequisites recommended by the State for successful transfer to the university are marked with double asterisks (\*\*).

**NOTE 4:** Students must select at least one course in biological science *and* one course in physical science. At least one science option must be a CORE option.

**NOTE 5:** The associate in arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the below planned track in order to transfer into a similar program at senior institutions.

#### YEAR I – First Semester

†AMH	2010	Early American History.....	3 cr.
†ENC	1101	English Composition I .....	3 cr.
POS	1001	Introduction to Political Science.....	3 cr.
		Mathematics CORE General Education .....	3 cr.

#### YEAR I – Second Semester

†AMH	2020	Modern American History.....	3 cr.
†ENC	1102	English Composition II.....	3 cr.
†SPC	1608	Public Speaking .....	3 cr.
		Mathematics General Education .....	3 cr.

#### YEAR I – Third Semester

†PHI	1010	Introduction to Philosophy.....	3 cr.
†SYG	2000	Introduction to Sociology.....	3 cr.
		Physical Science General Education .....	3-4 cr.
		*Electives .....	3 cr.

#### YEAR II – First Semester

PHI	1100	Elementary Logic .....	3 cr.
**†POS	2041	American Government .....	3 cr.
		Biological Science General Education.....	3 cr.
		*Electives .....	3 cr.

#### YEAR II – Second Semester

EUH	2000	The Western World: Origins to Early Modern Europe <i>or</i> EUH 2001, The Western World: Modern Europe <i>or</i> LAH 2020, Survey of Latin American History .....	3 cr.
POS	2112	State and Local Government.....	3 cr.
		*Electives .....	6 cr.

**\*Select 12 credit hours from the following:**

AMH	2090	History of Women in the United States.....	3 cr.
-----	------	--	-------

AMH	2540	Military History.....	3 cr.
†ECO	2013	Principles of Macroeconomics.....	3 cr.
HIS	2206	Special Topics in History.....	3 cr.
†HUM	2210	World Humanities: Pre-History to Early Modern .....	3 cr.
†HUM	2230	World Humanities: Early Modern to Contemporary .....	3 cr.
HUM	2410	Asian Humanities.....	3 cr.
HUM	2420	African Humanities.....	3 cr.
HUM	2461	Latin-American Humanities .....	3 cr.
†PHI	1600	Ethics.....	3 cr.
†REL	2300	Introduction to Religion .....	3 cr.
†SPC	2300	Interpersonal Communication .....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

## AA • Psychology Transfer Track

### AA.PSY (60 credit hours)

This transfer track is for students who want to pursue a four-year degree in Psychology.

**NOTE 1:** This list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this transfer track, or consult the appropriate advising guide on the HCC website (<http://www.hccfl.edu/ssem/advising-guides.aspx>).

**NOTE 2:** †IDS 2891, Connections is required for graduation.

**NOTE 3:** Common Course Prerequisites recommended by the State for successful transfer to the university are marked with an asterisk (\*). Students may also take “any other lower level psychology class within the psychology inventory” (i.e., CLP, DEP).

**NOTE 4:** Students must select at least one course in biological science *and* one course in physical science. At least one science option must be a CORE option.

**NOTE 5:** The associate in arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the below planned track in order to transfer into a similar program at senior institutions.

#### YEAR I – First Semester

†CLP	1000	Psychology of Personal Growth.....	3 cr.
†ENC	1101	English Composition I .....	3 cr.
		Mathematics CORE General Education .....	3 cr.
		History General Education .....	3 cr.

#### YEAR I – Second Semester

†ENC	1102	English Composition II.....	3 cr.
*†PSY	2012	General Psychology .....	3 cr.
		History/Government/Economics General Education.....	3 cr.
		Mathematics General Education .....	3 cr.
		Elective .....	3 cr.

#### YEAR I – Third Semester

†DEP	1004	Development Psychology of the Life Span.....	3 cr.
†SPC	1608	Public Speaking .....	3 cr.
		Elective .....	3 cr.

#### YEAR II – First Semester

†ARH	1000	Understanding Visual Art <i>or</i> HUM 1020, Introduction to Humanities <i>or</i> †LIT 2000, Introduction to Literature <i>or</i> †MUL 1010, Introduction to Music <i>or</i> †PHI 1010, Introduction to Philosophy <i>or</i> THE 1000, Introduction to Theatre Arts ...	3 cr.
†DEP	2102	Child Development.....	3 cr.
*†STA	2023	Elementary Statistics.....	3 cr.
		Physical Science General Education .....	3-4 cr.

**YEAR II – Second Semester**

*†CLP	2140	Abnormal Psychology .....	3 cr.
		**Biological Science General Education (BSC prefix) .....	3-4 cr.
		Humanities General Education .....	3 cr.
		Elective .....	3 cr.

**Select 9 credit hours from the following:**

†ANT	2000	Introduction to Anthropology .....	3 cr.
EDP	2002	Educational Psychology .....	3 cr.
†SYG	2000	Introduction to Sociology.....	3 cr.
		Elective .....	3 cr.
		Elective .....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AA • Public Health Transfer Track****AA.PUBLIC.HLTH (60 credit hours)**

This transfer track is for students who want to pursue a four-year degree in Public Health.

**NOTE 1:** This list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this transfer track, or consult the appropriate advising guide on the HCC website (<http://www.hccfl.edu/ssem/advising-guides.aspx>).

**NOTE 2:** †IDS 2891, Connections is required for graduation.

**NOTE 3:** Common Course Prerequisites recommended by the State for successful transfer to the university are marked with an asterisk (\*). Students may also take “any other lower level psychology class within the psychology inventory” (i.e., CLP, DEP).

**NOTE 4:** Students must select at least one course in biological science *and* one course in physical science. At least one science option must be a CORE option.

**NOTE 5:** The associate in arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the below planned track in order to transfer into a similar program at senior institutions.

**YEAR I – First Semester**

†ENC	1101	English Composition I .....	3 cr.
†HSC	2100	Health Education.....	3 cr.
PHC	2100	Introduction to Public Health.....	3 cr.
		Mathematics General Education .....	3 cr.

**YEAR I – Second Semester**

†ARH	1000	Understanding Visual Art <i>or</i> HUM 1020, Introduction to Humanities <i>or</i> †LIT 2000, Introduction to Literature <i>or</i> †MUL 1010, Introduction to Music <i>or</i> †PHI 1010, Introduction to Philosophy <i>or</i> THE 1000, Introduction to Theatre Arts ...	3 cr.
†HSC	1531	Medical Terminology.....	3 cr.
HSC	2130	Sex, Health and Decision Making .....	3 cr.
		Biological Science General Education.....	3-4 cr.

**YEAR I – Third Semester**

†PSY	2012	General Psychology .....	3 cr.
		Social Science General Education.....	3 cr.

**YEAR II – First Semester**

†ENC	1102	English Composition II.....	3 cr.
HSC	2017	Careers in Public Health.....	3 cr.
PHC	2321	Environmental Concepts in Public Health.....	3 cr.
*†STA	2023	Elementary Statistics.....	3 cr.

**YEAR II – Second Semester**

HSA	2117	Understanding U.S. Health Care.....	3 cr.
PHC	2040	Foundations in Epidemiology .....	3 cr.
†PHI	1600	Ethics.....	3 cr.
		Physical Science General Education .....	3-4 cr.

**YEAR II – Third Semester**

†SPC	1608	Public Speaking .....	3 cr.
		Social Science General Education.....	3 cr.

**AA • Religious Studies Transfer Track**

**AA.REL (60 credit hours)**

This transfer track is for students who want to pursue a four-year degree in religion or religious studies. The broad nature of this transfer track allows it to be appropriate for future studies in liberal arts programs, philosophy and other humanities-directed disciplines.

**NOTE 1:** This list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this transfer track, or consult the appropriate advising guide on the HCC website (<http://www.hccfl.edu/ssem/advising-guides.aspx>).

**NOTE 2:** † IDS 2891, Connections is required for graduation.

**NOTE 3:** Common Course Prerequisites recommended by the State for successful transfer to the university are marked with an asterisk (\*).

**NOTE 4:** Students must select at least one course in biological science *and* one course in physical science. At least one science option must be a CORE option.

**NOTE 5:** The associate in arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the below planned track in order to transfer into a similar program at senior institutions.

**YEAR I – First Semester**

†ENC	1101	English Composition I .....	3 cr.
HUM	1020	Introduction to Humanities .....	3 cr.
*†REL	2300	Introduction to Religion .....	3 cr.
		Mathematics CORE General Education .....	3 cr.

**YEAR I – Second Semester**

†ANT	2000	Introduction to Anthropology <i>or</i> †SYG 2000, Introduction to Sociology .....	3 cr.
†ARH	1000	Understanding Visual Art <i>or</i> †MUL 1010, Introduction to Music <i>or</i> †LIT 2000, Introduction to Literature <i>or</i> †PHI 1010, Introduction to Philosophy <i>or</i> THE 1000, Introduction to Theatre Arts .....	3 cr.
†ENC	1102	English Composition II.....	3 cr.
		Mathematics General Education .....	3 cr.

**YEAR I – Third Semester**

EUH	2000	The Western World: Origins to Early Modern Europe .....	3 cr.
†SPC	1608	Public Speaking .....	3 cr.
		Biological Science General Education.....	3-4 cr.

**YEAR II – First Semester**

*REL	1210	Old Testament Survey .....	3 cr.
		Behavioral Science/History/Economics General Education .....	3 cr.
		**Humanities Electives .....	6 cr.
		Physical Science General Education .....	3-4 cr.

**YEAR II – Second Semester**

†PHI	1600	Ethics.....	3 cr.
*REL	1240	New Testament Survey .....	3 cr.
		**Humanities Electives .....	6 cr.

**\*\*Select 12 credit hours from the following humanities courses if not previously taken:**

†ARH	1000	Understanding Visual Art.....	3 cr.
DAN	2100	Introduction to Dance.....	3 cr.
†HUM	2210	World Humanities: Prehistory to Early Modern Era.....	3 cr.
†HUM	2230	World Humanities: Early Modern to Contemporary .....	3 cr.
HUM	2410	Asian Humanities.....	3 cr.
HUM	2420	African Humanities.....	3 cr.
HUM	2461	Latin-American Humanities .....	3 cr.
†LIT	2000	Introduction to Literature .....	3 cr.

†MUL	1010	Introduction to Music .....	3 cr.
†PHI	1010	Introduction to Philosophy .....	3 cr.
PHI	1100	Elementary Logic .....	3 cr.
THE	1000	Introduction to Theatre Arts.....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

## AA • Sociology Transfer Track

### AA.SYG (60 credit hours)

This transfer track is for students who want to pursue a four-year degree in sociology.

**NOTE 1:** This list is guideline. Consult an advisor or counselor for general education and recommended courses/electives for this transfer track, or consult the appropriate advising guide on the HCC website (<http://www.hccfl.edu/ssem/advising-guides.aspx>).

**NOTE 2:** †IDS 2891, Connections is required for graduation.

**NOTE 3:** Common Course Prerequisites recommended by the State for successful transfer to the university are marked with an asterisk (\*).

**NOTE 4:** Students must select at least one course in biological science *and* one course in physical science. At least one science option must be a CORE option.

**NOTE 5:** The associate in arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the below planned track in order to transfer into a similar program at senior institutions.

#### YEAR I – First Semester

†ARH	1000	Understanding Visual Art <i>or</i> HUM 1020, Introduction to Humanities <i>or</i> †LIT 2000, Introduction to Literature <i>or</i> †MUL 1010, Introduction to Music <i>or</i> †PHI 1010, Introduction to Philosophy <i>or</i> THE 1000, Introduction to Theater Arts ...	3 cr.
†ENC	1101	English Composition I .....	3 cr.
†SLS	1501	College Success.....	3 cr.
		Biological Science General Education.....	3-4 cr.

#### YEAR I – Second Semester

†ENC	1102	English Composition II.....	3 cr.
†MGF	1106	Topics in Mathematics.....	3 cr.
†SPC	1608	Public Speaking .....	3 cr.
*†SYG	2000	Introduction to Sociology.....	3 cr.

#### YEAR I – Third Semester

†ANT	2000	Introduction to Anthropology <i>or</i> †PSY 2010, General Psychology .....	3 cr.
†CGS	1000	Introduction to Computers and Technology .....	3 cr.
EUH	2000	The Western World: Origins to Early Modern Europe .....	3 cr.
†STA	2023	Elementary Statistics.....	3 cr.

#### YEAR II – First Semester

†CHM	1020C	Chemistry and Society .....	3 cr.
†HUM	2210	World Humanities: Prehistory to Early Modern.....	3 cr.
†PHI	1600	Ethics <i>or</i> †REL 2300, Introduction to Religion.....	3 cr.
*†SYG	2010	Social Problems.....	3 cr.

#### YEAR II – Second Semester

†IDS	2891	Connections .....	3 cr.
POS	1001	Introduction to Political Science.....	3 cr.
*†SYG	2012	Introduction to Globalization <i>or</i> *†SYG 2430, Marriage and Family.....	3 cr.
		**Elective .....	3 cr.



**\*\*Select 3 credit hours from the following elective course options:**

AFA	1001	Introduction to Black Culture.....	3 cr.
†ANT	2000	Introduction to Anthropology.....	3 cr.
†BSC	1025C	Nutrition and Drugs .....	3 cr.
†CCJ	1010	Introduction to Criminology .....	3 cr.
†HUM	2230	World Humanities: Early Modern to the Contemporary.....	3 cr.
HUM	2410	Asian Humanities.....	3 cr.
HUM	2420	African Humanities.....	3 cr.
HUM	2461	Latin-American Humanities .....	3 cr.
MAN	2604	Intercultural Relations in Business.....	3 cr.
†MUL	1010	Introduction to Music .....	3 cr.
†PHI	1010	Introduction to Philosophy.....	3 cr.
†PHI	1600	Ethics.....	3 cr.
†PSY	2012	General Psychology .....	3 cr.
†REL	2300	Introduction to Religion .....	3 cr.
SOP	1740	Feminine Psychology.....	3 cr.
†SYG	2430	Marriage and Family .....	3 cr.
SYG	2930	Selected Topics in Sociology.....	3 cr.
WHO	1022	World History Since 1500.....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AA • Statistics Transfer Track****AA.STA (60 credit hours)**

This transfer track is for students who want to pursue a four-year degree in Statistics.

**NOTE 1:** This list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this transfer track, or consult the appropriate advising guide on the HCC website (<http://www.hccfl.edu/ssem/advising-guides.aspx>).

**NOTE 2:** †IDS 2891, Connections is required for graduation.

**NOTE 3:** Prerequisites are required for the course(s) marked below with an asterisk (\*). See your advisor to register for the appropriate prerequisites.

**NOTE 4:** Common Course Prerequisites recommended by the State for successful transfer to the university are marked with an asterisk (\*\*).

**NOTE 5:** Students must select at least one course in biological science *and* one course in physical science. At least one science option must be a CORE option.

**NOTE 6:** The associate in arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the below planned track in order to transfer into a similar program at senior institutions.

**YEAR I – First Semester**

†ENC	1101	English Composition I.....	3 cr.
*†MAC	1140	Pre-Calculus Algebra.....	3 cr.
†SPC	1608	Public Speaking .....	3 cr.
**†STA	2023	Elementary Statistics.....	3 cr.

**YEAR I – Second Semester**

†ARH	1000	Understanding Visual Art <i>or</i> HUM 1020, Introduction to Humanities <i>or</i> †LIT 2000, Introduction to Literature <i>or</i> †MUL 1010, Introduction to Music <i>or</i> †PHI 1010, Introduction to Philosophy <i>or</i> THE 1000, Introduction to Theater Arts ...	3 cr.
*†BSC	2010	Biological Science I <i>and</i> BSC 2010L, Biological Science I Laboratory <i>or</i> †BSC 2085, Human Anatomy and Physiology I <i>and</i> †BSC 2085L, Human Anatomy and Physiology I Laboratory .....	4 cr.
†ENC	1102	English Composition II.....	3 cr.
†MAC	1114	Trigonometry.....	3 cr.

**YEAR I – Third Semester**

†ANT	2000	Introduction to Anthropology <i>or</i> †PSY 2012, General Psychology <i>or</i> †SYG 2000, Introduction to Sociology .....	3 cr.
*CHM	2045	General Chemistry I <i>and</i> CHM 2045L, General Chemistry I Laboratory <i>or</i>	

PHY 2053, General Physics I *and* PHY 2053L, General Physics I Laboratory ..... 4 cr.  
 \*†MAC 2311 Calculus and Analytical Geometry I..... 5 cr.

**YEAR II – First Semester**

\*COP 1000 Programming Logic ..... 3 cr.  
 \*†MAC 2312 Calculus and Analytical Geometry II ..... 5 cr.  
 Behavioral Science/History/Economics General Education ..... 3 cr.  
 History General Education ..... 3 cr.

**YEAR II – Second Semester**

\*†MAC 2313 Calculus and Analytical Geometry III..... 5 cr.  
 MAP 2302 Differential Equations..... 3 cr.  
 Humanities General Education ..... 3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

## Associate in Science Degree

Hillsborough Community College will award an associate in science (AS) degree if students complete a minimum of 60 credit hours in a curriculum designed to prepare students for employment. If students are interested in a specialized college program to prepare them for a job in business or industry, one of these degrees may be the right choice. If students decide to get a four-year degree, they may be able to transfer some or all of the courses taken here to a senior institution. Public universities in Florida now accept seven AS degrees to transfer to programs in their institutions. The AS degrees in this articulation agreement are Hospitality and Tourism Management, Computer Engineering, Electronics Engineering Technology, Nursing, Business Administration, Radiography and Criminal Justice Technology.

Other AS degrees may be transferred to a variety of four-year colleges and universities under individual agreements. For more information on current articulation agreements, consult an academic advisor or visit our website at <http://www.hccfl.edu/academics/articulation-agreements.aspx>.

### General Education Requirements for the AS Degree

**NOTE:** Students must complete a minimum of 15 credit hours.

**NOTE:** Students within an AS degree program must earn a grade of "C" or better in each applicable course in order to fulfill the college's general education requirements. A grade of "D" in a general education course can only be applied as elective credit.

#### Communications/Humanities: 6 credits required

(3 credit hours must be in Humanities)

#### Mathematics/Natural Science: 3 credits required

#### Social/Behavioral Sciences: 3 credits required

#### Program Specified General Education Requirements: 3 credits required

General education courses are listed in the General Education section of this catalog. Consult an [advisor](#) or [counselor](#) for specific program requirements or consult the appropriate advising guide on the HCC website (<http://www.hccfl.edu/ssem/advising-guides.aspx>).

### Terms/Definitions:

#### College Credit Certificate (CCC)

College credit programs are offered for those who seek to learn new skills or to refresh or upgrade their present skills.

#### Advanced Technical Certificate (ATC)

This short-term certificate provides students with advanced training above the associate in science degree.

#### Applied Technology Diploma (ATD)

The ATD is a college-credit certificate, job preparatory program.

#### Postsecondary Adult Vocational (PSAV) Certificate

The PSAV Certificate is a non-college-credit job preparatory program.

### Occupational Programs Associate in Science Degrees

Accounting Technology  
 Aquaculture  
 Architectural Design/Construction Technology  
 Biotechnology  
 Business Administration  
 Computer Engineering Technology  
 Computer Information Administrator  
 Computer Programming  
 Counseling and Human Services  
 Criminology and Criminal Justice Studies  
 Culinary Management  
 Database Technology  
 Dental Hygiene  
 Diagnostic Medical Sonography Technology  
 Dietetic Technician  
 Digital Media/Multimedia Technology  
 Digital Television and Media Production  
 Early Childhood Management  
 Electronics Engineering Technology  
 Emergency Medical Services  
 Engineering Technology  
 Environmental Science Technology  
 Fire Science Technology  
 Hospitality and Tourism Management  
 Industrial Management Technology  
 Internet Services Technology  
 Network Systems Technology  
 Nuclear Medicine Technology  
 Nursing  
 Office Administration  
 Optical Management Technology  
 Opticianry  
 Paralegal Studies (Legal Assisting)  
 Radiation Therapy  
 Radiography  
 Respiratory Care  
 Restaurant Management  
 Veterinary Technology

**College Credit Certificates**

Accounting Technology Management  
 Accounting Technology Operations  
 Accounting Technology Specialist  
 Advanced Network Infrastructure  
 Aquaculture Technology  
 AutoCAD Foundations  
 Automation  
 Biotechnology Specialist  
 Broadcast Production  
 Business Development and Entrepreneurship  
 Business Management  
 Business Operations  
 Business Specialist  
 Chef's Apprentice  
 CNC Machinist  
 Computer Programming  
 Computer Programming Specialist  
 Crime Scene  
 Criminal Justice Technology Specialist  
 Culinary Arts  
 Database Administrator  
 Digital Forensics  
 Digital Media/Multimedia Instructional Technology  
 Digital Media/Multimedia Production  
 Digital Media/Multimedia Video Production  
 Digital Media/Multimedia Web Production  
 Digital Video Production  
 Drafting  
 Electronics Technician  
 Emergency Medical Technician  
 Engineering Technology Support Specialist  
 Entrepreneurship and Innovation  
 Event Planning Management  
 Eye Care Technician  
 Food and Beverage Management  
 Food and Beverage Operations  
 Game Authoring  
 Graphic Design Production  
 Help Desk Support Technician  
 Homeland Security Specialist  
 Human Resource Management  
 Internet Services Technology - Web Development  
 Specialist - Designer  
 Internet Services Technology - Web Development  
 Specialist - Developer  
 Laser and Photonics Technician  
 Lean Manufacturing  
 Mechatronics  
 Medical Information Coder/Biller - Medical Biller  
 Medical Information Coder/Biller - Medical Coder  
 Medical Office Administration

Medical Office Management  
 Medical Office Specialist  
 Microcomputer Repairer/Installer  
 Network Enterprise Administration  
 Network Infrastructure  
 Network Security/Cybersecurity  
 Network Server Administration  
 Network Support Technician  
 Office Management  
 Office Specialist  
 Office Support  
 Ophthalmic Lab Technician  
 Paramedic  
 Pneumatics, Hydraulics and Motors  
 Radiation Therapy Specialist  
 Records Management  
 Records Management Specialist  
 Sustainable Design  
 Television Production  
 Unix/Linux System Administrator  
 Video Editing and Post Production  
 Water Quality Technician

**Advanced Technical Certificates**

Paralegal/Legal Assisting  
 Computed Tomography Advanced Imaging  
 Medical Laboratory Science  
 Visual Assessment

**Applied Technology Diplomas**

Family Health and Support Worker

**Postsecondary Adult Vocational Certificates**

Advanced Water Treatment  
 Autobody Collision Repair and Refinishing  
 Automotive Detailing and Reconditioning  
 Automotive Service Technology  
 Bail Bonding  
 Bus Transit Technician  
 Correctional Officer  
 Dental Assisting  
 Diesel Mechanic  
 Early Childhood Education  
 Field Service Engineer  
 Fire Fighting  
 Law Enforcement  
 Law Enforcement Auxiliary  
 Motorcycle Service Technology  
 Private Investigator Intern  
 Public Safety Telecommunications  
 Welding Technology

# Health Sciences

## General Information

HCC offers associate degrees in the following health sciences areas: Counseling and Human Services; Dental Hygiene; Diagnostic Medical Sonography Technology; Emergency Medical Services; Maternal and Child Services; Nuclear Medicine Technology; Nursing; Opticianry; Optical Management Technology; Radiation Therapy; Respiratory Care; Radiography and Sign Language Interpretation. In addition to the degree programs, the College offers college credit certificate programs in Emergency Medical Technician, Eye Care Technician, Ophthalmic Laboratory Technician, Paramedic, and Radiation Therapy Specialist, and Visual Assessment; an Applied Technology diploma in Family Health and Support Worker; and a Postsecondary Adult Vocational certificate in Dental Assisting. The college credit certificate programs are one-year programs for individuals who are pre-certified or licensed in a health science profession. Most health sciences and nursing programs are limited access programs with competitive application procedures because of the limited number of clinical placements the College has available for students to gain practical experience.

For more information about health science program admissions, contact the student services office at the Dale Mabry Campus at (813) 253-7364 or at <http://www.hccfl.edu/departments/health-science/hwst-admissions.aspx>.

**Hillsborough Community College and its health science programs reserve the right to make changes in the regulations, offerings; prerequisites, requirements and any provision announced in this catalog at any time, as circumstances require.**

**Students who hold prior degrees and are taking preparatory coursework necessary for enrollment in an eligible program are eligible for loans for one consecutive 12-month period.**

## AS • Counseling and Human Services

### AS.HUS/AS.HUS.MCS (65 Credit Hours)

This program prepares the student to work in the fields of counseling, social work and rehabilitation. Counseling and human services practitioners may, under supervision, provide individual and group counseling, lead workshops, provide training in daily living skills, assist with vocational planning, organize group activities, provide case management services, and complete records and reports. Further, they may act as mediators between clients and service agencies, direct clients to appropriate community facilities, and represent their clients before local service providers and government agencies.

Counseling and human services professionals serve clients of all ages and backgrounds in hospitals, halfway houses, detoxification and drug treatment centers, mental health clinics, residential facilities, outpatient programs, nursing homes, adult and adolescent criminal justice facilities, adoption agencies and schools. The counseling and human service practitioner usually functions as a member of a treatment team comprised of professionals from many disciplines, in order to provide effective and comprehensive care for individuals in need.

The class work in this program includes courses in counseling theory and applied therapeutic techniques, crisis intervention, psychology, sociology, human development, group counseling, multicultural issues, professionalism and ethics.

Supervised internships in community facilities and programs are a major component of the program. Students learn to translate theory into actual practice under the guidance of highly trained and experienced faculty members and community professionals. This "hands-on" experience helps the graduate of this program to easily find employment in the profession.

The Counseling and Human Services program is primarily an evening program in order to accommodate students who are working during the day. The curriculum provides a strong foundation for securing employment and for pursuing advanced studies. Many of the graduates of the program continue their studies to earn their bachelors and Masters degrees, often while employed in the profession.

The Counseling and Human Services program is accredited by the Council for Standards in Human Service Education (CSHSE), 3337 Duke Street, Alexandria, VA 22314, (571) 257-3959, [www.cshse.org](http://www.cshse.org).

**NOTE:** All graduates of this AS degree program shall be granted admission into the Social Work baccalaureate degree program at St. Leo University.

### Program Required Courses

#### YEAR I – First Semester

†ENC	1101	English Composition I .....	3 cr.
HUS	1001	Introduction to Human Services .....	3 cr.
HUS	1111	Interpersonal Skills in Human Services .....	3 cr.
		Mathematics General Education .....	3 cr.

**YEAR I – Second Semester**

HUS	1024	Abnormal Behavior: Etiology and Treatment .....	3 cr.
HUS	1200	Introduction to Group Process .....	3 cr.
HUS	1540	Principles for Understanding and Working with Families.....	3 cr.
†PSY	2012	General Psychology .....	3 cr.

**YEAR I – Third Semester**

†CGS	1000	Introduction to Computes and Technology.....	3 cr.
HUS	1406	Etiology and Treatment of Substance Use Disorders.....	3 cr.
HUS	1820	Human Services Practicum I.....	3 cr.

**YEAR II – First Semester**

†BSC	1092	Human Biology <i>and</i> BSC 1092L, Human Biology Laboratory <i>or</i> †BSC 2085, Human Anatomy and Physiology I <i>and</i> †BSC 2085L, Human Anatomy and Physiology I Laboratory .....	4 cr.
GEY	1000	Issues of Aging .....	3 cr.
HUS	2821	Human Services Practicum II .....	3 cr.
†SYG	2000	Introduction to Sociology.....	3 cr.

**YEAR II – Second Semester**

HUS	1320	Crisis Intervention.....	3 cr.
HUS	1550	Multicultural Perspective in Human Services.....	3 cr.
HUS	2311	Strategies of Behavior Modification.....	3 cr.
HUS	2822	Human Services Practicum III.....	3 cr.

**YEAR II – Third Semester**

HUS	2008	Psychotherapy: Theory and Practice .....	4 cr.
		Humanities.....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AS • Maternal and Child Services****AS.HUS.MCS**

This curriculum track provides students with the knowledge and skills required to be a human services professional and with the specialized training needed to help families and young children who are at risk for behavioral and psychological problems.

**Program Required Courses****YEAR I – First Semester**

†ENC	1101	English Composition I .....	3 cr.
HUS	1001	Introduction to Human Services .....	3 cr.
HUS	1111	Interpersonal Skills in Human Services .....	3 cr.
		Mathematics General Education .....	3 cr.

**YEAR I – Second Semester**

HUS	1024	Abnormal Behavior: Etiology and Treatment .....	3 cr.
HUS	1200	Introduction to Group Process .....	3 cr.
HUS	1540	Principles for Understanding and Working with Families.....	3 cr.
†PSY	2012	General Psychology .....	3 cr.

**YEAR I – Third Semester**

†CGS	1000	Introduction to Computes and Technology.....	3 cr.
HUS	1406	Etiology and Treatment of Substance Use Disorders.....	3 cr.
HUS	2541	Working w/Family in the Early Childhood Period: Impact on Child Health, Development and Parenting.....	3 cr.

**YEAR II – First Semester**

†BSC	2085	Human Anatomy and Physiology I <i>and</i> BSC 2085L, Human Anatomy and Physiology I Laboratory <i>or</i> †BSC 1092, Human Biology <i>and</i> BSC 1092L, Human Biology Laboratory.....	4 cr.
HUS	2542	Working w/Families in the Perinatal Period: Impact on Mother, Child and Family .....	3 cr.
HUS	2821	Human Services Practicum II .....	3 cr.
†SYG	2000	Introduction to Sociology.....	3 cr.

**YEAR II – Second Semester**

HUS	1550	Multicultural Perspective in Human Services.....	3 cr.
HUS	2311	Strategies of Behavior Modification.....	3 cr.
HUS	2822	Human Services Practicum III.....	3 cr.
		Humanities General Education .....	3 cr.

**YEAR II – Third Semester**

HUS	2008	Psychotherapy: Theory and Practice .....	4 cr.
HUS	2840	Field Placement in Maternal and Child Services .....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**ATD • Family Health and Support Worker****ATD.HUS.FHSW (21 Credit Hours)**

This 21-credit hour applied technology diploma is designed to provide training for non-degree, front-line community health workers (CHWs) who are currently employed as home visitors, family support workers, case managers, resource workers, peer counselors, or public health aides. The purpose of the program is to increase the occupational competence and job performance of CHWs who work in public health, child development, and family service agencies and who provide outreach and support services to childbearing families and their children.

**Program Required Courses****YEAR I – First Semester**

HUS	1001	Introduction to Human Services .....	3 cr.
HUS	1111	Interpersonal Skills in Human Services .....	3 cr.

**YEAR I – Second Semester**

HUS	1540	Principles for Understanding and Working with Families.....	3 cr.
HUS	1550	Multicultural Perspective in Human Services.....	3 cr.

**YEAR I – Third Semester**

HUS	2541	Working w/Families in the Early Childhood Period: Impact on Child Health, Development and Parenting.....	3 cr.
HUS	2542	Working w/Families in the Perinatal Period: Impact on Mother, Child and Family .....	3 cr.

**YEAR II – First Semester**

HUS	2840	Field Placement and Maternal and Child Services .....	3 cr.
-----	------	---	-------

**NOTE:** Students who complete the Family Health and Support Worker ATD are eligible to transfer 21 credits to the AS degree in Counseling and Human Services, and Maternal and Child Services programs.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AS • Dental Hygiene****AS.DENT (88 Credit Hours)**

The Dental Hygiene Program leads to an associate in science degree and provides students with the skills and knowledge needed to complete national and state or regional board examinations to become licensed dental hygienists. A dental hygienist is a vital member of the dental team who performs preventive dental procedures that include scaling, polishing and root planning procedures, exposing and processing radiographs, fluoride and dental sealant applications, and oral hygiene education. The graduate dental hygienist also becomes certified to perform expanded duties that are permitted by Florida Statute Title XXXII for dental auxiliaries. The dental hygiene curriculum includes five consecutive semesters of courses and requires a time commitment of 35-40 hours weekly. The program is offered on the Dale Mabry Campus only.

The Dental Hygiene program is accredited by the Commission on Dental Accreditation, 211 E. Chicago Avenue, Chicago, IL 60611, (312) 440-2500, <http://www.ada.org/100.aspx>.

**NOTE:** Graduates must pass both the National Dental Hygiene Board examination and the Florida Dental Hygiene Board examination to become a registered dental hygienist.

**Prerequisite Courses Required for Admission**

†BSC	2085	Human Anatomy and Physiology I.....	3 cr.
†BSC	2085L	Human Anatomy and Physiology I Laboratory .....	1 cr.
†BSC	2086	Human Anatomy and Physiology II.....	3 cr.
†BSC	2086L	Human Anatomy and Physiology II Laboratory .....	1 cr.

CHM	1032	Chemistry for Health Sciences.....	3 cr.
CHM	1032L	Chemistry for Health Sciences Laboratory.....	1 cr.
†ENC	1101	English Composition I.....	3 cr.
†MAC	1105	College Algebra <i>or</i> †MGF 1106 Topics in Mathematics.....	3 cr.
†MCB	2000	Microbiology and Human Disease.....	3 cr.
†MCB	2000L	Microbiology and Human Disease Laboratory.....	1 cr.

### Program Required Courses

#### YEAR I – First Semester

DEH	1002	Dental Hygiene Instrumentation.....	1 cr.
DEH	1002L	Dental Hygiene Instrumentation Laboratory.....	2 cr.
DEH	1720	Preventive Dentistry.....	1 cr.
DES	1020C	Oral, Head, and Neck Anatomy.....	2 cr.
DES	1200	Dental Radiology.....	2 cr.
DES	1200L	Dental Radiology Laboratory.....	1 cr.
DES	1800	Introduction to Clinical Procedures.....	2 cr.
DES	1800L	Introduction to Clinical Procedures Laboratory.....	1 cr.
**†HUN	2201	Fundamentals of Human Nutrition.....	3 cr.

#### YEAR I – Second Semester

DEH	1130	Oral Embryology and Histology.....	1 cr.
DEH	1800C	Clinical Dental Hygiene I.....	3 cr.
DEH	2400	General and Oral Pathology.....	3 cr.
DEH	2602	Periodontology.....	2 cr.
DES	1600	Dental Office Emergencies.....	2 cr.
DES	2051	Pain Control in Dentistry.....	2 cr.
DES	2051L	Pain Control in Dentistry Laboratory.....	1 cr.

#### YEAR I – Third Semester

DEH	1802C	Clinical Dental Hygiene II.....	2 cr.
DES	1100	Dental Materials.....	2 cr.
DES	1100L	Dental Materials Laboratory.....	1 cr.
DES	1830C	Expanded Duties for Dental Hygienists.....	2 cr.
		*Humanities General Education.....	3 cr.

#### YEAR II – First Semester

DEH	2300	Pharmacology and Oral Medicine.....	3 cr.
DEH	2702	Community Dental Health.....	2 cr.
DEH	2804C	Clinical Dental Hygiene III.....	3 cr.
DEH	2809	Advanced Clinical Procedures.....	2 cr.
*†SPC	1608	Public Speaking.....	3 cr.

#### YEAR II – Second Semester

DEH	1811	Dental Ethics, Jurisprudence.....	1 cr.
†DEH	2604	Periodontology II.....	1 cr.
DEH	2702L	Community Dental Health Practicum.....	1 cr.
DEH	2806C	Clinical Dental Hygiene IV.....	4 cr.
DES	2502	Office Management.....	1 cr.
*†PSY	2012	General Psychology.....	3 cr.
*†SYG	2000	Introduction to Sociology.....	3 cr.

\* **NOTE:** May be taken in advance or after admission to the dental hygiene program and must be completed with a grade of "C" or higher prior to graduation.

\*\***NOTE:** HUN 2201 must be taken in the fall or spring term of the student's first year.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.



## AS • Diagnostic Medical Sonography Technology

### AS.SON (77 Credit Hours)

Sonography is a medical specialty, which uses high-frequency sound waves to create images of the human body. These images are then analyzed, aiding in physician diagnosis. The sonographer is a skilled health care provider who provides imaging services under the supervision of a physician who is responsible for the use and interpretation of ultrasound procedures.

Upon completion of this program in abdomen, obstetrics and gynecology, and ultrasound physics and instrumentation, the graduate will be eligible to take the national registry examinations to become a certified sonographer. The examination is administered by the American Registry of Diagnostic Medical Sonographers.

The Diagnostic Medical Sonography program is accredited by the Commission on Accreditation for Allied Health Education Programs (CAAHEP), 1316 Park St. Clearwater, FL 33756. [www.caahep.org](http://www.caahep.org) upon the recommendation of the Joint review Committee for Diagnostic Medical Sonography (JRCDSM).

**NOTE:** All graduates of this AS degree program shall be granted admission into the Health Sciences baccalaureate degree program at the University of North Florida.

### Prerequisite Courses Required for Admission

†BSC	2085	Anatomy and Physiology I .....	3 cr.
†BSC	2085L	Anatomy and Physiology I Laboratory.....	1 cr.
†BSC	2086	Human Anatomy and Physiology II.....	3 cr.
†BSC	2086L	Human Anatomy and Physiology II Laboratory .....	1 cr.
†ENC	1101	English Composition I .....	3 cr.
†MAC	1105	College Algebra <b>or</b> higher math course (with the exception of †MGF 1106 and †MGF 1107) <i>or</i> †STA 2023, Elementary Statistics.....	3 cr.
PHY	1025	Fundamentals of Physics.....	3 cr.
PHY	1025L	Fundamentals of Physics Laboratory .....	1 cr.

### Program Required Courses

#### YEAR I – First Semester

SON	1000	Basic Sonography .....	3 cr.
SON	1311	Introduction to Cross Sectional Anatomy.....	1 cr.
SON	1804C	Introduction to Practicum I.....	2 cr.
		Humanities General Education .....	3 cr.

#### YEAR I – Second Semester

RTE	1782	Pathology of Medical and Surgical Diseases .....	3 cr.
SON	1053	Sonographic Imaging of Medical/Surgical Diseases.....	1 cr.
SON	1100	Sonographic Scanning Protocol I .....	1 cr.
SON	1210	Introduction to Sonographic Physics and Instrumentation.....	3 cr.
SON	1312	Introduction to Cross Sectional Anatomy II.....	1 cr.
SON	1840	Introduction to Practicum II .....	1 cr.

#### YEAR I – Third Semester

†PSY	2012	General Psychology .....	3 cr.
SON	1101	Sonographic Scanning Protocol II.....	1 cr.
SON	1850	Introduction to Practicum III .....	1 cr.
SON	1171C	Introduction to Vascular Technology.....	2 cr.

#### YEAR II – First Semester

SON	1313	Introduction to Cross Sectional Anatomy III.....	1 cr.
SON	2111	Abdominal Sonography I.....	3 cr.
SON	2121	Obstetrics and Gynecology Sonography I .....	4 cr.
SON	2814	Sonographic Clinical Practicum I.....	3 cr.

#### YEAR II – Second Semester

SON	2112	Abdominal Sonography II .....	3 cr.
SON	2122	Obstetrics and Gynecology Sonography II.....	3 cr.
SON	2211	Sonographic Physics and Instrumentation .....	3 cr.
SON	2211L	Sonographic Physics and Instrumentation Laboratory.....	1 cr.
SON	2824	Sonographic Clinical Practicum II.....	3 cr.

**YEAR II – Third Semester**

SON	2061	Seminar in Sonography .....	3 cr.
SON	2834	Sonographic Clinical Practicum III .....	3 cr.
SON	2175C	Vascular Technology .....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AS • Emergency Medical Services**

**AS.EMST.TECH (73 Credit Hours)**

If the student wants to become certified as an emergency medical technician or as a paramedic, the student will earn a college credit certificate.

All three levels are fully approved by the Florida Department of Health, and the student will be eligible to take the Florida or National Registry examination for EMT or paramedic upon completion of this program.

The Emergency Medical Services (EMS) program is fully credited by the Florida Department of Health, Bureau of Emergency Medical Services. Additionally, the Paramedic program is accredited by the Commission on Accreditation of Allied Health Educational Programs, [www.caahep.org](http://www.caahep.org) upon recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

This program provides paramedics with an opportunity to further their education by earning an associate in science degree. To be enrolled into the paramedic program the student must be currently certified as EMT in the State of Florida.

Statewide curriculum guidelines allow students who complete an ATD (Advanced Technical Diploma) at a vocational technical center to be awarded 11 college credits upon enrolling at HCC. These credit hours will be applied toward an associate in science degree in Emergency Medical Services.

**Program Required Courses**

**YEAR I – First Semester**

†BSC	2085	Human Anatomy and Physiology I.....	3 cr.
†BSC	2085L	Human Anatomy and Physiology I Laboratory .....	1 cr.
†ENC	1101	English Composition I .....	3 cr.
		Mathematics General Education .....	3 cr.

**YEAR I – Second Semester**

†BSC	2086	Anatomy and Physiology II.....	3 cr.
†BSC	2086L	Anatomy and Physiology II Laboratory .....	1 cr.
†PSY	2012	General Psychology .....	3 cr.
		Humanities General Education .....	3 cr.

Completion of EMT College Credit Certificate..... **11 cr.**

Completion of Paramedic College Credit Certificate..... **42 cr.**

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**CCC • Emergency Medical Technician**

**CCC.EMT (11 Credit Hours)**

EMT training is a one-semester program designed to prepare students to provide basic life support measures, as a member of an ambulance crew, at the scene of an accident, during transport to a hospital or medical facility, and in the medical facility. Course work combines classroom lecture, practical skills laboratory and actual patient clinical experiences.

The lecture portion (seven credit hours) covers the National Emergency Medical Services Education Standards for the Emergency Medical Technician as well as skills required by the state.

The practical skills laboratory portion (two credit hours) includes application practice and performance testing in simulated patient care situations. The clinical portion (one credit hour) provides actual patient care during transport to a hospital and in the hospital setting. EMT is currently offered at the Dale Mabry, Plant City, and South Shore campuses.

**NOTE:** An additional cost for a criminal background check is required. Drug testing is required.

**Program Required Courses**

**YEAR I – First Semester**

EMS	1119	Emergency Medical Technician.....	7 cr.
EMS	1119L	Emergency Medical Technician Practicum.....	2 cr.
EMS	1431	Emergency Medical Technician (EMT) Clinical.....	1 cr.
HSC	1220	Introduction to Health Sciences .....	1 cr.

## EMT Re-tracking

Emergency Medical Technician (EMT) students have two years to successfully complete all course work and one year from course completion to obtain state certification. Students who do not successfully complete the EMT program within two years or who do not obtain state certification within one year after course completion must retake all courses of the EMT program.

## CCC • Paramedic

### CCC.PARA (42 Credit Hours)

In addition to performing the skills of an EMT, paramedics are trained in advanced life support techniques, including endotracheal intubation, electrocardiogram monitoring and interpretation, DC electrical counter shock and administration of intravenous fluids and medications.

The program is offered on different schedules with three admission dates per year (see the allied health admissions criteria and procedure section of this catalog).

Effective July 1, 2013, the Florida Department of Health and the Department of Education adopted the 2009 National Emergency Medical Service Education Standards for Paramedic Instruction Guidelines to replace the 1998 DOT EMT and Paramedic National Standard Curriculum. Paramedic is currently offered at the Dale Mabry and South Shore campuses.

### Program Required Courses

#### YEAR I – First Semester

EMS	2621	Paramedic Phase I .....	7 cr.
EMS	2621L	Paramedic Phase I Practicum .....	4 cr.
EMS	2666	Paramedic Clinical I .....	3 cr.

#### YEAR I – Second Semester

EMS	2622	Paramedic Phase II.....	8 cr.
EMS	2622L	Paramedic Phase II Practicum .....	4 cr.
EMS	2667	Paramedic Clinical II.....	3 cr.

#### YEAR I – Third Semester

EMS	2617C	Assessment - Based Management Proficiency .....	2 cr.
EMS	2623	Paramedic Phase III .....	6 cr.
EMS	2623L	Paramedic Phase III Practicum.....	2 cr.
EMS	2668	Paramedic Clinical III .....	3 cr.

## ATC • Medical Laboratory Science

### ATC.MED.LAB (45 Credit Hours)

Student must have a bachelor's degree in chemistry or biology.

### Program Required Courses

#### YEAR I – First Semester

MLS	2304	Hematology I and Body Fluids .....	3 cr.
MLS	2460	Medical Microbiology I .....	3 cr.
MLS	2551	Immunohematology and Immunology .....	4 cr.
MLS	2001L	Laboratory Technique I .....	3 cr.

#### YEAR I – Second Semester

MLS	2307	Hematology II and Hemostasis.....	3 cr.
MLS	2465	Medical Microbiology II .....	3 cr.
MLS	2624	Clinical Chemistry I and Urinalysis.....	3 cr.
MLS	2002L	Laboratory Technique II .....	4 cr.

#### YEAR I – Third Semester

MLS	2625	Advanced Clinical Chemistry .....	3 cr.
MLS	2003L	Laboratory Technique III.....	2 cr.
MLS	2830C	Medical Laboratory Clinical I.....	2 cr.

#### YEAR II – First Semester

MLS	2192	Molecular Diagnostics .....	2 cr.
MLS	2701	Principles of Laboratory Operations.....	2 cr.
MLS	2831C	Medical Laboratory Clinical II.....	6 cr.
MLS	2930	Medical Laboratory Seminar .....	2 cr.

## AS • Nuclear Medicine Technology

### AS.NMT (75 Credit Hours)

Nuclear medicine uses radioactive materials in the diagnosis and treatment of disease. Nuclear medicine technologists prepare and administer radiopharmaceutical materials, operate nuclear instruments, position patients for “imaging” procedures, perform lab tests and work up diagnostic data for physicians. Graduates of this program are eligible to take national registry examinations and Florida licensure for nuclear medicine technologists.

The Nuclear Medicine Technology program is accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology, 2000 W. Danforth Road, Suite 130 #203, Edmond, OK 73003, (405) 285-0546 or [jrcnmt@coxinet.net](mailto:jrcnmt@coxinet.net).

Clinical evaluations are used to assess a student’s performance in the clinical environment.

### Prerequisite Courses Required for Admission

†BSC	2085	Anatomy and Physiology I .....	3 cr.
†BSC	2085L	Anatomy and Physiology I Laboratory.....	1 cr.
CHM	1025	Introductory Chemistry <i>and</i> CHM 1025L, Introductory Chemistry Laboratory <i>or</i> any higher level four credit hour chemistry with laboratory .....	4 cr.
†ENC	1101	English Composition I .....	3 cr.
†MAC	1105	College Algebra .....	3 cr.
PHY	1025	Fundamentals of Physics.....	3 cr.
PHY	1025L	Fundamentals of Physics Laboratory .....	1 cr.
†BSC	2086	Human Anatomy and Physiology II.....	3 cr.
†BSC	2086L	Human Anatomy and Physiology II Laboratory .....	1 cr.

### Program Required Courses

#### YEAR I – First Semester

NMT	1002	Introduction to Nuclear Medicine Technology .....	2 cr.
NMT	1613	Nuclear Physics and Instrumental Applications .....	3 cr.
NMT	1705L	Nuclear Medicine Laboratory I .....	1 cr.
NMT	1713	Nuclear Medicine Methodology I .....	3 cr.
NMT	1714	Pathology and Immunology for the NMT .....	3 cr.

#### YEAR I – Second Semester

NMT	1103	Patient Care.....	2 cr.
NMT	1534	Instrumentation, Quality Control, and Quality Assurance .....	3 cr.
NMT	1706L	Nuclear Medicine Laboratory II.....	1 cr.
NMT	1723	Nuclear Medicine Methodology II.....	3 cr.
NMT	2430	Radiation Safety and Biology .....	3 cr.

#### YEAR I – Third Semester

NMT	1804	Nuclear Medicine Practicum I.....	3 cr.
-----	------	-----------------------------------	-------

#### YEAR II – First Semester

NMT	1814	Nuclear Medicine Practicum II.....	4 cr.
NMT	2733	Nuclear Medicine Methodology III .....	4 cr.
NMT	2775C	PET/CT and Cross Sectional Anatomy.....	3 cr.
NMT	2910	Advanced Topics and Research Methods.....	2 cr.

#### YEAR II – Second Semester

NMT	2051L	Nuclear Medicine Data Analysis.....	1 cr.
NMT	2061C	Nuclear Medicine Seminar.....	2 cr.
NMT	2824	Nuclear Medicine Practicum III .....	4 cr.
†PSY	2012	General Psychology .....	3 cr.
		Humanities General Education .....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

## AS • Nursing

### AS.NUR.NURB/AS. NUR.NURT (72 Credit Hours)

Graduates of this program are eligible to take the nursing licensing examination administered by the National Council of State Boards of Nursing and, upon successful completion, receive the Registered Nursing (RN) license.

The HCC Nursing (R.N.) program is accredited by the Accreditation Commission for Education in Nursing (ACEN) located at 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, telephone (404) 975-5000 or fax (404) 975-5020 or <http://www.acenursing.org>. Graduates of the associate in science degree nursing program are able to provide direct patient care to patients in hospitals and comparable health agencies.

The HCC Nursing program is offered at the Dale Mabry, Plant City, and South Shore campuses.

The duration of the program is four terms for the basic option and three terms for the transition option. The program requires a full-time attendance commitment from the student. The program is offered in a day and evening/Saturday format with both day and evening clinical experiences utilized.

Students, under the careful supervision of the nursing faculty, are provided valuable patient care experiences in participating hospitals and community health agencies.

Enrollment in the nursing program is limited because of the availability of clinical placements for students to develop competence in their practical skills. Therefore, individuals must make application for consideration for admission to the nursing program. The associate in science degree program has two options: one for the basic student and another for the transition student. Individuals interested in applying to the program should obtain a Nursing Packet from Student Services on the Dale Mabry Campus, telephone (813) 253-7364.

The basic option is for the individual who does not have prior nursing background. For this option, individuals are selected for admission to the Fall and Spring semesters of each academic year.

Individuals who are already licensed practical nurses may make application to and be selected for the transition option. This option admits students only during the summer term of each academic year. The Statewide Articulation Agreement allows for individuals who have completed a practical nursing program in Florida within the last 5 years and who hold a current Florida licensure as a practical nurse to be awarded 10 credit hours toward the Nursing Transition AS degree. Students admitted to the LPN to RN program who do not meet these guidelines must have a valid, current Florida LPN license and must also provide documentation of 6 months of full-time employment as an LPN within the past three years. Ten credit hours of experiential credit will be awarded with the payment of a \$15 processing fee. The articulated or experiential credits are awarded upon successful completion of 15 credit hours of program coursework toward the Nursing AS degree.

Students will be required to take nationally normed tests throughout the curriculum. In the last semester of the curriculum, students will be required to take a comprehensive exam.

## Minimum Progress Requirements

### Basic Student

All non-nursing courses must be completed with a minimum grade of "C" before entering into the final semester of the nursing program.

### Transition Student: LPN

All non-nursing courses must be completed with a minimum grade of "C" before entering into the final semester of the nursing program.

## Clinical Performance

A student who is determined to be unsafe in the clinical component of any nursing course may, at the discretion of the nursing faculty, be immediately barred from continuing in the program.

**NOTE:** Beginning Fall Term 2000, all graduates of this program shall articulate into a Nursing baccalaureate degree in the designated university program under the provision of Rule 6A-10.024, Articulation Between Universities, Community Colleges, and School Districts.

**The following prerequisites for admission apply to both the AS Nursing Basic and the AS Nursing ADN Transition:**

### Prerequisite Courses Required for Admission

†BSC	2085	Human Anatomy and Physiology I.....	3 cr.
†BSC	2085L	Human Anatomy and Physiology I Laboratory .....	1 cr.
†BSC	2086	Human Anatomy and Physiology II.....	3 cr.
†BSC	2086L	Human Anatomy and Physiology II Laboratory .....	1 cr.
†ENC	1101	English Composition I .....	3 cr.
†MAC	1105	College Algebra <i>or</i> higher mathematics.....	3 cr.
†MCB	2000	Microbiology and Human Disease .....	3 cr.
†MCB	2000L	Microbiology and Human Disease Laboratory .....	1 cr.

†SYG 2000 Introduction to Sociology..... 3 cr.

**AS • Nursing - Basic Option**

**AS.NUR.NURB**

**Program Required Courses**

**YEAR I – First Semester**

†ENC 1102 English Composition II..... 3 cr.  
 NUR 1213C Nursing Process I ..... 10 cr.

**YEAR I – Second Semester**

NUR 1260C Nursing Process II..... 10 cr.  
 Humanities General Education ..... 3 cr.

**YEAR I – Third Semester**

\*Specified Electives ..... 3 cr.

**YEAR II – First Semester**

NUR 2412C Nursing Process III..... 10 cr.  
 NUR 2521C Mental Health Nursing..... 2 cr.

**YEAR II – Second Semester**

†NUR 2243C Nursing Process IV ..... 10 cr.

**Select 3 specified elective credits from the following:**

†BSC 1025C Nutrition and Drugs ..... 3 cr.  
 CHM 1032 Chemistry for Health Sciences..... 3 cr.  
 CHM 1032L Chemistry for Health Sciences Laboratory ..... 1 cr.  
 †DEP 1004 Developmental Psychology of Life Span ..... 3 cr.  
 †HUN 2201 Fundamentals of Human Nutrition..... 3 cr.  
 †PHI 1600 Ethics..... 3 cr.  
 †PSY 2012 General Psychology ..... 3 cr.  
 NUR 1060 Health Assessment..... 3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AS • Nursing - ADN Transition Option**

**AS.NUR.NURT**

**Program Required Courses**

**NOTE: 10 credit hours of articulated credit or experiential credit may be awarded to individuals who are licensed practical nurses.**

**YEAR I – First Semester**

†ENC 1102 English Composition II..... 3 cr.  
 NUR 1000 Basic Health Care Concepts..... 1 cr.  
 NUR 1260C Nursing Process II..... 10 cr.

**YEAR I – Second Semester**

NUR 2413C Nursing Process III - Transition Option ..... 9 cr.  
 NUR 2521C Mental Health Nursing..... 2 cr.  
 Humanities General Education ..... 3 cr.

**YEAR I – Third Semester**

†NUR 2243C Nursing Process IV ..... 10 cr.  
 \*Specified Electives ..... 3 cr.

**\*Select 3 specified elective credits from the following:**

†BSC 1025C Nutrition and Drugs ..... 3 cr.  
 CHM 1032 Chemistry for Health Sciences..... 3 cr.  
 CHM 1032L Chemistry for Health Sciences Laboratory ..... 1 cr.  
 †DEP 1004 Developmental Psychology of Life Span ..... 3 cr.  
 †HUN 2201 Fundamentals of Human Nutrition..... 3 cr.  
 †PHI 1600 Ethics..... 3 cr.  
 †PSY 2012 General Psychology ..... 3 cr.

NUR 1060 Health Assessment..... 3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

## AS • Optical Management Technology

### AS.OPT.MAN (60 Credit Hours)

The primary goal of this program is to prepare Opticians for a supervisory or a management position in the ophthalmic industry. Students will learn about such topics as safety and sports vision, management, and marketing. The program is available on campus or through distance learning.

#### Program Required Courses

##### Option 1

Experiential Credit\* ..... 12 cr.

##### YEAR I – First Semester

†CGS 1107 Introduction to Computers ..... 1 cr.  
 †ENC 1101 English Composition I ..... 3 cr.  
 \*†OPT 1155 Ophthalmic Lens I..... 3 cr.  
 \*†OPT 1460 Ophthalmic Dispensing I ..... 3 cr.  
 †OPT 2204 Anatomy and Physiology of the Eye ..... 3 cr.

##### YEAR I – Second Semester

†GEB 1011 Introduction to Business..... 3 cr.  
 \*†OPT 1156 Ophthalmic Lens II ..... 3 cr.  
 Mathematics General Education ..... 3 cr.  
 Social Science General Education..... 3 cr.

##### YEAR I – Third Semester

\*†OPT 2461 Ophthalmic Dispensing II ..... 3 cr.  
 Humanities General Education ..... 3 cr.  
 Social Science General Education..... 3 cr.

##### YEAR II – First Semester

†ECO 2013 Principles of Macroeconomics..... 3 cr.  
 †MAN 2021 Principles of Management ..... 3 cr.  
 †MAR 2011 Principles of Marketing ..... 3 cr.  
 †OPT 2375 Refractometry ..... 2 cr.

##### YEAR II – Second Semester

†FIN 1100 Personal Finance..... 3 cr.  
 †OPT 1666 Safety and Sports Vision ..... 3 cr.  
 †OPT 2375L Refractometry Laboratory..... 2 cr.  
 OPT 2910 Directed Research..... 3 cr.

##### YEAR II – Third Semester

†OPT 1225 Low Vision ..... 3 cr.  
 †OPT 2376L Refractometry II Laboratory ..... 1 cr.

##### Option 2

Experiential Credit\* ..... 12 cr.

#### Program Required Courses

##### YEAR I – First Semester

†ENC 1101 English Composition I ..... 3 cr.  
 \*†OPT 1155 Ophthalmic Lens I..... 3 cr.  
 \*†OPT 1460 Ophthalmic Dispensing I ..... 3 cr.  
 †OPT 2204 Anatomy and Physiology of the Eye ..... 3 cr.

##### YEAR I – Second Semester

†GEB 1011 Introduction to Business..... 3 cr.  
 \*†OPT 1156 Ophthalmic Lens II ..... 3 cr.  
 Mathematics General Education ..... 3 cr.  
 Social Science General Education..... 3 cr.

**YEAR I – Third Semester**

*†OPT	2461	Ophthalmic Dispensing II .....	3 cr.
		Humanities General Education .....	3 cr.
		Social Science General Education.....	3 cr.

**YEAR II – First Semester**

†CGS	1000	Introduction to Computers and Technology .....	3 cr.
†ECO	2013	Principles of Macroeconomics.....	3 cr.
†MAN	2021	Principles of Management .....	3 cr.
†MAR	2011	Principles of Marketing .....	3 cr.
†SPC	1006	Speech Improvement .....	1 cr.

**YEAR II – Second Semester**

†ECO	2023	Principles of Microeconomics.....	3 cr.
†FIN	1100	Personal Finance.....	3 cr.
†OPT	1666	Safety and Sports Vision .....	3 cr.
†OPT	2800L	Vision Care Clinical I .....	2 cr.
OPT	2910	Directed Research.....	3 cr.

**Optical Management Associate in Science Degree Enrollees**

\*Students who provide the college with documentation verifying Opticianry licensure and have completed a minimum of 15 credit hours of Optical Management courses will be awarded 12 credit hours toward an associate in science degree in Optical Management.

**Experiential Credit for Opticianry License**

**Credit Awarded toward Optical Management Technology Options**

†OPT	1155	Ophthalmic Lens I.....	3 cr.
†OPT	1156	Ophthalmic Lens II .....	3 cr.
†OPT	1460	Ophthalmic Dispensing I .....	3 cr.
†OPT	2461	Ophthalmic Dispensing II .....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AS • Opticianry**

**AS.OPT (72 Credit Hours)**

As an essential part of the “eye care delivery system,” opticians’ measure, fit and adapt eyeglasses and contact lenses to people with vision problems. Coursework covers basic ocular science including: optics, anatomy, contact lenses, and refraction. It also allows the students to gain specific skills in professional management, eyewear fabrications, and dispensing. Clinical experience is gained in a state-of-the-art on-campus dispensary and at affiliate sites. Graduates of the program are eligible to take state and national certification and/or licensure exams for opticians. Campus based or Internet based programs available. The Opticianry Program is accredited by the Commission on Opticianry Accreditation, P.O. Box 592, Canton, NY 13617.

**Program Required Courses**

**YEAR I – First Semester**

†OPT	1000	Ophthalmic Orientation .....	1 cr.
†OPT	1155	Ophthalmic Lens I.....	3 cr.
†OPT	1460	Ophthalmic Dispensing I .....	3 cr.
†OPT	1460L	Ophthalmic Dispensing I Laboratory.....	3 cr.
†OPT	2204	Anatomy and Physiology of the Eye .....	3 cr.

**YEAR I – Second Semester**

†OPT	1156	Ophthalmic Lens II .....	3 cr.
†OPT	1400L	Ophthalmic Laboratory I.....	3 cr.
†OPT	2500	Contact Lens Theory I.....	2 cr.
†OPT	2500L	Contact Lens Theory I Laboratory .....	3 cr.
†OPT	2800L	Vision Care Clinical I .....	2 cr.
		Mathematics General Education .....	3 cr.

**YEAR I – Third Semester**

†OPT	2461	Ophthalmic Dispensing II .....	3 cr.
------	------	--------------------------------	-------



†OPT	2801L	Vision Care Clinical II.....	2 cr.
		Humanities General Education .....	3 cr.

**YEAR II – First Semester**

†ENC	1101	English Composition I .....	3 cr.
†OPT	1430L	Ophthalmic Laboratory II .....	3 cr.
†OPT	2375	Refractometry .....	2 cr.
†OPT	2461L	Ophthalmic Dispensing Laboratory II.....	3 cr.
†OPT	2501	Contact Lens Theory II .....	2 cr.
†OPT	2802L	Vision Care Clinical III .....	2 cr.

**YEAR II – Second Semester**

†OPT	2375L	Refractometry Laboratory.....	2 cr.
†OPT	2463L	Ophthalmic Skills Laboratory I .....	2 cr.
†OPT	2501L	Contact Lens II Laboratory .....	2 cr.
†OPT	2803L	Vision Care Clinical IV .....	2 cr.
OPT	2910	Directed Research.....	3 cr.
		Social Science General Education.....	3 cr.

**YEAR II – Third Semester**

†OPT	2030	Ophthalmic Board Review.....	1 cr.
†OPT	2376L	Refractometry II Laboratory .....	1 cr.
†OPT	2502L	Contact Lens III Laboratory .....	1 cr.
		Social Science General Education.....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**ATC • Visual Assessment****ATC.OPT (11 Credit Hours)**

This 11 credit hour program provides training in safety and sports vision, low vision and refraction for students who have already earned an associate in applied science degree in Opticianry.

**Program Required Courses****YEAR I – First Semester**

†OPT	1225	Low Vision .....	3 cr.
†OPT	1666	Safety and Sports Vision .....	3 cr.
†OPT	2375	Refractometry .....	2 cr.

**YEAR I – Second Semester**

OPT	2375L	Refractometry Laboratory I.....	2 cr.
-----	-------	---------------------------------	-------

**YEAR I – Third Semester**

†OPT	2376L	Refractometry Laboratory II .....	1 cr.
------	-------	-----------------------------------	-------

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**CCC • Eye Care Technician****CCC.EYE.TECH (48 Credit Hours)**

This program will prepare the student to perform visual assessment, contact lens fitting and spectacle dispensing while working closely with ophthalmologists and optometrists. All credits may be applied to the Opticianry degree.

**Program Required Courses****YEAR I – First Semester**

†OPT	1000	Ophthalmic Orientation .....	1 cr.
†OPT	1155	Ophthalmic Lens I.....	3 cr.
†OPT	1460	Ophthalmic Dispensing I .....	3 cr.
†OPT	1460L	Ophthalmic Dispensing I Laboratory.....	3 cr.
†OPT	2204	Anatomy and Physiology of the Eye .....	3 cr.

**YEAR I – Second Semester**

†OPT	1156	Ophthalmic Lens II .....	3 cr.
†OPT	1400L	Ophthalmic Laboratory I.....	3 cr.

†OPT	2500	Contact Lens Theory I.....	3 cr.
†OPT	2500L	Contact Lens Theory I Laboratory .....	2 cr.
†OPT	2800L	Vision Care Clinical I .....	2 cr.

**YEAR I – Third Semester**

†OPT	2461	Ophthalmic Dispensing II .....	3 cr.
†OPT	2801L	Vision Care Clinical II.....	2 cr.

**YEAR II – First Semester**

†OPT	1225	Low Vision .....	3 cr.
†OPT	2375	Refractometry .....	2 cr.
†OPT	2461L	Ophthalmic Dispensing Laboratory II.....	3 cr.
†OPT	2501	Contact Lens Theory II .....	2 cr.

**YEAR II – Second Semester**

†OPT	2375L	Refractometry I Laboratory.....	2 cr.
†OPT	2376L	Refractometry II Laboratory .....	1 cr.
†OPT	2463L	Ophthalmic Skills Laboratory I .....	2 cr.
†OPT	2501L	Contact Lens II Laboratory .....	2 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

## CCC • Ophthalmic Laboratory Technician

### CCC.OPT.LAB.TECH (24 Credit Hours)

This program teaches surfacing, finishing and other related tasks necessary to fabricate prescription eyewear. It will prepare you to work in a wholesale or retail optical laboratory. All credits from this certificate may be applied to the Opticianry degree.

**Program Required Courses****YEAR I – First Semester**

†OPT	1000	Ophthalmic Orientation .....	1 cr.
†OPT	1155	Ophthalmic Lens I.....	3 cr.
†OPT	1460	Ophthalmic Dispensing I .....	3 cr.
†OPT	1460L	Ophthalmic Dispensing I Laboratory.....	3 cr.
†OPT	2204	Anatomy and Physiology of the Eye .....	3 cr.

**YEAR I – Second Semester**

†OPT	1156	Ophthalmic Lens II .....	3 cr.
†OPT	1400L	Ophthalmic Laboratory I.....	3 cr.
†OPT	2500	Contact Lens Theory I.....	3 cr.
†OPT	2800L	Vision Care Clinical I .....	2 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

## AS • Radiation Therapy

### AS.RAT.GEN (77 Credit Hours)

This program is designed for students who want to work directly with patients receiving high-energy treatments using state-of-the-art and cutting-edge technology. Students will work with a physician to administer patient treatment. Students' performance will be based on didactic and clinical competencies.

Upon successful completion of the program, students are eligible to apply for the national radiation therapy examination administered by the American Registry of Radiologic Technologists.

The Radiation Therapy program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182 (312) 704-5300 or <http://jrcert.org>, [mail@jrcert.org](mailto:mail@jrcert.org).

**NOTE:** All graduates of this program shall articulate into the University of South Florida bachelors of science in applied science (BSAS) degree program.

**Prerequisite Courses Required for Admission**

†BSC	2085	Anatomy and Physiology I .....	3 cr.
†BSC	2085L	Anatomy and Physiology I Laboratory.....	1 cr.
†ENC	1101	English Composition I .....	3 cr.
†MAC	1105	College Algebra <i>or</i> higher level math.....	3 cr.
†PSY	2012	General Psychology .....	3 cr.

**Program Required Courses****YEAR I – First Semester**

†BSC	2086	Anatomy and Physiology II .....	3 cr.
†BSC	2086L	Anatomy and Physiology II Laboratory .....	1 cr.
RAT	1614	Radiation Therapy Physics I.....	2 cr.
RAT	2001C	Introduction to Radiation Therapy .....	2 cr.
		Humanities General Education .....	3 cr.

**YEAR I – Second Semester**

†ENC	1102	English Composition II.....	3 cr.
RAT	1618	Radiation Therapy Physics II.....	2 cr.
RAT	1800	Introduction to Radiation Therapy Clinic I .....	1 cr.
RTE	1157	Medical Imaging of Human Structures.....	3 cr.
RTE	1782	Pathology of Medical/Surgical Diseases .....	3 cr.

**YEAR I – Third Semester**

RAT	1810	Introduction to Radiation Therapy Clinic II.....	2 cr.
RAT	2023	Principles and Practices of Radiation Therapy I .....	3 cr.
RAT	2303	Psychosocial Aspect of Oncology .....	2 cr.

**YEAR II – First Semester**

RAT	2242	Principles and Practices of Radiation Therapy II.....	4 cr.
RAT	2620	Radiation Therapy Physics III .....	3 cr.
RAT	2804	Radiation Therapy Clinic I.....	3 cr.
RAT	2901	Simulation Lecture I.....	1 cr.
RAT	2901L	Simulation Laboratory I .....	1 cr.

**YEAR II – Second Semester**

RAT	2021	Radiation Therapy Treatment Planning.....	3 cr.
RAT	2621C	Radiation Therapy Physics IV .....	3 cr.
RAT	2814	Radiation Therapy Clinic II.....	3 cr.
RAT	2902	Simulation Lecture II .....	1 cr.
RAT	2902L	Simulation Laboratory II .....	1 cr.
RTE	2385	Radiation Biology.....	3 cr.

**YEAR II – Third Semester**

RAT	2061	Radiographic Seminar .....	2 cr.
RAT	2619L	Computer Applications in Treatment Planning.....	2 cr.
RAT	2824	Radiation Therapy Clinic II.....	3 cr.
RTE	2473L	Quality Assurance in Radiation Therapy.....	1 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**CCC • Radiation Therapy Specialist****CCC.RAT.SPEC (43 Credit Hours)**

This program is designed for students who have successfully completed a program in Radiography and are eligible or certified by the American Registry of Radiologic Technologists. This program is designed for students who want to work directly with patients receiving high-energy treatments using state-of-the-art and cutting-edge technology. Students will work with a physician to administer patient treatment.

Upon successful completion of the program, students are eligible to apply for the national radiation therapy examination administered by the American Registry of Radiologic Technologists.

The program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182 (312) 704-5300.

Students' performance will be based on didactic and clinical competencies.

**Prerequisite for Admission**

Applicants must be ARRT certified or eligible and must be ARRT certified by the first day of class.

**Program Required Courses****YEAR I – First Semester**

†CGS	1107	Introduction to Computers .....	1 cr.
------	------	---------------------------------	-------

CGS	1160	Desktop Information Management.....	1 cr.
RAT	1810	Introduction to Radiation Therapy Clinic II.....	2 cr.
RAT	2023	Principles and Practices of Radiation Therapy I.....	3 cr.
RAT	2303	Psychosocial Aspect of Oncology.....	2 cr.

**YEAR I – Second Semester**

RAT	2242	Principles and Practices of Radiation Therapy II.....	4 cr.
RAT	2620	Radiation Therapy Physics III.....	3 cr.
RAT	2804	Radiation Therapy Clinic I.....	3 cr.
RAT	2901	Simulation Lecture I.....	1 cr.
RAT	2901L	Simulation Laboratory I.....	1 cr.

**YEAR I – Third Semester**

RAT	2021	Radiation Therapy Treatment Planning.....	3 cr.
RAT	2621C	Radiation Therapy Physics IV.....	3 cr.
RAT	2814	Radiation Therapy Clinic II.....	3 cr.
RAT	2902	Simulation Lecture II.....	1 cr.
RAT	2902L	Simulation Laboratory II.....	1 cr.
RTE	2385	Radiation Biology.....	3 cr.

**YEAR II – First Semester**

RAT	2061	Radiographic Seminar.....	2 cr.
RAT	2619L	Computer Applications in Treatment Planning.....	2 cr.
RAT	2824	Radiation Therapy Clinic II.....	3 cr.
RTE	2473L	Quality Assurance in Radiation Therapy.....	1 cr.

**AS • Radiography****AS.RTE (77 Credit Hours)**

Radiographers perform diagnostic radiographic (X-ray) procedures and x-ray images of the human body which help diagnose and treat injury and disease. This program includes course work and practical experiences where students will work directly with patients in area clinical educational settings. Students will also simulate radiographic procedures in the program's state-of-the-art laboratory.

Graduates are eligible to take the national American Registry of Radiologic Technologists certification examination and will also be eligible for a Florida Radiographer license.

The Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-2901, (312) 704-5300 or <http://www.jrcert.org>, [mail@jrcert.org](mailto:mail@jrcert.org).

**NOTE:** Beginning Fall Term 2000, all graduates of this program shall articulate into a Radiologic Technology baccalaureate degree in the designated university program under the provision of Rule 6A-10.024, Articulation Between Universities, Community Colleges, and School Districts.

**Prerequisite Courses Required for Admission**

†BSC	2085	Anatomy and Physiology I.....	3 cr.
†BSC	2085L	Anatomy and Physiology I Laboratory.....	1 cr.
†ENC	1101	English Composition I.....	3 cr.
†MAC	1105	College Algebra.....	3 cr.
†PSY	2012	General Psychology.....	3 cr.

**Program Required Courses****YEAR I – First Semester**

HSC	1220	Introduction to Health Sciences.....	1 cr.
RTE	1000	Introduction to Radiology.....	1.5 cr.
RTE	1111	Introduction to Radiography Patient Care.....	1.5 cr.
RTE	1503	Radiographic Positioning I.....	3 cr.
RTE	1503L	Radiographic Positioning I Laboratory.....	1 cr.
RTE	1607	Radiographic Science Principles.....	1 cr.
RTE	1800	Introduction to Radiography Practicum.....	2 cr.

**YEAR I – Second Semester**

RTE	1308	Radiation Protection and Safety.....	2 cr.
RTE	1418	Principles of Radiographic Exposure I.....	3 cr.
RTE	1418L	Principles of Radiographic Exposure I Laboratory.....	1 cr.

RTE	1513	Radiographic Positioning II .....	3 cr.
RTE	1513L	Radiographic Positioning II Laboratory.....	1 cr.
RTE	1804	Radiography Practicum I .....	3 cr.

**YEAR I – Third Semester**

†BSC	2086	Human Anatomy and Physiology II.....	3 cr.
†BSC	2086L	Human Anatomy and Physiology II Laboratory .....	1 cr.
RTE	1523	Radiographic Positioning III.....	3 cr.
RTE	1523L	Radiographic Positioning III Laboratory .....	1 cr.
RTE	1814	Radiography Practicum II .....	3 cr.

**YEAR II – First Semester**

†CGS	1000	Introduction to Computers and Technology.....	3 cr.
RTE	1457	Principles of Radiographic Exposure II.....	1 cr.
RTE	1613	Radiographic Physics I .....	3 cr.
RTE	1824	Radiography Practicum III.....	3 cr.
RTE	2563	Special Radiographic Procedures.....	2.5 cr.

**YEAR II – Second Semester**

RTE	1782	Pathology of Medical/Surgical Disease.....	3 cr.
RTE	2385	Radiation Biology.....	3 cr.
RTE	2834	Radiography Practicum IV .....	3 cr.
		Humanities General Education .....	3 cr.

**YEAR II – Third Semester**

RTE	2061	Radiographic Seminar .....	2 cr.
RTE	2473L	Quality Assurance.....	1 cr.
RTE	2844	Radiography Practicum V.....	1.5 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**ATC • Computed Tomography Advanced Imaging****ATC.TOM (14 Credit Hours)**

## Program Required Courses

**YEAR I – First Semester**

RTE	1XXXC	Principles of Computed Tomography I.....	4 cr.
RTE	1805	CT Clinical Education I.....	3 cr.

**YEAR I – Second Semester**

RTE	2596	Principles of Computed Tomography II.....	4 cr.
RTE	2815	CT Clinical Education II .....	3 cr.

NOTE: X = course number pending State approval.

**AS • Respiratory Care****AS.RET (76 Credit Hours)**

Respiratory care is an allied health discipline operating with medical direction in the treatment, management, control, diagnostic evaluation and rehabilitation of patients with abnormalities of the cardiopulmonary system.

Respiratory care includes the therapeutic use of the following: medical gases and administration devices, environmental control systems, humidification, aerosols, medications, ventilatory support, bronchopulmonary drainage, pulmonary rehabilitation, cardiopulmonary resuscitation, and airway management. Specific testing techniques are employed in respiratory care to assist in diagnosis, monitoring, treatment and research. Clinical evaluations will be used to evaluate performance in the clinical environment.

Students who complete this program will be eligible to take the national certification and registry exams administered by the National Board for Respiratory Care (NBRC). Upon completion of the exams, students will be a Registered Respiratory Therapist (RRT). Most states require a license to practice.

The Respiratory Care program is accredited by the Commission on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, TX, 76021-4244, <http://www.coarc.com/>.

**Prerequisite Courses Required for Admission**

†BSC	2085	Anatomy and Physiology I .....	3 cr.
------	------	--------------------------------	-------

†BSC	2085L	Anatomy and Physiology I Laboratory.....	1 cr.
†BSC	2086	Anatomy and Physiology II.....	3 cr.
†BSC	2086L	Anatomy and Physiology II Laboratory .....	1 cr.
†ENC	1101	English Composition I .....	3 cr.
†MAC	1105	College Algebra .....	3 cr.
†MCB	2000	Microbiology and Human Disease .....	3 cr.
†MCB	2000L	Microbiology Laboratory .....	1 cr.
†PSY	2012	General Psychology .....	3 cr.

**Program Required Courses**

**YEAR I – First Semester**

RET	1024C	Introduction to Respiratory Care .....	8 cr.
RET	1350	Pharmacology for Respiratory Care .....	3 cr.

**YEAR I – Second Semester**

RET	1274C	Basis Respiratory Care.....	6 cr.
RET	1503	Cardiopulmonary Pathophysiology .....	3 cr.
RET	1832	Respiratory Care Clinic I .....	2 cr.

**YEAR I – Third Semester**

RET	1833	Respiratory Care Clinic II.....	1 cr.
RET	2264C	Principles of Mechanical Ventilation.....	5 cr.
		Humanities General Education .....	3 cr.

**YEAR II – First Semester**

RET	2283	Respiratory Intensive Care.....	3 cr.
RET	2714C	Pediatric and Neonatal Respiratory Care .....	3 cr.
RET	2834	Respiratory Care Clinic III .....	2 cr.

**YEAR II – Second Semester**

RET	2413C	Pulmonary Diagnostics .....	2 cr.
RET	2533C	Advanced Respiratory Care.....	8 cr.
RET	2835	Respiratory Care Clinic IV.....	2 cr.

**YEAR II – Third Semester**

RET	2836	Respiratory Care Clinic V .....	1 cr.
RET	2930	Respiratory Care Seminar .....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AS • Respiratory Care - Transition**

**AS.RET.TRAN**

An individual who has earned the Certified Respiratory Therapist credential from the National Board for Respiratory Care (NBRC) is eligible to receive 23 hours of college credit\* toward the associate in science degree in Respiratory Care.

**Prerequisite Courses Required for Admission**

†BSC	2085	Anatomy and Physiology I .....	3 cr.
†BSC	2085L	Anatomy and Physiology I Laboratory.....	1 cr.
†BSC	2086	Anatomy and Physiology II.....	3 cr.
†BSC	2086L	Anatomy and Physiology II Laboratory .....	1 cr.
†ENC	1101	English Composition I .....	3 cr.
†MAC	1105	College Algebra .....	3 cr.
†MCB	2000	Microbiology and Human Disease .....	3 cr.
†MCB	2000L	Microbiology and Human Disease Laboratory.....	1 cr.
†PSY	2012	General Psychology .....	3 cr.
		Humanities General Education .....	3 cr.

**Program Required Courses**

**YEAR I – First Semester**

RET	2264C	Principles of Mechanical Ventilation.....	5 cr.
-----	-------	---	-------

**YEAR I – Second Semester**

RET	2283	Respiratory Intensive Care.....	3 cr.
-----	------	---------------------------------	-------

RET	2714C	Pediatric and Neonatal Respiratory Care .....	3 cr.
RET	2834	Respiratory Care Clinic III .....	2 cr.

**YEAR I – Third Semester**

RET	2413C	Pulmonary Diagnostics .....	2 cr.
RET	2533C	Advanced Respiratory Care.....	8 cr.
RET	2835	Respiratory Care Clinic IV.....	2 cr.

**YEAR I – First Semester**

RET	2836	Respiratory Care Clinic V .....	1 cr.
RET	2930	Respiratory Care Seminar .....	3 cr.

**\*Experiential Credit Awarded**

RET	1024C	Introduction to Respiratory Care .....	8 cr.
RET	1053	Cardiopulmonary Pathophysiology.....	3 cr.
RET	1274C	Basis Respiratory Care.....	6 cr.
RET	1350	Pharmacology for Respiratory Care .....	3 cr.
RET	1832	Respiratory Care Clinic I .....	2 cr.
RET	1833	Respiratory Care Clinic II.....	1 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**Cardiovascular Technology**

The Cardiovascular Technology Program allows students to obtain an associate in science degree in Cardiovascular Technology. The courses are offered and taught jointly by Hillsborough Community College and Florida Southwestern State College. HCC offers the general education portion of the degree and assists in the teaching of the cardiovascular courses. The degree is granted by Florida Southwestern State College. The program is delivered via distance learning technology; that is, there is a two-way audio/video interaction with one or more remote sites located in classrooms geographically distant from the Florida Southwestern State College campus. Some travel to Florida Southwestern State College will be required.

The cardiovascular technologist performs diagnostic studies on patients in order to quantify cardiac disease including coronary arteriography, hemodynamic monitoring and analysis, and electrophysiology studies. They also assist the cardiologist in interventional therapeutic procedures including coronary angioplasty, rotoblator procedures, intra-coronary stenting, pacemaker insertion, and radio frequency ablation. For further information, contact Jeff Davis at Southwestern State College (239) 489-9430 or [jdavis@edison.edu](mailto:jdavis@edison.edu).

## Associate in Science Degree/Technical Programs

### AS • Accounting Technology

#### AS.ACG.TECH (60 Credit Hours)

This program will prepare students for a position as an accountant or as an accounting paraprofessional in advanced professional accounting occupations requiring analysis, evaluation, theory and design.

The course work focuses on basic accounting functions as well as skills common to several fields of business, including finance, business law and general business topics.

### AS • Financial Option

#### AS.ACG.TECH. FIN (60 Credit Hours)

##### Program Required Courses

##### YEAR I – First Semester

†ACG	2021	Financial Accounting.....	3 cr.
†CGS	1000	Introduction to Computers and Technology.....	3 cr.
†ENC	1101	English Composition I.....	3 cr.
		Mathematics General Education.....	3 cr.

##### YEAR I – Second Semester

†ACG	2071	Managerial Accounting.....	3 cr.
†ECO	2013	Principles of Macroeconomics.....	3 cr.
GEB	1101	Introduction to Business.....	3 cr.
†PSY	2012	General Psychology <i>or</i> †SYG 2000, Introduction to Sociology.....	3 cr.

##### YEAR I – Third Semester

ACG	2104	Intermediate Accounting I.....	3 cr.
†MAN	2021	Principles of Management.....	3 cr.

##### YEAR II – First Semester

ACG	2061	Computers in Accounting.....	3 cr.
GEB	1214	Business Communications and Technology.....	3 cr.
PHI	1600	Ethics.....	3 cr.
†TAX	2000	Federal Tax Accounting I.....	3 cr.

##### YEAR II – Second Semester

ACG	2450	Microcomputers in Accounting.....	3 cr.
†ACG	2681	Financial Investigation.....	3 cr.
†BUL	2241	Business Law I.....	3 cr.
†FIN	2001	Principles of Finance.....	3 cr.

##### YEAR II – Third Semester

ACG	2030	Capstone Review for Accounting Principles.....	3 cr.
ACG	2949	Cooperative Education Internship in Accounting.....	3 cr.

### AS • Tax Option

#### AS.ACG.TECH. TAX (60 Credit Hours)

##### Program Required Courses

##### YEAR I – First Semester

†ACG	2021	Financial Accounting.....	3 cr.
†CGS	1000	Introduction to Computers and Technology.....	3 cr.
†ENC	1101	English Composition I.....	3 cr.
		Mathematics General Education.....	3 cr.

##### YEAR I – Second Semester

†ACG	2071	Managerial Accounting.....	3 cr.
†ECO	2013	Principles of Macroeconomics.....	3 cr.
GEB	1101	Introduction to Business.....	3 cr.
†PSY	2012	General Psychology <i>or</i> †SYG 2000, Introduction to Sociology.....	3 cr.



**YEAR I – Third Semester**

ACG	2104	Intermediate Accounting I .....	3 cr.
†MAN	2021	Principles of Management .....	3 cr.

**YEAR II – First Semester**

ACG	2061	Computers in Accounting.....	3 cr.
GEB	1214	Business Communications and Technology.....	3 cr.
PHI	1600	Ethics.....	3 cr.
†TAX	2000	Federal Tax Accounting I .....	3 cr.

**YEAR II – Second Semester**

†ACG	2681	Financial Investigation .....	3 cr.
ACG	2949	Cooperative Education Internship in Accounting.....	3 cr.
†FIN	2001	Principles of Finance.....	3 cr.
†TAX	2010	Federal Tax Accounting II.....	3 cr.

**YEAR II – Third Semester**

ACG	2030	Capstone Review for Accounting Principles.....	3 cr.
†BUL	2241	Business Law I .....	3 cr.

†Courses symbolized above with a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AS • Aquaculture****AS.AQUA (60 Credit Hours)**

This program will provide students with the knowledge and skills for an entry-level job in the aquaculture industry as a field/farm assistant or a laboratory technician. When students graduate they may also find employment in state agencies such as the Fresh Water Fish and Wildlife Commission that oversee environment and wildlife.

**Program Required Courses****YEAR I – First Semester**

†CGS	1107	Introduction to Computers .....	1 cr.
†ENC	1101	English Composition I .....	3 cr.
FAS	1012C	Aquacultural Organisms.....	3 cr.
ZOO	1450	Ichthyology.....	3 cr.
ZOO	1450L	Ichthyology Laboratory .....	1 cr.
		Mathematics General Education .....	3 cr.

**YEAR I – Second Semester**

CHM	1025	Introductory Chemistry.....	3 cr.
CHM	1025L	Introductory Chemistry Laboratory .....	1 cr.
†ESC	1000	Earth Science <i>and</i> †ESC 1000L, Earth Science Laboratory <i>or</i> OCB 2000, Marine Biology <i>and</i> OCB 2000L, Marine Biology Laboratory .....	4 cr.
FAS	1401L	Aquacultural Laboratory Techniques.....	3 cr.
FAS	2263C	Aquacultural Reproductive Techniques .....	3 cr.

**YEAR I – Third Semester**

†EVR	1001C	Introduction to Environmental Science.....	3 cr.
FAS	2941L	Aquacultural Field Experience I.....	3 cr.

**YEAR II – First Semester**

FAS	2240C	Aquacultural Nutritional Techniques .....	3 cr.
FAS	2253	Aquacultural Disease Processes .....	3 cr.
FAS	2253L	Aquacultural Disease Processes Laboratory.....	1 cr.
FAS	2942L	Aquacultural Field Experience II .....	3 cr.
		Humanities General Education .....	3 cr.

**YEAR II – Second Semester**

†ANT	2000	Introduction to Anthropology <i>or</i> †PSY 2012, General Psychology <i>or</i> †SYG 2000, Introduction to Sociology.....	3 cr.
FAS	1404C	Aquacultural Field Techniques .....	3 cr.
FAS	2353C	Aquacultural Management Practices.....	3 cr.
FAS	2943L	Aquacultural Field Experience III.....	3 cr.
†SPC	1006	Speech Improvement .....	1 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

## AS • Architectural Design and Construction Technology

### AS.ADCT (66 Credit Hours)

This program will prepare students for a position as a construction planner or as an assistant to an architect or an architectural engineer in the planning and designing of structures, using construction materials and working with contracts and specifications. If students pass the contractor's exam, they may become self-employed as contractors.

The course work in this program focuses on using the latest technology to solve problems faced by the architect, the engineer and building contractor as they apply to the planning and construction of buildings.

#### Program Required Courses

##### YEAR I – First Semester

BCN	1210	Construction Materials and Processes.....	3 cr.
BCN	1250	Introduction to Graphic Technology .....	3 cr.
BCN	2272	Blueprint Reading .....	3 cr.
TAR	2053	Introduction to Computer Aided Design and Drafting .....	3 cr.
		Mathematics General Education .....	3 cr.

##### YEAR I – Second Semester

ARC	2461	Materials and Methods I .....	3 cr.
BCN	2291C	Construction Materials Testing I.....	3 cr.
†ENC	1101	English Composition I .....	3 cr.
TAR	1120	Architectural Drawing I .....	3 cr.
TAR	2054	Intermediate Computer Aided Design and Drafting .....	3 cr.

##### YEAR I – Third Semester

†ANT	2000	Introduction to Anthropology <i>or</i> †PSY 2010, General Psychology <i>or</i> †SYG 2000, Introduction to Sociology.....	3 cr.
†CGS	1107	Introduction to Computers .....	1 cr.
†SPC	1006	Speech Improvement .....	1 cr.
		Elective .....	1 cr.
		Natural Science General Education <i>or</i> Social Science General Education <i>or</i> Humanities General Education .....	3 cr.

##### YEAR II – First Semester

BCT	2770C	Construction Estimating.....	3 cr.
SUR	2000C	Surveying I.....	3 cr.
TAR	1122C	Architectural Drawing II .....	3 cr.
TAR	2055	Advanced Computer Aided Design and Drafting.....	3 cr.

##### YEAR II – Second Semester

*ARC	2304	Architectural Design IV.....	5 cr.
ARC	2501	Architectural Structures I.....	4 cr.
BCN	2939C	Construction Capstone .....	3 cr.
		Humanities General Education .....	3 cr.

\*May require additional coursework.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

## AS • Biotechnology

### AS.BIO.TECH (61 Credit Hours)

This program prepares students seeking positions as biotechnology laboratory technicians, biological technicians, and medical or clinical technicians. It will enable individuals currently employed in biotechnology occupations to update skills to address changing technologies for career advancement. Biotechnology is a high-skill, high-demand, high-wage industry.

#### Program Required Courses

##### YEAR I – First Semester

†ENC	1101	English Composition I .....	3 cr.
†MAC	1105	College Algebra .....	3 cr.

†MCB	2000	Microbiology and Human Disease .....	3 cr.
†MCB	2000L	Microbiology and Human Disease Laboratory .....	1 cr.

**YEAR I – Second Semester**

BSC	1420C	Introduction to Biotechnology.....	3 cr.
†BSC	2010	Biological Science I.....	3 cr.
BSC	2010L	Biological Science I Laboratory .....	1 cr.
*CHM	2045	General Chemistry I.....	3 cr.
*CHM	2045L	General Chemistry I Laboratory .....	1 cr.
†STA	2023	Elementary Statistics.....	3 cr.

**YEAR I – Third Semester**

†BSC	1092	Human Biology .....	3 cr.
BSC	1092L	Human Biology Laboratory .....	1 cr.
BSC	2420	Biotechnology I.....	3 cr.
BSC	2420L	Biotechnology I Laboratory .....	2 cr.
CHM	2046	General Chemistry II.....	3 cr.
CHM	2046L	General Chemistry II Laboratory .....	1 cr.

**YEAR II – First Semester**

BSC	2427	Biotechnology II.....	3 cr.
BSC	2427L	Biotechnology II Laboratory .....	2 cr.
CHM	2210	Organic Chemistry I.....	4 cr.
CHM	2210L	Organic Chemistry I Laboratory .....	1 cr.
†PSY	2012	General Psychology .....	3 cr.

**YEAR II – Second Semester**

BSC	2943	Biotechnology Internship.....	3 cr.
CHM	2211	Organic Chemistry II .....	4 cr.
CHM	2211L	Organic Chemistry II Laboratory.....	1 cr.
†PHI	1600	Ethics.....	3 cr.

\*Requires additional coursework.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AS • Business Administration****AS.BUS.MAN/AS.BUS.MAN.INT (60 Credit Hours)****AS • Business Administration and Management****AS.BUS.MAN**

The associate in science degree in Business Administration and Management prepares students to assume management or supervisory positions in business, industry, and government. It provides basic skills in a broad range of business functions including accounting, computer usage, management, and marketing.

**NOTE:** Beginning Fall Term 2000, all graduates of this program shall articulate into a business administration baccalaureate degree in the designated university program under the provision of Rule 6A-10.024, Articulation between Universities, Community Colleges, and School Districts.

**Program Required Courses****YEAR I – First Semester**

†CGS	1000	Introduction to Computers and Technology.....	3 cr.
†ENC	1101	English Composition I .....	3 cr.
†GEB	1011	Introduction to Business.....	3 cr.
†MAC	1105	College Algebra .....	3 cr.

**YEAR I – Second Semester**

GEB	1214	Business Communications and Technology.....	3 cr.
†MAC	2233	Calculus for Business and Social Science .....	4 cr.
†MAN	2021	Principles of Management .....	3 cr.
		*Electives offered during this term .....	4 cr.

**YEAR I – Third Semester**

†ECO	2013	Principles of Macroeconomics.....	3 cr.
†STA	2023	Elementary Statistics.....	3 cr.
		Humanities General Education .....	3 cr.

**YEAR II – First Semester**

†ACG	2021	Financial Accounting.....	3 cr.
†BUL	2241	Business Law I .....	3 cr.
†MAR	2011	Principles of Marketing .....	3 cr.
		*Electives offered during this term .....	4 cr.

**YEAR II – Second Semester**

†ACG	2071	Managerial Accounting .....	3 cr.
†ECO	2023	Principles of Microeconomics.....	3 cr.
		*Electives offered during this term .....	6 cr.

**\*Select 14 credit hours from the following:**

BRC	1301	Introduction to Financial Institutions.....	3 cr.
†BUL	2242	Business Law II.....	3 cr.
†CGS	1510	Spreadsheet Applications.....	1 cr.
†CGS	1540	Database Management I.....	1 cr.
†ENT	1000	Introduction to Entrepreneurship.....	3 cr.
†FIN	1100	Personal Finance.....	3 cr.
†FIN	2001	Principles of Finance.....	3 cr.
GEB	1949	Business Internship.....	3 cr.
GEB	2350	Introduction to International Business Essentials.....	3 cr.
MAN	2604	Intercultural Relations in Business.....	3 cr.
†SBM	2000	Small Business Management .....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AS • Business Administration - Entrepreneurship**

**AS.BUS.ENT (60 Credit Hours)**

**Program Required Courses**

**YEAR I – First Semester**

†CGS	1000	Introduction to Computers and Technology.....	3 cr.
†ENC	1101	English Composition I .....	3 cr.
†GEB	1011	Introduction to Business.....	3 cr.
		Humanities.....	3 cr.

**YEAR I – Second Semester**

†CGS	1510	Spreadsheet Applications I .....	1 cr.
†ENT	1000	Introduction to Entrepreneurship.....	3 cr.
GEB	1214	Business Communications and Technology.....	3 cr.
†MAC	2233	Calculus for Business and Social Science .....	4 cr.
†MAR	2011	Principles of Marketing .....	3 cr.

**YEAR I – Third Semester**

†ECO	2013	Principles of Macroeconomics.....	3 cr.
†MAN	2021	Principles of Management .....	3 cr.
†STA	2023	Elementary Statistics.....	3 cr.

**YEAR II – First Semester**

†ACG	2021	Financial Accounting.....	3 cr.
†BUL	2241	Business Law I .....	3 cr.
†CGS	1540	Data Base Management I.....	1 cr.
ENT	1012	Entrepreneurship Management .....	3 cr.
ENT	1031	Entrepreneurial Marketing and Sales.....	3 cr.

**YEAR II – Second Semester**

†ACG	2071	Managerial Accounting .....	3 cr.
ENT	1411	Small Business Accounting and Finance.....	3 cr.

†ECO	2023	Principles of Microeconomics.....	3 cr.
†SBM	2000	Small Business Management .....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

## **AS • Business Administration – International Business Management** **AS.BUS.MAN.INT (60 Credit Hours)**

### **Program Required Courses**

#### **YEAR I – First Semester**

†ACG	2021	Financial Accounting.....	3 cr.
†GEB	1011	Introduction to Business.....	3 cr.
GEB	1214	Business Communications and Technology.....	3 cr.
†MGF	1106	Topics in Mathematics.....	3 cr.

#### **YEAR I – Second Semester**

†FIN	2001	Principles of Finance.....	3 cr.
†MAN	2021	Principles of Management .....	3 cr.
†MAR	2011	Principles of Marketing .....	3 cr.
		**Elective .....	3 cr.

#### **YEAR I – Third Semester**

†ANT	2000	Introduction to Anthropology.....	3 cr.
†ENC	1101	English Composition I .....	3 cr.
		*Elective Humanities General Education.....	3 cr.

#### **YEAR II – First Semester**

†ECO	2013	Principles of Macroeconomics.....	3 cr.
FIN	2051	International Financial Management.....	3 cr.
GEB	2350	Introduction to International Business Essentials.....	3 cr.
MAR	2150	International Marketing .....	3 cr.

#### **YEAR II – Second Semester**

GEB	2351	International Business Practice Firm .....	3 cr.
GEB	2370	Introduction to International Business Policy Issues.....	3 cr.
MAN	2604	Intercultural Relations in Business.....	3 cr.
		*Elective Humanities General Education.....	3 cr.
		**Elective .....	3 cr.

#### **\*Select 6 credit hours from the following Humanities general education:**

†HUM	2210	World Humanities: Prehistoric to Early Modern Era .....	3 cr.
†HUM	2230	World Humanities: Early Modern to Contemporary .....	3 cr.
HUM	2410	Asian Humanities.....	3 cr.
HUM	2420	African Humanities.....	3 cr.
HUM	2461	Latin American Humanities .....	3 cr.
†REL	2300	Introduction to Religion .....	3 cr.

#### **\*\*Select 6 credit hours of specified electives from the following:**

†BUL	2241	Business Law I .....	3 cr.
†BUL	2242	Business Law II.....	3 cr.
†CGS	1000	Introduction to Computers and Technology .....	3 cr.
GEB	1949	Business Internship .....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

## **AS • Computer Engineering Technology** **AS.CET.UNIV (68 Credit Hours)**

This program will prepare students for employment in an entry-level position as a computer technician. The course work focuses on the diagnosis and repair of hardware and software in micro, mini and mainframe computers. With minimal additional specialized training, students may become a field or in-house shop technician.

### **Program Required Courses**

**YEAR I – First Semester**

CET	1112C	Basic Digital Systems .....	3 cr.
EET	1036C	Basic AC and DC.....	3 cr.
EET	1083C	Electronics Orientation .....	3 cr.
†MAC	1105	College Algebra .....	3 cr.

**YEAR I – Second Semester**

CET	1123C	Introduction to Microprocessors.....	3 cr.
CET	2113C	Digital Systems Analysis.....	3 cr.
EET	1037C	Circuit Analysis .....	3 cr.
EET	1141C	Solid State Devices .....	3 cr.
†MAC	1147	Pre-Calculus Algebra and Technology.....	5 cr.

**YEAR I – Third Semester**

†ENC	1101	English Composition I .....	3 cr.
†SPC	1608	Public Speaking .....	3 cr.
		Natural Science General Education .....	3 cr.

**YEAR II – First Semester**

CET	2152C	Advanced Microprocessors .....	3 cr.
EET	1142C	Solid State Circuits.....	3 cr.
TAR	2053	Introduction to Computer Aided Design and Drafting .....	3 cr.

**YEAR II – Second Semester**

CET	2939	Computer Engineering Technology Capstone.....	3 cr.
EET	2155C	Linear Integrated Circuits .....	3 cr.
†ENC	1102	English Composition II.....	3 cr.
		Social Science General Education.....	3 cr.

**YEAR II – Third Semester**

CET	2335C	Total Microcomputer Systems.....	3 cr.
EET	2326C	Communications Systems.....	3 cr.
†PHI	1600	Ethics.....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AS • Computer Information Technology****AS.CIA (60 Credit Hours)**

This program prepares students for jobs in the field of PC support specialist, help desk specialist, microcomputer specialist, software specialist, and information systems specialist.

**Program Required Courses****YEAR I – First Semester**

†CGS	1000	Introduction to Computers .....	3 cr.
†ENC	1101	English Composition I .....	3 cr.
		Humanities General Education .....	3 cr.
		Social Science General Education.....	3 cr.
		Mathematics General Education .....	3 cr.

**YEAR I – Second Semester**

CET	1172C	PC Upgrading and Repair: Hardware.....	3 cr.
CET	1174C	PC Upgrading and Repair: Software .....	3 cr.
†CGS	1555	Introduction to the Internet .....	3 cr.
†CTS	1305	Introduction to Networking .....	3 cr.
†ENC	1102	English Composition II <i>or</i> Social Science General Education .....	3 cr.

**YEAR I – Third Semester**

**†CTS	1306	MS Beginning Server II.....	3 cr.
--------	------	-----------------------------	-------

**YEAR II – First Semester**

†CGS	1103	Project Management .....	3 cr.
†CGS	2301	Management Information Systems.....	3 cr.
†CGS	2541	Database Design.....	3 cr.
†CNT	1401	Introduction to Network Security.....	3 cr.

CTS 1327 Windows Client Operating Systems..... 3 cr.

**YEAR II – Second Semester**

CIS 2939 Computer Information Administrator Capstone..... 3 cr.  
 CTS 1303 MS Beginning Server I ..... 3 cr.  
 OST 1335 Business Communications..... 3 cr.  
 \*\*Electives offered during this term..... 3 cr.

**\*\*Select at least 3 credit hours from the following:**

†CGS 1761 Computer Operating Systems ..... 3 cr.  
 †CGS 2108 Advanced Computer Applications ..... 3 cr.  
 \*†CIS 2321 Systems Analysis..... 3 cr.  
 CIS 2905 Special Topics in Computer Information..... 3 cr.  
 CIS 2932-36 Special Topics in Computer Information ..... 3 cr.  
 COP 1000 Programming Logic ..... 3 cr.

\*Permission of instructor required for concurrent enrollment with prerequisite.

\*\* May require additional coursework.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AS • Computer Programming and Analysis**

**AS.COP (60 Credit Hours)**

This program prepares students for jobs in the field of computer programmer aide, junior programmer, senior programmer, data manager, programmer analyst, and mid-range computer specialist.

**Program Required Courses**

**YEAR I – First Semester**

†CGS 1000 Introduction to Computers ..... 3 cr.  
 †ENC 1101 English Composition I ..... 3 cr.  
 Humanities General Education ..... 3 cr.  
 Social Science General Education..... 3 cr.  
 Mathematics General Education ..... 3 cr.

**YEAR I – Second Semester**

†CGS 1761 Computer Operating Systems ..... 3 cr.  
 †CGS 2301 Management Information Systems..... 3 cr.  
 COP 1000 Programming Logic ..... 3 cr.  
 †CTS 1305 Introduction to Networking ..... 3 cr.  
 †ENC 1102 English Composition II *or* Social Science General Education ..... 3 cr.

**YEAR II – First Semester**

†CGS 2541 Database Design..... 3 cr.  
 †COP 1220 Programming in C..... 3 cr.  
 COP 2800 JAVA Programming..... 3 cr.  
 OST 1335 Business Communications..... 3 cr.  
 \*Specified Elective ..... 3 cr.

**YEAR II – Second Semester**

†CIS 2321 Systems Analysis..... 3 cr.  
 COP 2360 Programming in C# ..... 3 cr.  
 COP 2805 JAVA, Advanced..... 3 cr.  
 COP 2939 Computer Programming Capstone ..... 3 cr.  
 \*Specified Elective ..... 3 cr.

**\*Select at least 6 elective credit hours from the following:**

COP 1030 Introduction to Python Programming..... 3 cr.  
 †COP 1120 COBOL, Beginning..... 3 cr.  
 COP 1332 Visual BASIC, Beginning..... 3 cr.  
 COP 1812 Introduction to XML Authoring..... 3 cr.  
 COP 2224 Programming in C++..... 3 cr.  
 COP 2654 Mobile Platform Application Development ..... 3 cr.  
 COP 2833 Database-driven Web Programming: Client ..... 3 cr.

COP	2836	Database-driven Web Programming: Server.....	3 cr.
COP	2930-35	Special Topics in Programming.....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

## AS • Criminology and Criminal Justice Studies

### AS.CJT (60 Credit Hours)

The Criminal Justice associate in science degree program (AS to BS) offers students a broad background in the history, philosophy, organization, management and operation of the criminal justice system. Upon completion, this AS degree opens up entry-level, non-sworn (see Note 1) positions in local, state, and federal agencies, i.e. juvenile justice, private security, law enforcement, corrections, probation and parole, detention centers and community-based intervention programs. It can also be the first step toward a career in law.

The AS degree will transfer into similar upper division programs in certain Florida universities and colleges, but students wishing to transfer must accept the responsibility for securing approval in advance from the transfer institution.

For students interested in a two-year degree in criminal justice, this program will prepare them to work in law enforcement in agencies such as police departments, sheriff’s offices, correctional institutions, criminal and juvenile courts, crime laboratories or crime scene units dealing with physical evidence and will also help them develop the educational skills needed to advance into and within various law enforcement related fields such as police work and corrections and law.

For more information, students can refer to the Criminal Justice Technology website at [www.hccfl.edu/cjt](http://www.hccfl.edu/cjt).

**NOTE 1:** Beginning Fall Term 2004, all graduates of this program shall articulate into a criminal justice baccalaureate degree in the designated university program under the provision of Rule 6A-10.024, Articulation between Universities, Community Colleges, and School Districts.

### Program Required Courses

#### YEAR I – First Semester

†ENC	1101	English Composition I .....	3 cr.
†CCJ	1010	Introduction to Criminology .....	3 cr.
†CCJ	1020	Introduction to Criminal Justice.....	3 cr.

Select 3 credit hours from the following:

†CJC	1000	Introduction to Corrections .....	3 cr.
†CJE	1000	Introduction to Law Enforcement.....	3 cr.
†CJE	1640	Introduction to Criminalistics.....	3 cr.
†CJL	1500	Introduction to the Court System.....	3 cr.

#### YEAR I – Second Semester

†CJJ	1002	Juvenile Delinquency.....	3 cr.
†CJL	1062	Constitutional Law.....	3 cr.
†CJL	1100	Criminal Law .....	3 cr.
†POS	2041	American Government .....	3 cr.

#### YEAR I – Third Semester

†PSY	2012	General Psychology .....	3 cr.
		*Criminal Justice Electives .....	6 cr.

#### YEAR II – First Semester

†CJL	2130	Criminal Evidence and Procedure.....	3 cr.
		Humanities General Education .....	3 cr.
		*Criminal Justice Electives .....	6 cr.

#### YEAR II – Second Semester

CCJ	2940	Criminal Justice Internship <i>or</i> CCJ 2949, Criminal Justice Field Studies .....	3 cr.
		Mathematics General Education .....	3 cr.
		*Criminal Justice Elective .....	3 cr.

#### YEAR II – Third Semester

†SYG	2000	Introduction to Sociology.....	3 cr.
		*Criminal Justice Elective .....	3 cr.

**\*Select 18 credit hours from the following criminal justice courses:**

†CCJ	1488	Ethics in Criminal Justice .....	3 cr.
†CCJ	2013	Introduction to Victimology .....	3 cr.



CCJ	2111	Introduction to Theories of Criminal Behavior .....	3 cr.
CCJ	2191	Human Behavior in Criminal Justice.....	3 cr.
CCJ	2358	Criminal Justice Communication and Reports.....	3 cr.
CCJ	2509	Introduction to Gangs.....	3 cr.
CCJ	2600	Criminal Deviant Behavior in Society .....	3 cr.
†CCJ	2610	Introduction to Criminal Typologies.....	3 cr.
CCJ	2618	Forensic Psychology .....	3 cr.
†CCJ	2648	Organized Crime.....	3 cr.
†CCJ	2671	Race, Gender, and Ethnicity in Criminal Justice.....	3 cr.
†CCJ	2685	Domestic and Sexual Violence.....	3 cr.
CCJ	2720	Introduction to Criminal Justice Research Methods.....	3 cr.
CCJ	2910	Guided Independent Research.....	3 cr.
CCJ	2934	Contemporary Issues in Criminal Justice.....	3 cr.
CCJ	2935-9	Seminar on Criminal Justice Issues.....	3 cr.
CJC	2162	Probation and Parole .....	3 cr.
CJE	1642C	Introduction to Crime Scene Technology.....	3 cr.
CJE	1643C	Advanced Crime Scene Technology .....	3 cr.
†CJE	1653	Introduction to Crime Analysis and Intelligence.....	3 cr.
†CJE	1680	Introduction to Computer Crimes .....	3 cr.
CJE	2007	Introduction to Federal Law Enforcement and Investigations .....	3 cr.
†CJE	2170	International Policing and Transnational Crime.....	3 cr.
CJE	2233	Drug Abuse and Crime .....	3 cr.
CJE	2300	Police Administration and Organization.....	3 cr.
†CJE	2400	Community Relations.....	3 cr.
†CJE	2600	Criminal Investigation.....	3 cr.
CJE	2603	The Investigative Cycle from Crime Scene to Court .....	3 cr.
CJE	2614	Serial Killers .....	3 cr.
CJE	2664	Advanced Crime and Intelligence Analysis .....	3 cr.
CJJ	2004	Juvenile Justice System .....	3 cr.
CJL	1000	Introduction to Law and Legal Issues .....	3 cr.
CJL	1070	Legal Rights of Prisoners.....	3 cr.
CJL	2072	Civil Rights and Liability in Criminal Justice.....	3 cr.
CJL	2202	Legal Research in Criminal Justice.....	3 cr.
CJL	2400	Criminal Court Litigation .....	3 cr.
†CJL	2610	Courtroom Presentation of Scientific Evidence.....	3 cr.
†DSC	1002	Introduction to Terrorism .....	3 cr.
†DSC	1003	Introduction to Homeland Security.....	3 cr.
†DSC	2033	Introduction to Terrorist Tactics and Weapons.....	3 cr.
DSC	2242	Transportation and Border Security .....	3 cr.
DSC	2570	Introduction to Cyber-Terrorism .....	3 cr.
DSC	2590	Intelligence Analysis and Security Management.....	3 cr.
DSC	2932-4	Seminar in Homeland Security and Terrorism .....	3 cr.
SCC	1000	Introduction to Security .....	3 cr.
SCC	1001	Introduction to Private Investigation .....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

\*May be taken if not previously chosen from the "Select 3 credit hours from the following" category.

**NOTE 2:** Regardless of degree work completed, in order to be a sworn law enforcement, corrections, or probation officer in the State of Florida, candidates must successfully complete a state mandated training academy such as those offered by Hillsborough Community College's Criminal Justice Institute.

**NOTE 3:** Students who have successfully completed a Florida police or correction academy will be eligible for the articulated credit shown below toward the AS degree. Refer to the Criminal Justice Technology website at [www.hccfl.edu/yc/cji.aspx](http://www.hccfl.edu/yc/cji.aspx) for specific details.

CJC	2940	Criminal Justice Practicum-Basic Corrections Academy .....	9 cr.
CJE	2940	Criminal Justice Practicum-Basic Police Academy.....	12 cr.

## AS • Culinary Management

### AS.CUL.CULA (64 Credit Hours)

This program will provide students with the skills necessary for employment as a restaurant cook or chef.

The Culinary Management program and courses are accredited by the American Culinary Federation Foundation's Accrediting Commission at 180 Center Place Way, St. Augustine, Florida 32095.

NOTE: Beginning Fall term 2008, all graduates of this program are eligible to articulate the AS degree in Culinary Management to the BS degree in Hotel and Restaurant Management at the University of Houston, Conrad N. Hilton College of Hotel and Restaurant Management.

### Program Required Courses

#### YEAR I – First Semester

†ENC	1101	English Composition I .....	3 cr.
FSS	1223C	Food Preparation for Managers .....	4 cr.
FOS	1201	Safety and Sanitation .....	2 cr.
		Mathematics General Education .....	3 cr.

#### YEAR I – Second Semester

†CGS	1107	Introduction to Computers .....	1 cr.
FSS	1063C	Food Specialty I (Baking) .....	3 cr.
FSS	1500	Food and Beverage Control .....	3 cr.
FSS	1941	Food Practicum I .....	2 cr.
HFT	2840	Maitre D' and Dining Room .....	3 cr.

#### YEAR I – Third Semester

FSS	1942	Food Practicum II .....	2 cr.
FSS	1943	Food Practicum III.....	2 cr.
FSS	2100	Food Plans and Menu Preparation.....	3 cr.

#### YEAR II – First Semester

†HFT	1000	Introduction to Hospitality Industry Management.....	3 cr.
HFT	2210	Supervisory Development .....	3 cr.
HFT	2600	Hospitality Law.....	3 cr.
†HUN	2201	Fundamentals of Human Nutrition.....	3 cr.

#### YEAR II – Second Semester

FSS	1944	Food Practicum IV .....	2 cr.
FSS	1248C	Food specialties II (Garde Manger I) .....	3 cr.
FSS	2120	Food Purchasing and Storing .....	3 cr.
HFT	2530	Merchandising/Advertising.....	3 cr.
†SPC	1006	Speech Improvement .....	1 cr.

#### YEAR II – Third Semester

†PSY	2012	General Psychology .....	3 cr.
		Humanities General Education .....	3 cr.
		Natural Science General Education .....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

## AS • Database Technology

### AS.DB.TECH (60 credit hours)

The Database Technology program provides students with a general approach to database design, programming and administration.

### Program Required Courses

#### YEAR I – First Semester

†CGS	1000	Introduction to Computers and Technology.....	3 cr.
†ENC	1101	English Composition I .....	3 cr.
		Mathematics General Education .....	3 cr.
		Humanities General Education .....	3 cr.

**YEAR I – Second Semester**

†CGS	1103	Project Management .....	3 cr.
†CGS	2541	Database Design.....	3 cr.
COP	1000	Programming Logic .....	3 cr.
†CTS	1305	Introduction to Networking .....	3 cr.
†ENC	1102	English Composition II <i>or</i> Social Science General Education.....	3 cr.

**YEAR I – Third Semester**

†CNT	1401	Introduction to Network Security.....	3 cr.
		Social Science General Education.....	3 cr.

**YEAR II – First Semester**

†CGS	2301	Management Information Systems.....	3 cr.
†CTS	2440	Database Programming SQL .....	3 cr.
†CTS	2441	Database Administration I .....	3 cr.
		ANY course with prefix CEN, CET, CGS, CIS, COP, CNT, or CTS offered during this term.....	6 cr.

**YEAR II – Second Semester**

†CIS	2321	Systems Analysis.....	3 cr.
CTS	2442	Database Administration II.....	3 cr.
CTS	2445	Database Programming Advanced.....	3 cr.
CTS	2939	Database Technology Capstone .....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AS • Dietetic Technician****AS.DIET.TECH (64 credit hours)**

The Dietetic Technician program prepares students to function at the generalist level of dietetic care under the supervision of a registered dietician. Duties include supervision of employees, menu planning, diet instruction, food purchasing and supervision of food production. The multi-disciplinary training (culinary, hospitality and dietetics) will enable graduates to use culinary arts and food service management skills in a variety of traditional and non-traditional job settings.

**NOTE:** The Dietetic Technician AS degree is currently granted candidacy for accreditation by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 S Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312-899-0040. Graduates of an ACEND accredited Dietetic Technician program are eligible to write the Commission on Dietetic Registration (CDR) registration examination for dietetic technicians.

**Program Required Courses****YEAR I – First Semester**

†BSC	1092	Human Biology .....	3 cr.
BSC	1092L	Human Biology Laboratory.....	1 cr.
†CGS	1107	Introduction to Computers .....	1 cr.
†ENC	1101	English Composition I .....	3 cr.
†HUN	2201	Fundamentals of Human Nutrition.....	3 cr.
†MAC	1105	College Algebra <b>OR</b> any Mathematics General Education .....	3 cr.

**YEAR I – Second Semester**

DIE	2000	Introduction to Dietetics.....	3 cr.
FOS	1201	Sanitation and Safety Management .....	2 cr.
FSS	1223C	Food Preparation for Managers .....	4 cr.
†HSC	1531	Medical Terminology.....	3 cr.
†PSY	2012	General Psychology .....	3 cr.

**YEAR I – Third Semester**

DIE	2401	Nutrition Education and Interviewing.....	3 cr.
DIE	2419	Nutrition Education Practicum .....	2 cr.
MCB	1060	Food Microbiology.....	3 cr.
MCB	1060L	Food Microbiology Laboratory .....	1 cr.

**YEAR II – First Semester**

†ACG	2021	Financial Accounting.....	3 cr.
DIE	2270	Clinical Nutrition I .....	3 cr.

FSS	1941	Food Practicum I .....	2 cr.
HFT	2210	Supervisory Development .....	3 cr.

**YEAR II – Second Semester**

DIE	2271	Clinical Nutrition II.....	3 cr.
FSS	2120	Food Purchase and Storage.....	3 cr.
		Humanities General Education .....	3 cr.

**YEAR II – Third Semester**

DIE	2533	Clinical Practicum .....	2 cr.
DIE	2963	DTR Exam Prep Capstone.....	1 cr.
HFT	2840	Maitre D' and Dining Room Service.....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AS • Digital Media/Multimedia Technology****AS.MMT (64 Credit Hours)**

This program prepares students for jobs such as desktop publisher, production designer, electronic publisher, illustrator, multimedia specialist, multimedia presentation developer, interface designer, computer graphic designer, and project manager.

**Game Design and Development****AS.MMT.GAME****Program Required Courses****YEAR I – First Semester**

†CGS	1000	Introduction to Computers and Technology.....	3 cr.
†ENC	1101	English Composition I .....	3 cr.
		Mathematics General Education .....	3 cr.
		Social Science General Education.....	3 cr.

**YEAR I – Second Semester**

†CAP	1023	Introduction to Game Development.....	3 cr.
†CGS	1871	Multimedia Authoring I.....	3 cr.
†CGS	2821	Graphics Design for Multimedia/Internet .....	3 cr.
†ENC	1102	English Composition II or Social Science.....	3 cr.

**YEAR I – Third Semester**

\*Specified electives offered during this term..... 9 cr.

**YEAR II – First Semester**

†CAP	2042	Game Design and Development .....	3 cr.
CGS	2876	Digital Audio/Video Design .....	3 cr.
		*Specified electives offered during this term.....	7 cr.

**YEAR II – Second Semester**

†CAP	2043	Advanced Game Design and Development .....	3 cr.
†CGS	2827	Advanced Graphics Design for Multimedia/Internet .....	3 cr.
CGS	2874	Multimedia Authoring II.....	3 cr.
CGS	2877	Digital Animation Design .....	3 cr.

**YEAR II – Third Semester**

CAP	2939	Digital Media/Multimedia Technology Capstone.....	3 cr.
		Humanities General Education.....	3 cr.

**\*Select at least 16 specified elective credits from the following:**

†CGS	2585	Desktop Internet Publishing <i>or</i> .....	3 cr.
†CGS	2804	Vector Graphic Application <i>or</i> .....	3 cr.
**†EME	2040	Introduction to Technology for Educators <i>or</i> .....	3 cr.
		ANY courses with prefix: CAP, CEN, CET, CGS, CIS, COP, CNT or CTS.....	7 cr.

\*\*Requires additional coursework.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

## Multimedia Developer

### AS.MMT

#### Program Required Courses

##### YEAR I – First Semester

†CGS	1000	Introduction to Computers and Technology .....	3 cr.
†ENC	1101	English Composition I .....	3 cr.
		Mathematics General Education .....	3 cr.
		Social Science General Education.....	3 cr.

##### YEAR I – Second Semester

†CGS	1577	Presentation Systems .....	3 cr.
†CGS	1871	Multimedia Authoring I.....	3 cr.
†CGS	2820	Web Authoring HTML.....	3 cr.
COP	1000	Programming Logic .....	3 cr.

##### YEAR I – Third Semester

†CGS	2585	Desktop Internet Publishing.....	3 cr.
†CGS	2804	Vector Graphic Application.....	3 cr.
COP	2830	Scripting for the Web .....	3 cr.

##### YEAR II – First Semester

†CGS	2821	Graphics Design for Multimedia/Internet .....	3 cr.
CGS	2876	Digital Audio/Video Design .....	3 cr.
**†EME	2040	Introduction to Educational Technology .....	3 cr.
		*Specified elective offered during this term .....	4 cr.

##### YEAR II – Second Semester

CAP	2939	Digital Media/Multimedia Technology Capstone .....	3 cr.
CGS	2827	Advanced Graphics Design for Multimedia/Internet .....	3 cr.
CGS	2874	Multimedia Authoring II.....	3 cr.
CGS	2877	Digital Animation Design .....	3 cr.

##### YEAR II – Third Semester

†ENC	1102	English Composition II or Social Science.....	3 cr.
		Humanities General Education .....	3 cr.

#### \*Select at least 4 specified elective credits from the following:

ANY courses with prefix CAP, CEN, CET, CGS, CIS, COP, CNT or CTS offered in a specified term and not previously taken..... 4 cr.

\*\*Requires additional coursework.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

## AS • Digital Television and Media Production

### AS.DIG.RTV (60 Credit Hours)

This hands-on, skills-based program will prepare students for careers in television, radio, and media production for the Internet. Students will learn to produce music videos, talk shows, sports programs, music shows, concerts, and news shows for television, radio and the Internet using professional video cameras, high-quality nonlinear video editing equipment, and professional audio editing software. Students can gain valuable experience by broadcasting on the college's radio station and the educational TV cable channel.

#### Program Required Courses

##### YEAR I – First Semester

†CGS	1000	Introduction to Computers and Technology .....	3 cr.
†ENC	1101	English Composition I .....	3 cr.
RTV	2000	Introduction to Broadcasting .....	3 cr.
†SPC	1608	Public Speaking .....	3 cr.

##### YEAR I – Second Semester

†CGS	1871	Multimedia Authoring I.....	3 cr.
RTV	2510	Broadcasting Techniques .....	3 cr.
RTV	2560	Radio Production and Programming .....	3 cr.

RTV 2630 Broadcast News ..... 3 cr.

**YEAR I – Third Semester**

†ENC 1102 English Composition II..... 3 cr.  
 †MGF 1106 Topics in Mathematics..... 3 cr.  
 RTV 1530 Electronic Field Production..... 3 cr.  
 Humanities General Education ..... 3 cr.

**YEAR II – First Semester**

†CGS 2821 Graphics Design for Multimedia/Internet ..... 3 cr.  
 RTV 1941 Radio and TV Internship I..... 3 cr.  
 RTV 2532 Advanced Electronic Field Production..... 3 cr.  
 RTV 2460 Broadcasting Practicum..... 3 cr.

**YEAR II – Second Semester**

CGS 2876 Digital Audio/Visual Design ..... 3 cr.  
 †PSY 2012 General Psychology OR †SYG 2000, Introduction to Sociology ..... 3 cr.  
 RTV 2512 Advanced Television Studio Production ..... 3 cr.  
 RTV 2942 Radio and TV Internship II ..... 3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AS • Early Childhood Management**

**AS.CHILD (60 Credit Hours)**

This program will prepare students for a variety of careers in the early childhood area and will give students the competencies and practical experience needed for the Staff Credential for the State of Florida. The course work focuses on the development, care, guidance and education of young children.

**Program Required Courses**

**YEAR I – First Semester**

†EDF 1005 Introduction to the Teaching Profession ..... 3 cr.  
 †ENC 1101 English Composition I ..... 3 cr.  
 †PSY 2012 General Psychology ..... 3 cr.  
 †SYG 2000 Introduction to Sociology..... 3 cr.

**YEAR I – Second Semester**

†DEP 2102 Child Development..... 3 cr.  
 †EEC 1401 The Family and Early Childhood Education ..... 3 cr.  
 EEC 1521 Operation of Early Childhood Center - Management..... 3 cr.  
 Mathematics General Education ..... 3 cr.

**YEAR I – Third Semester**

EEC 1300 Planning the Early Childhood Program..... 3 cr.  
 EEC 1941 Child Care Practicum I ..... 3 cr.  
 Humanities General Education ..... 3 cr.

**YEAR II – First Semester**

†EEC 1308 Enhancing Intellectual Development in the Early Childhood Setting ..... 3 cr. EEC 2270 Meeting the Special Needs of Children in Groups ..... 3 cr. EEC 2271 Children with Special Needs ..... 3 cr.

**YEAR II – Second Semester**

EEC 1311 Crafts in the Early Childhood Setting ..... 3 cr.  
 †ENT 1000 Introduction to Entrepreneurship ..... 3 cr.  
 EEC 1943 Child Care Practicum II ..... 3 cr.  
 EEC 1721 Enhancing Physical Development in the Early Childhood Setting ..... 3 cr.

**YEAR II – Third Semester**

†CGS 1107 Introduction to Computers ..... 1 cr.  
 OST 1335 Business Communications ..... 3 cr.  
 †SPC 1006 Speech Improvement ..... 1 cr.  
 Elective ..... 1 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

In accordance with the State of Florida Statewide Articulation Manual, a student who receives a National Child Development Associate Credential, Florida Child Care Professional Credential or equivalent Staff Credential may articulate nine credits (EEC 1300, EEC 1311 and EEC 1941) toward the AS degree in Early Childhood Management.

Each practicum course will require 240 hours of work with children in a licensed child care setting, 20 hours of which must be completed at HCC's Child Development Lab School. Hours are completed during the term the student is registered for practicum.

## ECPC (Early Childhood Professional Certificate)

Every licensed child care facility must have one child care professional with a staff credential for every twenty children in care. HCC provides training for the Early Childhood Professional Certificate, a DCF and DOE approved pre-school staff credential. The Early Childhood Professional Certificate is based upon eight child care content areas. Preparation includes 45 hours of State-mandated training, child care curriculum coursework, 480 hours of direct work with children 5 years of age or younger, and preparation of a professional resource portfolio.

Individuals interested in obtaining the ECPC from Hillsborough Community College must complete an intent form. Forms may be obtained from the early childhood department by contacting (813) 253-7956.

## AS • Electronics Engineering Technology

### AS.EET.UNIV (68 Credit Hours)

This program will prepare a student for an entry-level position as an electronics engineering technician. Technicians assist engineers in planning, research, development and design.

The course work focuses on the skills needed for troubleshooting electronic equipment, performing operations, calculations, testing and reporting.

**NOTE:** Beginning Fall Term 2000, all graduates of this program shall articulate into an Electronics Engineering Technology baccalaureate degree in the designated university program under the provision of Rule 6A-10.024, Articulation Between Universities, Community Colleges, and School Districts.

#### YEAR I – First Semester

CET	1112C	Basic Digital Systems .....	3 cr.
EET	1036C	Basic AC and DC.....	3 cr.
EET	1083C	Electronics Orientation .....	3 cr.
†ENC	1101	English Composition I .....	3 cr.

#### YEAR I – Second Semester

CET	1123C	Introduction to Microprocessors.....	3 cr.
CET	2113C	Digital Systems Analysis.....	3 cr.
EET	1037C	Circuit Analysis .....	3 cr.
EET	1141C	Solid State Devices .....	3 cr.
†MAC	1105	College Algebra .....	3 cr.

#### YEAR I – Third Semester

†ENC	1102	English Composition II.....	3 cr.
†PHI	1600	Ethics.....	3 cr.
		Natural Science General Education .....	3 cr.

#### YEAR II – First Semester

EET	1142C	Solid State Circuits.....	3 cr.
ETS	2210C	Introduction to Photonics.....	3 cr.
†MAC	1147	Pre-Calculus Algebra and Trigonometry.....	5 cr.

#### YEAR II – Second Semester

EET	2155C	Linear Integrated Circuits .....	3 cr.
ETS	2230C	Introduction to Lasers.....	3 cr.
†SPC	1608	Public Speaking .....	3 cr.
TAR	2053	Introduction to Computer Aided Design and Drafting .....	3 cr.
		Social Science General Education.....	3 cr.

#### YEAR II – Third Semester

EET	2326C	Communications Systems I.....	3 cr.
EET	2939	Electronics Engineering Technology Capstone.....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

## AS • Engineering Technology

### AS.ETI (60 Credit Hours)

Engineering Technology is a comprehensive program covering introductory computer-aided drafting, electronics, instrumentation and testing, processes and materials, quality and safety. These skills align with the national Manufacturing Skill Standards Council (MSSC) Portable Production Technician certification. The engineering technology curriculum which emphasizes advanced manufacturing, prepares students for many high skill/high wage/high demand jobs in manufacturing and other high-technology industries.

#### Program Required Courses

##### YEAR I – First Semester

†ENC	1101	English Composition I .....	3 cr.
ETD	1320C	Computer Aided Drafting for Engineers .....	3 cr.
ETI	1810C	Introduction to Electricity and Electronics .....	3 cr.
†MAC	1105	College Algebra .....	3 cr.

##### YEAR I – Second Semester

ETI	1110	Introduction to Quality.....	3 cr.
ETI	1622	Concepts of Lean and Six Sigma .....	3 cr.
ETI	1701	Industrial Safety .....	3 cr.
ETM	1010C	Mechanical Measurement and Instrumentation .....	3 cr.
		*Specified Electives .....	2 cr.

##### YEAR I – Third Semester

		Natural Science General Education .....	3 cr.
		Social Science General Education.....	3 cr.
		*Specified Electives .....	3 cr.

##### YEAR II – First Semester

ETI	1420	Manufacturing Processes and Materials .....	3 cr.
ETI	1843	Motors and Controls .....	3 cr.
ETS	1542	Introduction to Programmable Logic Controllers .....	3 cr.
		Humanities General Education.....	3 cr.

##### YEAR II – Second Semester

ETM	2315	Hydraulic and Pneumatic Systems .....	3 cr.
ETM	2315L	Hydraulic and Pneumatic Laboratory.....	1 cr.
ETS	2527	Electromechanical Components and Mechanisms .....	3 cr.
		*Specified Electives .....	6 cr.

#### \*Select 11 specified elective credits from the following:

†CGS	1510	Spreadsheet Applications I .....	1 cr.
†CGS	1520	Electronic Presentations I .....	1 cr.
CGS	1500	Applied Word Processing .....	1 cr.
EGR	2122C	Geometric Dimensioning and Tolerancing.....	3 cr.
ENC	2210	Technical Writing .....	3 cr.
ETD	2364C	Introduction to 3D Computer-Aided Design .....	3 cr.
ETI	1644	Production and Inventory Control .....	3 cr.
ETI	1802	Introduction to Process Technology .....	3 cr.
ETI	1931	Special Topics in Modern Manufacturing.....	3 cr.
ETI	1949	Manufacturing Internship.....	2 cr.
ETI	2950	Engineering Technology Capstone .....	3 cr.
ETS	1520	Process Measurement Fundamentals .....	3 cr.
ETS	1535	Automated Process Control.....	3 cr.
ETS	1539	Instrumentation Systems Safety .....	3 cr.
ETS	2604	Robotics Applications .....	3 cr.
PMT	1250C	Computer Numerical Control (CNC) I.....	3 cr.
PMT	2254C	Computer Numerical Control (CNC) II .....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.



## AS • Environmental Science Technology

### AS.EVR.LAB/AS.EVR.ETEC (64 Credit Hours)

This program will prepare students for positions as environmental pollution control technicians or environmental technicians. The program curriculum will prepare students to conduct environmental surveys; conduct investigations and evaluations of noise, air, and water conditions for compliance with public laws and regulations; or to effectively manage natural resources.

### AS • Environmental Technician

AS.EVR.ETEC

#### Program Required Courses

##### YEAR I – First Semester

†ENC	1101	English Composition I .....	3 cr.
EVS	1001	Introduction to Environmental Sustainability.....	3 cr.
EVS	2893C	Environmental Sampling and Analysis.....	5 cr.
		Mathematics General Education .....	3 cr.

##### YEAR I – Second Semester

†CGS	1000	Introduction to Computers and Technology .....	3 cr.
EVR	2858	Environmental Law .....	4 cr.
		Humanities General Education .....	3 cr.
		Specified Electives.....	4 cr.

##### YEAR I – Third Semester

†BSC	1005	Biological Foundations .....	3 cr.
†BSC	1005L	Biological Foundations Laboratory.....	1 cr.
CHM	1025	Introductory Chemistry.....	3 cr.
CHM	1025L	Introductory Chemistry Laboratory .....	1 cr.

##### YEAR II – First Semester

EVS	2894C	Environmental Sampling and Analysis II.....	5 cr.
†GLY	2010	Physical Geology .....	3 cr.
†GLY	2010L	Physical Geology .....	1 cr.
†SPC	1006	Speech Improvement .....	1 cr.
		Specified Electives.....	3 cr.

##### YEAR II – Second Semester

EVS	2895C	Environmental Sampling and Analysis III.....	5 cr.
EVS	2942L	Environmental Technology Practicum.....	3 cr.
		Social/Behavioral Science General Education .....	3 cr.
		Specified Electives.....	4 cr.

#### Select 11 specified elective credits from the following:

##### Air Monitoring

EVS	2793	Sources and Effects of Air Pollution .....	4 cr.
†MET	2010C	Meteorology.....	3 cr.

##### Water Emphasis

EVS	1026	Chemistry and Biology of Natural Waters.....	4 cr.
EVS	2005C	Treatment of Waters and Wastewater.....	4 cr.
EVS	2891	Hydrology and Quality of Water Resources .....	4 cr.

##### Geographic Information Systems/Global Position Systems

EVR	1041	Natural Resource Management w/Applications in GIS.....	4 cr.
EVR	2040	Advanced GIS w/Environmental Applications.....	4 cr.
EVS	1042	Water Resources w/Applications in GIS .....	4 cr.
GIS	1041	Survey of GIS/GPS .....	1 cr.
GIS	2040	Fundamentals of GIS .....	3 cr.

##### Natural Resource Management

EVR	1328	Natural Resource Conversation and Ecology.....	3 cr.
FNR	1001	Natural Resource Management.....	3 cr.
ORH	1523	Native Upland Plants .....	2 cr.
ORH	1524	Native Wetland Plants.....	2 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

## AS • Laboratory Technician

### AS.EVR.LAB

#### Program Required Courses

##### YEAR I – First Semester

†CGS	1000	Introduction to Computers and Technology .....	3 cr.
†ENC	1101	English Composition I .....	3 cr.
EVS	2893C	Environmental Sampling and Analysis.....	5 cr.
		Mathematics General Education .....	3 cr.

##### YEAR I – Second Semester

†BSC	2010	Biological Science .....	3 cr.
BSC	2010L	Biological Science Laboratory.....	1 cr.
CHM	1025	Introductory Chemistry.....	3 cr.
CHM	1025L	Introductory Chemistry Laboratory .....	1 cr.
†SPC	1006	Speech Improvement .....	1 cr.
		Specified Electives.....	4 cr.

##### YEAR I – Third Semester

CHM	2045	General Chemistry I.....	3 cr.
CHM	2045L	General Chemistry I Laboratory .....	1 cr.
		Humanities General Education .....	3 cr.
		Social/Behavioral Science General Education .....	3 cr.

##### YEAR II – First Semester

CHM	2046	General Chemistry II.....	3 cr.
CHM	2046L	General Chemistry II Laboratory .....	1 cr.
EVS	2894C	Environmental Sampling and Analysis II.....	5 cr.
EVS	1026	Chemistry and Biology of Natural Waters.....	4 cr.

##### YEAR II – Second Semester

CHM	2132C	Modern Chemical Instrumentation .....	4 cr.
EVS	2895C	Environmental Sampling and Analysis III.....	5 cr.
EVS	2942L	Environmental Technology Practicum.....	3 cr.
		Specified Electives.....	2 cr.

#### Select 6 specified elective credits from the following:

ETI	1701	Industrial Safety .....	2 cr.
EVS	1893	Comparative Sampling and Analysis Methods .....	3 cr.
MCB	1060	Food Microbiology.....	3 cr.
MCB	1060L	Food Microbiology Laboratory .....	1 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

## AS • Fire Science Technology

### AS.FIRE.UNIV (60 Credit Hours)

This program will prepare students for jobs as fire science technicians, fire officers or fire safety inspectors, fire assistants, safety inspectors, building inspectors or jobs in fire insurance sales.

NOTE: All graduates of this AS degree program shall be granted admission into the Fire Science Management baccalaureate degree program at Northwood University.

#### Program Required Courses

##### YEAR I – First Semester

†CGS	1107	Introduction to Computers .....	1 cr.
†ENC	1101	English Composition I .....	3 cr.
†FFP	1000	Introduction to Fire Science .....	3 cr.
†FFP	1506	Fire Prevention and Investigation.....	3 cr.
		Mathematics General Education .....	3 cr.

**YEAR I – Second Semester**

†FFP	1810	Fire Fighting Tactics and Strategy I .....	3 cr.
†FFP	2490C	Chemistry of Hazardous Materials.....	4 cr.
†FFP	2604	Cause and Origin .....	3 cr.
		Humanities General Education .....	3 cr.

**YEAR I – Third Semester**

†FFP	2120	Fire Service Building Construction .....	3 cr.
†FFP	2521	Construction Documents and Plans Review .....	3 cr.
†PSY	2012	General Psychology .....	3 cr.

**YEAR II – First Semester**

†FFP	1710	Company Officer.....	3 cr.
†FFP	2401	Hazardous Materials I .....	3 cr.
†FFP	2740	Fire Service Course Delivery .....	3 cr.
FFP	2811	Fire Fighting Tactics and Strategy II.....	3 cr.

**YEAR II – Second Semester**

†FFP	2402	Hazardous Materials II.....	3 cr.
†FFP	2510	Codes and Standards .....	3 cr.
†FFP	2540	Private Fire Protection Systems.....	3 cr.
†SPC	1006	Speech Improvement .....	1 cr.
†SYG	2000	Introduction to Sociology.....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**NOTE 1:** The following classes are required for Florida Bureau of Fire Standards and Training Certification as a Fire Officer:

FFP 1506, FFP 1710, FFP 1810, FFP 2401, FFP 2402, FFP 2540, and FFP 2740.

**NOTE 2:** The following classes are required for Florida Bureau of Fire Standards and Training Certification as a Municipal Fire

Safety Inspector: FFP 1506, FFP 2120, FFP 2510, FFP 2521, and FFP 2540.

**AS • Hospitality and Tourism Management****AS.HFT.RESH (64 Credit Hours)**

This program will prepare students for supervisory jobs in the hospitality industry as managers, motel managers, a recreation establishment manager or resort manager.

**NOTE 1:** Beginning Fall term 2000, all graduates of this program shall articulate into a Hospitality Administration/Management baccalaureate degree (in those programs not accredited by AACSB) in the designated university program under the provision of Rule 6A-10.024, Articulation between Universities, Community Colleges, and School Districts.

**NOTE 2:** Beginning Fall term 2008, all graduates of this program are eligible to articulate the AS degree in Culinary Management to the BS degree in Hotel and Restaurant Management at the University of Houston, Conrad N. Hilton College of Hotel and Restaurant Management.

**Program Required Courses****YEAR I – First Semester**

†ENC	1101	English Composition I .....	3 cr.
FOS	1201	Sanitation and Safety Management .....	2 cr.
FSS	1223C	Food Preparation for Managers .....	4 cr.
†HFT	1000	Introduction to Hospitality Industry Management.....	3 cr.

**YEAR I – Second Semester**

FSS	2120	Food Purchasing and Storage.....	3 cr.
HFT	1410	Front Desk Procedures .....	3 cr.
HFT	2530	Hospitality Merchandising Techniques .....	3 cr.
†SYG	2000	Introduction to Sociology.....	3 cr.

**YEAR I – Third Semester**

†ECO	2023	Principles of Microeconomics.....	3 cr.
FSS	2100	Food Plans and Menu Preparation .....	3 cr.
		Mathematics General Education .....	3 cr.

**YEAR II – First Semester**

†ACG	2021	Financial Accounting .....	3 cr.
HFT	2210	Supervisory Development .....	3 cr.
HFT	2600	Hospitality Industry Law.....	3 cr.
HFT	2750	Meeting, Convention and Exposition Industry.....	3 cr.

**YEAR II – Second Semester**

FSS	1500	Food and Beverage Control .....	3 cr.
HFT	1790	The Event Industry .....	3 cr.
HFT	2840	Maitre d’ and Dining Room Service .....	3 cr.
HFT	2941	Hospitality Management Internship .....	3 cr.

**YEAR II – Third Semester**

†PSY	2012	General Psychology .....	3 cr.
†SPC	1006	Speech Improvement .....	1 cr.
		Humanities General Education .....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AS • Industrial Management Technology**

**AS.INDM.ARR/AS.INDM.BCV /AS.INDM.PMT /AS.INDM.TECO/AS.INDM.DIM (60 Credit Hours)**

This program will prepare students for jobs as industrial managers and for advancement in various technical fields. Students who have successfully completed one of the various Tampa Electric Company training programs that have been articulated with the program (lineman, field engineering, substation electrician, plant electrician and controls analyst) or the HCC PSAV Auto Collision Repair and Refinishing certificate program, or the HCC PSAV Automotive Service Technology certificate program, or the HCC PSAV Bus Transit Technician I, II, III, or one of the HCC apprenticeship programs (ABC or IEC). For more information on current articulation agreements, consult an academic advisor or visit our website at <http://www.hccfl.edu/academics/articulation-agreements.aspx>.

**Articulated Credit and Electives** ..... Variable articulated credits based on chosen technical field.

**Program Required Courses**

**YEAR I – First Semester**

†ENC	1101	English Composition I .....	3 cr.
†GEB	1011	Introduction to Business.....	3 cr.
		Mathematics General Education .....	3 cr.
		Social Science General Education.....	3 cr.

**YEAR I – Second Semester**

†ENT	1000	Introduction to Entrepreneurship.....	3 cr.
†MAN	2021	Principles of Management .....	3 cr.
		Humanities General Education .....	3 cr.

**YEAR I – Third Semester**

†CGS	1000	Introduction to Computers and Technology .....	3 cr.
†FIN	1100	Personal Finance.....	3 cr.
†SPC	1608	Public Speaking .....	3 cr.

**\*Specified Electives**

**†ACG	2021	Financial Accounting .....	3 cr.
MAN	2604	Intercultural Relations in Business.....	3 cr.
†MAR	2011	Principles of Marketing .....	3 cr.
SLS	1261	Personal Skills/Business .....	3 cr.

\*NOTE: The number of electives will be determined by the number of articulated credits awarded.

\*\*ACG 2021 should be taken in Year II.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

## AS • Internet Services Technology

AS.WEB.TECH.OPT1/AS.WEB.TECH.OPT2

(63 Credit Hours)

### AS • Web Designer

AS.WEB.TECH.OPT1

#### Program Required Courses

##### YEAR I – First Semester

†CGS	1000	Introduction to Computers and Technology .....	3 cr.
†ENC	1101	English Composition I .....	3 cr.
		Mathematics General Education .....	3 cr.
		Social Science General Education.....	3 cr.

##### YEAR I – Second Semester

†CGS	1103	Project Management .....	3 cr.
†CGS	1871	Multimedia Authoring I.....	3 cr.
*†CGS	2820	Web Authoring - HTML.....	3 cr.
COP	1000	Programming Logic .....	3 cr.
†ENC	1102	English Composition II <i>or</i> Social Science General Education .....	3 cr.

##### YEAR I – Third Semester

†CGS	2585	Desktop/Internet Publishing.....	3 cr.
†CGS	2804	Vector Graphics Applications.....	3 cr.
COP	2830	Scripting for the Web .....	3 cr.

##### YEAR II – First Semester

†CGS	2821	Graphics Design for Multimedia/Internet .....	3 cr.
†CGS	2822	Web Site Creation.....	3 cr.
CGS	2876	Digital Audio/Video Design .....	3 cr.
		Humanities General Education .....	3 cr.
		Elective .....	3 cr.

##### YEAR II – Second Semester

CGS	2827	Advanced Graphics Design .....	3 cr.
CGS	2877	Digital Animation Design .....	3 cr.
CGS	2939	Internet Services Technology Capstone .....	3 cr.
		Elective .....	3 cr.

#### Select 6 credit hours from the following:

CGS	2874	Multimedia Authoring II.....	3 cr.
CGS	2877	Digital Animation Design .....	3 cr.
CGS	2930-35	Special Topics in Internet Services Technology .....	3 cr.

\*Permission of instructor required for concurrent enrollment with prerequisite.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

### AS • Web Developer

AS.WEB.TECH.OPT2

This program prepares students for internet-related jobs such as webmaster, web developer, site developer and internet programmer.

#### Program Required Courses

##### YEAR I – First Semester

†CGS	1000	Introduction to Computers and Technology .....	3 cr.
†ENC	1101	English Composition I .....	3 cr.
		Mathematics General Education .....	3 cr.
		Social Science General Education.....	3 cr.

##### YEAR I – Second Semester

†CGS	2541	Database Design.....	3 cr.
†CGS	2820	Web Authoring - HTML.....	3 cr.

COP	1000	Programming Logic .....	3 cr.
		*Specified Electives .....	3 cr.

**YEAR I – Third Semester**

†CGS	2091	Information Technology Ethical and Legal Issues .....	3 cr.
COP	2830	Scripting for the Web .....	3 cr.
		*Specified Electives .....	3 cr.

**YEAR II – First Semester**

†CGS	2822	Web Site Creation.....	3 cr.
COP	2836	Database-driven Web Programming: Server.....	3 cr.
†CTS	2440	Database Programming SQL .....	3 cr.
		*Specified Electives .....	3 cr.

**YEAR II – Second Semester**

CGS	2939	Internet Services Technology Capstone .....	3 cr.
COP	2833	Database-driven Web Programming: Client .....	3 cr.
		Humanities General Education .....	3 cr.
		*Specified Electives .....	3 cr.

**YEAR II – Third Semester**

†ENC	1102	English Composition II <i>or</i> Social Science General Education .....	3 cr.
		*Specified Electives .....	3 cr.

**\*Select at least 15 credit hours from any courses with prefix: CEN, CET, CGS, CIS, CNT, CTS**

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

## AS • Network Systems Technology

**AS.NST.DIG.FOR/AS.NST.NA/AS.NST.INFR./AS.NST.SEC/AS.NST.UL.ADMIN**  
(60 Credit Hours)

### AS • Digital Forensics

**AS.NST.DIG.FOR**

#### Program Required Courses

**YEAR I – First Semester**

†CGS	1000	Introduction to Computers and Technology .....	3 cr.
*†CTS	1106	Introduction to Unix .....	3 cr.
*†CTS	1305	Introduction to Networking .....	3 cr.
†ENC	1101	English Composition I .....	3 cr.
		Social Science General Education.....	3 cr.

**YEAR I – Second Semester**

CET	1172C	PC Upgrading and Repair: Hardware.....	3 cr.
†CNT	1401	Introduction to Network Security.....	3 cr.
†ENC	1102	English Composition II <i>or</i> Social Science General Education .....	3 cr.
		Mathematics General Education .....	3 cr.
		Elective .....	3 cr.

**YEAR I – Third Semester**

†CGS	1103	Project Management .....	3 cr.
†CGS	2091	Information Technology: Ethical and Legal Ethics Issues .....	3 cr.

**YEAR II – First Semester**

CET	1174C	PC Upgrading and Repair: Software .....	3 cr.
CIS	2359C	Information Assurance – Network Systems .....	3 cr.
CIS	2381C	Computer Forensics Incident Response .....	3 cr.
		Humanities General Education .....	3 cr.

**YEAR II – Second Semester**

†CEN	2939	Network Administrator Capstone .....	3 cr.
CIS	2352C	Information Assurance – Local Systems .....	3 cr.

†CIS	2353	Security Management and Penetration Testing .....	3 cr.
		Elective .....	3 cr.

**Select 6 credit hours from the following:**

CEN	2904	Special Topics in Networking.....	3 cr.
CEN	2905	Special Topics in Networking.....	3 cr.
CEN	2930-33	Special Topics in Networking.....	3 cr.
†CNT	2510	Wireless Networking .....	3 cr.
CTS	1303	MS Beginning Server I .....	3 cr.

\*Permission of instructor required for concurrent enrollment with prerequisite.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AS • Network Administrator  
AS.NST.NA.**

**Program Required Courses**

**YEAR I – First Semester**

†CGS	1000	Introduction to Computers and Technology.....	3 cr.
*†CTS	1305	Introduction to Networking .....	3 cr.
†ENC	1101	English Composition I .....	3 cr.
		Social Science General Education.....	3 cr.

**YEAR I – Second Semester**

†CET	1172C	PC Upgrading and Repair: Hardware.....	3 cr.
CTS	1303	MS Beginning Server I .....	3 cr.
†ENC	1102	English Composition II <i>or</i> Social Science General Education .....	3 cr.
		Mathematics General Education .....	3 cr.

**YEAR I – Third Semester**

CET	1174C	PC Upgrading and Repair: Software .....	3 cr.
†CTS	1306	MS Beginning Server II.....	3 cr.

**YEAR II – First Semester**

†CNT	1401	Introduction to Network Security.....	3 cr.
†CNT	2510	Wireless Networking .....	3 cr.
†CTS	1106	Introduction to Unix .....	3 cr.
†CTS	1302	MS Intermediate Server.....	3 cr.

**YEAR II – Second Semester**

*CTS	1327	MS Windows Client Operation System.....	3 cr.
CTS	1328	MS Advanced Server .....	3 cr.
		Humanities General Education .....	3 cr.
		Elective .....	3 cr.

**YEAR II – Third Semester**

†CEN	2939	Network Administrator Capstone .....	3 cr.
†CGS	1103	Project Management .....	3 cr.

\*Permission of instructor required for concurrent enrollment with prerequisite.

**\*\*Select 3 credit hours of electives from the following:**

CEN	2904	Special Topics in Networking.....	3 cr.
CEN	2905	Special Topics in Networking.....	3 cr.
CEN	2930-33	Special Topics in Networking.....	3 cr.
CET	1556C	Structured Cabling.....	3 cr.
†CGS	1555	Introduction to the Internet .....	3 cr.
†CGS	1761	Computer Operating Systems .....	3 cr.
†CGS	2301	Management Information Systems .....	3 cr.
†CGS	2541	Database Design.....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AS • Network Infrastructure**  
**AS.NST.INFR**

**Program Required Courses**

**YEAR I – First Semester**

†CGS	1000	Introduction to Computers and Technology .....	3 cr.
*†CTS	1305	Introduction to Networking .....	3 cr.
†ENC	1101	English Composition I .....	3 cr.
		Humanities General Education .....	3 cr.
		Social Science General Education.....	3 cr.

**YEAR I – Second Semester**

CET	1172C	PC Upgrading and Repair: Hardware.....	3 cr.
†CTS	1106	Introduction to Unix .....	3 cr.
CTS	1303	MS Beginning Server I .....	3 cr.
†ENC	1102	English Composition II <i>or</i> Social Science General Education .....	3 cr.
		Mathematics General Education .....	3 cr.

**YEAR I – Third Semester**

†CGS	1103	Project Management .....	3 cr.
†CNT	1401	Introduction to Network Security.....	3 cr.

**YEAR II – First Semester**

CET	1174C	PC Upgrading and Repair: Software .....	3 cr.
CET	1600	Cisco Network Fundamentals .....	3 cr.
CET	1610	Cisco Router Fundamentals.....	3 cr.
†CNT	2510	Wireless Networking .....	3 cr.

**YEAR II – Second Semester**

†CEN	2939	Network Administrator Capstone .....	3 cr.
CET	2615	Cisco Advanced Router Technology .....	3 cr.
CET	2620	Cisco Wide-Area Networking Technology.....	3 cr.
		**Elective .....	3 cr.

**\*\*Select 3 credit hours of electives from the following:**

CEN	2904	Special Topics in Networking.....	3 cr.
CEN	2905	Special Topics in Networking.....	3 cr.
CEN	2930-33	Special Topics in Networking.....	3 cr.
CET	1556C	Structured Cabling.....	3 cr.
†CGS	1555	Introduction to the Internet .....	3 cr.
†CGS	1761	Computer Operating Systems .....	3 cr.
†CGS	2301	Management Information Systems .....	3 cr.
†CGS	2541	Database Design.....	3 cr.

\*Permission of instructor required for concurrent enrollment with prerequisite.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AS • Network Security**  
**AS.NST.SEC**

**Program Required Courses**

**YEAR I – First Semester**

†CGS	1000	Introduction to Computers and Technology .....	3 cr.
†CTS	1106	Introduction to Unix .....	3 cr.
*†CTS	1305	Introduction to Networking .....	3 cr.
†ENC	1101	English Composition I .....	3 cr.
		Social Science General Education.....	3 cr.

**YEAR I – Second Semester**

CET	1172C	PC Upgrading and Repair: Hardware.....	3 cr.
†CNT	1401	Introduction to Network Security.....	3 cr.
CTS	2301C	Unix-Linux Administration I.....	3 cr.



†ENC	1102	English Composition II <i>or</i> Social Science General Education .....	3 cr.
		**Elective .....	3 cr.

**YEAR I – Third Semester**

†CGS	2091	Information Technology: Ethical and Legal Issues .....	3 cr.
CTS	2322	Unix/Linux Administration II .....	3 cr.

**YEAR II – First Semester**

CET	1174C	PC Upgrading and Repair: Software .....	3 cr.
CIS	2359C	Information Assurance: Network Systems .....	3 cr.
		Mathematics General Education .....	3 cr.
		**Elective .....	3 cr.

**YEAR II – Second Semester**

†CEN	2939	Network Administrator Capstone .....	3 cr.
†CGS	1103	Project Management .....	3 cr.
CIS	2353	Security Management and Penetration Testing .....	3 cr.
		Humanities General Education .....	3 cr.

**\*\*Select 6 credit hours from the following:**

CEN	2904	Special Topics in Networking.....	3 cr.
CEN	2905	Special Topics in Networking.....	3 cr.
CEN	2930-33	Special Topics in Networking.....	3 cr.
†CNT	2510	Wireless Networking .....	3 cr.
CTS	1303	MS Beginning Server I .....	3 cr.

\*Permission of instructor required for concurrent enrollment with prerequisite.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AS • Unix/Linux Administrator**

**AS.NST.UL.ADMIN**

The purpose of this program is to prepare students for employment as a Unix or Linux administrator or to provide supplemental training for persons previously or currently employed in these occupations. The content prepares individuals to install information technology equipment, troubleshoot information technology equipment, and support information technology users.

**Program Required Courses**

**YEAR I – First Semester**

†CGS	1000	Introduction to Computers and Technology .....	3 cr.
*†CTS	1106	Introduction to Unix .....	3 cr.
*†CTS	1305	Introduction to Networking .....	3 cr.
†ENC	1101	English Composition I .....	3 cr.
		Social Science General Education.....	3 cr.

**YEAR I – Second Semester**

CET	1172C	PC Upgrading and Repair: Hardware.....	3 cr.
†CNT	1401	Introduction to Network Security.....	3 cr.
CTS	1303	MS Beginning Server I .....	3 cr.
CTS	2301C	Unix-Linux Administration I.....	3 cr.
		**Elective .....	3 cr.

**YEAR I – Third Semester**

†CGS	1103	Project Management .....	3 cr.
CTS	2322	Unix/Linux Administration II .....	3 cr.

**YEAR II – First Semester**

CET	1174C	PC Upgrading and Repair: Software .....	3 cr.
†CNT	2510	Wireless Networking .....	3 cr.
CTS	2311	Unix/Linux Security.....	3 cr.
CTS	2333	Unix/Linux Networking.....	3 cr.
		Mathematics General Education .....	3 cr.

**YEAR II – Second Semester**

†CEN	2939	Network Administrator Capstone .....	3 cr.
†ENC	1102	English Composition II <i>or</i> Social Science General Education .....	3 cr.
		Humanities General Education .....	3 cr.

**Select 3 credit hours of electives from the following:**

CEN	2904	Special Topics in Networking.....	3 cr.
CEN	2905	Special Topics in Networking.....	3 cr.
CEN	2930-33	Special Topics in Networking.....	3 cr.
CET	1556C	Structured Cabling.....	3 cr.
†CGS	1555	Introduction to the Internet .....	3 cr.
†CGS	1761	Computer Operating Systems .....	3 cr.
†CGS	2301	Management Information Systems .....	3 cr.
†CGS	2541	Database Design.....	3 cr.
COP	2344	Shell Scripting.....	3 cr.

\*Permission of instructor required for concurrent enrollment with prerequisite.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AS • Office Administration**

**AS.OA.OMTS/AS.OA.OSTS (60 Credit Hours)**

**AS • Office Systems Technology**

**AS.OA.OSTS**

This specialization focuses on careers in office systems technology. Depending on the curriculum options selected, graduates will be prepared for positions such as office systems manager, senior administrative assistant, executive office administrator, senior word processing specialist, administrative assistant, office receptionist, software applications specialist, customer service representative, executive secretary, software trainer, or help desk specialist.

**Program Required Courses**

**YEAR I – First Semester**

†ENC	1101	English Composition I .....	3 cr.
OST	1100	Beginning PC Typing <i>or</i> †OST 1110, Intermediate PC Typing .....	3 cr.
OST	2854C	Office Applications for Business .....	3 cr.
		Mathematics General Education .....	3 cr.

**YEAR I – Second Semester**

OST	1330	Business English.....	3 cr.
†OST	2145	Data Entry Applications.....	3 cr.
†SPC	1608	Public Speaking .....	3 cr.
		*Electives .....	3 cr.

**YEAR I – Third Semester**

OST	1335	Business Communications.....	3 cr.
		Humanities General Education .....	3 cr.

**YEAR II – First Semester**

**†CGS	2108	Advanced Computer Applications.....	3 cr.
**†OST	1813	Desktop Publishing.....	3 cr.
OST	2501	Office Administration.....	3 cr.
OST	2357	Electronics Records Management .....	3 cr.

**YEAR II – Second Semester**

APA	1111	Basic Accounting.....	3 cr.
MNA	1320	HR Recruitment Interviewing and Selecting.....	3 cr.
SLS	1261	Personal Skills for Business.....	3 cr.
†SYG	2000	Introduction to Sociology.....	3 cr.

**YEAR II – Third Semester**

†PSY	2012	General Psychology .....	3 cr.
		*Electives .....	3 cr.

**\*Select at least 6 credit hours from the following:**

†CGS	1000	Introduction to Computers and Technology.....	3 cr.
†CGS	1555	Introduction to the Internet .....	3 cr.
†CTS	1305	Introduction to Networking .....	3 cr.
MNA	1325	HR Statistical Analysis, Compensation and Benefits .....	3 cr.
†OST	1110	Intermediate PC Typing .....	3 cr.
OST	1941	OST Internship.....	3 cr.

\*\*Requires additional coursework.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**AS • Office Management**

**AS.OA.OMTS**

This specialization prepares students for mid-management positions such as administrative office manager, office manager, equipment sales representative, administrative support manager, staff assistant, executive secretary, human resource technician, office manager, or executive assistant.

**Program Required Courses**

**YEAR I – First Semester**

†ENC	1101	English Composition I .....	3 cr.
†GEB	1011	Introduction to Business.....	3 cr.
†MAN	2021	Principles of Management .....	3 cr.
OST	1335	Business Communications.....	3 cr.

**YEAR I – Second Semester**

MNA	1320	HR Recruitment Interviewing and Selecting.....	3 cr.
OST	2357	Electronic Records Management.....	3 cr.
OST	2854C	Office Applications for Business .....	3 cr.
†SPC	1608	Public Speaking .....	3 cr.

**YEAR I – Third Semester**

OST	1100	Beginning PC Typing <i>or</i> †OST 1110, Intermediate PC Typing .....	3 cr.
†SYG	2000	Introduction to Sociology.....	3 cr.
		*Electives .....	3 cr.

**YEAR II – First Semester**

OST	1831	Introduction to Windows I.....	1 cr.
OST	2501	Office Administration.....	3 cr.
†PSY	2012	General Psychology .....	3 cr.
		Mathematics General Education .....	3 cr.

**YEAR II – Second Semester**

†ACG	2021	Financial Accounting <i>or</i> APA 1111, Basic Accounting.....	3 cr.
†BUL	2241	Business Law I .....	3 cr.
†CGS	2301	Management Information Systems.....	3 cr.
SLS	1261	Personal Skills for Business.....	3 cr.

**YEAR II – Third Semester**

		Humanities General Education .....	3 cr.
		*Electives .....	2 cr.

**\*Select 5 credit hours from the following:**

†CAP	2816	Database Management II.....	1 cr.
†CGS	1000	Introduction to Computers and Technology.....	3 cr.
†CGS	1510	Spreadsheet Applications I .....	1 cr.
†CGS	1520	Electronic Presentations I.....	1 cr.
†CGS	1540	Database Management I.....	1 cr.
†CGS	1555	Introduction to the Internet .....	3 cr.
†CGS	2108	Advanced Computer Applications.....	3 cr.
†CGS	2511	Spreadsheet Applications II.....	1 cr.
MNA	1325	Human Resources Statistical Analysis, Compensation and Benefits .....	3 cr.
†OST	1110	Intermediate PC Typing .....	3 cr.

OST	1330	Business English.....	3 cr.
OST	1741	Word Processing I .....	1 cr.
†OST	1813	Desktop Publishing.....	3 cr.
OST	1941	OST Internship.....	3 cr.
†OST	2742	Word Processing II.....	1 cr.
†OST	2743	Word Processing III .....	1 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

NOTE: Students may enroll in OST 1741, OST 2742 or OST 2743 three times for credit to learn various word processing software or to learn to operate different brands of word processing machines available at different campuses. However, one credit hour per course is the maximum applicable to Program Requirements (see course description).

## AS • Medical Office Administration

### AS.OA.MOA

This specialization prepares students for a position as a medical office manager, medical office assistant, medical coder, medical staff assistant, medical billing clerk, medical records clerk, insurance processor, medical transcriptionist, or executive assistant.

### Program Required Courses

#### YEAR I – First Semester

†ENC	1101	English Composition I .....	3 cr.
†HIM	1442	Pharmacology .....	2 cr.
†HSC	1531	Medical Terminology.....	3 cr.
OST	1100	Beginning PC Typing or †OST 1110, Intermediate PC Typing .....	3 cr.
		Mathematics General Education .....	3 cr.

#### YEAR I – Second Semester

HIM	1112C	Electronic Health Records .....	1 cr.	HIM
1453		Anatomy and Physiology for Medical Coding .....	4 cr.	OST
		Business English .....	3 cr.	1330
OST	2854C	Office Applications for Business .....	3 cr.	
†SPC	1608	Public Speaking .....	3 cr.	

#### YEAR I – Third Semester

APA	1111	Basic Accounting.....	3 cr.
†OST	2145	Data Entry Applications.....	3 cr.
		Humanities General Education .....	3 cr.

#### YEAR II – First Semester

HSC	1641	Legal and Ethical Aspects in Health Care.....	1 cr.
*OST	2135	Medical Office Procedures .....	3 cr.
OST	2357	Electronic Records Management.....	3 cr.
OST	2501	Office Administration.....	3 cr.

#### YEAR II – Second Semester

CGS	1510	Spreadsheets I.....	1 cr.
HIM	2273	Billing Software .....	2 cr.
OST	1335	Business Communications.....	3 cr.
†PSY	2012	General Psychology .....	3 cr.
†SYG	2000	Introduction to Sociology.....	3 cr.
		**Electives.....	1 cr.

#### \*\*Select 1 credit hours from the following:

†CGS	1520	Electronic Presentations I .....	1 cr.
†CGS	1540	Database Management I.....	1 cr.
†OST	1741	Word Processing I .....	1 cr.
OST	1831	Introduction to Windows I.....	1 cr.
*†OST	2742	Word Processing II.....	1 cr.

\*Requires additional coursework.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

**NOTE:** Students may enroll in OST 1741 or OST 2742 three times for credit to learn different word processing software or to learn to operate different brands of word processing machines available at different campuses. However, one credit hour per course is the maximum applicable to Program Requirements (see course description).

## AS • Paralegal Studies (Legal Assisting)

### AS.LEGAL (64 Credit Hours)

This program will prepare students for a paraprofessional career as a paralegal (legal assistant). Under the supervision and direction of a licensed attorney, paralegals may engage in legal research, case development, preparation of legal documents and trial exhibits, analyze information, interview clients, assist in office management, and other responsibilities unique to the legal profession. Graduates of the program are prepared to sit for national certification exams.

**NOTE:** All graduates of this AS degree program shall be granted admission into the Legal Studies baccalaureate degree program at Florida Gulf Coast University or St. Pete College.

### Program Required Courses

#### YEAR I – First Semester

†CGS	1000	Introduction to Computers and Technology .....	3 cr.
†ENC	1101	English Composition I .....	3 cr.
PLA	1003	Introduction to the Paralegal Profession.....	3 cr.
PLA	1271	Tort Law .....	3 cr.
		Mathematics General Education .....	3 cr.

#### YEAR I – Second Semester

†ENC	1102	English Composition II.....	3 cr.
†PLA	1433	Business Organizations .....	3 cr.
PLA	1600	Administering Wills/Trusts/Probate .....	3 cr.
†PLA	2421	Contract Law .....	3 cr.
		Social Science General Education.....	3 cr.

#### YEAR I – Third Semester

PLA	2763	Law Office Management <i>or</i> any PLA <i>or</i> specified elective offered during this term .....	3 cr.
PLA	2800	Family Law .....	3 cr.

#### YEAR II – First Semester

PLA	1104	Writing and Research I .....	3 cr.
PLA	1203	Litigation Procedures I .....	3 cr.
PLA	1611	Real Estate Law/Property Transactions I.....	3 cr.
†SPC	1006	Speech Improvement .....	1 cr.
		Any PLA <i>or</i> specified elective offered during this term. ....	3 cr.

#### YEAR II – Second Semester

†ACG	2021	Financial Accounting.....	3 cr.
PLA	2114	Writing and Research II.....	3 cr.
PLA	2223	Litigation Procedures II.....	3 cr.
		Humanities General Education .....	3 cr.
		Any PLA <i>or</i> specified elective offered during this term. ....	3 cr.

#### Select 9 specified PLA elective credits from the following:

†ACG	2071	Managerial Accounting .....	3 cr.
APA	1111	Basic Accounting.....	3 cr.
†PLA	1700	Legal Ethics and Professional Responsibility .....	3 cr.
PLA	1949	Paralegal Internship.....	3 cr.
PLA	2303	Criminal Litigation.....	3 cr.
PLA	2460	Bankruptcy Law .....	3 cr.
†PLA	2531	Elder Law .....	3 cr.
PLA	2612	Real Estate Law/Property Trans II .....	3 cr.
†PLA	2732	Law Office Computer Applications.....	3 cr.
PLA	2763	Law Office Management .....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

## AS • Restaurant Management

### AS.CUL.RES (64 Credit Hours)

This program provides students with the skills necessary for employment as a manager of a hotel/motel, a restaurant, a cafe, a bar, a liquor establishment, a coffee shop, a catering agency or a fast food service.

The Restaurant Management program and courses are accredited by the American Culinary Federation Foundation's Accrediting Commission at 180 Center Place Way, St. Augustine, Florida 32095.

**NOTE:** Beginning Fall term 2008, all graduates of this program are eligible to articulate the AS degree in Culinary Management to the BS degree in Hotel and Restaurant Management at the University of Houston, Conrad N. Hilton College of Hotel and Restaurant Management.

### Program Required Courses

#### YEAR I – First Semester

†ENC	1101	English Composition I .....	3 cr.
FOS	1201	Sanitation and Safety Management .....	2 cr.
FSS	1223C	Food Preparation for Managers .....	4 cr.
		Mathematics General Education .....	3 cr.

#### YEAR I – Second Semester

FSS	1063C	Food Specialty I (Baking) .....	3 cr.
FSS	1500	Food and Beverage Control .....	3 cr.
HFT	2530	Hospitality Merchandising Techniques .....	3 cr.
HFT	2840	Maître d' and Dining Room Service .....	3 cr.

#### YEAR I – Third Semester

†CGS	1000	Introduction to Computers and Technology .....	3 cr.
FSS	2100	Food Plans and Menu Preparation .....	3 cr.

#### YEAR II – First Semester

†ACG	2021	Financial Accounting .....	3 cr.
†HFT	1000	Introduction to Hospitality Industry Management .....	3 cr.
HFT	2210	Supervisory Development .....	3 cr.
HFT	2600	Hospitality Industry Law .....	3 cr.

#### YEAR II – Second Semester

†ENT	1000	Introduction to Entrepreneurship .....	3 cr.
FSS	1248C	Food Specialty II (Garde Manger I) .....	3 cr.
FSS	2120	Food Purchase and Storage .....	3 cr.
HFT	1790	The Event Industry .....	3 cr.
†SPC	1006	Speech Improvement .....	1 cr.

#### YEAR II – Third Semester

†PSY	2012	General Psychology .....	3 cr.
		Humanities General Education .....	3 cr.
		Natural Science General Education .....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

## AS • Veterinary Technology

### AS.VET.TECH (73 Credit Hours)

Veterinary Technology is a rapidly growing field. Employment of veterinary technicians/technologists is expected to grow much faster than the average for all occupations through the year 2012, according to the most recent information from the U.S. Department of Labor. Graduates from this program will find careers in areas such as private practice, animal shelters and humane societies, agriculture (equine services, farms, and ranches), biomedical research, zoo/wildlife medicine, tourist/recreational facility animal care and research, and pharmaceutical and government. This program which awards the associate in science degree will prepare students to enter the workforce prepared for clinical practice, research animal husbandry, or clinical management.

The HCC Veterinary Technology program is accredited by the American Veterinary Medical Association. Graduates of this program are eligible to take the Veterinary Technician National Examination.

**Prerequisites for Admission**

**NOTE:** Completion of prerequisites for admission with a grade of “C” or higher is required.

**Prerequisite Courses Required for Admission**

†ATE	1001	Introduction to Veterinary Technology.....	1 cr.
†ATE	1741	Veterinary Medical Terminology.....	1 cr.
†ATE	2501	Veterinary Professional Development/Ethics Seminar.....	1 cr.
†ENC	1101	English Composition I.....	3 cr.
†MAC	1105	College Algebra <i>or</i> †MGF 1106, Topics in Mathematics <i>or</i> higher General Education Mathematics <i>or</i> †STA 2023, Elementary Statistics.....	3 cr.
		Humanities General Education <i>or</i> *Social Science General Education.....	3 cr.
ZOO	1010C	General Zoology.....	3 cr.

\*If 3 credit hours of social/behavioral science general education are taken as a prerequisite for admission, the student must take a total of 6 credit hours of humanities to complete the program’s general education requirements.

**NOTE:** Completion of all general education and Veterinary Technology program required courses with a grade of “C” or higher is required for graduation.

**Program Required Courses****YEAR I – First Semester**

ATE	1110	Animal Anatomy.....	3 cr.
ATE	1110L	Animal Anatomy Laboratory.....	1 cr.
ATE	1211	Animal Physiology.....	3 cr.
ATE	1311L	Veterinary Office Procedures Laboratory.....	1 cr.
ATE	1650L	Veterinary Clinical Practice Laboratory I.....	1 cr.

**YEAR I – Second Semester**

ATE	1943	Veterinary Work Experience I.....	1 cr.
ATE	2636	Large Animal Nursing and Clinical Skills.....	2 cr.
ATE	2638	Animal Clinical Pathology I.....	3 cr.
ATE	2638L	Animal Clinical Pathology I Laboratory.....	2 cr.
ATE	2652L	Veterinary Clinical Practice Laboratory II.....	1 cr.
ATE	2661	Large Animal Diseases.....	1 cr.
ATE	2671L	Medicine of Laboratory Animals.....	2 cr.

**YEAR I – Third Semester**

ATE	1944	Veterinary Work Experience II.....	1 cr.
ATE	2639	Animal Clinical Pathology II.....	3 cr.
ATE	2639L	Animal Clinical Pathology II Laboratory.....	2 cr.
		Humanities General Education.....	3 cr.
		Social Science General Education.....	3 cr.

**YEAR II – First Semester**

ATE	1630	Pharmacology for Veterinary Technicians.....	2 cr.
ATE	2050	Small Animal Breeds and Behavior.....	1 cr.
ATE	2611	Animal Medicine I.....	3 cr.
ATE	2631	Small Animal Nursing I.....	3 cr.
ATE	2651L	Small Animal Nursing Laboratory.....	2 cr.
ATE	2722	Avian and Exotic Pet Medicine.....	1 cr.
ATE	2945	Veterinary Work Experience III.....	1 cr.

**YEAR II – Second Semester**

ATE	2020C	Contemporary Clinical Issues.....	3 cr.
ATE	2612	Small Animal Nursing II.....	3 cr.
ATE	2614	Animal Medicine II.....	3 cr.
ATE	2710	Animal Emergency Medicine.....	2 cr.
ATE	2946	Veterinary Work Experience IV.....	1 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

# College Credit Certificates

A college credit certificate (CCC) may be awarded for programs of less than two years in selected technical areas leading to an associate in science degree. The CCC's are designed to prepare the student for entry into a particular field or to upgrade the skills of those already employed in the field.

## ATC • Paralegal (Legal Assisting)

### ATC.PLA (21 Credit Hours)

The Paralegal/Legal Assisting Advanced Technical Certificate is designed to enable students who already hold a bachelor's degree or higher to take paralegal courses at Hillsborough Community College and qualify to take the Certified Legal Assistant exam sponsored by the National Association for Legal Assistants. It further prepares those students for work of a legal nature in law offices, corporations or governmental agencies.

#### Program Required Courses

#### YEAR I – First Semester

PLA	1003	Introduction to the Paralegal Profession.....	3 cr.
PLA	1271	Tort Law .....	3 cr.
		*Any PLA specified elective offered during this term. ....	3 cr.

#### YEAR I – Second Semester

PLA	1104	Writing and Research I .....	3 cr.
		*Any PLA specified elective offered during this term. ....	3 cr.

#### YEAR I – Third Semester

PLA	2114	Writing and Research II.....	3 cr.
		*Any PLA specified elective offered during this term. ....	3 cr.

#### \*Select 9 credit hours from the following:

PLA	1203	Litigation Procedures I .....	3 cr.
†PLA	1433	Business Organizations .....	3 cr.
PLA	1600	Administration of Wills/Trusts/Probate.....	3 cr.
PLA	1611	Real Estate Law/Property Transactions I.....	3 cr.
†PLA	1700	Legal Ethics and Professional Responsibility .....	3 cr.
PLA	2303	Criminal Litigation.....	3 cr.
†PLA	2421	Contract Law .....	3 cr.
PLA	2460	Bankruptcy Law .....	3 cr.
PLA	2800	Family Law .....	3 cr.

NOTE: A grade of "C" or better must be attained for each course taken for this certificate.

NOTE: Coursework may be applied to the two-year AS degree Paralegal Studies program.

## CCC • Accounting Technology Management

### CCC.ACG.TECH.MGMT (27 Credit Hours)

#### Program Required Courses

#### YEAR I – First Semester

†ACG	2021	Financial Accounting.....	3 cr.
†CGS	1000	Introduction to Computers and Technology.....	3 cr.
GEB	1214	Business Communications and Technology.....	3 cr.

#### YEAR I – Second Semester

†ACG	2071	Managerial Accounting .....	3 cr.
ACG	2061	Computers and Accounting.....	3 cr.
†MAN	2021	Principles of Management .....	3 cr.

#### YEAR I – Third Semester

PHI	1600	Ethics.....	3 cr.
-----	------	-------------	-------

#### YEAR II – First Semester

ACG	2104	Intermediate Accounting I .....	3 cr.
ACG	2681	Financial Investigation .....	3 cr.



†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

**CCC • Accounting Technology Operations**  
**CCC.ACG.TECH.OP (18 Credit Hours)**

Program Required Courses

**YEAR I – First Semester**

†ACG	2021	Financial Accounting.....	3 cr.
†CGS	1000	Introduction to Computers and Technology.....	3 cr.
GEB	1214	Business Communications and Technology.....	3 cr.

**YEAR I – Second Semester**

†ACG	2071	Managerial Accounting.....	3 cr.
ACG	2061	Computers and Accounting.....	3 cr.
†MAN	2021	Principles of Management.....	3 cr.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

**CCC • Accounting Technology Specialist**  
**CCC.ACG.TECH.SPEC (12 Credit Hours)**

Program Required Courses

**YEAR I – First Semester**

†ACG	2021	Financial Accounting.....	3 cr.
†CGS	1000	Introduction to Computers and Technology.....	3 cr.
GEB	1214	Business Communications and Technology.....	3 cr.
†MAN	2021	Principles of Management.....	3 cr.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

**CCC • Advanced Network Infrastructure**  
**CCC.ADV.NET.INF (36 Credit Hours)**

Program Required Courses

**YEAR I – First Semester**

†CGS	1000	Introduction to Computers and Technology.....	3 cr.
*†CTS	1305	Introduction to Networking.....	3 cr.

**YEAR I – Second Semester**

CET	1600	Cisco Network Fundamentals.....	3 cr.
*CET	1610	Cisco Router Fundamentals.....	3 cr.
**CTS	1303	MS Beginning Server I.....	3 cr.

**YEAR I – Third Semester**

CET	2615	Cisco Advanced Router Technology.....	3 cr.
*CET	2620	Cisco Wide-Area Networking Technologies.....	3 cr.
†CTS	1306	MS Beginning Server II.....	3 cr.

**YEAR II – First Semester**

CET	1556C	Structured Cabling.....	3 cr.
†CNT	1401	Introduction to Network Security.....	3 cr.

**YEAR II – Second Semester**

CIS	2353	Security Management and Penetration Testing.....	3 cr.
†CNT	2510	Wireless Networking.....	3 cr.

\*Permission of instructor required for concurrent enrollment with prerequisite.

\*\*May require additional coursework.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

NOTE: Coursework may be applied to the two-year AS degree Network Systems Technology program.

**CCC • Aquaculture Technology****CCC.AQUA (26 Credit Hours)**

This program will prepare students for employment in the field of aquaculture technology and transfers into the associate in science degree program titled Aquaculture.

## Program Required Courses

**YEAR I – First Semester**

FAS	1012C	Aquacultural Organisms.....	3 cr.
ZOO	1450	Icthyology.....	3 cr.
ZOO	1450L	Icthyology Laboratory .....	1 cr.

**YEAR I – Second Semester**

FAS	1401L	Aquacultural Laboratory Techniques.....	3 cr.
FAS	2263C	Aquacultural Reproductive Techniques .....	3 cr.

**YEAR II – First Semester**

FAS	2240C	Aquacultural Nutritional Techniques .....	3 cr.
FAS	2253	Aquaculture Disease Processes .....	3 cr.
FAS	2253L	Aquaculture Disease Processes Laboratory .....	1 cr.

**YEAR II – Second Semester**

FAS	1404C	Aquacultural Field Techniques .....	3 cr.
FAS	2353C	Aquacultural Management Practices.....	3 cr.

**NOTE:** Coursework may be applied to the two-year AS degree Aquaculture program.

**CCC • AutoCAD Foundations****CCC.ADCT.CAD (15 Credit Hours)**

This certificate provides students with the AutoCAD skills needed to assist architects and construction engineers in planning, designing and detailing. Computer design techniques are emphasized in the certificate.

## Program Required Courses

**YEAR I – First Semester**

BCN	1250	Introduction to Graphic Technology .....	3 cr.
BCN	2272	Blueprint Reading .....	3 cr.
*TAR	2053	Introduction to Computer Design and Drafting .....	3 cr.

**YEAR I – Second Semester**

ARC	2461	Materials and Methods I .....	3 cr.
*TAR	2054	Intermediate Computer Aided Design and Drafting .....	3 cr.

\*May require additional coursework.

**NOTE:** Coursework may be applied to the two-year AS degree Architectural Design and Construction Technology program.

**CCC • Automation****CCC.EST (12 Credit Hours)**

This certificate prepares students for engineering technology support positions dealing with PLCs, automation, and control systems in high tech production, manufacturing, distribution, and engineering research and development facilities.

## Program Required Courses

**YEAR I – First Semester**

ETI	1843	Motors and Controls .....	3 cr.
ETS	1542	Introduction to Programmable Logic Controllers .....	3 cr.

**YEAR I – Second Semester**

ETS	1535	Automated Process Control.....	3 cr.
ETS	2604	Robotics Applications.....	3 cr.

**NOTE:** Coursework may be applied to the two-year AS degree Engineering Technology program.

**CCC • Biotechnology Specialist****CCC.BIO.TECH.SPEC (19 Credit Hours)**

Program Required Courses

**YEAR I – First Semester**

BSC	1420C	Introduction to Biotechnology.....	3 cr.
†PHI	1600	Ethics.....	3 cr.

**YEAR I – Second Semester**

*BSC	2420	Biotechnology I.....	3 cr.
*BSC	2420L	Biotechnology I Laboratory .....	2 cr.

**YEAR I – Third Semester**

BSC	2427	Biotechnology II.....	3 cr.
BSC	2427L	Biotechnology II Laboratory .....	2 cr.

**YEAR II – First Semester**

BSC	2943	Biotechnology Internship.....	3 cr.
-----	------	-------------------------------	-------

\* Requires additional coursework.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

NOTE: Coursework may be applied to the two-year AS degree Biotechnology program.

**CCC • Broadcast Production****CCC.RTV (24 Credit Hours)**

This certificate allows students to obtain basic training for a specific entry-level job in broadcast production.

Program Required Courses

**YEAR I – First Semester**

RTV	1530	Electronic Field Production.....	3 cr.
RTV	2000	Introduction to Broadcasting .....	3 cr.
RTV	2560	Radio Production and Programming .....	3 cr.

**YEAR I – Second Semester**

RTV	2532	Advanced Electronic Field Production.....	3 cr.
RTV	2510	Broadcasting Techniques .....	3 cr.
RTV	2630	Broadcast News.....	3 cr.

**YEAR I – Third Semester**

RTV	1941	Radio and TV Internship I.....	3 cr.
RTV	2512	Advanced Television Studio Production .....	3 cr.

NOTE: Coursework may be applied to the two-year AS degree Digital Television and Media Production program.

**CCC • Business Development and Entrepreneurship****CCC.BUS.DEV.ENT (25 Credit Hours)**

Program Required Courses

**YEAR I – First Semester**

†CGS	1000	Introduction to Computers and Technology.....	3 cr.
†ENT	1000	Introduction to Entrepreneurship.....	3 cr.
ENT	1031	Entrepreneurial Marketing and Sales.....	3 cr.

**YEAR I – Second Semester**

†CGS	1510	Spreadsheet Applications I .....	1 cr.
ENT	1411	Small Business Accounting and Finance.....	3 cr.
ENT	1012	Entrepreneurship Management .....	3 cr.
GEB	1214	Business Communications and Technology.....	3 cr.

**YEAR I – Third Semester**

†BUL	2241	Business Law I .....	3 cr.
†SBM	2000	Small Business Management .....	3 cr.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

NOTE: Coursework may be applied to the two-year AS degree Business Administration program.

### CCC • Business Management

CCC.BUS.MAN (24 Credit Hours)

Program Required Courses

#### YEAR I – First Semester

†ACG	2021	Financial Accounting.....	3 cr.
†CGS	1000	Introduction to Computers and Technology.....	3 cr.
†GEB	1011	Introduction to Business.....	3 cr.

#### YEAR I – Second Semester

†ACG	2071	Managerial Accounting .....	3 cr.
†MAN	2021	Principles of Management .....	3 cr.
†MAR	2011	Principles of Marketing .....	3 cr.

#### YEAR I – Third Semester

†BUL	2241	Business Law I .....	3 cr.
GEB	1214	Business Communications and Technology <i>or</i> †SPC 1608 Public Speaking .....	3 cr.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

NOTE: Coursework may be applied to the two-year AS degree Business Administration program.

### CCC • Business Operations

CCC.BUS.OPER (18 Credit Hours)

Program Required Courses

#### YEAR I – First Semester

†ACG	2021	Financial Accounting.....	3 cr.
†GEB	1011	Introduction to Business.....	3 cr.
†MAN	2021	Principles of Management .....	3 cr.

#### YEAR I – Second Semester

†BUL	2241	Business Law I .....	3 cr.
GEB	1214	Business Communications and Technology <i>or</i> †SPC 1608 Public Speaking .....	3 cr.
†MAR	2011	Principles of Marketing .....	3 cr.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

NOTE: Coursework may be applied to the two-year AS degree Business Administration program.

### CCC • Business Specialist

CCC.BUS.SPEC (12 Credit Hours)

Program Required Courses

#### YEAR I – First Semester

†ACG	2021	Financial Accounting.....	3 cr.
†GEB	1011	Introduction to Business.....	3 cr.

#### YEAR I – Second Semester

GEB	1214	Business Communications and Technology <i>or</i> †SPC 1608 Public Speaking .....	3 cr.
†MAN	2021	Principles of Management .....	3 cr.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

NOTE: Coursework may be applied to the two-year AS degree Business Administration program.

### CCC • Chef's Apprentice

CCC.CUL.CHEF (12 Credit Hours)

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in Culinary. It provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills for entry-level positions as a pantry cook, prep cook or lead cook.

Program Required Courses

**YEAR I – First Semester**

FSS	1223C	Food Preparation for Managers .....	4 cr.
FOS	1201	Safety and Sanitation .....	2 cr.

**YEAR I – Second Semester**

FSS	1063C	Food Specialty I (Baking) .....	3 cr.
-----	-------	---------------------------------	-------

**YEAR I – Third Semester**

FSS	1248C	Food Specialties II (Garde Manger I) .....	3 cr.
-----	-------	--	-------

NOTE: Coursework may be applied to the two-year AS degree Culinary Management program.

**CCC • CNC (Computer Numerical Control) Machinist**

**CCC.CNC.MACH (12 Credit Hours)**

Program Required Courses

**YEAR I – First Semester**

ETD	2364C	Introduction to 3D Computer-Aided Design .....	3 cr.
ETI	1420	Manufacturing Processes and Materials .....	3 cr.

**YEAR I – Second Semester**

PMT	1250C	Computer Numerical Control (CNC) I.....	3 cr.
PMT	2254C	Computer Numerical Control (CNC) II .....	3 cr.

NOTE: Coursework may be applied to the two-year AS degree Engineering Technology program.

**CCC • Computer Programmer**

**CCC.COP.OPT1 (36 Credit Hours)**

This program prepares students for jobs in the field of computer programmer aide, junior programmer, senior programmer, data manager, programmer analyst, and mid-range computer specialist.

Program Required Courses

**YEAR I – First Semester**

†CGS	1000	Introduction to Computers and Technology .....	3 cr.
		**Any specified electives offered during this term. ....	3 cr.

**YEAR I – Second Semester**

CGS	2541	Database Design .....	3 cr.
COP	1000	Programming Logic .....	3 cr.
		**Any specified electives offered during this term. ....	3 cr.

**YEAR I – Third Semester**

†CGS	2301	Management Information Systems .....	3 cr.
*†CIS	2321	Systems Analysis.....	3 cr.
		**Any specified electives offered during this term. ....	3 cr.

**YEAR II – First Semester**

\*\*Any specified electives offered during this term..... 12 cr.

\*\*Select 21 credit hours from the following:

COP	1030	Introduction to Python Programming.....	3 cr.
COP	1120	COBOL, Beginning.....	3 cr.
†COP	1220	Programming in C.....	3 cr.
COP	1332	Visual BASIC, Beginning.....	3 cr.
COP	1812	Introduction to XML Authoring.....	3 cr.
*COP	1821	Visual BASIC, Advanced .....	3 cr.
*COP	2224	Programming in C++.....	3 cr.
COP	2654	Mobile Platform Applications Development.....	3 cr.
COP	2360	Programming in C# .....	3 cr.
COP	2800	JAVA Programming.....	3 cr.
*COP	2805	JAVA, Advanced.....	3 cr.
COP	2833	Database-driven Web Programming: Client .....	3 cr.
COP	2836	Database-driven Web Programming: Server.....	3 cr.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

\*Requires additional coursework.

NOTE: Coursework may be applied to the two-year AS degree Computer Programming program.

**CCC • Computer Programming Specialist**

**CCC.PROG.SPEC (18 Credit Hours)**

Program Required Courses

**YEAR I – First Semester**

†CGS 1000 Introduction to Computers and Technology ..... 3 cr.

**YEAR I – Second Semester**

\*†CIS 2321 Systems Analysis..... 3 cr.

COP 1000 Programming Logic ..... 3 cr.

**YEAR II – First Semester**

\*\*Any specified electives offered during this term. .... 9 cr.

**\*\*Select 9 credit hours from the following:**

COP 1120 COBOL, Beginning..... 3 cr.

†COP 1220 Programming in C..... 3 cr.

COP 1332 Visual BASIC, Beginning..... 3 cr.

COP 2360 Programming in C# ..... 3 cr.

COP 2800 JAVA Programming..... 3 cr.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

\*Requires additional coursework.

NOTE: Coursework may be applied to the two-year AS degree Computer Programming program.

**CCC • Crime Scene**

**CCC.CS (28 Credit Hours)**

This program is designed to prepare graduates for work in the field of crime scene investigations and forensics. For more information, students can refer to the Criminal Justice Technology website at [www.hccfl.edu/cjt](http://www.hccfl.edu/cjt) for specific details.

Program Required Courses

**YEAR I – First Semester**

†CCJ 1020 Introduction to Criminal Justice..... 3 cr.

†CJE 1640 Introduction to Criminalistics..... 3 cr.

CJE 1642C Introduction to Crime Scene Technology..... 3 cr.

**YEAR I – Second Semester**

CJE 1643C Advanced Crime Scene Technology ..... 3 cr.

†CJE 2600 Criminal Investigation..... 3 cr.

CJE 2671C Latent Fingerprint Development ..... 2 cr.

CJE 2770C Forensic Photography..... 3 cr.

**YEAR I – Third Semester**

CJE 2672C Fingerprint Classification..... 2 cr.

†CJL 2130 Criminal Evidence and Procedure..... 3 cr.

†CJL 2610 Courtroom Presentation of Scientific Evidence..... 3 cr.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

NOTE: Coursework may be applied to the two-year AS degree Criminology and Criminal Justice Studies program.

**CCC • Criminal Justice Technology Specialist**

**CCC.CJT.SPEC (24 Credit Hours)**

Program Required Courses

**YEAR I – First Semester**

†CCJ 1020 Introduction to Criminal Justice..... 3 cr.

CCJ 2191 Human Behavior in Criminal Justice..... 3 cr.

†CJE 1000 Introduction to Law Enforcement..... 3 cr.

\*Specified Elective ..... 3 cr.

**YEAR I – Second Semester**

CCJ 2358 Criminal Justice Communication and Report ..... 3 cr.  
 †CJJ 1002 Juvenile Delinquency..... 3 cr.  
 †CJL 2130 Criminal Evidence and Procedure ..... 3 cr.  
 \*Specified Elective ..... 3 cr.

**\*Select 6 credit hours the following:**

†CCJ 1488 Ethics in Criminal Justice ..... 3 cr.  
 †CCJ 2671 Race, Gender, and Ethnicity in Criminal justice ..... 3 cr.  
 †CJC 1000 Introduction to Corrections ..... 3 cr.  
 †CJL 1500 Introduction to the Court System..... 3 cr.  
 SCC 1000 Introduction to Private Security ..... 3 cr.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

**NOTE:** Coursework may be applied to the two-year AS degree Criminology and Criminal Justice Studies program. For more information visit [www.hccfl.edu/cjt](http://www.hccfl.edu/cjt).

**CCC • Culinary Arts**

**CCC.CULA (35 Credit Hours)**

The purpose of this program is to prepare students for employment in commercial and institutional positions such as bakers, pantry cooks, prep cooks, and lead cooks in the culinary industry and/or to provide supplemental training for persons previously or currently employed in these occupations.

Program Required Courses

**YEAR I – First Semester**

FOS 1201 Safety and Sanitation ..... 2 cr.  
 FSS 1223C Food Preparation for Managers ..... 4 cr.  
 †HFT 1000 Introduction to Hospitality Industry Management ..... 3 cr.  
 HFT 2210 Supervisory Development ..... 3 cr.

**YEAR I – Second Semester**

FSS 1063C Food Specialty I (Baking) ..... 3 cr.  
 FSS 1500 Food and Beverage Control ..... 3 cr.  
 FSS 2120 Food Purchasing and Storing ..... 3 cr.  
 HFT 2840 Maître D’ and Dining Room ..... 3 cr.

**YEAR I – Third Semester**

FSS 1248C Food Specialties II (Garde Manger I) ..... 3 cr.  
 FSS 2100 Food Plan and Menu Preparation ..... 3 cr.  
 †HUN 2201 Fundamentals of Human Nutrition..... 3 cr.  
 Electives (Any FSS course) ..... 2 cr.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

**NOTE:** Coursework may be applied to the two-year AS degree Culinary Management program.

**CCC • Database Administrator**

**CCC.DB.ADMIN (15 Credit Hours)**

Program Required Courses

**YEAR I – First Semester**

\*†CGS 2541 Database Design..... 3 cr.

**YEAR I – Second Semester**

†CTS 2440 Database Programming – SQL ..... 3 cr.  
 †CTS 2441 Database Administration I ..... 3 cr.

**YEAR I – Third Semester**

CTS 2442 Database Administration II..... 3 cr.  
 CTS 2445 Database Programming – Advanced ..... 3 cr.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

\*May require additional coursework.

NOTE: Coursework may be applied to the two-year AS Database Technology program.

**CCC • Digital Forensics**

**CCC.DIG.FOR (30 Credit Hours)**

Program Required Courses

**YEAR I – First Semester**

*CET	1172C	PC Upgrading and Repair: Hardware.....	3 cr.
*†CTS	1305	Introduction to Networking .....	3 cr.

**YEAR I – Second Semester**

†CNT	1401	Introduction to Network Security.....	3 cr.
†CTS	1106	Introduction to Unix .....	3 cr.

**YEAR I – Third Semester**

†CGS	1761	Computer Operating Systems .....	3 cr.
†CGS	2091	Information Technology: Ethical and Legal Ethics Issues .....	3 cr.

**YEAR II – First Semester**

CIS	2359C	Information Assurance – Network Systems .....	3 cr.
CIS	2381C	Computer Forensics Incident Response .....	3 cr.

**YEAR II – Second Semester**

CIS	2352C	Information Assurance – Local Systems .....	3 cr.
CIS	2353	Security Management and Penetration Testing .....	3 cr.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

\*May require additional coursework.

NOTE: Coursework may be applied to the two-year AS Network Systems Technology program.

**CCC • Digital Media/Multimedia Instructional Technology**

**CCC.MMT.IT (15 Credit Hours)**

This certificate prepares students for initial employment as an instructional developer, instructional media integrator, or instructional media specialist.

Program Required Courses

**YEAR I – First Semester**

*†CGS	1577	Presentation Systems .....	3 cr.
*†CGS	1871	Multimedia Authoring I.....	3 cr.

**YEAR I – Second Semester**

*†CGS	2820	Web Authoring – HTML .....	3 cr.
*†CGS	2821	Graphics Design for Multimedia/Internet .....	3 cr.

**YEAR I – Third Semester**

*†EME	2040	Introduction to Education Technology .....	3 cr.
-------	------	--	-------

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

\*May require additional coursework.

NOTE: Coursework may be applied to the two-year AS degree Digital Media/Multimedia Technology program.

**CCC • Digital Media/Multimedia Production**

**CCC.MMT.PROD (15 Credit Hours)**

This certificate prepares students for initial employment as a videographers or video editors.

Program Required Courses

**YEAR I – First Semester**

*†CGS	1577	Presentation Systems .....	3 cr.
*†CGS	1871	Multimedia Authoring I.....	3 cr.
*†CGS	2821	Graphics Design for Multimedia/Internet .....	3 cr.



**YEAR I – Second Semester**

CGS	2876	Digital Audio/Video Design .....	3 cr.
CGS	2877	Digital Animation Design .....	3 cr.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

\*May require additional coursework.

NOTE: Coursework may be applied to the two-year AS degree Digital Media/Multimedia Technology program.

**CCC • Digital Media/Multimedia Video Production****CCC.MMT.VIDEO (12 Credit Hours)**

This certificate prepares students for initial employment as a videographers or video editors.

## Program Required Courses

**YEAR I – First Semester**

†CGS	1000	Introduction to Computers and Technology .....	3 cr.
------	------	--	-------

**YEAR I – Second Semester**

†CGS	2821	Graphics Design for Multimedia/Internet .....	3 cr.
*CGS	2876	Digital Audio/Video Design .....	3 cr.
*CGS	2877	Digital Animation Design .....	3 cr.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

\*Requires additional coursework.

NOTE: Coursework may be applied to the two-year AS degree Digital Media/Multimedia Technology program.

**CCC • Digital Media/Multimedia Web Production****CCC.MMT.WEB (15 Credit Hours)**

This certificate is designed to prepare the student for initial employment as a web production assistant or web production artist.

## Program Required Courses

**YEAR I – First Semester**

*†CGS	2820	Web Authoring - HTML .....	3 cr.
*†CGS	2821	Graphics Design for Multimedia/Internet .....	3 cr.

**YEAR I – Second Semester**

*CGS	2876	Digital Audio/Video Design .....	3 cr.
*CGS	2877	Digital Animation Design .....	3 cr.
*COP	2830	Scripting for the Web.....	3 cr.

\*Requires additional coursework.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

NOTE: Coursework may be applied to the two-year AS degree Digital Media/Multimedia Technology program.

**CCC • Digital Video Production****CCC. DGTL.PROD (12 Credit Hours)**

This certificate allows students to obtain basic training for a specific entry-level job in video production.

## Program Required Courses

**YEAR I – First Semester**

*†CGS	1871	Multimedia Authoring OR *GRA 2111C, Graphic Design.....	3 cr.
RTV	1530	Electronic Field Production.....	3 cr.

**YEAR I – Second Semester**

CGS	2876	Digital Audio/Video Design .....	3 cr.
RTV	2532	Advanced Electronic Field Production.....	3 cr.

\*Requires additional coursework.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

NOTE: Coursework may be applied to the two-year AS degree Digital Television and Media Production program.

**CCC • Drafting**

**CCC.ADCT.DRAFT (24 Credit Hours)**

This certificate provides the students with the practical skills necessary to accept the challenges of a construction drafting career. Successful certificate holders may find employment as a draftsman in architects, engineers, or contractors offices; governmental agencies, corporate planning departments or other private industries.

Program Required Courses

**YEAR I – First Semester**

BCN	1250	Introduction to Graphic Technology .....	3 cr.
BCN	2272	Blueprint Reading .....	3 cr.
*TAR	2053	Introduction to Computer-Aided Design and Drafting.....	3 cr.

**YEAR I – Second Semester**

ARC	2461	Materials and Methods I .....	3 cr.
*TAR	1120	Architectural Drawing I .....	3 cr.
*TAR	2054	Computer Aided Design and Drafting.....	3 cr.

**YEAR II – First Semester**

BCN	1210	Construction Materials and Processes.....	3 cr.
*TAR	2055	Advanced Computer Aided Design and Drafting.....	3 cr.

\*May require additional coursework.

**NOTE:** Coursework may be applied to the two-year AS degree Architectural Design and Technology program.

**CCC • Electronics Technician**

**CCC.EET (31 Credit Hours)**

This program prepares individuals for employment as electrical and electronics technicians, electronic engineering technicians, or in related occupations in electronics. This program includes the Florida core electronics competencies as identified in the electronics industry. Graduates of this program will be able to assemble, install, operate, maintain, troubleshoot and repair electronic equipment used in industry.

Program Required Courses

**YEAR I – First Semester**

CET	1112C	Basic Digital Systems .....	3 cr.
EET	1036C	Basic AC and DC.....	3 cr.
EET	1083C	Electronics Orientation .....	3 cr.
†MAC	1105	College Algebra .....	3 cr.

**YEAR I – Second Semester**

CET	2113C	Digital Systems Analysis.....	3 cr.
EET	1037C	Circuit Analysis .....	3 cr.
EET	1141C	Solid State Devices .....	3 cr.

**YEAR I – Third Semester**

CET	2335C	Total Microcomputer Systems.....	3 cr.
EET	1142C	Solid State Circuits.....	3 cr.
		*Electives .....	4 cr.

**\*Select 4 credit hours from the following:**

CET	1123C	Introduction to Microprocessors.....	3 cr.
†CGS	1510	Spreadsheet Applications.....	1 cr.
†CGS	1540	Database Management I.....	1 cr.
EET	2155C	Linear Integrated Circuits .....	3 cr.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

**NOTE:** Coursework may be applied to the two-year AS degree in Electronics Engineering Technology.

**CCC • Engineering Technology Support Specialist****CCC.ET.SUP.SPEC (18 Credit Hours)**

This certificate prepares students for entry level technical jobs in high tech production, manufacturing, distribution and engineering research and development facilities. [It is aligned with the MSSC (Manufacturing Skill Standards Council) Certified Production Technician (CPT) certification.

## Program Required Courses

**YEAR I – First Semester**

ETI	1110	Introduction to Quality.....	3 cr.
ETI	1810C	Introduction to Electricity and Electronics .....	3 cr.
ETM	1010C	Mechanical Measurement and Instrumentation .....	3 cr.

**YEAR I – Second Semester**

ETD	1320C	Computer-Aided Drafting for Engineers.....	3 cr.
ETI	1420	Manufacturing Processes and Materials .....	3 cr.
ETI	1701	Industrial Safety .....	3 cr.

**NOTE:** Coursework may be applied to the two-year AS degree Engineering Technology program.

**CCC • Entrepreneurship and Innovation****CCC.ENT.INN (12 Credit Hours)**

## Program Required Courses

**YEAR I – First Semester**

†ENT	1000	Introduction to Entrepreneurship.....	3 cr.
ENT	1031	Entrepreneurship Marketing and Sales.....	3 cr.

**YEAR I – Second Semester**

ENT	1411	Small Business Accounting and Finance.....	3 cr.
ENT	1012	Entrepreneurship Management .....	3 cr.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

**CCC • Event Planning Management****CCC.HFT.EVNT (24 Credit Hours)**

This program prepares students for immediate employment in the hospitality industry with employable skills in the events planning area of hotels, resorts, convention centers, cruise ships and other hospitality-related areas. This technical certificate can help prepare students for the CSEP (Certified Special Events Professional) certification exam.

## Program Required Courses

**YEAR I – First Semester**

†HFT	1000	Introduction to Hospitality Industry Management.....	3 cr.
HFT	2210	Supervisory Development .....	3 cr.
HFT	2600	Hospitality Industry Law.....	3 cr.
HFT	2750	Meeting, Convention and Exposition Industry.....	3 cr.

**YEAR I – Second Semester**

†ECO	2013	Principles of Macroeconomics <b>OR</b> †ECO 2023, Principles of Microeconomics .....	3 cr.
HFT	1790	The Event Industry .....	3 cr.
HFT	2530	Hospitality Merchandising Techniques .....	3 cr.
HFT	2840	Maitre D' and Dining Room Service.....	3 cr.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

**NOTE:** Coursework may be applied to the two-year AS degree in Hospitality and Tourism Management.

**CCC • Food and Beverage Management****CCC.FOOD.BEV.MGT (31 Credit Hours)**

This certificate provides a program of study designed to prepare students for employment as supervisors and managers in the food and beverage sectors of the hospitality industry.

## Program Required Courses

**YEAR I – First Semester**

FOS	1201	Sanitation and Safety Management .....	2 cr.
FSS	1223C	Food Preparation for Managers .....	4 cr.
†HFT	1000	Introduction to Hospitality Industry Management.....	3 cr.

**YEAR I – Second Semester**

FSS	1500	Food and Beverage Control .....	3 cr.
FSS	2120	Food Purchase and Storage.....	3 cr.
HFT	2840	Maître D' and Dining Room Service.....	3 cr.

**YEAR I – Third Semester**

†ECO	2023	Principles of Microeconomics.....	3 cr.
†SPC	1006	Speech Improvement .....	1 cr.

**YEAR II – First Semester**

HFT	2210	Supervisory Development .....	3 cr.
HFT	2600	Hospitality Industry Law.....	3 cr.
HFT	2750	Meeting, Convention and Exposition Industry.....	3 cr.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

NOTE: Coursework may be applied to the two-year AS degree Restaurant Management program.

**CCC • Food and Beverage Operations****CCC.FOOD.BEV.OP (18 credit hours)**

## Program Required Courses

**YEAR I – First Semester**

FOS	1201	Safety and Sanitation Management .....	2 cr.
FSS	2100	Food Plans and Menu Preparation .....	3 cr.
HFT	2210	Supervisory Development .....	3 cr.
HFT	2600	Hospitality Law .....	3 cr.

**YEAR I – Second Semester**

†CGS	1107	Introduction to Computers .....	1 cr.
FSS	2120	Food Purchase and Storage.....	3 cr.
HFT	2840	Maître D' and Dining Room Service.....	3 cr.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

NOTE: Coursework may be applied to the two-year AS degree Restaurant Management program.

**CCC • Game Authoring****CCC.MMT.AUTH (12 Credit Hours)**

This certificate is designed to prepare students for initial employment as a digital media/multimedia author.

## Program Required Courses

**YEAR I – First Semester**

*†CAP	1023	Introduction to Game Development.....	3 cr.
-------	------	---------------------------------------	-------

**YEAR I – Second Semester**

†CAP	2042	Game Design and Development .....	3 cr.
------	------	-----------------------------------	-------

**YEAR II – First Semester**

†CAP	2043	Advanced Game Design and Development .....	3 cr.
*CGS	2827	Advanced Graphics for Multimedia/Internet.....	3 cr.

\*Requires additional coursework.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

NOTE: Coursework may be applied to the two-year AS degree Digital Media/Multimedia Technology program.

**CCC • Graphic Design Production**

**CCC.GRA.PROD (27 Credit Hours)**

Program Required Courses

**YEAR I – First Semester**

ARH	1051	Art History II .....	3 cr.
ART	1201C	Design Foundations.....	3 cr.
ART	1300C	Drawing I .....	3 cr.
PGY	2401C	Photography I .....	3 cr.

**YEAR I – Second Semester**

GRA	2111C	Graphic Design.....	3 cr.
PGY	2801C	Digital Photography I .....	3 cr.

**YEAR I – Third Semester**

ART	2600C	Introduction to Digital Art.....	3 cr.
GRA	2156C	Digital Illustration.....	3 cr.
GRA	2206C	Introduction to Typography .....	3 cr.

NOTE: Coursework may be applied to the two-year AA Graphic Design Transfer Track.

**CCC • Help Desk Support Technician**

**CCC.HELP.DESK (18 Credit Hours)**

Program Required Courses

**YEAR I – First Semester**

CGS	1000	Introduction to Computers and Technology .....	3 cr.
-----	------	--	-------

**YEAR I – Second Semester**

CET	1172C	PC Upgrading and Repair: Hardware.....	3 cr.
CET	1174C	PC Upgrading and Repair: Software .....	3 cr.

**YEAR I – Third Semester**

†CTS	1305	Introduction to Networking .....	3 cr.
------	------	----------------------------------	-------

**YEAR II – First Semester**

CTS	1327	MS Windows Client Operating System.....	3 cr.
-----	------	---	-------

**YEAR II – Second Semester**

CTS	1303	MS Beginning Server I .....	3 cr.
-----	------	-----------------------------	-------

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

NOTE: Coursework may be applied to the two-year AS Network Systems Technology program.

**CCC • Homeland Security Specialist**

**CCC.HSS (9 Credit Hours)**

Program Required Courses

**YEAR I – First Semester**

†DSC	1003	Introduction to Homeland Security.....	3 cr.
------	------	--	-------

**Select 6 credit hours from the following:**

†DSC	1002	Introduction to Terrorism .....	3 cr.
DSC	2590	Intelligence Analysis and Security Management.....	3 cr.
†DSC	2033	Introduction to Terrorist Tactics and Weapons.....	3 cr.
DSC	2242	Transportation and Border Security .....	3 cr.
DSC	2570	Introduction to Cyber-Terrorism .....	3 cr.
DSC	2932	Seminar in Homeland Security and Terrorism .....	3 cr.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

**NOTE:** Coursework may be applied to the two-year AS Criminology and Criminal Justice Studies program. For more information visit [www.hccfl.edu/cjt](http://www.hccfl.edu/cjt).

**CCC • Human Resource Management**

**CCC.OSS.HRS (27 Credit Hours)**

This program teaches students the process of accomplishing administrative support functions for human resources managers in the areas of employee benefits, recruitment and staffing, training and development, salary and compensation, employee relations, and safety and worker’s compensation.

Students are prepared for such positions as human resource assistant, employment interviewer, labor relations assistant, and human resource specialist.

Program Required Courses

**YEAR I – First Semester**

†GEB	1011	Introduction to Business.....	3 cr.
OST	1335	Business Communications.....	3 cr.
OST	2501	Office Administration.....	3 cr.

**YEAR I – Second Semester**

OST	2357	Electronic Records Management.....	3 cr.
SLS	1261	Personal Skills for Business.....	3 cr.

**YEAR II – First Semester**

†BUL	2241	Business Law I .....	3 cr.
OST	2854C	Office Applications for Business .....	3 cr.

**YEAR II – Second Semester**

MNA	1320	Human Resources Recruitment, Interviewing, and Selection.....	3 cr.
MNA	1325	Human Resources Statistical Analysis, Compensation and Benefits .....	3 cr.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

**NOTE:** Coursework may be applied to the two-year AS degree Office Administration program.

**CCC • Internet Services Technology Web Development Specialist - Designer**

**CCC.WEB.OPT1 (35 Credit Hours)**

This program prepares students for internet-related jobs such as web designer, site designer or internet architect, and transfers into the associate degree program titled Internet Services Technology-Web Designer.

Program Required Courses

**YEAR I – First Semester**

†CGS	1000	Introduction to Computers and Technology.....	3 cr.
*†CGS	2820	Web Authoring - HTML.....	3 cr.

**YEAR I – Second Semester**

†CGS	1871	Multimedia Authoring I.....	3 cr.
†CGS	2821	Graphics Design for Multimedia/Internet .....	3 cr.
†CGS	2822	Web Site Creation.....	3 cr.

**YEAR II – First Semester**

†CGS	2585	Desktop Internet Publishing.....	3 cr.
†CGS	2786	Web 2.0 Applications.....	3 cr.
CGS	2876	Desktop Audio/Video Design/ Animation .....	3 cr.

**YEAR II – Second Semester**

CGS	2827	Advanced Graphics Design .....	3 cr.
CGS	2877	Digital Animation Design .....	3 cr.
COP	2830	Scripting for the Web.....	3 cr.

**Select any 2 credit hours from any of the following courses prefixes: CAP, CEN, CET, CGS, CIS, CNT, COP, CTS**

\*Permission of instructor required for concurrent enrollment with prerequisite.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

**NOTE:** Coursework may be applied to the two-year AS degree Internet Services Technology program.

**CCC • Internet Services Technology Web Development Specialist - Developer****CCC.WEB.OPT2 (35 Credit Hours)**

This program prepares students for internet-related jobs such as webmaster, web developer, site developer and internet programmer.

## Program Required Courses

**YEAR I – First Semester**

†CGS	1000	Introduction to Computers and Technology .....	3 cr.
*†CGS	2541	Database Design.....	3 cr.
*†CGS	2820	Web Authoring - HTML.....	3 cr.

**YEAR I – Second Semester**

†CGS	1103	Project Management .....	3 cr.
†CGS	2822	Web Site Creation.....	3 cr.
COP	1000	Programming Logic .....	3 cr.

**YEAR II – First Semester**

COP	1812	Introduction to XML .....	3 cr.
COP	2836	Database-Driven Web Program - Server .....	3 cr.
†CTS	2440	Database Programming - SQL .....	3 cr.

**YEAR II – Second Semester**

COP	2830	Scripting for the Web .....	3 cr.
COP	2833	Database-Driven Web Program - Client.....	3 cr.

**Select any 2 credit hours from any of the following courses prefixes: CAP, CEN, CET, CGS, CIS, CNT, COP, CTS**

\*Permission of instructor required for concurrent enrollment with prerequisite.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

NOTE: Coursework may be applied to the two-year AS degree Internet Services Technology program.

**CCC • Laser and Photonics Technician****CCC.LAS.TECH (12 Credit Hours)**

## Program Required Courses

**YEAR I – First Semester**

EET	1036C	Basic AC and DC.....	3 cr.
-----	-------	----------------------	-------

**YEAR I – Second Semester**

EET	1141C	Solid State Devices .....	3 cr.
-----	-------	---------------------------	-------

**YEAR II – First Semester**

ETS	2210C	Introduction to Photonics.....	3 cr.
-----	-------	--------------------------------	-------

**YEAR II – Second Semester**

ETS	2230C	Introduction to Lasers.....	3 cr.
-----	-------	-----------------------------	-------

NOTE: Coursework may be applied to the two-year AS degree Electronics Engineering Technology program.

**CCC • Lean Manufacturing****CCC.ETM (12 Credit Hours)**

This certificate prepares students for engineering technology support positions dealing with quality systems and their implementation in high tech production, manufacturing, distribution, and engineering research and development facilities.

## Program Required Courses

**YEAR I – First Semester**

ETI	1110	Introduction to Quality.....	3 cr.
ETM	1010C	Mechanical Measurement and Instrumentation .....	3 cr.

**YEAR I – Second Semester**

ETI	1622	Concepts of Lean and Six Sigma .....	3 cr.
ETI	1644	Production and Inventory Control .....	3 cr.

NOTE: Coursework may be applied to the two-year AS degree Engineering Technology program.

**CCC • Mechatronics****CCC.MECH (30 Credit Hours)**

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills. It provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all fundamental aspects of Mechatronics. The content includes but is not limited to instruction in maintenance techniques, computer aided drafting/design skills, technical communications, maintenance and operation of various industrial components, material handling protocols, and proper usage of tools and instrumentation.

## Program Required Courses

**YEAR I – First Semester**

ETD 1320C	Computer Aided Drafting for Engineers .....	3 cr.	ETI
1701	Industrial Safety .....	3 cr.	ETI
1810C	Introduction to Electricity and Electronics .....	3 cr.	
ETM 1010C	Mechanical Measurement and Instrumentation .....	3 cr.	

**YEAR I – Second Semester**

ETI 1420	Manufacturing Processes and Materials .....	3 cr.
ETI 1843	Motors and Controls .....	3 cr.
ETS 1542	Introduction to Programmable Logic Controllers .....	3 cr.
ETS 2604	Robotics Application.....	3 cr.

**YEAR II – First Semester**

ETM 2315	Hydraulic and Pneumatic Systems .....	3 cr.
ETS 2527	Electromechanical components and Mechanisms .....	3 cr.

NOTE: Coursework may be applied to the two-year AS degree Engineering Technology program.

**CCC • Medical Information Coder/Biller: Medical Biller****CCC.OSS.MEDB (34 Credit Hours)**

This program teaches students how to process insurance forms, assign basic medical codes, and operate databases and medical billing computer software. Course work focuses on medical terminology and anatomy, and the use of ICD-9, Basic CPT Codes, Medicare, and other government, private, self-insurance, and managed care plans. Students are prepared to work in hospitals, physicians' offices, health care facilities, and billing departments of medical facilities, or to set up a private billing service.

## Program Required Courses

**YEAR I – First Semester**

OST 2854C	Office Applications for Business .....	3 cr.
†HSC 1531	Medical Terminology.....	3 cr.
OST 1100	Beginning PC Typing or †OST 1110 Intermediate PC Typing .....	3 cr.
†OST 2145	Data Entry .....	3 cr.

**YEAR I – Second Semester**

APA 1111	Basic Accounting .....	3 cr.
HIM 2253	Basic CPT Coding.....	1 cr.
HIM 2275C	Medical Billing and Insurance I.....	3 cr.
OST 1335	Business Communications .....	3 cr.
SLS 1261	Personal Skills for Business.....	3 cr.

**YEAR I – Third Semester**

HIM 2272C	Medical Billing and Insurance II .....	3 cr.
HIM 2273	Billing Software .....	2 cr.
HIM 2724	Basic ICD-10-CM/PCS Coding .....	1 cr.
*HIM 2940	Clinical Billing Practicum.....	2 cr.
HSC 1641	Legal and Ethical Aspects in Health Care.....	1 cr.

\*Requires additional coursework.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

NOTE: Coursework may be applied to the two-year AS degree Office Administration program.



**CCC • Medical Information Coder/Biller: Medical Coder****CCC.OSS.HIM (34 Credit Hours)**

This program prepares students to be members of a health information service team. Coursework focuses on using a classification system to assign code numbers and letters to each symptom, diagnosis, disease, procedure, and operation on a patient's chart. A high degree of accuracy, critical thinking skills, a working knowledge of medical terminology, and skill development in coding and computer software are required. Career opportunities include hospital inpatient/outpatient coding specialist, reimbursement specialist, coding abstracting or insurance claim analyst, managed-care coding specialist, procedural coding specialist, and physician's office or clinical coding specialist.

## Program Required Courses

**YEAR I – First Semester**

HIM	1433	Principles of Disease .....	4 cr.
†HIM	1442	Pharmacology .....	2 cr.
HIM	1453	Anatomy and Physiology for Medical Coding.....	4 cr.
†HSC	1531	Medical Terminology.....	3 cr.

**YEAR I – Second Semester**

OST	2854C	Office Applications for Business .....	3 cr.
HIM	1112C	Electronic Health Records.....	1 cr.
HIM	2253	Basic CPT Coding.....	1 cr.
HIM	2724	Basic ICD-10-CM/PCS Coding .....	1 cr.
HSC	1641	Legal and Ethical Aspects in Health Care.....	1 cr.

**YEAR I – Third Semester**

HIM	2254	Intermediate CPT Coding .....	3 cr.
HIM	2275C	Medical Billing and Insurance I.....	3 cr.
HIM	2729	Intermediate ICD-10-CM-PCS Coding.....	3 cr.

**YEAR II – First Semester**

HIM	2283	Advanced Coding .....	3 cr.
HIM	2941	Clinical Coder Practicum .....	2 cr.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

NOTE: Coursework may be applied to the two-year AS degree Office Administration program.

**CCC • Medical Office Management****CCC.MED.MAN (34 Credit Hours)**

Prepares individuals to support management by expediting and facilitating the maintenance and production of correspondence and records; to transcribe recordings, telecommunicate, maintain office budget, prepare correspondence and resolutions; to file and maintain documents; and to assist in the administration of policy.

## Program Required Courses

**YEAR I – First Semester**

APA	1111	Basic Accounting.....	3 cr.
OST	2854C	Office Applications for Business .....	3 cr.
†HSC	1531	Medical Terminology.....	3 cr.
OST	1100	Beginning PC Typing <i>or</i> †OST 1110, Intermediate PC Typing .....	3 cr.

**YEAR I – Second Semester**

HSC	1641	Legal and Ethical Aspects in Health Care.....	1 cr.
OST	1330	Business English.....	3 cr.
OST	2357	Electronic Records Management.....	3 cr.

**YEAR I – Third Semester**

*HIM	2275C	Medical Billing and Insurance I.....	3 cr.
OST	2135	Medical Office Procedures .....	3 cr.
OST	2501	Office Administration.....	3 cr.

**YEAR II – First Semester**

*HIM	2272C	Medical Billing and Insurance II .....	3 cr.
OST	1335	Business Communications.....	3 cr.

\*Requires additional coursework.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

NOTE: Coursework may be applied to the two-year AS degree Office Administration program.

### CCC • Medical Office Specialist

#### CCC.OA.SPEC.MED (18 Credit Hours)

##### Program Required Courses

##### YEAR I – First Semester

†HSC	1531	Medical Terminology.....	3 cr.
OST	1100	Beginning PC Typing <i>or</i> †OST 1110, Intermediate PC Typing .....	3 cr.
†OST	2145	Data Entry .....	3 cr.

##### YEAR I – Second Semester

OST	2854C	Office Applications for Business .....	3 cr.
OST	2501	Office Administration.....	3 cr.
SLS	1261	Personal Skills for Business.....	3 cr.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

NOTE: Coursework may be applied to the two-year AS degree Office Administration program.

### CCC • Microcomputer Repairer/Installer

#### CCC.CET.REPAIR (15 Credit Hours)

This certificate is designed to prepare students for employment as computer engineering technicians in electronics/information technology.

##### Program Required Courses

##### YEAR I – First Semester

CET	1112C	Basic Digital Systems .....	3 cr.
EET	1036C	Basic AC and DC.....	3 cr.

##### YEAR I – Second Semester

CET	2113C	Digital Systems Analysis.....	3 cr.
EET	1141C	Solid State Devices .....	3 cr.

##### YEAR I – Third Semester

CET	2335C	Total Microcomputer Systems.....	3 cr.
-----	-------	----------------------------------	-------

NOTE: Coursework may be applied to the two-year AS degree Computer Engineering Technology program.

### CCC • Network Enterprise Administration

#### CCC.NST.ENT.ADM (27 Credit Hours)

##### Program Required Courses

##### YEAR I – First Semester

*CET	1172C	PC Upgrading and Repair: Hardware.....	3 cr.
*†CTS	1305	Introduction to Networking .....	3 cr.

##### YEAR I – Second Semester

CET	1174C	PC Upgrading and Repair: Software .....	3 cr.
*CTS	1303	MS Beginning Server I .....	3 cr.

##### YEAR I – Third Semester

†CNT	1401	Introduction to Network Security.....	3 cr.
†CTS	1306	MS Beginning Server II.....	3 cr.

##### YEAR II – First Semester

†CNT	2510	Wireless Networking .....	3 cr.
†CTS	1302	MS Intermediate Server.....	3 cr.

##### YEAR II – Second Semester

CTS	1328	MS Advanced Server .....	3 cr.
-----	------	--------------------------	-------

\*May require additional coursework.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

NOTE: Coursework may be applied to the two-year AS degree Network Systems Technology program.

**CCC • Network Infrastructure**

**CCC.NST.INF (21 Credit Hours)**

Program Required Courses

**YEAR I – First Semester**

\*†CTS 1305 Introduction to Networking ..... 3 cr.

**YEAR I – Second Semester**

CET 1600 Cisco Network Fundamentals ..... 3 cr.

CET 1610 Cisco Router Technology ..... 3 cr.

**YEAR I – Third Semester**

CET 2615 Cisco Advance Router Technology..... 3 cr.

CET 2620 Cisco Wide-Area Networking Technology..... 3 cr.

**YEAR II – First Semester**

†CNT 1401 Introduction to Network Security..... 3 cr.

†CNT 2510 Wireless Networking ..... 3 cr.

\*May require additional coursework.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

NOTE: Coursework may be applied to the two-year AS degree Network Systems Technology program.

**CCC • Network Security/Cyber-Security: Cisco**

**CCC.SEC.CYB.CISCO (30 Credit Hours)**

Program Required Courses

**YEAR I – First Semester**

CET 1600 Cisco Network Fundamentals ..... 3 cr.

\*CET 1610 Cisco Router Technology ..... 3 cr.

\*†CNT 1401 Introduction to Network Security..... 3 cr.

**YEAR I – Second Semester**

CET 2615 Cisco Advance Router Technology..... 3 cr.

CIS 2352C Information Assurance – Local Systems ..... 3 cr.

CIS 2353 Security Management and Penetration Testing ..... 3 cr.

**YEAR I – Third Semester**

CET 2620 Cisco Wide-Area Networking Technology..... 3 cr.

†CGS 2091 Information Technology: Ethical and Legal Ethics Issues ..... 3 cr.

**YEAR II – First Semester**

CIS 2359C Information Assurance – Network Systems ..... 3 cr.

CIS 2381C Computer Forensics and Incident Response ..... 3 cr.

\*Permission of instructor required for concurrent enrollment with prerequisite.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

NOTE: Coursework may be applied to the two-year AS degree Network Systems Technology program.

**CCC • Network Security/Cyber-Security: Windows**

**CCC.SEC.CYB.WINDOWS (30 Credit Hours)**

Program Required Courses

**YEAR I – First Semester**

\*†CNT 1401 Introduction to Network Security..... 3 cr.

**YEAR I – Second Semester**

CIS	2352C	Information Assurance – Local Systems .....	3 cr.
CIS	2353	Security Management and Penetration Testing .....	3 cr.
*CTS	1303	MS Beginning Server I .....	3 cr.

**YEAR I – Third Semester**

†CGS	2091	Information Technology: Ethical and Legal Ethics Issues .....	3 cr.
†CTS	1306	MS Beginning Server II .....	3 cr.

**YEAR II – First Semester**

CIS	2359C	Information Assurance – Network Systems .....	3 cr.
CIS	2381C	Computer Forensics and Incident Response .....	3 cr.
†CTS	1302	MS Intermediate Server.....	3 cr.

**YEAR II – Second Semester**

CTS	1328	MS Advanced Server .....	3 cr.
-----	------	--------------------------	-------

\*Requires additional coursework.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

NOTE: Coursework may be applied to the two-year AS degree Network Systems Technology program.

**CCC • Network Security/Cyber-Security: Unix/Linux**

**CCC.SEC.CYB.UL (30 Credit Hours)**

Program Required Courses

**YEAR I – First Semester**

*†CNT	1401	Introduction to Network Security.....	3 cr.
*†CTS	1106	Introduction to Unix .....	3 cr.

**YEAR I – Second Semester**

CIS	2352C	Information Assurance – Local Systems .....	3 cr.
CIS	2353	Security Management and Penetration Testing .....	3 cr.
CTS	2301C	Unix/Linux Administration I.....	3 cr.

**YEAR I – Third Semester**

†CGS	2091	Information Technology: Ethical and Legal Ethics Issues .....	3 cr.
CTS	2322	Unix/Linux Administration II .....	3 cr.
CTS	2333	Unix/Linux Networking.....	3 cr.

**YEAR II – First Semester**

CIS	2359C	Information Assurance – Network Systems .....	3 cr.
CIS	2381C	Computer Forensics and Incident Response .....	3 cr.

\*Requires additional coursework.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

NOTE: Coursework may be applied to the two-year AS degree Network Systems Technology program.

**CCC • Network Server Administration**

**CCC.NST.SVR.ADM (24 Credit Hours)**

Program Required Courses

**YEAR I – First Semester**

*CET	1172C	PC Upgrading and Repair: Hardware.....	3 cr.
*†CTS	1305	Introduction to Networking .....	3 cr.

**YEAR I – Second Semester**

CET	1174C	PC Upgrading and Repair: Software .....	3 cr.
CTS	1303	MS Beginning Server I .....	3 cr.

**YEAR I – Third Semester**

†CTS	1306	MS Beginning Server II .....	3 cr.
------	------	------------------------------	-------

**YEAR II – First Semester**

†CNT	1401	Introduction to Network Security.....	3 cr.
†CTS	1302	MS Intermediate Server.....	3 cr.

**YEAR II – Second Semester**

CTS	1328	MS Advanced Server .....	3 cr.
-----	------	--------------------------	-------

\*Requires additional coursework.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

NOTE: Coursework may be applied to the two-year AS degree Network Systems Technology program.

**CCC • Network Support Technician**

**CCC.NST.SPT.TECH (18 Credit Hours)**

Program Required Courses

**YEAR I – First Semester**

†CGS	1000	Introduction to Computers and Technology.....	3 cr.
------	------	---	-------

**YEAR I – Second Semester**

CET	1172C	PC Upgrading and Repair: Hardware.....	3 cr.
†CTS	1305	Introduction to Networking .....	3 cr.

**YEAR I – Third Semester**

CET	1174C	PC Upgrading and Repair: Software .....	3 cr.
-----	-------	---	-------

**YEAR II – First Semester**

†CNT	1401	Introduction to Network Security.....	3 cr.
*CTS	1303	MS Beginning Server I .....	3 cr.

\*May require additional coursework.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

NOTE: Coursework may be applied to the two-year AS degree Network Systems Technology program.

**CCC • Office Management**

**CCC.OA.OFM (27 Credit Hours)**

Program Required Courses

**YEAR I – First Semester**

OST	1100	Beginning PC Typing or †OST 1110, Intermediate PC Typing .....	3 cr.
OST	1335	Business Communications.....	3 cr.
OST	2501	Office Administration.....	3 cr.

**YEAR I – Second Semester**

APA	1111	Basic Accounting.....	3 cr.
OST	2854C	Office Applications for Business .....	3 cr.
SLS	1261	Personal Skills for Business.....	3 cr.

**YEAR II – First Semester**

†CGS	2108	Advanced Computer Applications.....	3 cr.
OST	1330	Business English.....	3 cr.
OST	2357	Electronic Records Management.....	3 cr.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

NOTE: Coursework may be applied to the two-year AS degree Office Administration program.

**CCC • Office Specialist**

**CCC.OA.SPEC (18 Credit Hours)**

Program Required Courses

**YEAR I – First Semester**

OST	2854C	Office Applications for Business .....	3 cr.
OST	1100	Beginning PC Typing or †OST 1110 Intermediate PC Typing .....	3 cr.

†OST 2145 Data Entry Applications..... 3 cr.

### YEAR I – Second Semester

OST 2357 Electronic Records Management..... 3 cr.

OST 2501 Office Administration..... 3 cr.

SLS 1261 Personal Skills for Business..... 3 cr.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

NOTE: Coursework may be applied to the two-year AS degree Office Administration program.

## CCC • Office Support

CCC.OA.OS (12 Credit Hours)

Program Required Courses

### YEAR I – First Semester

OST 2854C Office Applications for Business ..... 3 cr.

OST 1100 Beginning PC Typing *or* †OST 1110 Intermediate PC Typing ..... 3 cr.

### YEAR I – Second Semester

OST 2501 Office Administration..... 3 cr.

SLS 1261 Personal Skills for Business..... 3 cr.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

NOTE: Coursework may be applied to the two-year AS degree Office Administration program.

## CCC • Pneumatics, Hydraulics and Motors for Manufacturing

CCC.MFG.PHM (13 Credit Hours)

This certificate prepares students for engineering technology support positions dealing with facilities operations and maintenance in high tech production, manufacturing, distribution, and engineering research and development facilities.

Program Required Courses

### YEAR I – First Semester

ETI 1420 Manufacturing Processes and Materials ..... 3 cr.

ETI 1810C Introduction to Electricity and Electronics ..... 3 cr.

ETI 1843 Motors and Controls ..... 3 cr.

### YEAR I – Second Semester

\*ETM 2315 Hydraulic and Pneumatics Systems ..... 3 cr.

\*ETM 2315L Hydraulic and Pneumatics Systems Laboratory..... 1 cr.

\*May require additional coursework.

NOTE: Coursework may be applied to the two-year AS degree Engineering Technology program.

## CCC • Records Management

CCC.RECS (27 Credit Hours)

Program Required Courses

### YEAR I – First Semester

\*†CGS 1540 Database Management I..... 1 cr.

OST 2854C Office Applications for Business ..... 3 cr.

OST 1100 Beginning PC Typing *or* †OST 1110, Intermediate PC Typing ..... 3 cr.

OST 2501 Office Administration..... 3 cr.

### YEAR I – Second Semester

†CAP 2816 Database Management II..... 1 cr.

†CGS 1510 Spreadsheets I..... 1 cr.

†OST 1813 Desktop Publishing..... 3 cr.

†OST 2145 Data Entry Applications..... 3 cr.

### YEAR I – Third Semester

OST 1335 Business Communications..... 3 cr.

OST 2357 Electronic Records Management..... 3 cr.

SLS 1261 Personal Skills for Business..... 3 cr.

\*Requires additional coursework.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

NOTE: Coursework may be applied to the two-year AS degree Office Administration program.

### CCC • Records Management Specialist

CCC.OA.SPEC.RMS (18 Credit Hours)

Program Required Courses

#### YEAR I – First Semester

OST	2854C	Office Applications for Business .....	3 cr.
OST	1100	Beginning PC Typing <i>or</i> †OST 1110, Intermediate PC Typing .....	3 cr.
OST	2501	Office Administration.....	3 cr.

#### YEAR I – Second Semester

†OST	2145	Data Entry Applications.....	3 cr.
OST	2357	Electronics Records Management .....	3 cr.
SLS	1261	Personal Skills for Business.....	3 cr.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

NOTE: Coursework may be applied to the two-year AS degree Office Administration program.

### CCC • Sustainable Design

CCC.ADCT.SUS (19 Credit Hours)

Program Required Courses

#### YEAR I – First Semester

BCN	2291C	Construction Materials Testing .....	3 cr.
*BCT	2770C	Construction Estimating.....	3 cr.
SUR	2000C	Surveying I .....	3 cr.
*TAR	1122C	Architectural Drawing II .....	3 cr.

#### YEAR I – Second Semester

*ARC	2501	Architectural Structures I .....	4 cr.
BCN	2939C	Construction Capstone .....	3 cr.

\*May required additional coursework.

### CCC • Television Production

CCC.TV.PROD (12 Credit Hours)

The purpose of this program is to provide basic training for a specific entry-level job in TV production.

Program Required Courses

#### YEAR I – First Semester

RTV	1530	Electronic Field Production.....	3 cr.
*RTV	2510	Broadcasting Techniques .....	3 cr.

#### YEAR I – Second Semester

RTV	2512	Advanced Television Studio Production .....	3 cr.
RTV	2532	Advanced Electronic Field Production.....	3 cr.

\*Requires additional coursework.

NOTE: Coursework may be applied to the two-year AS degree Digital Television and Media Production.

### CCC • Video Editing and Post Production

CCC.VIDEO.PROD (24 Credit Hours)

This certificate is designed to prepare students for employment in an entry-level position in video editing and post production.

Program Required Courses

#### YEAR I – First Semester

*†CGS	1871	Multimedia Authoring <b>OR</b> *GRA 2111C, Graphic Design.....	3 cr.
RTV	1530	Electronic Field Production.....	3 cr.
RTV	2000	Introduction to Broadcasting .....	3 cr.

**YEAR I – Second Semester**

CGS	2876	Digital Audio/Video Design .....	3 cr.
RTV	2510	Broadcasting Techniques .....	3 cr.
RTV	2532	Advanced Electronic Field Production.....	3 cr.

**YEAR I – Third Semester**

RTV	2512	Advanced Television Studio Production .....	3 cr.
*RTV	1941	Radio and TV Internship I.....	3 cr.

\*Requires additional coursework.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

NOTE: Coursework may be applied to the two-year AS degree Digital Television and Media Production.

**CCC • Water Quality Technician**

**CCC. ENV.WQ.TECH (12 Credit Hours)**

This certificate is designed to prepare students for immediate entry into a career in the workforce as a water quality technician.

Program Required Courses

**YEAR I – First Semester**

EVS	1001	Introduction to Environmental Sustainability.....	3 cr.
EVS	2894C	Environmental Sampling and Analysis II.....	5 cr.
		*Specified Elective .....	4 cr.

**\*Select 4 credit hours from the following:**

**EVS	1026	Chemistry and Biology of Natural Waters.....	4 cr.
EVS	2891	Hydrology and Quality of Water Resources .....	4 cr.

\*\*Requires additional coursework.

NOTE: Coursework may be applied to the two-year AS degree Environmental Science Technology program.



## Postsecondary Adult Vocational Programs

Hillsborough Community College will award a Postsecondary Adult Vocational (PSAV) certificate for completion of a specified course of study designed to prepare individuals for employment. PSAV programs are designed for those students interested in a specific job in business or industry.

PSAV Certificate credit requirements vary in the number of hours required for completion. Courses in these programs are not considered as college credit.

All PSAV programs require students to possess a standard high school diploma or high school equivalency diploma with the following exceptions: Apprenticeship programs, Auto body Collision Repair and Refinishing; Automotive Service Technology; Bail Bond Agent; Transit Technician; and Welding Technology.

For additional information about a particular certificate contact a counselor or advisor at one of the campus locations.

### PSAV • Advanced Water Treatment

VOC.AWT (630 Clock Hours)

Graduates from this program will find careers in the water field, working in such diverse areas as the semiconductor industry, the food processing industry, aerospace industry, electrical power industry, city/county water departments, water reuse or recycling plants, desalination plants, engineering and environmental consulting firms, and state planning offices.

#### Program Requirements

			Clock hr.	Voc. cr.
EVS	0150	Certification Review .....	45 hr.	1.5 cr.
EVS	0160	Advanced Membrane Monitoring.....	45 hr.	1.5 cr.
EVS	0161	Conventional and Pretreatment Technologies.....	45 hr.	1.5 cr.
EVS	0162	High Purity Water Technologies.....	45 hr.	1.5 cr.
EVS	0163	Introduction to Water Treatment Systems.....	45 hr.	1.5 cr.
EVS	0164	Ion Exchange Technologies.....	45 hr.	1.5 cr.
EVS	0165	Membrane Technologies.....	45 hr.	1.5 cr.
EVS	0166	Membrane Technologies II: Nano filters and Reverse Osmosis.....	45 hr.	1.5 cr.
EVS	0167	Membrane Unit Monitoring and Troubleshooting.....	45 hr.	1.5 cr.
EVS	0170	Pretreatment Troubleshooting .....	45 hr.	1.5 cr.
EVS	0171	Water Analysis and Monitoring.....	45 hr.	1.5 cr.
EVS	0173	Water Treatment Chemistry.....	45 hr.	1.5 cr.
EVS	0174	Water Treatment Controllers.....	45 hr.	1.5 cr.
EVS	0175	Water Treatment Plant Equipment.....	45 hr.	1.5 cr.

### PSAV • Autobody Collision Repair and Refinishing

VOC.ARR.TECH (1400 Clock Hours)

Students in the Automotive Collision Repair and Refinishing program learn automotive painting, body repair, frame straightening, trim and custom painting, tinting, welding, and glass and sheet metal installation.

#### Program Requirements

			Clock hr.	Voc. cr.
ARR	0020	Auto Collision Estimator .....	100 hr.	3.3 cr.
ARR	0127	Automotive Refinishing.....	325 hr.	10.8 cr.
ARR	0210	Paint and Body Helper.....	250 hr.	8.3 cr.
ARR	0213	Paint and Body Assistant.....	250 hr.	8.3 cr.
ARR	0240	Automotive Body Repairer.....	325 hr.	10.8 cr.
ARR	0313	Frame and Body Repairman.....	150 hr.	5.0 cr.

### PSAV • Automotive Service Technology

VOC.AST (1800 Clock Hours)

This program is designed for high school graduates who are interested in automotive technology as a career option or who desire postsecondary vocational training as a means of expanding or enhancing their career opportunities.

#### Program Requirements

			Clock hr.	Voc. cr.
AER	0014	Automobile Services Assistor.....	300 hr.	10.0 cr.
AER	0110	Engine Repair Technician .....	150 hr.	5.0 cr.
AER	0172	Automotive Heating and Air Conditioning Technician.....	150 hr.	5.0 cr.
AER	0257	Automatic Transmission and Transaxles Technician .....	150 hr.	5.0 cr.
AER	0274	Manual Transmissions and Drivelines.....	150 hr.	5.0 cr.
AER	0360	Automotive Electrical/Electronic System Technician.....	300 hr.	10.0 cr.

AER	0418	Automotive Brake Systems Technician.....	150 hr.	5.0 cr.
AER	0453	Automobile Suspension and Steering Technician.....	150 hr.	5.0 cr.
AER	0503	Automotive Engine Performance Technician.....	300 hr.	10.0 cr.

**PSAV • Bail Bonding**

VOC.BB (120 Clock Hours)

This program prepares student for licensing and employment as a bail bond agent in the State of Florida. For more information, student can refer to the Criminal Justice Technology website at [www.hccfl.edu/bbc](http://www.hccfl.edu/bbc) for specific details.

Program Requirements

			Clock hr.	Voc. cr.
SCY	0010	Bail Bond.....	120 hr.	4.0 cr.

**PSAV • Bus Transit Technician I\***

VOC.TRANS.TECH1 (620 Clock Hours)

Program Requirements

			Clock hr.	Voc. cr.
DIM	0810	Transit Equipment Preventive Maintenance.....	200 hrs.	6.6 cr.
DIM	0811	Transit Basic Electrical Systems.....	120 hrs.	4.0 cr.
DIM	0812	Transit Wheelchair Lift/Ramp.....	60 hrs.	2.0 cr.
DIM	0813	Transit Diesel Engine Preventative Maintenance.....	120 hrs.	4.0 cr.
DIM	0814	Transit Steering and Suspension.....	120 hrs.	4.0 cr.

\*NOTE: This is a limited access program.

**PSAV • Bus Transit Technician II\***

VOC.TRANS.TECH2 (620 Clock Hours)

Program Requirements

			Clock hr.	Voc. cr.
DIM	0820	Transit Hydraulics .....	60 hrs.	2.0 cr.
DIM	0821	Transit Diesel Electrical and Diesel Engine Electronics.....	120 hrs.	4.0 cr.
DIM	0822	Transit Drive Train.....	120 hrs.	4.0 cr.
DIM	0823	Transit Intermediate Electrical Systems.....	120 hrs.	4.0 cr.
DIM	0824	Transit Brakes/Air System .....	200 hrs.	6.6 cr.

\*NOTE: This is a limited access program.

**PSAV • Bus Transit Technician III\***

VOC.TRANS.TECH3 (680 Clock Hours)

Program Requirements

			Clock hr.	Voc. cr.
DIM	0830	Transit Alternative Fuels Systems.....	120 hrs.	4.0 cr.
DIM	0831	Transit Advanced Electrical Systems.....	120 hrs.	4.0 cr.
DIM	0832	Transit Heating and A/C.....	200 hrs.	6.6 cr.
DIM	0833	Transmission Diagnosis, Rebuild and Repair .....	120 hrs.	4.0 cr.
DIM	0834	Diesel Engine Diagnosis.....	120 hrs.	4.0 cr.

\*NOTE: This is a limited access program.

**PSAV • Correctional Officer**

VOC.COFR (420 Clock Hours)

This program prepares students for employment as a correctional officer in a criminal justice facility. Please call the Criminal Justice Training Institute Program Manager at 253-7954 to obtain an application handbook.

Program Requirements

			Clock hr.	Voc. cr.
CJK	0300	Introduction to Corrections .....	32 hr.	1.1 cr.
CJK	0305	Communications.....	40 hr.	1.3 cr.
CJK	0310	Officer Safety.....	16 hr.	0.5 cr.
CJK	0315	Facility and Equipment .....	8 hr.	0.3 cr.
CJK	0320	Intake and Release.....	18 hr.	0.6 cr.
CJK	0325	Supervising in a Correctional Facility .....	40 hr.	1.3 cr.
CJK	0330	Supervising Special Populations.....	20 hr.	0.7 cr.
CJK	0031	CMS First Aid .....	40 hr.	1.3 cr.
CJK	0040	CMS Criminal Justice Firearms.....	80 hr.	2.6 cr.

CJK	0051	CMS Criminal Justice Defense Tactics .....	80 hr.	2.6 cr.
CJK	0335	Responding to Emergencies.....	16hr.	0.5 cr.
CJK	0340	Officer Wellness and Physical Abilities.....	30 hr.	1.0 cr.

**PSAV • Dental Assisting**

VOC.DEA (1230 Clock Hours)

Dental Assisting offers the student a career that requires both interpersonal and technical skills; he or she will have the most comprehensive duties in the dental office. The dental assistant will expose and process X-rays, fabricate temporary crowns, take impressions for study models, place sealants, polish teeth, place fluoride treatments, place and remove rubber dams, place and remove temporary restorations, place oral surgical dressings, chart oral conditions, instruct the patient on oral home care, complete office management tasks, and keep the office in compliance with OSHA and blood borne pathogens mandates.

Career opportunities: a student who completes the program can be employed in the local private dental office in one of the following areas: general practice, orthodontics, periodontics, pediatric dentistry, oral surgery, endodontics, or in a dental clinic in the correctional facilities, military bases, and public health unit.

The Dental Assisting program is accredited by the Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, IL 60611, (312)440-4653 or <http://ada.org/100.aspx>.

**NOTE:** The Dental Assisting program has specific criteria that must be met prior to admission and is twelve months in length if attended full-time. For further information call Constance Reed at (813) 253-7279 or email at [creed17@hccfl.edu](mailto:creed17@hccfl.edu).

**Program Requirements**

			Clock hr.	Voc. cr.
DEA	0130	Allied Dental Theory .....	45 hr.	1.5 cr.
DEA	0134	Dental Office Emergencies.....	30hr.	1.0 cr.
DEA	0800	Clinical Practice I.....	75 hr.	2.5 cr.
DEA	0800L	Clinical Practice I Lab.....	150 hr.	5.0 cr.
DEA	0801L	Dental Practicum.....	254 hr.	8.5 cr.
DEA	0931	Dental Assisting in Orthodontics.....	15 hr.	0.5 cr.
DEA	0931L	Dental Assisting in Orthodontics Lab .....	30 hr.	1.0 cr.
DES	0021	Head, Neck, and Dental Anatomy .....	45 hr.	1.5 cr.
DES	0021L	Head, Neck, and Dental Anatomy Lab .....	30 hr.	1.0 cr.
DES	0053	Dental Pharmacology/Pain Control.....	30 hr.	1.0 cr.
DES	0053L	Dental Pharmacology/Pain Control Lab.....	15 hr.	0.5 cr.
DES	0103	Dental Materials .....	45 hr.	1.5 cr.
DES	0103L	Dental Materials Lab.....	45hr.	1.5 cr.
DES	0205	Dental Radiology.....	45 hr.	1.5 cr.
DES	0205L	Dental Radiology Lab.....	45 hr.	1.5 cr.
DES	0300	Dental Psychology .....	15 hr.	0.5 cr.
DES	0400	Dental Anatomy and Physiology .....	45 hr.	1.5 cr.
DES	0500	Computer Applications in Modern Dentistry.....	30 hr.	1.0 cr.
DES	0501	Dental Office Management.....	30 hr.	1.0 cr.
DES	0804	Intro to Clinical Procedures I .....	60 hr.	2.0 cr.
DES	0804L	Intro to Clinical Procedures I Lab.....	30 hr.	1.0 cr.
DES	0830	Expanded Functions for Dental Auxiliaries .....	15 hr.	0.5 cr.
DES	0830L	Expanded Functions for Dental Auxiliaries Lab.....	45 hr.	1.5 cr.
DES	0844	Preventive Dentistry.....	30 hr.	1.0 cr.
DES	0936	Dental Seminar .....	15 hr.	0.5 cr.
HSC	0003	Fundamentals of Allied Health Occupations.....	16 hr.	0.5 cr.

**PSAV • Diesel Mechanic**

VOC.DIESEL.MECH (1050 Clock Hours)

**Program Requirements**

			Clock hr.	Voc. cr.
DIM	0101	Diesel Engine Mechanic Tech Helper.....	150 hr.	5.0 cr.
DIM	0102	Diesel Electrical and Electronics Tech .....	300 hr.	10.0 cr.
DIM	0104	Diesel Engine Technician I .....	300 hr.	10.0 cr.
DIM	0105	Diesel Engine Technician II.....	300 hr.	10.0 cr.

### PSAV • Early Childhood Education

VOC.CHILD (610 Clock Hours)

This program provides students with the knowledge and skills needed to be employed as a child care worker, a childcare teacher aide, a preschool teacher or a childcare development specialist. Graduates are eligible to receive a Florida Child Care Professional Credential (FCCPC).

#### Program Requirements

			Clock hr.	Voc. cr.
HEV	0108	Child Abuse and Neglect.....	4 hr.	.01 cr.
HEV	0111	Child Growth and Development I .....	6 hr.	.02 cr.
HEV	0114	Rules and Regulations.....	6 hr.	.02 cr.
HEV	0130	Child Growth and Development II .....	10 hr.	.03 cr.
HEV	0132	Developmentally Appropriate Activities.....	15 hr.	.05 cr.
HEV	0137	Learning Environments I .....	15 hr.	.05 cr.
HEV	0141	Understanding and Guiding Children’s Behavior .....	10 hr.	.03 cr.
		Learning Environments II.....	10 hr.	.03 cr.
HEV	0152	The Early Childhood Profession.....	10 hr.	.03 cr.
HEV	0163	Leadership.....	10 hr.	.03 cr.
HEV	0164	Food and Nutrition .....	8 hr.	.03 cr.
HEV	0172	Behavioral Observation & Screening in Childcare.....	6 hr.	.02 cr.
HEV	0181	Observing and Recording Behaviors .....	10 hr.	.03 cr.
HEV	0183	Child Care Practicum I .....	100 hr.	.33 cr.
HEV	0184	Child Care Practicum II.....	250 hr.	.83 cr.
HEV	0185	Child Care Practicum III .....	130 hr.	.43 cr.

#### Select 10 clock hours from the following:

HEV	0175	Developmentally Appropriate Practices: Infant/Toddler .....	10 hr.	.03 cr.
HEV	0151	Developmentally Appropriate Practices: Young Child .....	10 hr.	.03 cr.
HEV	0126	Developmentally Appropriate Practices: Special Needs.....	10 hr.	.03 cr.
HEV	0195	Developmentally Appropriate Practices: School Age.....	10 hr.	.03 cr.

### PSAV • Fire Fighting

VOC.FF (435 Clock Hours)

Graduates are eligible to take the state certification examination administered by the Florida Bureau of Fire Standards and Training to become a certified fire fighter in Florida. Please call the Fire Fighter Program Manager at 253-7628 for more information.

#### Program Requirements

			Clock hr.	Voc. cr.
FFP	0010	Firefighting I.....	206 hr.	.69 cr.
FFP	0020	Firefighting II.....	192 hr.	.64 cr.
FFP	0026	Firefighting III.....	37 hr.	.12 cr.

### PSAV • Law Enforcement

VOC.LAWE.GENR (770 Clock Hours)

This program prepares students for employment as a law enforcement officer. Please call the Criminal Justice Training Institute Public Service Program Manager at 253-7927 to obtain an application handbook. The program does have specified admission criteria that students must meet to be considered for admission to an academy.

#### Program Requirements

			Clock hr.	Voc. cr.
CJK	0001	Introduction to Law Enforcement.....	10 hr.	.03 cr.
CJK	0012	Legal.....	62 hr.	.21 cr.
CJK	0013	Interactions in a Diverse Community.....	40 hr.	.13 cr.
CJK	0014	Interviewing and Report Writing.....	56 hr.	.19 cr.
CJK	0020	CMS Law Enforcement Vehicle Operations.....	48 hr.	.16 cr.
CJK	0031	CMS First Aid .....	40 hr.	.13 cr.
CJK	0040	CMS Criminal Justice Firearms.....	80 hr.	.27 cr.
CJK	0051	CMS Defensive Tactics .....	80 hr.	.27 cr.
CJK	0064	Fundamentals of Patrol .....	35 hr.	.17 cr.
CJK	0065	Calls for Service.....	36 hr.	.12 cr.

CJK	0077	Criminal Investigations.....	50 hr.	1.7 cr.
CJK	0078	Crime Scene to Court Room.....	35 hr.	1.2 cr.
CJK	0084	DUI Traffic Stops.....	24 hr.	0.8 cr.
CJK	0087	Traffic Stops .....	30 hr.	1.0 cr.
CJK	0088	Traffic Crash Investigation.....	32 hr.	1.1 cr.
CJK	0092	Critical Incidents.....	44 hr.	1.5 cr.
CJK	0096	Criminal Justice Officer Physical Fitness.....	60 hr.	2.0 cr.
CJK	0422	Dart-Firing Stun Gun.....	8 hr.	0.3 cr.

**PSAV • Law Enforcement Auxiliary**

VOC.LAWE.AUX (319 Clock Hours)

Graduates are able to serve as a part-time volunteer law enforcement officer. Call the Criminal Justice Training Institute Public Service Program Manager at 253-7697 to obtain an application handbook. The program does have specified admission criteria that must be met for an individual to be considered for admission to an academy.

**Program Requirements**

			Clock hr.	Voc. cr.
CJK	0020	CMS Law Enforcement Vehicle Operations .....	48 hr.	1.6 cr.
CJK	0031	CMS First Aid .....	40 hr.	1.3 cr.
CJK	0040	CMS Criminal Justice Firearms.....	80 hr.	2.7 cr.
CJK	0051	CMS Defensive Tactics .....	80 hr.	2.7 cr.
CJK	0240	Law Enforcement Auxiliary Introduction.....	27 hr.	0.9 cr.
CJK	0241	Law Enforcement Auxiliary Patrol and Traffic.....	19 hr.	0.6 cr.
CJK	0242	Law Enforcement Auxiliary Investigations.....	17 hr.	0.6 cr.
CJK	0422	Dart-Firing Stun Gun.....	8 hr.	0.3 cr.

**PSAV • Private Investigator Intern**

VOC.PI (40 Clock Hours)

This program prepares students for a career as a police or fire dispatcher. The need for certified dispatchers has never been greater.

**Program Requirements**

			Clock hr.	Voc. cr.
SCY	0051	Private Investigation I .....	24 hr.	0.8 cr.
SCY	0052	Private Investigation II .....	16 hr.	0.5 cr.

**PSAV • Public Safety Telecommunication**

VOC.PST (232 Clock Hours)

This program prepares students for a career as a police or fire dispatcher. The need for certified dispatchers has never been greater.

**Program Requirements**

			Clock hr.	Voc. cr.
EMS	0000	Public Safety Telecommunication .....	232	7.7 cr.

**PSAV • Welding Technology**

VOC.WELDING.TECH (1050 Clock Hours)

**Program Requirements**

			Clock hr.	Voc. cr.
PMT	0070	Welder Assistant I.....	150 hrs.	5 cr.
PMT	0071	Welder Assistant II.....	150 hrs.	5 cr.
PMT	0072	Welder, SMAW I .....	150 hrs.	5 cr.
PMT	0073	Welder, SMAW II.....	150 hrs.	5 cr.
PMT	0074	Welder.....	450 hrs.	15 cr.

## Program Placement Rates

In accordance with Florida House Bill 167, enacted as of July 1, 1992, the following are the graduate placement rates for the last three reported academic years.

### Associate in Science/Associate in Applied Science Degrees

Program Title	CIP*	Placement Rates		
		13/14	12/13	11/12
AS - Accounting Technology	1552030200	100%	N/A	N/A
AAS - Accounting Technology	0552030200	100%	80%	100%
AAS - Advanced Water Treatment Technologies	0715050606	50%	N/A	N/A
AS - Aquaculture	1101030301	100%	80%	0%
AS - Architectural Design & Construction Technology	1604090100	100%	60%	100%
AAS - Architectural Design & Construction Technology	0604090100	No Grads	No Match	100%
AS - Biomedical Engineering Technology	1615040101	No Grads	No Grads	N/A
AS - Biotechnology	1626120100	100%	100%	No Grads
AS - Business Administration	1552020102	100%	100%	100%
AAS - Business Administration	0506040102	No Grads	No Grads	No Match
AS - Computer Engineering Technology	1615120100	100%	100%	No Match
AAS - Computer Engineering Technology	0615120100	No Match	N/A	N/A
AS - Computer Information Technology	1511010305	100%	100%	100%
AAS - Computer Information Technology	0507030600	No Grads	100%	100%
AS - Computer Programming & Analysis	1511020100	100%	100%	100%
AAS - Computer Programming & Analysis	0511020100	No Grads	100%	100%
AAS - Construction Management Technology	0646041200	No Grads	100%	N/A
AS - Counselling and Human Services	1351150400	NoGrads	91%	91%
AS - Criminal Justice Technology	1743010300	97%	86%	84%
AAS - Criminal Justice Technology	0743010300	100%	No Match	100%
AS - Culinary Management	1612050400	100%	100%	100%
AAS - Culinary Management	0620040100	No Match	No Match	100%
AS - Database Technology	1511010306	100%	100%	100%
AAS - Database Technology	0511010306	No Grads	100%	N/A
AS - Dental Hygiene	1351060200	100%	100%	83%
AS - Diagnostic Medical Sonography Technology	1351091000	100%	80%	86%
AS - Dietetic Technician	1351310301	100%	78%	50%
AS - Digital Media/Multimedia Technology	1611080102	100%	No Match	100%
AAS - Digital Media/Multimedia Technology	0610010202	100%	100%	No Grads
AS - Digital Television and Media Production	1609070212	100%	100%	100%
AAS - Digital Television and Media Production	0610010402	No Grads	No Match	No Grads
AS - Early Childhood Management	1419070800	93%	90%	75%
AAS - Early Childhood Management	0419070800	100%	100%	No Match
AS - Electronics Engineering Technology	1615030301	80%	70%	67%
AAS - Electronics Engineering Technology	0615030301	No Grads	100%	No Grads
AAS - Emergency Medical Services	0351090402	100%	100%	80%
AS - Emergency Medical Services	1351090402	100%	100%	No Grads
AS - Engineering Technology	1615000001	75%	100%	No Grads
AS - Environmental Science Technology	1703010401	100%	100%	100%
AAS - Environmental Science Technology	0715059901	No Grads	No Grads	No Grads
AS - Fire Science Technology	1743020100	50%	100%	No Grads

Program Title	CIP*	13/14	12/13	11/12
AAS - Fire Science Technology	0743020100	75%	78%	No Grads
AS - Hospitality and Tourism Management	1252090100	100%	89%	100%
AAS - Human Services	0351150400	100%	No Match	No Grads
AS - Human Services	1351150400	90%	N/A	N/A
AS - Industrial Management Technology	0652020501	100%	100%	N/A
AS - Internet Services Technology	1507039902	100%	100%	No Grads
AAS - Internet Services Technology	0507039902	No Match	100%	100%
AAS - IT Security	1511100306	100%	100%	N/A
AS - Network Services Technology	1511090103	91%	92%	100%
AAS - Network Services Technology	0511090103	50%	100%	100%
AAS - Nuclear Medicine Technology	0351090502	86%	67%	50%
AS - Nuclear Medicine Technology	1351090502	No Grads	No Grads	No Grads
AS - Nursing	1351380100	94%	88%	94%
AS - Office Administration	1552020400	100%	100%	No Grads
AAS - Office Administration	0552020400	100%	50%	100%
AAS - Optical Management	0351180202	No Grads	No Match	No Grads
AAS - Optician	0351180100	100%	87%	100%
AS - Optician	1351180100	100%	100%	83%
AS - Paralegal (Legal Assisting)	1722030200	88%	76%	71%
AS - Public Safety Telecommunication	0743039900	100%	N/A	N/A
AS - Radiography	1351090700	87%	80%	100%
AS - Radiation Therapy	1351090701	64%	80%	100%
AS - Respiratory Care	1351090800	100%	N/A	100%
AAS - Respiratory Care	0351090800	No Match	100%	100%
AAS - Restaurant Management	0252090500	100%	100%	100%
AS - Restaurant Management	1252090500	100%	N/A	N/A
AS - Sign Language Interpretation	1713100301	86%	100%	100%
AAS - Sign Language Interpretation	0713100301	N/A	100%	100%
AS - Veterinary Technology	1351080800	81%	72%	78%

## College Credit Certificates

Program Title	CIP*	13/14	12/13	11/12
CCC - Accounting Technology Management	0552030205	100%	93%	No Match
CCC - Aquaculture Technology	0101030302	100%	78%	No Match
CCC - AutoCAD Foundations	0615130204	92%	88%	100%
CCC - Automation	0615040601	100%	100%	N/A
CCC - Biotechnology Specialist	0626120101	No Match/Not Related 0%	75%	N/A
CCC - Broadcast Production	0610020216	100%	93%	N/A
CCC - Business Development and Entrepreneurship	0552070306	100%	100%	100%
CCC - Business Entrepreneurship	0552070308	100%	N/A	N/A
CCC - Business Management	0552070101	100%	100%	92%
CCC - Business Specialist	0552020103	100%	97%	93%
CCC - Business Operations	0552020104	100%	98%	94%
CCC - Cable Installation	0647010304	60%	67%	50%
CCC - Chef's Apprentice	0612050302	100%	90%	N/A

Program Title	CIP*	13/14	12/13	11/12
CCC - Cisco CCNA	0611020301	100%	94%	67%
CCC - Computer Programmer	0511020200	100%	100%	100%
CCC - Computer Programming Specialist	0511020103	100%	100%	N/A
CCC - Crime Scene Technician	0743010601	100%	73%	70%
CCC - Criminal Justice Technology Specialist	0743010304	100%	N/A	N/A
CCC - Culinary Arts	0612050301	100%	75%	100%
CCC - Database and E Commerce Security	0511100311	100%	No Match	N/A
CCC - Digital Media/Multimedia Authoring	0609070209	100%	75%	100%
CCC - Digital Media/Multimedia Instructional Technology	0609070211	100%	100%	100%
CCC - Digital Media/Multimedia Production	0610010507	100%	100%	N/A
CCC - Digital Media/Multimedia Video Production	0609070210	100%	100%	100%
CCC - Digital Media/Multimedia Web Production	0650010208	100%	100%	100%
CCC - Digital Video Fundamentals	0610030414	100%	100%	N/A
CCC - Drafting Design	0615130101	100%	86%	100%
CCC - Electronics Technician	0615030309	67%	100%	100%
CCC - Emergency Medical Technician	0351090400	82%	73%	82%
CCC - Engineering Technology Support Specialist	0615000007	100%	N/A	N/A
CCC - Event Planning Management	0252090905	100%	92%	No Grads
CCC - Eye Care Technician	0351180302	100%	50%	100%
CCC - Food and Beverage Management	0252090503	100%	86%	100%
CCC - Food and Beverage Operations	0252090508	50%	100%	100%
CCC - Homeland Security Specialist	0743010306	100%	N/A	N/A
CCC - Information Technology Management	0511010304	100%	100%	N/A
CCC - Information Technology Support	0511010311	100%	100%	100%
CCC - Information Technology Analysis	0511010312	100%	100%	100%
CCC - Information Technology Technician	0511010303	100%	100%	N/A
CCC - Lean Manufacturing	0615061302	100%	100%	N/A
CCC - Medical Information/Coder/Biller	0351070707	35%	69%	80%
CCC - Microcomputer Repairer/Installer	0647010406	100%	100%	100%
CCC - Network Communications (LAN)	0611100206	88%	100%	100%
CCC - Office Management	0552020401	100%	80%	100%
CCC - Office Specialist	0552040704	100%	83%	100%
CCC - Office Support	0552020403	100%	88%	100%
CCC - Office Administration	0552020400	100%	50%	100%
CCC - Ophthalmic Laboratory Technician	0351100600	98%	97%	84%
ATC - Optician	0317070166	100%	87%	N/A
CCC - Oracle Certified Database Administrator	0511020307	100%	100%	100%
ATC - Paralegal (Legal Assisting)	0722030266	69%	100%	100%
CCC - Paramedic	0351090405	61%	63%	88%
CCC - Pneumatics, Hydraulics & Motors for Manufacturing	0615061303	100%	100%	N/A
CCC - Radiation Therapy Specialist	0351090703	100%	100%	No Grads
CCC - Television Studio Production	0610010513	100%	92%	100%
CCC - Unix/Linux System Administration	0511090106	100%	100%	No Grads
CCC - Video Editing & Post Production	0609040217	100%	100%	N/A
CCC - Water Quality Technician	0703010404	100%	100%	100%
CCC - Web Development Specialist	0511080103	No Grads	100%	100%
CCC - Wireless Communications	0615030508	100%	100%	100%



CCC - Wireless IP Communications Technician	0615030308	100%	100%	N/A
---	------------	------	------	-----

## Postsecondary Adult Vocational Certificates

Program Title	CIP*	Placement Rates		
		13/14	12/13	11/12
PSAV - Automotive Collision Repair and Refinishing	0647060300	100%	81%	60%
PSAV - Automotive Service Technology	0647060405	100%	71%	83%
PSAV - Auxiliary Law Enforcement Officer	0743010701	No Grads	No Grads	No Grads
PSAV - Bail Bond Agent	0743019902	100%	61%	100%
PSAV - Correctional Officer	0743010200	100%	100%	100%
PSAV - Dental Assisting	0351060107	100%	67%	100%
PSAV - Early Childhood Education	0420020210	No Grads	No Grads	No Grads
PSAV - Fire Fighter	0743020300	70%	78%	94%
PSAV - Law Enforcement Officer	0743010700	91%	93%	77%
PSAV - Private Investigator Intern	0743010907	48%	69%	33%
PSAV - Transit Technician I	0647061307	73%	Not Related 0%	No Grads
PSAV - Transit Technician II	0647061308	N/A	60%	N/A
PSAV - Transit Technician III	0647061309	N/A	100%	N/A

## Apprenticeship Programs

Program Title	CIP*	Placement Rates		
		13/14	12/13	11/12
Air Conditioning, Refrigeration and Heating Technician	0847020103	100%	N/A	N/A
Electrician	0846030204	100%	N/A	N/A
Fire Sprinkler System Service Technician	0846080202	80%	N/A	N/A
Industrial Pipefitter	0846050303	100%	N/A	N/A
Sheet Metal Fabrication	0848056000	25%	N/A	N/A

\*CIP (Classification of Instructional Programs) is a code used for State reporting to classify instructional programs. Placement rates are reported by the State-recognized CIP number for each program. Individual program options are not reported separately.

"N/A" signifies that no placement rates available-new program

"No Grads" signifies that no placement rates available - there were no graduates located in the follow-up process.

"No Match" signifies that the graduates did not match state job placement records.

"Not Related" student completers found but their job is not related to training received here

# Course Information

## 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 (SCNS). This numbering system is used by all public postsecondary institutions in Florida and 27 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at <http://scns.fldoe.org>.

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

The course prefix and each digit in the course number have a meaning in the SCNS. The list of prefixes and associated courses is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
ENC	1	1	0	1	
English Composition	Lower (Freshman) Level at this institution	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	No laboratory component in this course

## General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in *Exception to the General Rule for Equivalency*.

For example, a freshman composition skills course is offered by 59 different postsecondary institutions. Each institution uses "ENC\_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is

offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. 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.

**NOTE:** Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on semester-term systems. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

## The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory 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 non-public postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or non-public 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.

HCC-GWS District Administration Center or to 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 SCNS office at (850) 245-0427 or at <http://scns.fldoe.org>.

### **Exceptions to the General Rule for Equivalency**

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

- A. Courses not offered by the receiving institution.
- B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
- C. Courses in the \_900-999 series are not automatically transferable and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Theses and Dissertations.
- D. College preparatory and vocational preparatory courses.
- E. Graduate courses.
- F. Internships, apprenticeships, practica, clinical experiences and study abroad courses with numbers other than those ranging from 900-999.
- G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (i.e., portfolio, audition, interview, etc.).

### **Courses at Non-regionally Accredited Institutions**

The SCNS makes available on its home page (<http://scns.fldoe.org>) a report entitled "Courses at Non-regionally Accredited Institutions" that contains a comprehensive listing of all non-public institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to Millie Garrido, [mgarridocaminero@hccfl.edu](mailto:mgarridocaminero@hccfl.edu) Curriculum Coordinator at the

**Course Offerings by Prefix**

ABE	Adult Basic Education	DEP	Developmental Psychology
ACG	Accounting: General	DES	Dental Support
ACR	Air Conditioning/Refrigeration: Technology	DIE	Dietetics
ADV	Advertising	DIM	Diesel Mechanics
AEB	Agricultural Economics and Business	DSC	Domestic Security
AER	Automotive/Engine Repair	EAP	English Academic Purposes
AFA	Afro American Studies	ECO	Economics
AFR	Aerospace Studies	EDF	Education: Foundations
AMH	American History	EDP	Educational Psychology
AML	American Literature	EEC	Education: Early Childhood
ANT	Anthropology	EET	Electronic Engineering Technology
APA	Applied Accounting	EGN	Engineering: Support
ARC	Architecture	EME	Education: Technology and Media
ARH	Art History	EMS	Emergency Medical Services
ARR	Autobody Repair and Refinishing	ENC	English Composition
ART	Art	ENG	English: General
ASL	American Sign Language	ENL	English Literature
AST	Astronomy	ENT	Entrepreneurship
ATE	Animal Science Technology	EPI	Educator Prep Institute
ATF	Aviation Tech Flight	ESC	Earth Science
BCA	Building Construction Apprenticeship	ETD	Engineering Tech: Drafting
BCN	Building Construction	ETI	Engineering Tech: Industrial
BCT	Building Construction Trades	ETM	Engineering Tech: Mechanical
BCV	Building Construction: Vocational	ETS	Engineering Technology Specialty
BOT	Botany	EUH	European History
BRC	Banking: Related Course	EVR	Environmental Studies
BSC	Biological Science	EVS	Environmental Science
BUL	Business Law	FAD	Family Development
CAP	Computer Applications	FAS	Aquacultural Science
CCJ	Criminology and Criminal Justice	FFP	Fire Fighting and Protection
CDA	Computer Design/Architecture	FIL	Film
CEN	Computer Engineering	FIN	Finance
CET	Computer Engineering Tech	FNR	Forestry and Natural Resources
CGS	Computers: General Studies	FOS	Food Science
CHD	Child Development	FRE	French Language
CHM	Chemistry	FSS	Food Service Systems
CIS	Computer and Information System	GEB	General Business
CJC	Corrections	GER	German and Germanic Language
CJD	Criminal Justice Development	GEY	Gerontology
CJE	Law Enforcement	GIS	Geography Information Science
CJJ	Juvenile Justice	GLY	Geology
CJK	Criminal Justice Basic Training	GRA	Graphic Arts
CJL	Law and Process	HEV	Home Economics Vocational
CLP	Clinical Psychology	HFT	Hotel and Restaurant
CNT	Computer Networks	HIM	Health Information Management
COA	Consumer Affairs	HIS	History: General
COC	Computer Concepts	HLP	Health, Leisure, Physical Education
COP	Computer Programming	HOS	Horticultural Sciences
CRW	Creative Writing	HSA	Health Services Administration
CTS	Computer Technology and Skills	HSC	Health Science
DAA	Dance Activities	HUM	Humanities
DAN	Dance	HUN	Human Nutrition
DEA	Dental Assisting	HUS	Human Services
DEH	Dental Hygiene	IDH	Interdisciplinary Honors
		IDS	Interdisciplinary Studies

INT	Sign Language Interpreting	POS	Political Science
IPM	Integrated Pest Management	PSC	Physical Sciences
ISC	Interdisciplinary Science	PSY	Psychology
ISS	Interdisciplinary Social Science	PTA	Precision Metals Technology
ITA	Italian Language	RAT	Radiation Therapy
JOU	Journalism	REA	Reading
LAH	Latin American History	REE	Real Estate
LDE	Landscape Design	REL	Religion
LIN	Linguistics	RET	Respiratory Therapy
LIS	Library Science	RTE	Radiologic Technology
LIT	Literatures	RTV	Radio Television
MAC	Mathematics: Calculus and Pre-Calculus	SBM	Small Business Management
MAN	Management	SCC	Security
MAP	Mathematics: Applied	SCY	Security
MAR	Marketing	SLS	Student Life Skills
MAS	Mathematics: Algebraic Structures	SON	Sonography: Diagnostic Ultra
MAT	Mathematics: General	SOP	Social Psychology
MCB	Microbiology	SPA	Speech Pathology and Audiology
MET	Meteorology	SPC	Speech Communication
MGF	Mathematics: General and Finite	SPE	Business and Prof. Communication (CE)
MLS	Medical Laboratory Science	SPN	Spanish Language
MMC	Mass Media Communication	STA	Statistics
MNA	Management: Applied	SUR	Surveying and Related Areas
MOM	Motorcycle Mechanics	SYG	Sociology: General
MRE	Medical Records	TAR	Technical Architecture
MSL	Military Science Leadership	TAX	Taxation
MUL	Music: Literature	THE	Theatre
MUM	Music: Commercial	TPA	Theatre Production and Administration
MUN	Music: Music Ensembles	TPP	Theatre Performance and Training
MUO	Music: Opera/Musical Theatre	TST	Test Taking – Online CE
MUS	Music	WOH	World History
MUT	Music: Theory	ZOO	Zoology

MVB	Music: Brasses
MVK	Music: Keyboard
MVP	Music: Percussion
MVS	Music: Strings
MVV	Music: Voice
MVW	Music: Woodwinds
NMT	Nuclear Medical Technology
NUR	Nursing Practice and Theory
OCB	Oceanography: Biological
OCE	Oceanography, General
OPT	Ophthalmic Technology
ORH	Ornamental Horticulture
OST	Office Systems Technology
PCB	Process Biology: Cell and Molecular
PEL	Physical Education: Object Centered
PEM	Physical Education: Performance Centered
PEN	Physical Education: Water
PGY	Photography
PHC	Public Health Concentration
PHI	Philosophy
PHY	Physics
PLA	Paralegal/Legal Asst./Legal Administration
PMT	Precision Metals Technology

### Course Offerings by Subject Matter

Accounting: General.....	ACG
Accounting: Occupational/Technical .....	ACO
Adult Basic Education .....	ABE
Advertising .....	ADV
Aerospace Studies .....	AFR
Afro American Studies .....	AFA
Agricultural Economics and Business .....	AEB
Air Conditioning/Refrigeration: Technology.....	ACR
American History.....	AMH
American Literature.....	AML
American Sign Language .....	ASL
Animal Science Technology .....	ATE
Anthropology .....	ANT
Applied Accounting .....	APA
Aquacultural Science .....	FAS
Architecture .....	ARC
Art History .....	ARH
Art .....	ART
Astronomy .....	AST
Autobody Repair and Refinishing.....	ARR
Automotive/Engine Repair .....	AER

Aviation Tech Flight.....	ATF	Electronic Technology Specialty .....	ETS
Banking: Related Course.....	BRC	English Academic Purposes .....	EAP
Biological Science .....	BSC	English as a Second Language .....	ESL
Botany .....	BOT	English Composition .....	ENC
Building Construction Apprenticeship.....	BCA	English Literature .....	ENL
Building Construction Trades .....	BCT	English: General.....	ENG
Building Construction .....	BCN	Environmental Science .....	EVS
Building Construction: Vocational.....	BCV	Environmental Studies .....	EVR
Business Law .....	BUL	European History .....	EUH
Business and Professional Communication .....	SPE (CE)	Family Development .....	FAD
Chemistry .....	CHM	Film .....	FIL
Child Development .....	CHD	Finance .....	FIN
Clinical Psychology .....	CLP	Fire Fighting and Protection.....	FFP
Computer and Information Systems .....	CIS	Food Science .....	FOS
Computer Applications .....	CAP	Food Service Systems .....	FSS
Computer Concepts .....	COC	Forestry and Natural Resources .....	FNR
Computer Design/Architecture .....	CDA	French Language.....	FRE
Computer Engineering Technology .....	CET	GED Preparation.....	GED
Computer Engineering.....	CEN	General Business.....	GEB
Computer Networks.....	CNT	Geography Information Science.....	GIS
Computer Programming.....	COP	Geology.....	GLY
Computer Technology and Skills.....	CTS	German and Germanic Language.....	GER
Computers: General Studies .....	CGS	Gerontology .....	GEY
Consumer Affairs.....	COA	Graphic Arts .....	GRA
Corrections .....	CJC	Health Education.....	HES
Creative Writing.....	CRW	Health Information Management.....	HIM
Criminal Justice Basic Training .....	CJK	Health Science.....	HSC
Criminal Justice Development.....	CJD	Health Science Administration .....	HSA
Criminal Justice Technology.....	CJT	Health, Leisure, Physical Education.....	HLP
Criminology and Criminal Justice .....	CCJ	History: General .....	HIS
Dance Activities.....	DAA	Home Economics Vocational .....	HEV
Dance.....	DAN	Horticultural Sciences .....	HOS
Dental Assisting.....	DEA	Hotel and Restaurant .....	HFT
Dental Hygiene.....	DEH	Human Nutrition .....	HUN
Dental Support .....	DES	Human Services.....	HUS
Developmental Psychology .....	DEP	Humanities .....	HUM
Diesel Mechanics .....	DIM	Integrated Pest Management.....	IPM
Dietetics.....	DIE	Interdisciplinary Honors.....	IDH
Domestic Security .....	DSC	Interdisciplinary Science .....	ISC
Earth Science .....	ESC	Interdisciplinary Social Science.....	ISS
Economics.....	ECO	Interdisciplinary Studies .....	IDS
Economic Development (CE) .....	ECD	Journalism.....	JOU
Economic Development (CE – Computers).....	ECX	Juvenile Justice.....	CJJ
Education: Early Childhood .....	EEC	Landscape Design .....	LDE
Education: Foundations.....	EDF	Latin American History .....	LAH
Education: General.....	EDG	Law and Process.....	CJL
Education: Technology and Media .....	EME	Law Enforcement .....	CJE
Educational Psychology .....	EDP	Library Science .....	LIS
Educator Prep Institute.....	EPI	Linguistics .....	LIN
Electronic Engineering Technology.....	EET	Literatures .....	LIT
Electronic Specialty Technology.....	EST	Management .....	MAN
Emergency Medical Services .....	EMS	Management: Applied .....	MNA
Engineering Technology: Drafting .....	ETD	Marketing .....	MAR
Engineering Technology: Industrial .....	ETI	Mass Media Communication.....	MMC
Engineering Technology: Mechanical.....	ETM	Mathematics: Algebraic Structures.....	MAS

Mathematics: Applied .....	MAP	Small Business Management.....	SBM
Mathematics: Calculus and Pre-calculus.....	MAC	Social Psychology .....	SOP
Mathematics: General and Finite.....	MGF	Sociology: General.....	SYG
Mathematics: General .....	MAT	Sonography: Diagnostic Ultra .....	SON
Mathematics: Topology and Geometry.....	MTG	Spanish Language .....	SPN
Medical Laboratory Sciences .....	MLS	Speech Communication .....	SPC
Medical Records.....	MRE	Speech Pathology and Audiology .....	SPA
Meteorology.....	MET	Statistics.....	STA
Microbiology .....	MCB	Student Life Skills.....	SPC
Military Science Leadership.....	MSL	Surveying and Related Areas .....	SUR
Motorcycle Mechanics .....	MOM	Taxation .....	TAX
Music.....	MUS	Technical Architecture.....	TAR
Music: Brasses .....	MVB	Theatre Performance and Training .....	TPP
Music: Commercial .....	MUM	Theatre Production and Administration .....	TPA
Music: Keyboard.....	MVK	Theatre.....	THE
Music: Literature.....	MUL	Test Taking .....	TST
Music: Music Ensembles .....	MUN	World History.....	WOH
Music: Opera/Musical Theatre.....	MUO	Zoology .....	ZOO
Music: Percussion .....	MVP		
Music: Strings.....	MVS		
Music: Theory.....	MUT		
Music: Voice .....	MVV		
Music: Woodwinds .....	MVW		
Nuclear Medical Technology .....	NMT		
Nursing Practice and Theory.....	NUR		
Oceanography, General .....	OCE		
Oceanography: Biological.....	OCB		
Office Systems Technology.....	OST		
Ophthalmic Technology.....	OPT		
Ornamental Horticulture .....	ORH		
Paralegal/Legal Asst./Legal Administration .....	PLA		
Philosophy.....	PHI		
Photography.....	PGY		
Physical Education: Object Centered .....	PEL		
Physical Education: Performance Centered .....	PEM		
Physical Education: Tai Chi.....	PEO		
Physical Education: Water.....	PEN		
Physical Sciences .....	PSC		
Physics .....	PHY		
Political Science .....	POS		
Precision Metals Technology.....	PMT		
Precision Metals Technology.....	PTA		
Process Biology: Cellular and Molecular .....	PCB		
Psychology .....	PSY		
Public Health Concentration .....	PHC		
Radiation Therapy .....	RAT		
Radio Television .....	RTV		
Radiologic Technology .....	RTE		
Reading .....	REA		
Real Estate.....	REE		
Religion .....	REL		
Respiratory Therapy .....	RET		
Security .....	SCC		
Security .....	SCY		
Sign Language Interpreting .....	INT		

## Credit Course Descriptions

### ACG 2021

#### Financial Accounting

3 Credits

Covers theory and logic that underlie accounting procedures. Course content includes an introduction to accounting concepts, procedures for reading business transactions, preparation of financial statements, accounting for merchandising concerns, corporations, bonds, and other procedures to calculate and maintain accounting information.

Prerequisites: College level reading, writing and math skills are required.

### ACG 2030

#### Capstone Review for Accounting Principles

3 Credits

This course guides the student in dealing with ethics, internal control, fraud and financial statement analysis in the accounting environment, including confronting and resolving accounting problems by integrating and applying skills and techniques acquired in their previous courses, aiding students in developing a personal code of ethics by exploring ethical dilemmas and pressures that they will face as accountants, and helping the student understand financial statement analysis and its relationship to fraud and fraud detection. College level reading, writing, and math skills required.

Prerequisites: ACG 2021, ACG 2071, ACG 2104, ACG 2450, ACG 2061.

### ACG 2061

#### Computers and Accounting

3 Credits

This course teaches various computerized accounting applications, including the use of Excel, to prepare accounting records and reports and interpret accounting information. College reading, writing, and math skills required.

Prerequisites: ACG 2021, ACG 2071

### ACG 2071

#### Managerial Accounting

3 Credits

Focuses on analyzing accounting records and using the results in making management decisions. College level reading, writing and math skills are required.

Prerequisite: ACG 2021

### ACG 2104

#### Intermediate Accounting I

3 Credits

This course reviews accounting procedures and then expands into the specialized treatment of financial statements, current assets, current liabilities, long-term plant assets and tax procedures. College level reading, writing, and math skills required.

Prerequisite: ACG 2021, ACG 2071

### ACG 2450

#### Microcomputers in Accounting

3 Credits

This course introduces the student to the use of computers for preparing and analyzing accounting records.

Prerequisites: ACG 2021, ACG 2071, CGS 1000

### ACG 2681

#### Financial Investigation

3 Credits

This course examines the field of fraud examination and how fraud occurs and is detected within financial statements. College level reading, writing, and math skills required.

Prerequisite: ACG 2021

### ACG 2949

#### Cooperative Education Internship in Accounting

3 Credits

This course provides the student with a practical application of knowledge acquired in the classroom, including: experience accounting in a business setting; provide real-life situations and applications of accounting; encourage critical thinking and problem-solving; and develop teamwork and interpersonal communication skills. College level reading, writing, and math skills required.

Prerequisites: ACG 2021, ACG 2030, ACG 2071, ACG 2104, ACG 2450

### ADV 2000

#### Advertising

3 Credits

Covers the psychology of advertising and the preparation of an advertising campaign from research to evaluation.

### AEB 1949

#### Agriculture/Business Internship

3 Credits

Focuses on hands on field experiences and class work. Students will be assigned to businesses or agencies to gain practical experience in business skills in indoor and outside activities. Activities will include, but not limited to using tools, machinery and equipment, sampling, collecting and recording data. This course may be repeated six times for credit.

### AFA 1000

#### Introduction to Black Studies

3 Credits

Includes the nature and meaning of the Afro-American experience from its beginning to the present, with an emphasis on visual arts, music, literature, philosophic thought and social history.

### AFA 1001

#### Introduction to Black Culture

3 Credits

Examines the black person's interactions in the American culture, with emphasis on social values, attitudes, behaviors and processes that identify black Americans as an ethnic group.



**AFR 1101****The Foundation of the U.S. Air Force, Part I**

1 Credit

This course serves as an introduction to the Air Force Reserve Officer Training Corps (AFROTC) and U.S. Air Force (USAF) lessons in officership/professionalism and an introduction to communications skills. Enrollment is limited to students who are also enrolled in the USF ROTC program.

**AFR 1120****The Foundation of the U.S. Air Force, Part II**

1 Credit

A study of Air Force installations, core values, leadership, team building, and diversity within the armed forces. Enrollment is limited to students who are also enrolled in the USF ROTC program.

**AFR 2001****Air Force ROTC Leadership Laboratory**

0 Credit

This course is required for each of the AFR courses. Instruction is conducted within the framework of an organized cadet corps with progression of experiences designed to develop each student's leadership potential. Leadership laboratory involves a study of Air Force customs and courtesies; drill and ceremonies; career opportunities in the Air Force; and the life and work of an Air Force junior officer. Students develop their leadership potential in a practical laboratory which typically includes field trips to Air Force installations. Enrollment is limited to students who are also enrolled in the USF ROTC program.

**AFR 2130****The Evolution of USAF Aerospace Power, Part I**

1 Credit

A study of air power from balloons and dirigibles through the jet age. Emphasis is on the employment of air power in WWI and WWII and how it affected the evolution of air power concepts and doctrine. Enrollment is limited to students who are also enrolled in the USF ROTC program.

**AFR 2140****The Evolution of USAF Aerospace Power, Part II**

1 Credit

An historical review of air power employment in military and non-military operations in support of national objectives. Emphasis is placed on the period from post WWII to present. Enrollment is limited to students who are also enrolled in the USF ROTC program.

**AMH 2010****Early American History**

3 Credits

Provides an overview of United States history including discovery, colonial foundations, movement for independence, and the early years of the republic through the Civil War and Reconstruction, with an emphasis on North American geography. Prerequisites: College level reading and writing skills are required.

**AMH 2020****Modern American History**

3 Credits

Provides a study of United States development from the period of Reconstruction to the present. Topics include politics, economics, geography, social issues and reforms as related to contemporary society.

Prerequisites: College level reading and writing skills are required.

**AMH 2020H****Honors Modern American History**

3 Credits

Same as AMH 2020 with honors content. Honors Institute permission required.

Prerequisites: College level reading and writing skills are required.

**AMH 2051****U.S. Military History**

3 Credits

Examines the conflicts of the nation from its beginning to the present with an emphasis on military action, political aspects and historical significance.

Prerequisites: College level reading and writing skills are required.

**AMH 2090****History of Women in the United States**

3 Credits

This course explores the history of women's experience in American Society. The focus will be to examine the construction of womanhood throughout United States history and the experience of gender, ethnicity, class and sexual orientation from/upon women's experiences. Students will study the contribution of various individual women and groups of women in creating the modern United States, and will analyze social, political, economic and cultural forces affecting women to both join and resist movements for social change from pre-contact to the present.

Prerequisites: College level reading and writing skills are required.

**AML 2010****American Literature to 1885**

3 Credits

Focuses on American writers from the Colonial, Federal and Romantic periods. Topics include major trends in Puritanism, Transcendentalism and Romanticism.

Prerequisites: College level reading and writing skills are required.

**AML 2020****American Literature: 1885 to Present**

3 Credits

Focuses on American writers since 1865. Topics include major trends in realism, naturalism and primitivism in the 19th and 20th centuries.

Prerequisites: College level reading and writing skills are required.

**AML 2020H**  
**Honors American Literature: 1885 to Present**

3 Credits

Same as AML 2020 with honors content. Honors Institute permission required.

Prerequisites: College level reading and writing skills are required.

**AML 2600**  
**African-American Literature**

3 Credits

Provides an overview of African-American literature and cultural expression in the United States from the pre discursive period to the present. Through reading, discussion, lectures, and films the historical forces that have influenced the voice of African-American literature will be discussed. The politics of African-American literature will also be explored.

Prerequisite: ENC 1101

**AML 2600H**  
**Honors African-American Literature**

3 Credits

Same as AML 2600 with honors content. Honors Institute permission required.

Prerequisites: College level reading and writing skills are required.

**ANT 2000**  
**Introduction to Anthropology**

3 Credits

Examines human physical evolution and the development of culture from pre historic times through the present. Emphasizes a better understanding of our culture through a comparison of different cultures. Topics include archeology, human variations, folklore, kinship and religion.

Prerequisites: College level reading and writing skills are required.

**ANT 2000H**  
**Honors Introduction to Anthropology**

3 Credits

Same as ANT 2000 with honors content. Honors Institute Program permission required.

Prerequisites: College level reading and writing skills are required.

**ANT 2410**  
**Cultural Anthropology**

3 Credits

Presents the social science and humanities aspects of anthropology in contrast to physical anthropology. Human behavior, customs, and the values and goals of various cultures are examined.

Prerequisite: ANT 2000

**ANT 2511**  
**Introduction to Biological Anthropology**

3 Credits

This course will trace the origins of humanity from very early primates through extinct hominins to arrive at modern people. Students in this course will learn the basics of evolutionary theory and genetics, investigate human evolutionary history through the fossil record, observe contemporary non-human primates, and apply this knowledge to a biocultural understanding of human variation, past and present.

**ANT 2511L**  
**Introduction to Biological Anthropology Laboratory**

1 Credit

This is a lab companion to an overview of Biological Anthropology. The student will be doing laboratories which are relevant to the class topics covered in the lecture and material in ANT 2511.

**APA 1111**  
**Basic Accounting**

3 Credits

Covers basic accounting procedures and concepts and business terminology; designed for students with no financial training.

**APA 1321**  
**Hospitality Accounting**

3 Credits

This course introduces the use of accounting information in managing a restaurant or hotel organization. It provides a basis for understanding hospitality accounting procedures and explores how this information supports and enhances management's decision making.

Prerequisites: College level reading, writing and math skills required.

**ARC 1211**  
**The Building Arts**

3 Credits

Focuses on design of the building environment, design critique and history of design. College level reading and writing skills are required.

Prerequisites: College level reading, writing skills required.

**ARC 1301**  
**Architectural Design I**

4 Credits

Provides an introduction to architectural design, with an emphasis on the tools of architectural communications.

Prerequisite: College level reading, writing skills are required.

Co-requisite: ARC 1701

**ARC 1302  
Architectural Design II**

4 Credits

Focuses on organizational systems and space, with an emphasis on freehand drawing, mechanical drawing, one point perspectives and model making. College level reading, writing and math skills are required.

Prerequisites: ARC 1301, ARC 1701

**ARC 1701  
Survey of Architectural Design I**

3 Credits

Focuses on the effects of social, political and cultural forces on architecture from the earliest times through the Baroque era, with an emphasis on design and architectural expression.

Prerequisites: College level reading and writing skills are required.

Co-requisite: ARC 1301

**ARC 2201  
Theory of Architecture**

3 Credits

Focuses on the critical study of architecture with an emphasis on gaining an educated perspective of design methods. College level reading, writing and math skills are required.

Prerequisites: ARC 1301, ARC 1701

Co-requisite: ARC 2303

**ARC 2303  
Architectural Design III**

5 Credits

Focuses on diagramming, design response and decision making. College level reading, writing and math skills are required.

Prerequisites: ARC 1301, ARC 1302 and ARC 1701

Co-requisite: ARC 2201

**ARC 2304  
Architectural Design IV**

5 Credits

Focuses on how human action, structure, enclosure systems, geography and history influence architectural design. Completion of ARC 1301, ARC 1701, ARC 2201 and ARC 2303 strongly recommended. Completion of BCN 1250, TAR 1120 and TAR 1122C strongly recommended for AS.ADCT program. Enrollment in ARC 2501 strongly recommended.

**ARC 2461  
Materials and Methods I**

3 Credits

Provides an introduction to building materials, systems and the construction process in residential and commercial scale projects. Study of the environmental impact of material and system selection using LEED and Sustainable Design criteria explored. College level reading and writing skills are required.

**ARC 2501  
Architectural Structures I**

4 Credits

An introduction into structural theory and analysis of planner trusses, beams and columns subjected to gravity loads. Topics include shear and moment diagrams and the determination of section properties, internal stresses, deflection and internal forces. Completion of ARC 2461 strongly recommended. Enrollment in ARC 2304 strongly recommended.

**ARH 1000  
Understanding Visual Art**

3 Credits

Designed for the non-art major; provides a foundation for understanding the visual arts.

Prerequisites: College level reading and writing skills are required.

**ARH 1000H  
Honors Understanding Visual Art**

3 Credits

Same as ARH 1000 with honors content.

Prerequisites: College level reading and writing skills are required.

**ARH 1050  
Art History I**

3 Credits

Presents a historical review of Western art from prehistory through the Middle Ages with an examination of works in painting, sculpture, architecture and the minor arts. Students are NOT required to take ARH 1050 either prior to or in conjunction with ARH 1051.

Prerequisites: College level reading and writing skills are required.

**ARH 1051  
Art History II**

3 Credits

Presents a historical review of Western art from the start of the Renaissance to the present with an examination of works in painting, sculpture, architecture and the minor arts. Students are NOT required to take ARH 1050 either prior to or in conjunction with this class.

Prerequisites: College level reading and writing skills are required.

**ART 1201C  
Design Foundations**

3 Credits

This is an introduction to basic visual art studio concepts. This course includes fundamentals of art making, the elements of two dimensional forms, modes of representation and visual art theory. Studio assignments are supplemented by class critique, discussion and hands-on experimentation with various media. Emphasis is placed on creative expression and examination of visual elements.

**ART 1203C**  
**Three Dimensional Design**

3 Credits

The visual elements: unity, balance, color, etc., used in both two and three dimensional design remain the same but their application to three dimensions changes radically because of the unique effects created by light and shadow. The student will be subjected to many lectures and projects concerning these effects. The lectures are intended to cover those elements that occur in every three dimensional discipline. Projects will be assigned individually in order to satisfy all interests. Students will then be able to develop aesthetic values in all disciplines.

Prerequisite: ART 1201C

**ART 1300C**  
**Drawing I**

3 Credits

Covers the basic principles of drawing tangibles such as still life, landscape and the nude figure. The course deals with black and white media such as pencil and charcoal. The class topics include composition, line, value, volume, negative space, directional forces, perspective and proportion. Drawing I is recommended before taking upper level courses: painting, computer graphics, photography, sculpture, ceramics and printmaking.

**ART 2301C**  
**Drawing II**

3 Credits

Covers advanced problems in color media and the exploration of a variety of media and formats. Topics include investigation of contemporary personal direction and the development of a portfolio.

Prerequisite: ART 1300C

**ART 2400C**  
**Printmaking I**

3 Credits

Provides an introduction to printmaking, including the basic techniques of lithography, etching and silk screen. A special fee will be charged for this course.

Prerequisite: ART 1201C

**ART 2401C**  
**Printmaking II**

3 Credits

Covers advanced printmaking techniques, such as multiple printing, registration and chemical reversals, with an emphasis on creativity and the development of a personal style. A special fee will be charged for this course.

Prerequisite: ART 2400C

**ART 2500C**  
**Painting I**

3 Credits

Covers basic painting techniques with an emphasis on classic and contemporary applications of oil and acrylic media. Topics include the use of composition, color, texture, form and value

through still life, landscape, portrait, figure and old masters reproduction.

Prerequisite: ART 1300C

**ART 2501C**  
**Painting II**

3 Credits

Emphasizes the development of a personal and creative use of painting media through an exploration of contemporary imagery. Students will pursue personal imagery or select eight options from contemporary art movements.

Prerequisite: ART 2500C

**ART 2600C**  
**Introduction to Digital Art**

3 Credits

This course is intended to introduce students to basic digital imaging manipulation skills within the fine art context of creative expression. Focus on digital imaging manipulation techniques learned within a raster-based environment, primarily including the fundamentals of various special effects, filters, layers and masks used to explore the creation of artistically expressive images. Students will use current computer imaging software to create original art in a variety of final output formats. Hardware and image input processes are also discussed.

Prerequisite: ART 1201C or PGY 2801C

**ART 2701C**  
**Sculpture I**

3 Credits

Covers the problems and techniques of applied three-dimensional design, with an emphasis on the use of materials and tools. Topics include clay, plaster, stone, wood, metal and wax. A special fee will be charged for this course.

Prerequisite: ART 1203C

**ART 2702C**  
**Sculpture II**

3 Credits

Provides continued experience with expression in three-dimensional forms. This course will require students to conduct independent investigations in the design and creation of several sculpture projects. Techniques may include metal fabrication, glass casting, stone carving, woodworking, installations, wax and metal casting. A special fee will be charged for this course.

Prerequisite: ART 2701C or permission of instructor.

**ART 2750C**  
**Ceramics I**

3 Credits

An introductory course emphasizing the total ceramic process from moist clay to fired ware. A special fee will be charged for this course.

**ART 2751C****Ceramics II**

3 Credits

Emphasizes the processes of casting, wheel-thrown forms, hand building and glaze formulation. A special fee will be charged for this course.

Prerequisite: ART 2750C

**ART 2901****Directed Independent Study: Ceramics**

3 Credits

This course is designed to establish a framework for further self-learning in various areas of ceramics for the advanced student. The student will shape the course to fit their needs by planning activities and preparing a contract coordinated with an art faculty member. The contract will specifically outline a specific project, or a particular set of goals and requirements that the student wishes to achieve. The contract must be satisfactorily completed and reviewed by the assigned faculty member. May be taken four times for credit.

**ART 2902****Directed Independent Study: Drawing**

3 Credits

This course is designed to establish a framework for further self-learning in various areas of drawing for the advanced student. The student will shape the course to fit their needs by planning activities and preparing a contract coordinated with an art faculty member. The contract will specifically outline a specific project, or a particular set of goals and requirements that the student wishes to achieve. The contract must be satisfactorily completed and reviewed by the assigned faculty member. May be taken four times for credit.

**ART 2903****Directed Independent Study: Painting**

3 Credits

This course is designed to establish a framework for further self-learning in various areas of painting for the advanced student. The student will shape the course to fit their needs by planning activities and preparing a contract coordinated with an art faculty member. The contract will specifically outline a specific project, or a particular set of goals and requirements that the student wishes to achieve. The contract must be satisfactorily completed and reviewed by the assigned faculty member. May be taken four times for credit.

**ART 2904****Directed Independent Study: Sculpture**

3 Credits

This course is designed to establish a framework for further self-learning in various areas of sculpture for the advanced student. The student will shape the course to fit their needs by planning activities and preparing a contract coordinated with an art faculty member. The contract will specifically outline a specific project, or a particular set of goals and requirements that the student wishes to achieve. The contract must be satisfactorily completed and reviewed by the assigned faculty member. May be taken four times for credit.

**ART 2905****Directed Independent Study: Art**

3 Credits

Designed to establish a framework for further self-learning in various areas of visual arts for the advanced student. The student will shape the course to fit their needs by planning activities and preparing a contract coordinated with an art faculty member. The contract will specifically outline a specific project, or a particular set of goals and requirements that the student wishes to achieve. The contract must be satisfactorily completed and reviewed by the assigned faculty member. May be taken four times for credit.

**ART 2930C****Selected Topics in Art**

3 Credits

Selected Topics in Art is a studio course centered around topics of special interest to the class and professor. Topics or focus will be based on the needs and areas of interest, which may vary from semester to semester. Exceptions to the prerequisite will be considered by the instructor. Transfer credit is the prerogative of the receiving institution. May be taken eight times for credit.

Prerequisites: ART 1201C or ART 1300C or ART 2500C

**ART 2950C****Professional Art Practices**

3 Credits

This class is designed to provide students with the opportunity to learn professional art practices through hands on experience. Skill sets taught will revolve around the development of a personal artist's portfolio, intended as an aid for college placement submissions as well as for proposals for personal exhibitions. Additional skill sets will also revolve around learning the practices of gallery operations.

Prerequisite: ART 1201C

**ASL 1140C****American Sign Language I**

4 Credits

Provides an overview of the American Sign Language and deafness in America with an emphasis on the linguistics and vocabulary of ASL and the development of conversational sign language skills. Laboratory time is incorporated to reinforce material presented and to emphasize practice. Prerequisites: College level reading and writing skills are required.

**ASL 1150C****American Sign Language II**

4 Credits

Focuses on the development of intermediate conversational American Sign Language skills with an emphasis on basic expression and reception including laboratory time designed to reinforce material presented through the use of directed practice to improve receptive and expressive signing skills and intermediate level receptive and expressive ASL conversation. Prerequisites: ASL 1140C or ASL 1140 and ASL 1140L

**ASL 1300C**  
**American Sign Language Applied Linguistics**

4 Credits

Focuses on the semantics, idiomatic usage and syntax of the American Sign Language.

Prerequisite: ASL 2160C or ASL 2130 and ASL 2130L

**ASL 1430**  
**Fingerspelling**

2 Credits

Focuses on receptive and expressive finger spelling using the American Manual Alphabet, with an emphasis on improving basic receptive proficiency as well as clarity and rhythm of expression. Prerequisite: ASL 1140

**ASL 1510**  
**Introduction to Deaf Culture**

3 Credits

Provides an overview of American deaf culture with an emphasis on the impact of deafness on the individual and the family, social patterns of the deaf community and historical and changing attitudes toward people with disabilities.

Prerequisites: ASL 1150C, ENC 1101 and ENC 1102.

**ASL 2160C**  
**American Sign Language III**

4 Credits

Focuses on advanced skills in American Sign Language structure and regional idiomatic use of ASL with an emphasis on non-voiced conversational signed sentences. Includes laboratory time designed to reinforce in a lab setting material presented through directed practice. Access to laboratory materials will provide opportunities for students to practice and improve receptive and expressive signing skills, reinforcing advance level spontaneous ASL conversation.

Prerequisites: ASL 1150C, ENC 1101 and ENC 1102

**ASL 2210C**  
**American Sign Language IV**

4 Credits

Focuses on the development of advanced conversational American Sign Language skills with an emphasis on complex grammar, metaphorical and idiomatic vocabulary and facial expressions. Includes laboratory time designed to reinforce in a lab setting material presented through the use of directed practice. Access to laboratory materials will provide opportunities for students to practice and improve receptive and expressive sign skills, reinforcing advanced level spontaneous ASL conversation.

Prerequisites: ASL 2160C or ASL 2160 and ASL 2160L

**AST 1002C**  
**Astronomy**

3 Credits

An introductory course in astronomy which presents a survey of the current knowledge of our universe as well as the contemporary, prevailing scientific viewpoint of its nature, its origins, and the evolution and development of its constituents. Topics include our own solar system, other star systems (including planetary systems), stars in general, galaxies, quasars,

the universe itself, and the prospects of intelligent life elsewhere. Where appropriate, lectures will be supplemented by hands-on student activities as well as demonstrations and audio visual presentations. A special fee will be charged for this course.

Prerequisites: College level reading, writing and math skills required.

**ATE 1001**  
**Introduction to Veterinary Technology**

1 Credit

Provides the legal and ethical standards of veterinary technicians, workplace professional conduct, resources for current issues, work environment safety, zoonotic disease risks and career opportunities.

Prerequisites: College level reading, writing and math skills required.

**ATE 1110**  
**Animal Anatomy**

3 Credits

This course covers the basic gross and microscopic anatomy of domestic animals, especially the canine and feline with emphasis on locating and identifying anatomical regions and landmarks and applications. The student will be introduced to the descriptive and topographical terms needed to communicate to the professional staff.

Prerequisites: Admission to the Veterinary Technology program. College level reading, writing and math skills required.

Co-requisites: ATE 1110L, ATE 1211

**ATE 1110L**  
**Animal Anatomy Laboratory**

1 Credit

This course is designed to acquaint the student with the fundamental techniques involved in anatomic dissection as well as necropsy procedures. This laboratory will correlate with ATE 1110 lecture material and will help visualize concepts.

Prerequisites: College level reading, writing and math skills required.

Co-requisites: ATE 1110, ATE 1211

**ATE 1211**  
**Animal Physiology**

3 Credits

This course is designed to acquaint the student with physiology of domestic animals. Emphasis is placed on the functions of organ systems relevant to veterinary technology. Aspects of physiology relating to the pathogenesis of certain diseases will be discussed.

Prerequisite: Admission to the Veterinary Technology program.

Co-requisites: ATE 1110, ATE 1110L

**ATE 1311L**  
**Veterinary Office Procedure Lab**

1 Credit

Designed to acquaint the student with office procedures, client education, mathematics and veterinary computer applications.

Prerequisite: Admission to the Veterinary Technology program.

**ATE 1630**  
**Pharmacology for Veterinary Technicians**

2 Credits

Designed to explain the drug classifications pertaining to animal use, methods of calculating appropriate drug dosage, routes of administration and evaluation of drug efficacy.

Prerequisites: ATE 1944, ATE 2639 and ATE 2639L with a minimum grade C.

**ATE 1650L**  
**Veterinary Clinical Practice Lab I**

1 Credit

Acquaints the student with basic laboratory and nursing skills, including restraint, history taking, exam room techniques, administration of medication, basic parasitology, and clinical pathology procedures.

Prerequisite: Admission to the Veterinary Technology program.

**ATE 1741**  
**Veterinary Medical Terminology**

1 Credit

Introduces the student to medical terms, laymen's terms and abbreviations utilized by veterinarians and their clients. It includes canine and feline breed identification.

Prerequisites: College level reading, writing and math skills required.

**ATE 1943**  
**Veterinary Work Experience I**

1 Credit

A course consisting of supervised clinical experience in a workplace approved and monitored by the instructor. Skills emphasized in curriculum up to this point will be reinforced.

Prerequisites: ATE 1650L, ATE 1311L, ATE 1110, ATE 1110L, ATE 1211 and ATE 1741 with a minimum grade of C.

**ATE 1944**  
**Veterinary Work Experience II**

1 Credit

A course consisting of supervised clinical experience in a workplace approved and monitored by the instructor. Skills emphasized in curriculum up to this point will be reinforced.

Prerequisites: ATE 1943, ATE 2652L, ATE 2638, ATE 2638L, ATE 2636, ATE 2661 and ATE 2671L with minimum grade of C.

**ATE 2020C**  
**Contemporary Clinical Issues**

3 Credits

Focuses on the contemporary and anticipated developments in veterinary technology and clinical application of those developments in medicine, surgery, dentistry, radiology and behavior through lectures. Students will become familiar with related medical terms, protocols and needed materials and supplies. Students will engage in lectures and then utilize and put into application skills learned during the program.

Prerequisites: ATE 1630, ATE 2050, ATE 2611, ATE 2631, ATE 2651L, ATE 2722, and ATE 2945 with a minimum grade C.

**ATE 2050**  
**Small Animal Breeds and Behavior**

1 Credit

This course introduces the student to normal canine and feline behavior, obedience training, and feline training. Discussion topics include normal canine and feline behavior and cause of behavior problems in dogs and cats. The student will train a dog and cat, will discuss or apply corrections for common behavioral problems, and will learn about the different canine and feline breeds.

Prerequisites: ATE 1944, ATE 2639, ATE 2639L with a minimum grade of C.

**ATE 2501**  
**Veterinary Professional/Development Ethics Seminar**

1 Credit

This course introduces the student to the laws and agencies governing the care, use and movement of animals. Veterinary ethics, resume writing and employment skills, and current trends in veterinary practice will also be described.

Prerequisite: College level reading, writing, and math skills are required.

**ATE 2611**  
**Animal Medicine I**

3 Credits

Designed to acquaint the student with concepts in microbiology, virology and immunology and vaccinology.

Prerequisites: ATE 1944, ATE 2639 and ATE 2639L with a minimum grade of C.

**ATE 2612**  
**Small Animal Nursing II**

3 Credits

A study of the basic concepts of nutrition, obstetric, and pediatric care, as well as the important aspects regarding zoonotic diseases, public health and animal behavior. The student will also be introduced to alternative medicine, including holistic concepts, homeopathic, acupuncture, chiropractic and other emerging specialties.

Prerequisites: ATE 1630, ATE 2050, ATE 2611, ATE 2631, ATE 2651L, ATE 2722 and ATE 2945 with a minimum grade of C.

**ATE 2614**  
**Animal Medicine II**

3 Credits

Designed to acquaint the student with concepts in causes and nature of disease, toxicology, and an overview of pathologies of major systems.

Prerequisites: ATE 1630, ATE 2050, ATE 2611, ATE 2631, ATE 2651L, ATE 2722, and ATE 2945 with a minimum grade of C.

**ATE 2631  
Small Animal Nursing I**

3 Credits

The student will master the technical skills of medicating animals, anesthetizing animals and taking and processing radiographs. This course also covers general care, including grooming and bathing, feeding and watering, nail trimming, ear cleaning, expressing anal sacs, and determining vital signs. Prerequisites: ATE 1944, ATE 2639 and ATE 2639L with a minimum grade of C.

**ATE 2636  
Large Animal Clinical and Nursing Skills**

2 Credits

Designed to acquaint the student with the fundamentals of large animal breed identifications, restraint, reproductive and lactation physiology, nutrition and the technician's role in veterinary care.

Prerequisites: ATE 1110, ATE 1110L, ATE 1211, ATE 1311L, ATE 1650L and ATE 1741 with a minimum grade of C.

**ATE 2638  
Animal Clinical Pathology I**

3 Credits

This course is designed to introduce the veterinary technician to hematology, the hematopoietic and serology. Emphasis is placed on normal blood smears and common changes seen during disease stages of the domestic animals. Blood chemistry, complete blood count analyzers, and collection systems are discussed.

Prerequisites: ATE 1110, ATE 1110L, ATE 1211, ATE 1311L, ATE 1650L and ATE 1741, with a minimum grade of C.

Co-requisite: ATE 2638L

**ATE 2638L  
Animal Clinical Pathology Lab I**

2 Credits

This course is designed to acquaint the student with clinical laboratory procedures covered in ATE 2638. Areas of emphasis include hematology, complete blood counts and coagulation as well as general laboratory etiquette.

Prerequisites: ATE 1110, ATE 1110L, ATE 1211, ATE 1311L, ATE 1650L and ATE 1741, with a minimum grade of C.

Co-requisite: ATE 2638.

**ATE 2639  
Animal Clinical Pathology II**

3 Credits

This course covers selected topics in clinical parasitology, fecal analysis, urinalysis and cytology.

Prerequisites: ATE 1943, ATE 2636, ATE 2638, ATE 2638L, ATE 2652L, ATE 2661 and ATE 2671L, with a minimum grade of C.

Co-requisite: ATE 2639L

**ATE 2639L  
Animal Clinical Pathology Lab II**

2 Credits

This course is designed to acquaint the student with clinical laboratory procedures covered in ATE 2639. Areas of emphasis

include parasitology, urine and fecal analysis, cytology, bacterial and fungal cultures.

Prerequisites: ATE 1943, ATE 2636, ATE 2638, ATE 2638L, ATE 2652L, ATE 2661 and ATE 2671L with a minimum grade of C.

Co-requisite: ATE 2639

**ATE 2651L  
Small Animal Nursing Lab**

2 Credits

This course is designed to acquaint the student with exam room and restraining techniques, anesthesia and surgical protocols and diagnostic imaging procedures used in veterinary hospitals.

Prerequisites: take ATE 1944, ATE 2639, ATE 2639L with a minimum grade of C.

**ATE 2652L  
Veterinary Clinical Practice Lab II**

1 Credit

Acquaints the student with the basic knowledge of skills used in veterinary practice for anesthesia induction and monitoring, patient preparation for surgery, surgical assistance and radiographic technique.

Prerequisites: ATE 1110, ATE 1110L, ATE 1211, ATE 1311L and ATE 1650L, and ATE 1741 with a minimum grade of C.

**ATE 2661  
Large Animal Diseases**

1 Credit

This course is designed to acquaint the student with the fundamentals of preventive medicine and common diseases present in large animals.

Prerequisites: ATE 1110, ATE 1110L, ATE 1211, ATE 1311L, ATE 1650L and ATE 1741 with a minimum grade of C.

**ATE 2671L  
Medicine of Laboratory Animals**

2 Credits

A study of the technical and clinical aspects of laboratory animal care, including restraint and handling, common diseases, and nutrition.

Prerequisites: ATE 1110, ATE 1110L, ATE 1211, ATE 1311L, ATE 1650L and ATE 1741 with a minimum grade of C.

**ATE 2710  
Animal Emergency Medicine**

2 Credits

This course is designed to acquaint the student with fundamentals of emergency veterinary medicine, including veterinary first aid, toxicology and specialized medical techniques and procedures.

Prerequisites: ATE 1630, ATE 2050, ATE 2722, ATE 2611, ATE 2631, ATE 2651L and ATE 2945 with a minimum grade of C.

**ATE 2722  
Avian and Exotic Pet Medicine**

1 Credit

Describes exotic animal and avian medical care. Veterinary technicians will understand the idiosyncrasies of these species



in order to become proficient and useful to the exotic and avian practitioner.

Prerequisites: ATE 1944, ATE 2639 and ATE 2639L with a minimum grade of C.

### **ATE 2945**

#### **Veterinary Work Experience III**

1 Credit

A course consisting of supervised clinical experiences in a workplace approved and monitored by the instructor. Skills emphasized in curriculum up to this point will be reinforced.

Prerequisites: ATE 1944, ATE 2639, and ATE 2639L with a minimum grade of C.

### **ATE 2946**

#### **Veterinary Work Experience IV**

1 Credit

A course consisting of supervised clinical experiences in a workplace approved and monitored by the instructor. Skills emphasized in curriculum up to this point will be reinforced.

Prerequisites: ATE 1630, ATE 2050, ATE 2611, ATE 2631, ATE 2651L, ATE 2722 and ATE 2945 with a minimum grade of C.

### **BCN 1210**

#### **Construction Materials and Processes**

3 Credits

Provides a basic understanding of materials and manufacturing processes consistent with sound engineering principles; focuses on the most prevalent sources of building materials, including wood, concrete, masonry, metals, plastics, glass and composites. Materials are evaluated with respect to relevant codes and trade publications, including the AISC, ACI, APA, ASTM and UL. Elements of sustainable design explored.

### **BCN 1250**

#### **Introduction Graphic Technology**

3 Credits

Introduces the principles of industrial graphics. Topics include the care and use of drawing instruments, lettering, multi view projections and sketching techniques. Designed for the student without drawing experience.

### **BCN 2272**

#### **Blueprint Reading**

3 Credits

Includes the principles of interpreting blueprints and specifications common to the building trades. Focuses on reading details for grades, foundations, floor plans, elevations, walls, doors, windows and roofs of residential, light and heavy construction.

### **BCN 2291C**

#### **Construction Materials Testing**

3 Credits

A hands-on laboratory involving industry standard techniques for testing construction materials to determine their physical properties with an emphasis on soils, Portland cement, concrete and asphalt. Completion of BCN 1210 strongly recommended. A special fee is charged for this course.

### **BCN 2939C**

#### **Construction Capstone**

3 Credits

The construction capstone course will allow the student to demonstrate the required skill sets acquired throughout the AS degree Architectural Design and Construction Technology program and will prepare the student for transition into the designing and construction industries. All aspects of design, material and building component selection, estimating and use of computer-aided design and drafting will be evaluated. This course is presented in an independent study format with assigned due dates and meeting times.

### **BCT 2770C**

#### **Construction Estimating**

3 Credits

Deals with the computation of building costs for typical construction projects and the computation of labor and materials from take-off to the final estimates. Completion of BCN 1210 and ARC 2461 strongly recommended. Enrollment in ARC 2304 and ARC 2501 strongly recommended.

### **BRC 1301**

#### **Introduction to Financial Institutions**

3 Credits

An introduction to the U.S. banking system, the role of banks, credit unions and thrifts as financial service providers. Banking principles, various products/services, and the laws and regulatory agencies governing the different types of financial institutions will be discussed.

### **BRC 1321**

#### **Principles of Credit and Collection**

3 Credits

This course is designed for people planning a career in credit union management and is approved by the credit union national association for certification as a credit union executive. Topics include, the nature and role of credit decision; decision making and salesmanship in consumer credit; numerical scoring systems, collections policies, practices and systems; business and government credit functions; and control of credit operations.

### **BSC 1005**

#### **Biological Foundations**

3 Credits

Designated for non-science majors. Topics include the introduction of general biological concepts, genetics, and a brief survey of living organisms.

Prerequisites: College level reading, writing and math skills are required.

Co-requisite: BSC 1005L

**BSC 1005L**  
**Biological Foundations Lab**

1 Credit

Laboratory intended to accompany BSC 1005 lecture. A special fee will be charged for this course.

Prerequisites: College level reading, writing and math skills are required.

Co-requisite: BSC 1005

**BSC 1025C**  
**Nutrition and Drugs**

3 Credits

Primarily intended for non-science majors. Focuses on basic nutrients and their roles in human nutrition. Topics include the problems and possible solutions of deficiency diseases, world food shortages, obesity, commonly used drugs, drug effects on the body and drug addiction. Combined and integrated with a hands-on laboratory component. A special fee will be charged for this course.

Prerequisites: College level reading, writing and math skills required.

**BSC 1092**  
**Human Biology**

3 Credits

Intended for those not majoring in the biological sciences or allied health fields. Provides introductory material in human anatomy and physiology to focus on understanding the body organization and the interrelations of body organs systems.

Prerequisites: College level reading, writing and math skills required.

Co-requisite: BSC 1092L

**BSC 1092L**  
**Human Biology Lab**

1 Credit

Laboratory to accompany BSC 1092. A special fee will be charged for this course.

Prerequisites: College level reading, writing and math skills required.

Co-requisite: BSC 1092

**BSC 1420C**  
**Introduction to Biotechnology**

3 Credits

This course provides an introduction to the basic foundations of biotechnology, and the techniques used in research and industry environments. This course will integrate historical background, current concepts, and techniques in DNA and RNA technology and their role in cell and genetic disorders. Students will demonstrate knowledge of the scientific method, lab safety, and best laboratory practices. Students will demonstrate competency with various instrumentation, including pH meters, centrifuge, spectrophotometer, chromatography, and gel electrophoresis.

**BSC 2010**  
**Biological Science I**

3 Credits

Intended for science majors. Introduces students to the science of biology. Topics include aspects of biochemistry, cytology, cellular metabolism, and genetics. College level reading, writing and math skills are required.

Co-requisite: BSC 2010L, CHM 2045

**BSC 2010L**  
**Biological Science I Lab**

1 Credit

A special fee will be charged for this course. College level reading writing and math skills are required.

Prerequisites: College math skills required.

Co-requisite: BSC 2010

**BSC 2011**  
**Biological Science II**

3 Credits

Intended for science majors. Emphasizes a phylogenetic survey of the five kingdoms of living organisms, together with an introduction to ecology and behavior.

Prerequisites: BSC 2010, BSC 2010L

Co-requisite: BSC 2011L

**BSC 2011H**  
**Honors Biological Science II**

3 Credits

Same as BSC 2011 with honors content. Honors Institute permission required.

Prerequisites: BSC 2010, BSC 2010L

Co-requisite: BSC 2011L

**BSC 2011L**  
**Biological Science II Lab**

1 Credit

College level reading skills required. A special fee will be charged for this course.

Prerequisite: BSC 2010L

Co-requisite: BSC 2011

**BSC 2085**  
**Human Anatomy and Physiology I**

3 Credits

Intended for Allied Health and science majors. Encompasses both anatomy and physiology; includes cell structure and function. Focuses on the study of human systems, particularly the integumentary, skeletal, muscular and nervous systems.

Prerequisites: College level reading, writing and math skills required.

Co-requisite: BSC 2085L

**BSC 2085L**  
**Human Anatomy and Physiology Lab**

1 Credit

A special fee will be charged for this course.

Prerequisites: College level reading and writing and math skills are required.

Co-requisite: BSC 2085.

**BSC 2086**  
**Human Anatomy and Physiology II**

3 Credits

Focuses on cardiovascular, respiratory, digestive, endocrine, immune, lymphatic, urinary and reproductive systems.

Prerequisite: BSC 2085

Co-requisite: BSC 2086L

**BSC 2086L**  
**Human Anatomy and Physiology II Lab**

1 Credit

College level reading and writing skills are required. A special fee will be charged for this course.

Prerequisite: BSC 2085L

Co-requisite: BSC 2086

**BSC 2420**  
**Biotechnology I**

3 Credits

This course expands on topics introduced in BSC 1420C, focusing on recombinant DNA and RNA technology, and genetic engineering. The course will present the basics of genomics and proteomics with DNA protein structure function. There will be a strong emphasis on biomedical biotechnology including the human genome, pharmacogenomics, regenerative medicine, gene therapy, cloning and stem cell applications and implications. Practical applications of biotechnology will be explored.

Prerequisites: BSC 2010, BSC 2010L, BSC 1420C, CHM 2045, CHM 2045L

Co-requisite: BSC 2420L

**BSC 2420L**  
**Biotechnology I Laboratory**

2 Credits

This laboratory course will provide practical hands-on experience in basic biotechnology laboratory methods and techniques.

Prerequisites: BSC 2010, BSC 2010L, BSC 1420C, CHM 2045, CHM 2045L

Co-requisite: BSC 2420

**BSC 2427**  
**Biotechnology II**

3 Credits

This course will provide a relatively in-depth exploration of modern biotechnology as required for the study, development, and application of genetic engineering and biomedical biotechnology. There will be emphasis on pharmacogenomics, stem cell technology, and immunobiology. The practical applications of forensics, bioremediation, and medical, animal, plant biotechnology will be examined.

Prerequisites: BSC 2420, BSC 2420L

Co-requisite: BSC 2427L

**BSC 2427L**  
**Biotechnology II Laboratory**

2 Credits

This laboratory course will continue the study of modern molecular and cell biology with focus on advanced methods and techniques of biotechnology, emphasizing genomics, proteomics, genetic engineering and recombinant DNA technology.

Prerequisites: BSC 2420, BSC 2420L

Co-requisite: BSC 2427

**BSC 2943**  
**Biotechnology Internship**

3 Credits

The objective of this course is to provide students with meaningful work experience. This is a practical application of procedures and professionalism in real world settings with biotechnology and closely related fields.

Prerequisites: BSC 2427, BSC 2427L

**BUL 2241**  
**Business Law I**

3 Credits

Covers the main concepts of legal institutions, the legal environment, business ethics, public and private business law, contracts, business regulations the UCC (Uniform Commercial Code) and related laws.

Prerequisites: College level reading and writing skills required.

**BUL 2242**  
**Business Law II**

3 Credits

Covers commercial paper, agency, partnerships, corporations, secured transactions, bankruptcy, securities regulations, real and personal property, trusts, wills and associated legal problems. Prerequisite: BUL 2241

**CAP 1023**  
**Introduction to Game Development**

3 Credits

Survey of the various aspects of game development including: game programming and scripting, design, modeling and rendering. Students will work on projects involving design and storyboarding, computer programming and scripting, as well as multimedia presentations and artwork. Aspects of the gaming industry will be covered to include human computer interaction, mathematical and physics consideration, and the business of game production and distribution.

Prerequisites: CGS 1000

**CAP 2042**  
**Game Design and Development**

3 Credits

In this hands-on course the student will practice creating 2D and 3D graphics using game and simulation software. The student will perform polygonal as well as nurbs modeling to create programmable 3D objects able to be rendered for simulation software and computer games, projects include creating objects and performing subdivision modeling to include splitting and extruding surfaces. Also, students will practice

various animation techniques using software rendering as well as programming code.

Prerequisite: CAP 1023

### **CAP 2043**

#### **Advanced Game Design and Development**

3 Credits

In this hands-on course the student will continue to create animations for computer games and simulation software. The student will perform projects that include using ray tracing rendering, animating motion along a path, programming animation, rendering scenes and apply lighting and shading.

Other projects allow the student to apply movement along nurbs and splines, as well as applying dynamics with particles and emitters. Rendering objects for use in computer game engines will also be covered.

Prerequisite: CAP 2042

### **CAP 2816**

#### **Database Management II**

1 Credit

Focuses on advanced data file techniques.

Prerequisite: CGS 1540

### **CAP 2840**

#### **Personal Financial Management**

1 Credit

Focuses on using a computer to manage personal finances, with an emphasis on determining a budget, entering checkbook information, preparing a personal net worth statement and keeping a record of monthly expenses.

### **CAP 2905-35**

#### **Special Topics in Multimedia**

3 Credits

This course is designed to allow flexibility for presenting a variety of topics related to multimedia design and development. College level reading and writing skills are required. The course may be taken twice for up to six credits.

Prerequisite: CGS 1000

### **CAP 2939**

#### **Digital Media/Multimedia Technology Capstone**

3 Credits

The capstone course is designed for the student to demonstrate his/her knowledge and skills applicable to the degree core competencies and outcomes. The course is designed as a project based experience. The student's project requirements will be designed in concern with his/her area of curriculum emphasis. Permission from instructor required.

### **CCJ 1010**

#### **Introduction to Criminology**

3 Credits

Focuses on the complex factors related to crime in America, including basic issues, scope and economic impact.

### **CCJ 1020**

#### **Introduction to Criminal Justice**

3 Credits

Covers the historical and philosophical backgrounds of criminal justice agencies and examines the development of the courts, correctional agencies, and law enforcement processes. Topics include the Supreme Court, the 14th Amendment, individual rights, and requirements and opportunities in the law enforcement and correctional fields.

### **CCJ 1488**

#### **Ethics in Criminal Justice**

3 Credits

This course is a practical overview of key issues, questions, and concepts in applied ethics in the field of criminal justice. The course will include the historical development of ethical theories, morality and law, and ethical decision making in law enforcement, courts, and corrections.

### **CCJ 2013**

#### **Introduction to Victimology**

3 Credits

This course is about victims of crime. It provides an introductory level review of the many facets of criminal victimization and the efforts to assist crime victims. The course covers a wide range of topics including trends and interpretations of victimization research, laws, programs, and services, the emotional and social impact of crime, victim rights and restitution and the extent of participation by victims in the criminal justice process.

### **CCJ 2111**

#### **Introduction to Theories of Criminal Behavior**

3 Credits

This course presents the major theoretical explanations of crime and criminal behavior. It focuses on the historical development of criminological theory based on various definitions of crime. The primary purpose of this course is to provide a clear overview of the major academic explanations (or theories) that dominate criminology in an effort to clarify what is known about crime based upon empirical research. To this end, this course is designed to provide students with a basic understanding of historical and current criminological perspectives, as these are the foundations upon which both criminological research and public policy are based.

### **CCJ 2191**

#### **Introduction to Human Behavior in Criminal Justice**

3 Credits

This course provides a study of human nature and the peculiarities of human behavior and how it relates to crime and delinquency with emphasis on how this behavior relates to the duties and responsibilities of the criminal justice practitioner. The course will emphasize abnormal behavior and how criminal justice practitioners should react with primary emphasis on the behavioral aspects of people in crisis situations and how criminal justice practitioners should respond. The course will deal with issues of police crisis intervention and crisis management.

**CCJ 2358**  
**Criminal Justice Communication and Reports**

3 Credits

This course provides an overview of basic principles of effective communication, written, verbal, and digital for personnel in the criminal justice profession. Students will be exposed to police report writing, drafting correspondence, and preparing written summaries. Students will learn to research statistics, texts, internet, and intranet systems as well as to write and edit documents common to the criminal justice system. Students will also participate in group discussions and prepare and deliver short oral presentations. Basic computer skills for communication and research in criminal justice will be covered as well.

**CCJ 2509**  
**Introduction to Street Gangs**

3 Credits

This course will examine the history of gangs, how to identify gang activity, including gang specific colors, clothing, symbols and signs. Traditional gang patterns as well as non-traditional hybrid gangs will be included into this curriculum along with their use of violence, drugs and guns. Topics will include a national overview of major types of gang activity around the United States. Students will study reasons why youth join gangs and discuss community gang assessments and responses. In addition, this class will provide information on appropriate prevention, intervention and suppression responses to gangs.

**CCJ 2600**  
**Criminal Deviant Behavior in Society**

3 Credits

Studies the various deviant behaviors with which criminal justice practitioners interact daily. Topics include the nature of deviance, sexual deviance, alcoholism, drug addiction, mental illness, violence, and suicide.

**CCJ 2610**  
**Introduction to Criminal Typologies**

3 Credits

The primary goal of this course is for students to recognize and understand the utility of constructing typologies as a precursor to understanding criminal behavior. Students will review the differences in varying patterning of criminality.

**CCJ 2618**  
**Forensic Psychology**

3 Credits

This course is an examination of the psychology of human behavior as it relates to crime. The student will be introduced to psychopathology, the sexually violent offender, and serial murderers. The student will also examine violent juvenile offenders and the process of psychological conditioning which allows them to commit violent criminal acts. The student will also be introduced to criminal profiling.

**CCJ 2648**  
**Organized Crime**

3 Credits

This course involves an examination of organized crime, including its history, structures, activities and government efforts to control it.

**CCJ 2671**  
**Race, Gender, and Ethnicity in Criminal Justice**

3 Credits

Discrimination and disparities have long been points of interest and discontent in the field of criminal justice. This course looks on the impact of race and ethnicity, class, gender, and sexuality in criminal justice. These four factors affect the administration of justice for offenders, and also impact the career of the criminal justice professional. The goal of the course is to broaden our understanding of diversity and discrimination in criminal justice.

**CCJ 2685**  
**Domestic and Sexual Violence**

3 Credits

This course is designed to examine the various expressions of violence within the family structure including child, spouse, partner, and elder abuses. Topics will also include sexual abuse, sexual assault, stalking, and domestic homicide. Also included will be topics on the psychological and social causes of domestic and sexual violence, recognizing its signs, and studying its effect on its victims as well as programs and policies for prevention and treatment.

**CCJ 2720**  
**Introduction to Criminal Justice Research Methods**

3 Credits

The primary goal of this course is for students to recognize and understand the basics of research structure within the criminal justice and criminology disciplines. Upon successful completion of this course, students will have an understanding of the social scientific approach which includes the fundamental concepts of ethics, research design, data collection and analysis, and finally interpretation.

**CCJ 2910L**  
**Guided Independent Research**

3 Credits

An individualized study project which applies the objective approach in the observation and reporting of information relating to social problems, with a focus on understanding and interpreting data, as well as basic statistics. Documented research paper required and must relate to a criminal justice subject area. College level reading and writing skills required. Prerequisites: Restricted to Criminal Justice majors only.

**CCJ 2934**  
**Contemporary Issues in Criminal Justice**

3 Credits

This course will offer an extensive examination of selected contemporary issues in criminal justice.

**CCJ 2935-9**  
**Seminar on Criminal Justice Issues**

3 Credits

Focuses on selected topics and issues not usually covered in other courses.

**CCJ 2940**  
**Criminal Justice Internship**

3 Credits

Provides an opportunity for the student with no criminal justice experience to observe the criminal justice system in operation. The student will be expected to compare classroom theory with the day-to-day operation of the criminal justice agency and the roles and responsibilities of the professional in the field. The student will be required to spend a total of 100 clock hours, spread over the semester, in the agency.

Prerequisites: Restricted to Criminal Justice majors only.

**CCJ 2949**  
**Criminal Justice Field Studies**

3 Credits

This course will provide students with an opportunity to learn about and observe the operations of various criminal justice agencies. Students will be expected to compare classroom theory with the day-to-day operations of various criminal justice agencies and the roles and responsibilities of their professionals in the field. The course will include classroom lectures and projects, agency ride-a-longs, facility tours, court observations, and interviewing and shadowing agencies members. In addition to limited classroom meetings the student will also be required to spend a total of 100 clock hours spread over the semester in the field observing various agencies.

**CEN 2904, 2905, 2930-33**  
**Special Topics in Networking**

3 Credits

This course is designed to allow flexibility for presenting a variety of topics related to computer and information technology networking. The course may be taken twice for up to six credits. College level reading and writing skills are required.

Prerequisite: CGS 1000

**CEN 2939**  
**Network Administrator Capstone**

3 Credits

The capstone course is designed for the student to demonstrate his/her knowledge and skills applicable to the degree core competencies and outcomes. The course is designed as a project-based experience. The student's project requirements will be designed in concern with his/her area of curriculum emphasis. Permission from instructor required.

**CET 1112C**  
**Basic Digital Systems**

3 Credits

This course is an introduction to basic digital electronics and is for the student who has previously taken EET 1083C or will be taking both classes in the same semester. Topics covered in this course are computer number systems, Boolean algebra, combinational logic circuits, logic family characteristics, and flip flops. Laboratory exercises will be assigned to reinforce the major concepts covered in the lecture segment of the courses.

Prerequisites: College level reading, writing and math skills required.

**CET 1123C**  
**Introduction to Microprocessors**

3 Credits

Presents introductory material on micro-processing. Topics include the microprocessor chip and its architecture, bus systems, memory map, input/output devices, interface devices, machine and assembly languages, instructions and addressing modes. Laboratory exercises are included.

Prerequisite: CET 1112C

**CET 1172C**  
**PC Upgrading and Repair: Hardware**

3 Credits

Covers the knowledge and skills necessary for upgrading and repairing the hardware of a typical personal computer (PC). Includes the study of microprocessors, basic bus architectures, input/output (I/O) interface types, PC storage, printers, various types of semiconductor memories found in a typical PC, basic networking and network cabling concepts. Also studied is the layout of the drives set up by a disk operating system and how the operating system works with the hardware. This course will further prepare the student for the A+ Certification test. Laboratory exercises are included.

Prerequisite: CGS 1000 or permission of instructor.

**CET 1174C**  
**PC Upgrading and Repair: Software**

3 Credits

This course covers advanced PC software, both operating systems and system software. Concepts are introduced that provide the student with a complete, step-by-step approach for learning the fundamentals of supporting and troubleshooting computer software. Computer service business concepts are also introduced. This course will further prepare the student for the A+ Certification test. Laboratory exercises are included.

Prerequisite: CGS 1000 or permission of instructor.

**CET 1556C**  
**Structured Cabling**

3 Credits

Provides the student with the basic concepts in a complete cabling system. Topics include cable types and their characteristics, connector types, cable layouts for a simulated system backbone, cross connects, etc. and cable installation, testing

and troubleshooting of a cable system. The course includes lab work and a lab fee requirement.

Prerequisites: CTS 1305 or permission of instructor.

### **CET 1600**

#### **Cisco Network Fundamentals**

3 Credits

Prepares a student to apply and understand the basics of networking hardware. Course covers the OSI model and industry standards; network topologies; IP addressing, including subnet masks; and basic network design. This is the first of a four-part series designed to prepare students for the Cisco Certified Networking Associate examination.

Prerequisite: CTS 1305.

### **CET 1610**

#### **Cisco Router Technology**

3 Credits

Designed to prepare a student to apply and understand the basics of networking hardware. The course covers beginning router configurations; routed and routing protocols; and introduction to LAN switching. This is the second of a four-part series to prepare students for the Cisco Certified Networking Associate examination. The first part of this series is covered in CTS 1305.

Prerequisite: CET 1600

### **CET 2113C**

#### **Digital Systems Analysis**

3 Credits

This course is a continuation of the basic digital electronics covered in CET 1112C. The analysis of combinational logic and sequential logic circuits is covered in the lecture segment of the course. Circuits include adder/subtractor, registers, counters, multiplexors, and others. Laboratory exercises will be assigned to reinforce these major concepts and circuits.

Prerequisite: CET 1112C

### **CET 2152C**

#### **Advanced Microprocessors**

3 Credits

Covers the communications between the microprocessor and external devices. Topics include writing and debugging communications programs, analyzing and building interface circuits. Laboratory exercises are included.

Prerequisites: CET 1123C, CET 2113C

### **CET 2335C**

#### **Total Microcomputer Systems**

3 Credits

This course covers the total microcomputer system, including system construction (architecture), programming and hardware, I/O interfacing, diagnostic testing, maintenance and troubleshooting.

Prerequisites: CET 2113C

### **CET 2615**

#### **Cisco Advanced Router Technology**

3 Credits

Designed to prepare a student to apply and understand the advanced principles and applications of networking hardware. The course covers advanced router configurations; LAN switching; network management; and advanced network design. This is the third of a four-part series to prepare students for the Cisco Certified Networking Associate examination.

Prerequisites: CET 1610

### **CET 2620**

#### **Cisco WAN Technologies**

3 Credits

Designed to prepare a student to apply and understand the advanced principles, applications, and implementation of networking hardware. The course covers advanced network design projects and advanced network management projects. This is the fourth of a four-part series to prepare students for the Cisco Certified Networking Associate examination.

Prerequisites: CET 2615

### **CET 2939**

#### **Computer Engineering Capstone**

3 Credits

The capstone course is designed for the student to demonstrate his/her knowledge and skills applicable to the degree core competencies and outcomes. The course is designed as a project-based experience. The student's project requirements will be designed in concert with his/her area of curriculum emphasis. Permission from instructor required.

### **CGS 1000**

#### **Introduction to Computers and Technology**

3 Credits

Provides students with an introductory overview of the Internet, World Wide Web, impact of computer on society and business, historic development of data processing, basic functions and use of word processing, spreadsheet, database, and presentation system and desktop publishing software applications, basic skills using a Web browser and search engine, and careers in the field of computer science.

### **CGS 1103**

#### **Project Management**

3 Credits

This course introduces the student to the basics of project management in particular as project management applies to Web development. They learn to plan a project, create a project schedule, assign resources and costs, track projects, and share information across projects, applications and the World Wide Web.

Prerequisites: CGS 1000

### **CGS 1107**

#### **Introduction to Computers**

1 Credit

An introductory computer literacy course for the general student population with emphasis on current technology and the

implications for and the effects on our society. Topics will include cyber space; communications, including the impact of the Internet and World Wide Web; ethical, privacy, environmental, and health related issues. Software applications will include a brief introduction to Windows, word processing, spreadsheets, and graphics. Students will complete a variety of short cross curricular projects, integrating critical thinking skills and cooperative learning.

**CGS 1160**  
**Desktop Information Management**

1 Credit

A general introduction to the basic capabilities of a desktop information management program, such as Outlook. Topics covered include organizing information, managing your time and schedule, and communicating with other people.

**CGS 1500**  
**Applied Word Processing**

1 Credit

Focuses on basic word processing applications, with an emphasis on term papers, reports and resumes. Prerequisite for this course are OST 1142 or ability to type 20 wpm or permission of instructor.

**CGS 1510**  
**Spreadsheet Applications I**

1 Credit

Focuses on basic spreadsheet applications such as replication, automatic recalculation, financial modeling, analysis and projection, and general mathematical calculations.  
Prerequisites: CGS 1000 or OST 1142 or permission of the instructor.

**CGS 1520**  
**Electronic Presentations I**

1 Credit

Focuses on creating electronic presentations using text, graphic images, charts, sound, video and animation. Different types of presentations will be created to communicate information in an organized manner for educational and professional business settings. Prerequisites: CGS 1000

**CGS 1521**  
**Adobe Photoshop Elements**

1 Credit

Introduces Adobe Photoshop Elements program. Focuses on simple editing techniques and manipulating and modifying objects.

Prerequisite: CGS 1000

**CGS 1540**  
**Database Management I**

1 Credit

Teaches how to work effectively with a data management application, with an emphasis on assembling and organizing data in manageable records and files.

Prerequisites: CGS 1000

**CGS 1554**  
**Internet Basics**

1 Credit

An introductory course designed to teach the basics of navigating the Internet and the World Wide Web. Topics include internet etiquette, using search engines and file transfer protocols. A special fee will be charged for this course.

Prerequisite: CGS 1000

**CGS 1555**  
**Introduction to Internet**

3 Credits

An introductory course designed to teach the basics of navigating the Internet and the World Wide Web. Students participate in online and off-line activities such as accessing the Internet, sending electronic mail, browsing newsgroups, and completing research activities. Also discussed is internet etiquette acceptable behaviors and standards of conduct.

A special fee will be charged for this course.

Prerequisite: CGS 1000

**CGS 1577**  
**Presentation Systems**

3 Credits

Students in this course learn how to design and develop multimedia presentations using linear design. Students learn the differences between a presentation program and an authoring program. Project components will include text, graphics, sound, video, and animation. Students will learn to create, import, and scan these components.

Prerequisite: CGS 1000

**CGS 1761**  
**Computer Operating Systems**

3 Credits

This course provides an overview of computer operating systems. Basic theories, concepts and terminology, and evolution of computer operating systems are covered. Development, function, and comparisons of common mobile, desktop, and server operating systems are discussed. In particular, this class is meant to introduce concepts such as user interfaces, file systems, process management, memory management, input/output management, and communication.

Prerequisite: CGS 1000

**CGS 1871**  
**Multimedia Authoring I**

3 Credits

Introduces the student to multimedia basics, application structure, and organization. Focus is on the conceptual elements of multimedia implementation and authoring basics.

Prerequisites: CGS 1000

**CGS 2091**  
**Information Technology: Ethical/Legal Issues**

3 Credits

After taking this course the student will be able to identify different types of computer crime and distinguish the various types of law applicable. Existing and emerging legislation pertaining to computer crime will be presented. The student will



be exposed to various types of incidents and the proper evidence handling techniques. Ethics codes will be presented and discussed.

**CGS 2108**  
**Advanced Computer Applications**

3 Credits

An advanced applications course which covers and integrates word processing, spreadsheets, database, and presentation software.

Prerequisite: CGS 1000

**CGS 2301**  
**Management Information Systems**

3 Credits

Focuses on the role of information systems in the management process, with emphasis on the various aspects of processing data, characteristics of communication and information, and problem solving.

Prerequisite: CGS 1000

**CGS 2511**  
**Spreadsheet Applications II**

1 Credit

Emphasizes advanced spreadsheet techniques.

Prerequisite: CGS 1510

**CGS 2512**  
**Spreadsheets III**

1 Credit

This is a continuation of CGS 2511, Spreadsheets II. More advanced concepts and macro programming are emphasized.

Prerequisite: CGS 2511

**CGS 2525**  
**Electronic Presentations II**

1 Credit

This is a continuation of CGS 1520, Electronic Presentations I. Advanced concepts are emphasized.

Prerequisite: CGS 1520

**CGS 2541**  
**Database Design**

3 Credits

Focuses on the use and development of a database program, with an emphasis on loading, modifying and querying capabilities. Topics include storage devices, data design, administration, analysis and implementation, data structures, indexed and direct file organizations, and hierarchical network and relational models. Students enrolled in a degree or college credit certificate program must complete all prerequisites.

Prerequisite: CGS 1000

**CGS 2585**  
**Desktop/Internet Publishing**

3 Credits

Covers principles and techniques of document and internet publishing using an industry standard software program(s).

Topics include design principles, document creation and layout, and publishing techniques for print and the web.

Prerequisite: CGS 1000

**CGS 2786**  
**Web 2.0 Applications**

3 Credits

This course will cover various Web 2.0 applications. Topics include forms, blogs, wikis, calendars, slideshows and web hosting.

Prerequisite: CGS 2822

**CGS 2804**  
**Vector Graphic Applications**

3 Credits

This course concentrates on the methods and computer applications used in two-dimensional vector-based software applications. Topics include illustration and design strategies.

Prerequisite: CGS 1000

**CGS 2820**  
**WEB Authoring HTML**

3 Credits

Introduces the student to the fundamentals of Web page authoring. Students will learn how to use HTML to create web pages. They will learn how to generate HTML links, add graphics, create image maps, tables, frames, and forms. Advanced techniques include new HTML tags, virtual reality, audio, and video and presentation of other non-standard data. They will also learn how to use FTP to upload and download files.

Prerequisite: CGS 1000

**CGS 2821**  
**Graphics Design Multimedia/Internet**

3 Credits

Introduces graphic design for the Internet and multimedia projects. Focus is on instructional design process, effective page design, and scanning techniques. Students will use digital imaging software such as PhotoShop to create effective computer screen design elements. Color theory and visual communication is introduced.

Prerequisite: CGS 1000

**CGS 2822**  
**Web Site Creation**

3 Credits

This course is designed to introduce the student to software application tools necessary to create a Web site. The student will use and apply a Web site creation program such as FrontPage, Dreamweaver, Cold Fusion, etc. They will have the opportunity to develop a Web site from initial concept to publication.

Prerequisite: CGS 2820

**CGS 2827****Advanced Graphic Design Multimedia/Internet**

3 Credits

A continuation of CGS 2821. Focus is on advanced graphic design techniques. Students use digital imaging software to prepare graphics for use in effective design elements.

Prerequisites: CGS 2821

**CGS 2874****Multimedia Authoring II**

3 Credits

A continuation of CGS 1871 Multimedia Authoring I, with emphasis on advanced authoring skills. Students will develop in-depth projects using video, audio, text, hypertext, and graphics while controlling the program direction.

Prerequisites: CGS 1871

**CGS 2876****Digital Audio/Video Design**

3 Credits

Introduces the student to the essential software, tools, and techniques commonly used by Web and multimedia designers to produce digital audio and video. Various audio/video programs such as Real Player, MusicMatch, CakeWalk, Adobe Premiere, and After Effects may be used in this course.

Prerequisite: CGS 1871

**CGS 2877****Digital Animation Design**

3 Credits

Introduces the student to the essential software, tools, and techniques commonly used by Web and multimedia authors and designers to produce digital animation effects. Various animation programs such as gif animators, 3D animation applications, Adobe Fireworks, Flash, and Shockwave may be used in this course as well as multimedia authoring programs such as Adobe Director or Toolbook.

Prerequisites: CGS 1871

**CGS 2930-35****Special Topics in Internet Services Technology**

3 Credits

This course is designed to allow flexibility for presenting a variety of topics related to Internet services technology. The course may be taken twice for up to six credits. College level reading and writing skills are required.

Prerequisite: CGS 1000

**CGS 2939****Internet Services Technology Capstone**

3 Credits

The capstone course is designed for the student to demonstrate his/her knowledge and skills applicable to the degree core competencies and outcomes. The course is designed as a project-based experience. The student's project requirements will be designed in concern with his/her area of curriculum emphasis. Permission from instructor required.

**CHD 1800****Introduction Early Childhood Administration**

3 Credits

Designed to provide potential and current early child administrators with the opportunity of satisfying one of the educational requirements for the Foundational Level Child Care and Education Administrator Credential and one of the three courses required for the Level Two Administrator Credential as defined by the State of Florida. It is intended to introduce the needed skills and information in the following areas: developmentally appropriate childcare environments, leadership for childcare settings, financial and legal issues of childcare, and developmentally appropriate education curriculum.

Prerequisites: High School Diploma or equivalent, 30 hour Florida Introduction Child Care Course, 10 hours DAP Special Needs, CDA or equivalent.

**CHM 1020C****Chemistry and Society**

3 Credits

A study of how chemicals directly affect our lives, including drugs, biocides, food additives, detergents, cosmetics, and plastics. Laboratory experimentation will be included. A special fee will be charged for this course.

Prerequisites: College level reading, writing and math skills are required.

**CHM 1025****Introductory Chemistry**

3 Credits

Covers an elementary treatment of mathematical tools of the chemist, atomic theory, periodic arrangement of the elements, chemical bonding, nomenclature of compounds, chemical reactions, and stoichiometry. Designed for students with no chemistry background.

Prerequisites: College level reading, writing and math skills are required.

Co-requisite: CHM 1025L

**CHM 1025L****Introductory Chemistry Lab**

1 Credit

Accompanies CHM 1025. Topics include laboratory techniques, measurement, chemical reactions, abbreviated qualitative analysis, and quantitative chemistry techniques. College level reading, writing and math skills are required. A special fee will be charged for this course.

Prerequisites: College level reading, writing and math skills are required.

Co-requisite: CHM 1025

**CHM 1032****Chemistry for Health Sciences**

3 Credits

A chemistry course designed for allied health programs. Focuses on basic chemical and physical principles applied to the life process. Topics include inorganic, organic, and physiologi

cal chemistry. Mathematics applications are minimal.

Prerequisites: College level reading, writing and math skills are required.

Co-requisite: CHM 1032L

### **CHM 1032L**

#### **Chemistry for Health Sciences Lab**

1 Credit

Accompanies CHM 1032. Topics include laboratory techniques, measurement, chemical bonding, radioactivity, gases, and examples of common inorganic, organic, and biological reactions.

Co-requisite: CHM 1032

### **CHM 2045**

#### **General Chemistry I**

3 Credits

First part of a two-semester sequence. Topics include advanced treatment of stoichiometry, atomic theory, chemical bonding, liquid, solid, and gaseous behavior, solutions and thermochemistry. College level reading, writing and math skills are required.

Prerequisites: CHM 1025 or CHM 1032 or satisfactory grade on the chemistry placement test and MAC 1105.

Co-requisite: CHM 2045L

### **CHM 2045L**

#### **General Chemistry I Lab**

1 Credit

Accompanies CHM 2045. Topics include analytical techniques, physical property determinations, gas laws and thermochemical processes. College level reading, writing and math skills are required. A special fee will be charged for this course.

Prerequisite: CHM 1025L or CHM 1032L or satisfactory grade on the chemistry placement test and MAC 1105.

Co-requisite: CHM 2045

### **CHM 2046**

#### **General Chemistry II**

3 Credits

Second part of a two-semester sequence. Topics include liquid and solid behavior, physical properties of solutions, kinetics, chemical equilibria, electrochemistry and chemical thermodynamics. College level reading, writing and math skills are required.

Prerequisite: CHM 2045 and CHM 2045L with a minimum grade of C.

Co-requisite: CHM 2046L

### **CHM 2046L**

#### **General Chemistry II Lab**

1 Credit

This course accompanies CHM 2046. Topics include spectrophotometric determinations, chemical kinetics, electrochemistry, inorganic qualitative analysis and chemistry equilibria. College level reading, writing and math skills are required. A special fee will be charged for this course.

Prerequisite: CHM 2045L

Co-requisite: CHM 2046

### **CHM 2210**

#### **Organic Chemistry I**

4 Credits

First part of a two-semester sequence. Focus is on the chemistry of hydrocarbons. Topics include nomenclature, chemical bonding, synthetic methods, characteristic reactions, spectroscopic analyses, reaction mechanisms and structure determinations. College level reading, writing and math skills are required.

Prerequisites: CHM 2046, CHM 2046L

Co-requisite: CHM 2210L

### **CHM 2210L**

#### **Organic Chemistry I Lab**

1 Credit

Accompanies CHM 2210. Topics include organic separations, synthesis, spectroscopy, chromatography and identification of organic compounds. College level reading, writing and math skills are required. A special fee will be charged for this course.

Prerequisites: CHM 2046, CHM 2046L

Co-requisite: CHM 2210

### **CHM 2211**

#### **Organic Chemistry II**

4 Credits

Second part of a two-semester sequence. Focus is on the chemistry of hydrocarbon derivatives. College level reading and math skills are required.

Prerequisites: CHM 2210, CHM 2210L

Co-requisite: CHM 2211L

### **CHM 2211L**

#### **Organic Chemistry II Lab**

1 Credit

Accompanies CHM 2211. Topics include the analysis of NMR spectra, multi-step synthesis and organic qualitative analysis. College level reading and math skills are required. A special fee will be charged for this course.

Prerequisite: CHM 2210L

Co-requisite: CHM 2211

### **CHM 2910L**

#### **Guided Undergraduate Research**

1 Credit

This course is intended for students majoring in STEM areas who desire to gain experience with research techniques, methods and procedures. It is intended to create supervised study through guided design of laboratory experiments, study of relevant literature, and achievement in specific research skills. Students will develop independence in the laboratory regarding their research project and will learn how to write a scientific communication.

Prerequisites: CHM 2046, CHM 2046L

### **CHS 2440**

#### **General Chemistry for Engineers**

3 Credits

This course is intended to provide engineering students with a background in important concepts and principles of chemistry,

including atomic theory, chemical bonding and its consequences to materials structure and bulk properties, thermodynamics, equilibria, kinetics and electrochemistry. Qualitative and quantitative problem-solving of current engineering and technological applications will be emphasized. This course is for engineering students only, and is NOT for chemical engineers.

Prerequisites: MAC 1105, CHM 1025

Co-requisite: CHS 2440L

### **CHS 2440L**

#### **General Chemistry for Engineers Laboratory**

1 Credit

This course accompanies CHS 2440. Topics include inorganic qualitative and quantitative analysis, gas laws, chemical kinetics, chemical equilibria, thermodynamics, and electrochemistry.

Prerequisites: CHM 1025, CHM 1025L

Co-requisite: CHM 2440

### **CIS 1931**

#### **Microcomputer Concepts**

3 Credits

Focuses on using microcomputers to solve business problems, evaluate personal computers and software, and complete a wide range of office tasks.

### **CIS 2321**

#### **Systems Analysis**

3 Credits

Focuses on the systems development life cycle, with an emphasis on identifying and assessing system requirements, analyzing and designing new systems in relation to use in business.

Prerequisites: CGS 2301, CGS 2541

### **CIS 2352C**

#### **Information Assurance Local Systems**

3 Credits

Hands-on course teaches students how to hack into information systems using ethical standards. The student will learn local system vulnerabilities, the tools and techniques used to exploit vulnerabilities such as social engineering, buffer overflows, etc., and how to defend against attacks. Suggested prerequisite: CTS 2301C.

Prerequisite: CNT 1401

### **CIS 2353**

#### **Security Management and Penetration Testing**

3 Credits

In this course the student will learn the steps necessary to perform penetration testing. The student will create an audit project plan based on various information technology scenarios and then practice performing fieldwork, analyzing data to draw conclusions and preparing an audit report offering recommendations. Suggested prerequisite: CTS 2301C

Prerequisite: CNT 1401

### **CIS 2359C**

#### **Information Assurance Network Systems**

3 Credits

Hands-on course teaches students how to hack into information systems using ethical standards. The student will learn network system vulnerabilities, the tools and techniques used to exploit vulnerabilities such as SQL Injection, Denial of Service, etc., and how to defend against attacks.

Prerequisite: CNT 1401

### **CIS 2381C**

#### **Computer Forensics/Incident Response**

3 Credits

The student will design and develop strategies for inspecting potentially corrupted servers, networks and workstations. In this hands-on course the student will practice detecting possible intrusion inspecting log files, tracking violators. Students will practice computer forensic exercises using detection tools and tracking methodologies.

Suggested prerequisite: CTS 2301C

Prerequisites: CNT 1401

### **CIS 2905, 2932-36**

#### **Special Topics in Computer Administration**

3 Credits

This course is designed to allow flexibility for presenting a variety of topics related to computer administration. The course may be taken twice for up to six credits. College level reading and writing skills are required.

Prerequisite: CGS 1000

### **CIS 2939**

#### **Computer Information Administrator Capstone**

3 Credits

The capstone course is designed for the student to demonstrate his/her knowledge and skills applicable to the degree core competencies and outcomes. The course is designed as a project-based experience. The student's project requirements will be designed in concern with his/her area of curriculum emphasis. Permission from instructor required.

### **CIS 2945**

#### **Information Technology Security Capstone**

3 Credits

The capstone course is designed for the student to demonstrate his/her knowledge and skills applicable to the degree core competencies and outcomes. The course is designed as a project based experience. The student's project requirements will be designed in concern with his/her area of curriculum emphasis.

Prerequisites: CIS 2353, CIS 2359C, CTS 2333

### **CJC 1000**

#### **Introduction to Corrections**

3 Credits

Provides an introduction to the historical, theoretical and objective understanding of crime, the offender and the correctional process in society. Topics include custodial procedures and theory, correctional treatment, and basic social systems in relation to crime problems.

**CJC 2162**  
**Probation and Parole**

3 Credits

Explores the history, functions, purposes and operations of community corrections programs within the criminal justice system which provide diversion, supervision and treatment of offenders. This course reviews the theories and practices of probation and parole within a community setting. The principles and methods of probation and parole systems at federal, state and local levels, court procedures, the role of the probation and parole officers and their associates in the rehabilitation process will be covered.

**CJC 2940**  
**Criminal Justice Practicum – Basic Corrections Academy**

9 Credits

Articulated credits granted to students who successfully completed an FDLE state mandated certification training program in law enforcement.

**CJE 1000**  
**Introduction to Law Enforcement**

3 Credits

This course covers the history and philosophy of law enforcement in America including the organization and objectives of local, state and federal agencies. Areas covered will include contemporary problems facing modern law enforcement. The course will also cover the various approaches to modern law enforcement and the selection of and training of career officers to enforce the laws in a democratic society. Topics covered will include law enforcement as a balance of social, historical, political, legal, individual and organizational forces.

**CJE 1640**  
**Introduction to Criminalistics**

3 Credits

This course explains and discusses the crime laboratory and its procedures, functions and duties. Crime scene procedures and techniques for locating, preserving and security evidence will also be discussed. Selected laboratory techniques and procedures such as comparison and identification of tool markings, blood, hair, fibers, drugs, chemicals, photographs, firearms, ballistics and documents will be explained.

**CJE 1642C**  
**Introduction Crime Scene Technology**

3 Credits

This course explains and discusses the basic scientific techniques used in criminal investigation with emphasis on the role of the crime scene investigator. This course will focus on such areas as recording the crime scene, collecting and preserving physical evidence, and the examination of evidence. The techniques used by the crime scene investigator to collect, protect, process, and analyze crime scene evidence will be explored.

**CJE 1643C**  
**Advanced Crime Scene Technology**

3 Credits

This course explains and discusses advanced principals and theories in crime scene technology. This course will cover specialized collection procedures for biological evidence, weapons, traffic crash evidence, arson evidence; gunshot residue, blood spatter and bodies.

Prerequisite: CJE 1642C

**CJE 1653**  
**Crime Analysis and Intelligence**

3 Credits

This course involves an introduction to the field of crime analysis. The course will provide the student with an overview of basic criminal intelligence and investigative analysis techniques in modern law enforcement. The course will include geographic information systems and crime mapping techniques.

**CJE 1680**  
**Introduction to Computer Crime**

3 Credits

Provides the student with an overview of crimes involving the use of computer technology and the Internet. It will cover how computer related crimes are committed and how they are investigated. Topics covered will include computer crime scene management and the legal issues involved in the prosecution of computer crimes.

**CJE 2004**  
**Career Choices Criminal Justice**

1 Credit

This course will expose the students to the diversity of requirements and career opportunities within the criminal justice system. This course will provide the students with an understanding of the different agencies within the criminal justice system including police, courts and corrections. This course will cover all levels of agencies including city, county, state and federal. The course will also cover careers related to criminal justice including juvenile justice, private investigation and security, and bail bonds agents. The course will cover the roles of these agencies and employment opportunities. The course will also provide students with information on law enforcement academies and strategies for job searching, resumes and job interviews.

**CJE 2007**  
**Introduction to Federal Law Enforcement and Investigations**

3 Credit

This course will examine criminal justice at the federal level with the emphasis on federal criminal law and its enforcement. The course will examine the role of the different federal law enforcement agencies. The course will review security, investigations, prosecutions, probations, and corrections within the federal criminal justice system. Major areas include an overview of federal crimes, elements of the United States code, and the role of federal agents in the support of prosecutions. This course will include the mission of and interrelationships between individual agencies. Topics will also include mail fraud,

official bribery and corruption, organizational crime, drug enforcement, criminal civil rights violations, human trafficking, federal vs. state prosecution, and the UCMJ.

**CJE 2170**  
**International Policing and Transnational Crime**

3 Credits

This course will cover international law enforcement and crime. Students will survey selected major police agencies in foreign countries and compare them to those in the United States. Students will also study international policing including INTERPOL. The course will also cover the growth of transnational crime including areas such as human trafficking, international narcotics trafficking, contract assassinations and terrorism, and smuggling, among others.

**CJE 2233**  
**Drug Abuse and Crime**

3 Credits

This course will introduce students to the negative effects of drugs, alcohol, and other substance abuse. This course will cover the problems created by the illegal use of narcotics and other dangerous substances and its relationship to criminal behavior. This course will emphasize the criminal implications and control of drug and substance abuse as well as touching on the social and historical implications.

**CJE 2300**  
**Police Administration and Organization**

3 Credits

Provides an introduction to the principles of law enforcement, organization and supporting services as they apply to staff functions, personnel recruiting, training, promotions, planning, research, inspection, control, and policy formation. Topics include functions of patrol, criminal investigation, vice control units, juvenile bureau, intelligence, sections, detention facilities, supply and transportation.

**CJE 2400**  
**Community Relations**

3 Credits

Focuses on the relationship of criminal justice agencies to the community and how social change affects law enforcement, corrections and the courts.

**CJE 2600**  
**Criminal Investigation**

3 Credits

Covers methods of investigation, interviews, interrogation, electronic equipment, surveillance and sources of information, with an emphasis on case preparation and problems in criminal investigations.

**CJE 2603**  
**The Investigative Cycle from Crime Scene to Court**

3 Credits

The course covers the evidence and investigative cycle, from processing the crime scene, to testimony about the evidence. It first examines the fundamentals of protecting and processing crime scenes and the handling of evidence. Students then

would become familiar with the components of the investigative report. The course would then cover how the evidence and testimony are presented in the courtroom.

**CJE 2614**  
**Serial Killers**

3 Credits

This course involves an examination of serial killers and mass murderers, including the history, profiling of the offenders, and techniques for the investigation. Special issues that will be covered include media coverage and punishment.

**CJE 2664**  
**Advanced Crime and Intelligence Analysis**

3 Credits

This course is an advanced course in crime and intelligence analysis. The course will build upon the principles learned in CJE 1653 and will give the student an in-depth look into crime analysis computer applications and GIS mapping software. Prerequisite: CJE 1653

**CJE 2671C**  
**Latent Fingerprint Development**

2 Credits

This course explains and discusses the techniques involving detection, enhancement and recovery of latent fingerprints from physical evidence. This course will cover mechanical and chemical methods and surfaces will be analyzed and evaluated for application in both theory and practice.

**CJE 2672C**  
**Fingerprint Classification**

2 Credits

This course explains and discusses the Henry modified system of fingerprint classification. This course will deal with all aspects of fingerprint classification, identification, and filing systems and will prepare the student to conduct inked fingerprint examinations.

**CJE 2770C**  
**Forensic Photography**

3 Credits

This course explains and covers basic crime scene photography skills, including camera operation, exposure control, proficiency in relational photos, and flash control for crime scene and evidentiary documentation. The course will also cover special light sources and the use of filters, specialized equipment, digital cameras, and hand held video camera recorders.

**CJE 2940**  
**Criminal Justice Practicum – Basic Police Academy**

12 Credits

Articulated credits granted to students who successfully completed an FDLE state mandated certification training program in law enforcement.

**CJJ 1002**  
**Juvenile Delinquency**

3 Credits

Focuses on the history, nature, causes and scope of juvenile crimes with an examination of the justice system and treatment facilities.

**CJJ 1004**  
**Introduction to Juvenile Justice**

3 Credits

This course will examine juvenile delinquency and the juvenile justice system including its legal and social history, its definitions and procedures, and an assessment of delinquency prevention and control.

**CJL 1000**  
**Introduction to Law and Legal Issues**

3 Credits

This course will cover the evaluation, debate, and critical analysis of law and legal issues that affect individuals, their families, and communities. Students will learn about practical aspects of criminal, civil, and constitutional law as well as domestic, immigration, and consumer law in a diverse society. The course will use case studies, simulated legal exercises, small group exercises, and analytical thought problems.

**CJL 1062**  
**Constitutional Law**

3 Credits

Provides an in-depth study of criminal law, with an emphasis on the role of the Supreme Court and constitutional law as it applies to law enforcement and civil rights.

**CJL 1070**  
**Legal Rights of Prisoners**

3 Credits

Survey the legal rights of inmates in correctional facilities, with an emphasis on specific cases and decisions affecting correctional practices.

**CJL 1100**  
**Criminal Law**

3 Credits

Focuses on the classification and analysis of criminal acts, such as homicide, rape, assault, robbery, larceny, burglary, and auto thefts, with an emphasis on specific cases and selected court decisions. Topics include court organization, court orders, writs, warrants, and other papers.

**CJL 1500**  
**Introduction to the Court System**

3 Credits

This course examines the history, traditions and philosophy of the American court system. Emphasis will be placed on the roles of the prosecutor, the judge, the defense attorney, the jurors, the defendants and the public. The course will focus on the general themes of law on the books, law in action and law in controversy. Course content will include an overview of the structure and operations of the court system with special emphasis on the Florida Court System.

**CJL 2072**  
**Civil Rights and Liability in Criminal Justice**

3 Credits

This course will provide students with an overview of federal civil rights legislation and state federal tort law as it applies to criminal justice. Topics covered will include practitioner and supervisor liability, 1983 actions, 241 crimes, wrongful death actions, and various personnel laws including ADA, EEOC, age and sex discrimination and sexual harassment.

**CJL 2130**  
**Criminal Evidence and Procedure**

3 Credits

Provides an introduction to criminal procedures such as arrest, search and seizure, use of force and handling evidence. Topics include the legal use and degree of force, rights of suspects and arrested persons, types of evidence, admissibility, proof and competence of evidence as related to criminal law and recent court decisions.

**CJL 2202**  
**Legal Research in Criminal Justice**

3 credits

This course covers the historical development of criminal law and case precedent. The course will emphasize the development and study of case law and criminal statutes and the significance of law as a social force. The course will emphasize how to read and evaluate cases and how to do legal research.

**CJL 2400**  
**Criminal Court Litigation**

3 Credits

This course involves the practical observation and study of the criminal trial process through lecture, readings, and direct observation of criminal trials. Students will study the various aspects of the criminal court process from arrest through conviction and sentencing. Course topics will include bail and pre-trial incarceration, discovery and other pre-trial procedures, prosecutorial discretion, plea bargaining and the conduct of trial proceedings.

**CJL 2610**  
**Courtroom Presentation of Scientific Evidence**

3 Credits

This course explains and discusses how to present physical, documentary, and scientific evidence in the courtroom. The course will cover proper dress, speaking, listening, and stress. The student will understand how to present courtroom testimony, especially in areas of scientific evidence. The course will also include how to prepare and present visual aids and exhibits collected at crime scenes. The course will include mock trial exercises.

**CLP 1000**  
**Psychology of Personal Growth**

3 Credits

Covers the origin and development of individual needs and personality patterns, approaches to self-management, and self-control and assessment of personal value systems. Emphasis is

on personal awareness and experientially based activities. Is not acceptable as a prerequisite for other psychology courses.

**CLP 2001****Advanced Psychology Personal Growth**

3 Credits

An existential experimental approach to human behavior which focuses on awareness of ourselves, effective communication and problem solving skills involved in human interactions.

Prerequisite: CLP 1000

**CLP 2140****Abnormal Psychology**

3 Credits

This course examines the historical and current perspectives of the science of abnormal behavior. Topics include classification, diagnosis, theories, assessment methods, treatment, prevention, and legal and ethical issues. The course will also discuss the importance of empirically-based treatments. The impact of mental illness on the individual, family, and society are explored. Permission from instructor required.

Prerequisites: PSY 2012, College level reading and writing skills are required.

**CNT 1401****Introduction to Network Security**

3 Credits

Basic computer and network security theory, concepts and terminology are presented. The CIA triad, basic threats, intrusion techniques, vulnerabilities and their various counter measures are included. Students will also discuss ethical behaviors and basic security practices for authentication, encryption and secure network topologies.

Prerequisites: CET 1600 or CTS 1305

**CNT 2510****Wireless Networking**

3 Credits

This course presents an overview of common wireless technologies including theories, concepts of their operation, installation, and basic troubleshooting. Basic computing and common wireless technologies are discussed as well as new trends as they develop. Wireless local area networks and integration with wired networks are also included.

Prerequisite: CTS 1305.

**COP 1000****Programming Logic**

3 Credits

Introduces programming logic, with an emphasis on problem definition, flow charts, tables, control breaks, and multi-record single processing programs. Topics include read process write-loops, array creation and retrieval, and documentation standards.

Prerequisite: CGS 1000

**COP 1030****Introduction to Python Programming**

3 Credits

An introduction to programming using the Python language. Students will learn how basic programming ideas, such as variables, data, loops, and functions are used in Python to create useful programs. Other topics include program design, style, documentation, and working with files and text. College level reading, writing and math skills required.

Prerequisite: COP 1000

**COP 1120****COBOL, Beginning**

3 Credits

Introduces the computer programming for business, with an emphasis on program design and development, generating reports and creating files. Topics include structured programming, testing, implementation and documentation, file structures, input and output devices, table processing and operating system facilities. A special fee will be charged for this course.

Prerequisite: COP 1000

**COP 1220****Programming in "C"**

3 Credits

Introduces programming in the "C" language with an emphasis on basic input/output functions. Topics include interactive programming, style and methodology, top-down design and structured programming.

Prerequisite: COP 1000.

**COP 1332****Visual BASIC, Beginning**

3 Credits

Provides a basic overview of Windows programming and applications. Students enrolled in a degree or college credit certificate program must complete all prerequisites.

Prerequisite: COP 1000

**COP 1812****Introduction XML Authoring**

3 Credits

This course teaches students how to use XML to create customized tags for Web pages and to work effectively with XML. Students will develop Web sites integrating XML into their projects.

Prerequisite: COP 1000

**COP 1821****Visual BASIC, Advanced**

3 Credits

Advanced course focusing on the development of Windows applications using an event driven programming system. Topics include arrays, data structures, and developing PEN applications.

Prerequisite: COP 1332



**COP 2224  
Programming in C++**

3 Credits

Basic C++ programming with a survey of advanced C++ topics, including inheritance, generics (templates), modular and object-oriented programming, dynamic memory, using the standard library, and proper programming best practices including an introduction to design, testing, documentation, and deployment. Course focuses on how C++ is used for systems and embedded programming.

Prerequisites: COP 1000, and either COP 1220 or COP 2360

**COP 2344  
Shell Scripting**

3 Credits

This course is intended for students who have mastered the basic Linux/Unix operating environment and who would like to read and understand the various administrative scripts, and to write scripts to automate day to day tasks. This course is designed to teach students skills they need to effectively read, write and debug shell scripts. This course explores in detail the Bash shell scripting language. Major topics covered include reading, writing, modifying, and debugging shell scripts, the shell environment, regular expressions, text filtering with `grep`, `sed`, and the `awk` commands, conditional control statements and loops, interactive scripts, the use of other shell features such as variables, parameters, argument lists, shell functions, shell traps.

Prerequisites: COP 1000, CTS 1106

**COP 2360  
Programming in C#**

3 Credits

An introductory course to programming in the C# language. Emphasis is placed on the basic data, methods and classes of the C# language. Additionally, object oriented programming concepts will be introduced. Programming style and object oriented methodology will be stressed throughout the course.

Prerequisite: COP 1000

**COP 2654  
Mobile Platform Application Development**

3 Credits

This is an introductory course in application development for popular tablet and smartphone mobile platforms. Students will learn about hardware, software, and programming environments for the major types of mobile devices in current use. Student will also examine the different models for application development and distribution on these devices, plus design, code, test, and execute a mobile application.

Prerequisite: COP 1220 or COP 2224 or COP 2360 or COP 2800

**COP 2800  
JAVA Programming**

3 Credits

Introduces programming in JAVA. Focus is on object oriented programming to create stand-alone applications for enhancing Web pages.

Prerequisite: COP 1000 or permission of instructor.

**COP 2805  
JAVA Advanced**

3 Credits

A continuation of COP 2800. The focus is on the development of client-server applications, applets, and advanced GUI. Topics include advanced object oriented programming in Java, multi-threading, files, multimedia, database use, and networking concepts used for client server applications.

Prerequisite: COP 2800

**COP 2830  
Scripting for the Web**

3 Credits

Introduces scripting languages used to enhance WEB documents. Focus is on the use of scripts and how they relate to the Web environment. Students will develop applications using a scripting language such as Visual Basic, Java Script, and/or Perl.

Prerequisites: CGS 2820, COP 1000.

**COP 2833  
Database-driven Web Programming: Client**

3 Credits

The student will be introduced to techniques for coding Web pages that interact with back-end databases. The emphasis in this class is to develop code that runs on the client computer and to develop techniques for balancing the client-side code with server-side code. Topics covered will be specific programming language fundamentals and logic, and an introduction to data maintenance using data manipulation coding techniques. Other topics include writing secure Web code, error handling and data validation.

Prerequisite: COP 2836, Database-driven Web Programming: Server

**COP 2836  
Database-driven Web Programming: Server**

3 Credits

The student will be introduced to techniques for coding Web pages that interact with back-end databases. The emphasis in this class is to develop code that runs on back-end servers with back-end database. Topics covered will be specific programming language fundamentals and logic, and an introduction to data maintenance using data manipulation code such as SQL, as well as an introduction to back-end DBMS concepts and terminology. Other topics include writing secure Web code, error handling and data validation.

Prerequisites: CGS 2820, COP 1000

**COP 2930-35  
Special Topics in Programming**

3 Credits

This course is designed to allow flexibility for presenting a variety of topics related to programming. The course may be taken twice for up to six credits. College level reading and writing skills are required.

Prerequisite: CGS 1000

**COP 2939**  
**Computer Programming Capstone**

3 Credits

The capstone course is designed for the student to demonstrate his/her knowledge and skills applicable to the degree core competencies and outcomes. The course is designed as a project-based experience. The student's project requirements will be designed in concern with his/her area of curriculum emphasis. Permission from instructor required.

**CRW 1001**  
**Creative Writing I**

3 Credits

Focuses on analyzing creative writing through class discussions and readings. Works by students and others will be critiqued. Participation on the staff of the College's literary magazine is encouraged. Prerequisite waiver by permission of instructor required.

Prerequisite: ENC 1101

**CRW 1001H**  
**Honors Creative Writing I**

3 Credits

Same as CRW 1001 with honors content. Further critical analysis of both the student's own writing and the writing of others combined with the readings and discussion of the process of creative writing. Honors Institute permission required.

Prerequisites: ENC 1101 or ENC 1101H

**CRW 1002**  
**Creative Writing II**

3 Credits

Further critical analyses of both the student's own writings and the writings of others combined with the readings and discussions of the process of creative writing. Continuation of the skills developed from CRW 1001. College level reading and writing skills are required.

Prerequisite: CRW 1001

**CRW 1002H**  
**Honors Creative Writing II**

3 Credits

Same as CRW 1002 with honors content. Further critical analysis of both the student's own writing and the writing of others combined with the readings and discussion of the process of creative writing. Continuation of skills developed from CRW 1001H. Honors Institute permission required.

Prerequisite: CRW 1001 or CRW 1001H or permission of instructor.

**CTS 1106**  
**Introduction to Unix**

3 Credits

This course is designed to teach the Unix operating system. Emphasis will be on the Unix utility commands, the kernel software, and the shell programs. The two Unix text editors will be covered. This course will be project oriented. Additional topics include Linux and using the X Window GUI.

Prerequisite: CGS 1000

**CTS 1302**  
**MS Intermediate Server**

3 Credits

Provides students with the knowledge and skills necessary for advanced Windows server services such as advanced configuring tasks necessary to deploy, manage, and maintain a Windows server infrastructure.

Prerequisite: CTS 1303 or CTS 1306 or permission of instructor.

**CTS 1303**  
**MS Beginning Server I**

3 Credits

This course is designed to provide students with the knowledge and skills necessary to install and configure a Microsoft server infrastructure in an enterprise environment.

Prerequisite: CTS 1327 or permission of instructor.

**CTS 1305**  
**Introduction to Networking**

3 Credits

Introduces the students to the basics of local area networks.

Provides an overview of networking, including a history of development and the uses and benefits of networks. Students are introduced to major network components with a discussion of critical selection considerations. Covers the prerequisite concepts necessary for the Microsoft program and will provide background information for the Cisco certification program.

Prerequisites: CGS 1000 or permission of instructor.

**CTS 1306**  
**MS Beginning Server II**

3 Credits

This course provides students with the knowledge and skills necessary to manage and install network services, manage users and groups, manage network access, and data security, configure file and print services, and configure and manage DNS.

Prerequisite: CTS 1303 or permission of instructor.

**CTS 1327**  
**MS Windows Client Operating System**

3 Credits

This course is to provide individuals who are new to MS Windows with the knowledge necessary to understand and identify the tasks involved in supporting Windows networks. This is an introductory course designed to provide an overview of client operating system concepts. Students should have a working knowledge of the MS Windows interface.

Prerequisite: CTS 1305

**CTS 1328**  
**MS Advanced Server**

3 Credits

This course provides students with the knowledge and skills necessary to design, implement, and maintain a Windows server desktop infrastructure in an enterprise scaled, virtualized environment.

Prerequisite: CTS 1302 or CTS 1306 or permission of instructor.

**CTS 1342**  
**MS Enterprise Collaborative Infrastructure**  
 3 Credits

This course provides students with the knowledge and skills necessary to install, configure, utilize, and support Microsoft Enterprise Infrastructure collaborative software that supports specific content publishing, content management, records management, and business intelligence needs in an enterprise environment.

Prerequisite: CTS 1303

**CTS 2203**  
**Introduction Adobe Acrobat**  
 1 Credit

Provides students with the knowledge and skills necessary to create, post to the Internet, and distribute PDF files.

Prerequisite: CGS 1000

**CTS 2301C**  
**Unix/Linux Administration I**  
 3 Credits

This course is a continuation of CTS 1106 (Introduction to Unix). The focus is hands-on Linux system administration. Topics include system administration concepts, system installation and configuration. Additional topics include understanding the Unix file system, configuring basic system hardware and services, managing user accounts, basic system security and backups. Major Unix variants will also be covered. This course continues with CTS 2322, Unix/Linux Administration II. Student must have prerequisite or permission of instructor.

Prerequisite: CTS 1106

**CTS 2311**  
**Unix/Linux Security**  
 3 Credits

This course covers the concepts and administration of system and network security on Unix and Linux systems. Students will gain the skills needed to protect Unix and Linux servers from various types of threats. Students will understand, plan and implement security on Linux servers including developing security policies, local system security, network security, monitoring systems and networks, basic firewall setup and the use of various security related tools (e.g., PAM, sudo). College level reading and writing skills are required.

Prerequisite: CTS 2322

**CTS 2322**  
**Unix/Linux Administration II**  
 3 Credits

This course is a continuation of CTS 2301C (Unix Administration I). The focus is on Unix and Linux administration. Topics include creating shell scripts and using scripting tools, software development tools (such as 'make' and RCS/CVS), managing documentation and creating 'man' pages with 'nroff', configuring services including email, printing, file sharing, logging, DNS and FTP. Also covered will be building and configuring custom kernels, kernel modules, patching and updating the kernel and applications, and basic system security. Student

will gain hands on experience installing, configuring and using Linux.

Prerequisite: CTS 2301C

**CTS 2333**  
**Unix/Linux Networking**  
 3 Credits

This course covers the concepts and administration of networking services on Unix and Linux systems. Topics include Windows network integration with SMB (Samba), DNS, email services and other common network services such as DHCP, FTP, LDAP and NTP (network time protocol). Students will receive basic network concepts such as network models and LANs, IPv4, IPv6 and PPP. Students will also gain hands-on experience with basic network security, and network configuration and troubleshooting using common network management tools.

Prerequisites: CTS 1305, CTS 2322. College level reading and writing skills are required.

**CTS 2440**  
**Database Programming - SQL**  
 3 Credits

This course covers the concepts of both relational and object relational databases using the SQL programming language. Students are taught to create and maintain database objects and to store, retrieve and manipulate data. Students learn to retrieve data by using advanced techniques, grouping operations and navigational retrieval. They also learn to write SQL queries to generate report-like output. Hands-on practice using assigned projects reinforce the fundamental concepts.

Prerequisite: CGS 2541

**CTS 2441**  
**Database Administration I**  
 3 Credits

Provides students with the knowledge and skills required to install, configure, administer and troubleshoot a specific database management system (DBMS) in a client/server environment. Topics such as backing up and restoring a database, as well as scheduling, monitoring and performance will be covered. Sizing database objects such as tables and indexes will be covered, as well as database securities. The course may be repeated one time for purposes of preparing the student as an administrator on a second database platform. Permission of instructor is required. Prerequisite: CGS 2541

**CTS 2442**  
**Database Administration II**  
 3 Credits

Provides students with the knowledge and skills required to install, configure, administer and troubleshoot a specific database management system (DBMS) in a client/server as well as web based environment. Topics such as complex restoring of a database will be covered. Advanced concepts such as data warehousing, data mining and transaction processing will be covered. The course may be repeated one time for purposes of preparing the student as an administrator on a second database platform. Permission of instructor is required.

Prerequisite: CTS 2441

**CTS 2445**  
**Database Programming Advanced**

3 Credits

This course covers advanced coding concepts of a specific DBMS. For example, if the student is studying MS Access, this course covers coding using Visual Basic for Applications (VBA). If the student is studying MS SQL Server, this course introduces advanced concepts using Transact SQL (TSQL). If the student is studying Oracle DBMS, the student will code in PL/SQL. Students will be taught to code programs to perform error handling and create triggers. Students will program stored procedures and custom functions, and learn to call those reusable programs. The course may be repeated one time for purposes of preparing the student as an administrator on a second database platform. Permission of instructor is required.

Prerequisite: CTS 2440

**CTS 2930-35**  
**Special Topics in Database Administration**

3 Credits

This course is designed to allow flexibility for presenting a variety of topics related to database administration. The course may be taken twice for up to six credits. College level reading and writing skills are required.

Prerequisite: CGS 1000

**CTS 2939**  
**Database Technology Capstone**

3 Credits

The capstone course is designed for the student to demonstrate his/her knowledge and skills applicable to the degree core competencies and outcomes. The course is designed as a project based experience. The student's project requirements will be designed in concern with his/her area of curriculum emphasis. Permission from instructor required.

**DAA 1100**  
**Modern Dance Basics for Non-Majors**

1 Credit

Modern Dance Basics is a studio course designed to introduce students with no training to the basic concepts of modern dance. The emphasis in this class will be placed upon attaining correct body alignment, learning the positions of the arms and feet, and the use of time, space, weight and energy. Students will learn basic dance vocabulary while developing flexibility, strength and musicality. This is a studio course and may be repeated 2 times for credit.

**DAA 1101**  
**Modern Dance I**

2 Credits

Elementary level modern dance training is for those with entry level skills in modern dance. The course will offer students the opportunity to develop an understanding of the basic principles and concepts of modern dance technique through several movement experiences and explorations. Students explore and develop awareness of body alignment, dance vocabulary, self-awareness, coordination, strength and musicality. Attendance

at and written critiques of dance performances provide an enhanced view of the scope of the dance field. This course may be taken twice for credit.

**DAA 1102**  
**Modern Dance Basics for Pre-Majors**

1 Credit

Modern Dance Basics is a studio course designed to introduce students who plan to further pursue dance with a foundation knowledge of modern dance. The emphasis in this class will be placed upon attaining correct body alignment, ~ the use of time, space, weight and energy and the ability to accurately learn dance combinations and phrase work. Students will learn dance vocabulary while developing flexibility, strength and musicality. This is a studio course and may be repeated 2 times for credit.

**DAA 1104**  
**Modern Dance II**

2 Credits

This studio course will serve as a continuation of Modern Dance I and will further explore basic principles of modern dance technique. It will broaden students' awareness of dance concepts such as momentum, weight shift, rebound and release. It will further develop dance vocabulary, body alignment, and develop an introductory framework for dance aesthetics. Attendance at and written critiques of dance performances will provide deeper insight into the dance field. This course may be taken twice for credit.

Prerequisite: Audition or Instructor Permission

**DAA 1200**  
**Ballet I**

2 Credits

Elementary level ballet training for those with entry level skills in ballet. Emphasis is on correct placement and alignment of the body, a knowledge of basic ballet terminology, and the development of spatial awareness as it applies to the execution of ballet exercises, positions and steps. Attendance at written critiques of dance performances provide an enhanced view of the scope of the dance field. This is a studio course and may be repeated twice for credit.

Prerequisite: Audition or Instructor Permission

**DAA 1201**  
**Ballet Basics for Non-Majors**

1 Credit

Ballet Basics is a studio course designed to introduce students with no training to the basic concepts of ballet technique. The emphasis in this class will be placed upon attaining correct body alignment, learning the positions of the arms and feet, and the understanding of the sequence of the ballet class. Students will learn basic dance vocabulary while developing strength and musicality. This is a studio course and may be repeated 2 times for credit.

**DAA 1202**  
**Ballet Basics for Pre-Majors**

1 Credit

Ballet Basics is a studio course designed to introduce students who plan to further pursue dance with a foundation knowledge of ballet. The emphasis in this class will be placed upon attaining correct body alignment, positions of the arms and legs, and ability to properly execute ballet steps. Students will learn ballet vocabulary while developing flexibility, strength and musicality. This is a studio course and may be repeated 2 times for credit.

**DAA 1204**  
**Ballet II**

2 Credits

Ballet II is a continuation of Ballet I. Student experiences an intensification of barre work through the use of more complex coordination of the arms and legs. Intensified center work includes more complex floor patterns to develop the use of space in movement sequences. Introduction to steps requiring an advanced beginning expertise in ballet. Leotards, tights and ballet shoes are required. Attendance at and written critiques of dance performances will provide deeper insight into the dance field. May be repeated for credit for a maximum of 4 credit hours.

**DAA 1610L**  
**Dance Composition I**

2 Credits

This creative studio course examines basic tools of the choreographic craft. Students gain experience in structural movement from simple phrases to complex organizational units through motif development, exploration of shape, space, time, transitions and basic compositional forms. The student will explore solo, partner and group structures and use various devices to create their own artistic expressions. Reading, writing and critical analysis of dance included.

**DAA 1680L**  
**Dance Ensemble**

1 Credit

This creative studio course provides an opportunity for dance performers to work in a repertory company and to explore the various devices and skills of ensemble performance. Culminates in a stage performance. This course is repeatable for elective credit. Prerequisite: Audition required.

**DAA 1900**  
**Dance Practicum**

1 Credit

This activity/analysis course provides for the expansion of the student's range of expression and performance/production or pre-professional skills through a directed study experience. Working with a dance faculty advisor, the student will choose, refine, develop, document and present a project whose intent will be the increase of the student's mastery of selected skills from the coursework attempted to date.

Prerequisite: Audition or consent of instructor.

**DAA 1931-9**  
**Special Topics in Dance**

1 Credit

This course is designed to allow flexibility for presenting a variety of selected topics related to dance. Topics will require both an applied and theoretical approach. Examples of topics include: labanotation, technology, dance pedagogy, etc.

**DAA 2105**  
**Modern Dance III**

2 Credits

This studio course is intended to further the understanding of the principles of modern dance technique through more complex exercises and exploration of movement dynamics while developing speed in movement analysis and synthesis. Intricate rhythmical structures and increased spatial awareness will challenge students. Continuing critical analysis will be expected, along with a sharpening of both the student's overall dance knowledge and aesthetic understanding of the dance form. This course may be taken twice for credit.

Prerequisite: Audition or Instructor Permission

**DAA 2106**  
**Modern Dance IV**

2 Credits

This studio course is a continuation of Modern Dance III. Emphasis is on expanding the technical training of the student by increasing complexity of movement capabilities. More emphasis will be placed spatial awareness, rhythmical structures, exploration and on partnering. Continuing critical analysis will be expected, along with a sharpening of both the student's overall knowledge and aesthetic understanding of the dance form. The course will focus more attention on the student's individual dance preparation. Attendance at and written critiques of dance performances will provide deeper insight into the dance field. This course may be taken twice for credit.

Prerequisite: Audition or Instructor Permission

**DAA 2205**  
**Ballet III**

2 Credits

The continuation of ballet training at the beginning of the intermediate level. Emphasis is on strength and technical development through the skilled execution of intermediate level steps and center floor combinations. Uses the technical demands of ballet to further develop stamina and to increase expertise in spatial awareness. Attendance at and written critiques of dance performances increase the student observation and analytical skills.

Prerequisite: Audition or Instructor Permission

**DAA 2206**  
**Ballet IV**

2 Credits

Ballet IV is a continuation of Ballet III. Student experiences an intensification of barre work through the use of more complex coordination of the arms and legs. Intensified center work includes more complex floor patterns to develop the use of space in movement sequences. Introduction to steps requiring an advanced beginning expertise in ballet. Introduction of pointe

work if student proficiency is met. Attendance at and written critiques of dance performances will provide deeper insight into the dance field. This course may be taken twice for credit. Prerequisite: Audition or Instructor Permission

### **DAA 2500L**

#### **Jazz Dance**

1 Credit

Jazz dance is a studio course designed to introduce the student to the historical development of modern jazz dance, its technique, and methods of expression through exercise, locomotion, and non-locomotion. Emphasis is placed on technique, terminology, movement combination and historical information. This course may be taken twice for elective credit.

### **DAA 2611**

#### **Dance Improvisation**

2 Credits

Dance Improvisation is a studio course that challenges students to explore movement through spontaneous problem-solving. The course will evoke the students' creative individuality and sense of ensemble. Students are guided through a series of excises that uses sensorial and kinesthetic engagement. Essential tools of improvisation will be acquired. This course is repeatable twice for credit.

### **DAN 1600C**

#### **Music for Dance**

2 Credits

The study of music and its relationship to the dancer. In addition to basic rhythmic structures the student will learn to use them as a tool in teaching dance and in choreography. The student will further gain insight into the process of selecting appropriate music for various choreographic projects.

### **DAN 1750**

#### **Dance Conditioning**

2 Credits

Conditioning for strength, tone, flexibility and posture in dance in order to enhance optimal performance. The class serves as a laboratory for movement theory, body alignment and somatic techniques. May be repeated with a change of modality (i.e., Pilates, Body Mind Centering, Yoga) up to six credits.

### **DAN 2100**

#### **Introduction to Dance**

3 Credits

A lecture/activity course devoted to the study of dance in its many cultural and societal contexts. The course is designed to heighten student awareness of an appreciation of the aesthetic, socio cultural, and vocational roles played by dancers from the art form's historical roots to contemporary trends. Reading, writing, critical analysis and some physical activity are included.

Prerequisites: College level reading and writing skills are required.

### **DEH 1002**

#### **Dental Hygiene Instrumentation**

1 Credit

Dental Hygiene Instrumentation introduces the student to the theory and practical skills necessary for basic instrumentation. Laboratory sessions are included to demonstrate proficiency in utilizing dental hygiene instruments and dental charting. Additional topics that will be covered in lecture include professionalism and ethics, communication skills, asepsis and maintenance of hand instruments and hand pieces, patient assessment, oral prophylactic procedures, and dental charting. Co-requisites: DEH 1002L, DES 1020C

### **DEH 1002L**

#### **Dental Hygiene Instrumentation Lab**

2 Credits

Dental Hygiene Instrumentation Lab introduces the student to the practical skills necessary for basic instrumentation. Laboratory sessions are included to demonstrate proficiency in utilizing dental hygiene instruments and dental charting. Additional topics that will be covered in laboratory include professionalism and ethics, communication skills, asepsis and maintenance of hand instruments and hand pieces, patient assessment, oral prophylactic procedures, and dental charting. Co-requisites: DEH 1002, DES 1020C

### **DEH 1130**

#### **Embryology and Histology**

1 Credit

A comprehensive study of the embryonic, fetal, and postnatal development, and microanatomy of the cells and tissues that comprise the head, neck and oral cavity. Lecture topics include development and histology of the structures of the head, neck, and oral cavity; development and histology of teeth development and histology of the tooth supporting structures; and development and histology of orofacial structures.

Prerequisite: DES 1020C

### **DEH 1720**

#### **Preventive Dentistry**

1 Credit

This is a one hour credit course designed to introduce the student to the practice and philosophy of preventive dentistry. The student will learn the roles of the dental hygienist, methods of dental biofilm control, formation of tooth deposits, stains, and dental caries, oral physiotherapy, inter dental care, oral health care products and the use of fluorides and sealants. Proper communication and behavior modification skills are emphasized to facilitate the role of the dental hygienist as an educator.

### **DEH 1800C**

#### **Clinical Dental Hygiene I**

3 Credits

Clinical Dental Hygiene I is the first term for direct patient care. Students apply the principles and perform clinical activities for the prevention of oral disease, including data collection, prophylaxis, application of prevention agents, and oral

home care instructions. This is a combined course with classroom interactions and clinical experience. Students are required to successfully complete a number of procedures.  
Prerequisites: DEH 1002, DEH 1002L, DES 1800 and DES 1800L

### **DEH 1802C Clinical Dental Hygiene II**

2 Credits

DEH 1802C is a continuation of DEH 1800C. It is a combined course that provides discussion of clinical activities along with clinical experience. This is the second term for direct patient care. Students apply the principles and perform clinical activities for the prevention of oral disease, including patient assessment, treatment planning, scaling, debridement, root planning, application of preventive agents, oral irrigation and antimicrobial agents, treatment of hypersensitivity, and oral home care instructions. Additional topics include oral communication skills, instrument sharpening, pulp vitality testing, special needs patients, nutritional counseling, ultra-sonics, and air polishing. Students are required to successfully complete a number of procedures.

Prerequisite: DEH 1800C

### **DEH 1811 Dental Ethics, Jurisprudence**

1 Credit

This course is designed to provide knowledge of professional ethics and legal responsibilities, professional organizations, state and dental practice acts and continuing education regulations and requirements. Dental office management will be introduced to provide dental hygiene students with the business and professional skills necessary to practice in an office and/or alternate practice setting. Emphasis will be placed on the student's ethical and legal roles as a dental hygienist and on the business aspects of the profession. In addition, preparation for the National Board examination and test taking skills will be covered.

Prerequisites: DEH 2804C, DEH 2702

Co-requisite: DEH 2702L

### **DEH 2300 Pharmacology and Oral Medicine**

3 Credits

Pharmacology, oral medicine, anesthesiology, and dental emergencies introduces principles of basic pharmacology as they pertain to the practice of dentistry and dental hygiene. It emphasizes actions and reactions of medications commonly used in the dental office or taken by dental patients. Topics include terminology, pharmaceutical references, prescriptions and abbreviations, pharmacokinetics, drugs used in dentistry and their pharmacokinetics, drugs that may alter dental treatment and their pharmacokinetics, drugs used in dental emergencies, drug abuse, and nitrous oxide monitoring (as mandated in the Florida State Administrative Code Chapter 64B14).

Prerequisites: DEH 1802C, DEH 2400

Co-requisites: DEH 2804C, DEH 2809

### **DEH 2400 General and Oral Pathology**

3 Credits

General and Oral Pathology presents the principles of general pathology in relation to diseases of the teeth, soft tissue, and supporting structures of the oral cavity, as well as general pathologic conditions affecting the head and neck. Topics include terminology and diagnostic procedures, variants of normal conditions, benign conditions of unknown cause, inflammation and repair, caries and pulpal pathology, immune response, oral diseases with immunological pathogenesis, autoimmune diseases, infectious diseases, embryology of the head and neck, developmental disorders of the soft tissues and teeth, developmental cysts, neoplasia, odontogenic tumors, other tumors of oral structures, genetics, genetic syndromes and diseases of the head and neck, general pathologic conditions affecting the oral structures, TMJ disorders, and dental implants.

Prerequisites: DEH 1130, MCB 2000 and MCB 2000L

Co-requisites: DEH 1800C, DEH 2602

### **DEH 2602 Periodontology**

2 Credits

This course provides information on the principles of periodontology pertinent to dental hygiene practice. Topics include tissues of the periodontium, epidemiology of periodontal diseases, classification of periodontal diseases, disease prevention, disease treatment and management, drug therapy, immunology and host defense mechanisms, microorganisms associated with periodontology, surgical and nonsurgical treatment, implantology and maintenance, and periodontal endodontic emergencies.

Prerequisites: DEH 1130, MCB 2000 and MCB 2000L

Co-requisites: DEH 1800C, DEH 2400

### **DEH 2604 Periodontology II**

1 Credits

This course provides information on the principles of periodontology pertinent to dental hygiene practice. Topics include periodontal care modifications for systemic conditions, decision making during treatment planning, helping patients change behavior, periodontal surgical concepts, periodontal maintenance, periodontal/endodontic emergencies, implantology and maintenance, and future directions of periodontal patients.

Prerequisite: DEH 2602

### **DEH 2702 Community Dental Health**

2 Credits

This course is designed to provide knowledge of attitudes, skills, and behaviors necessary to promote dental health and prevent disease through organized community based programs. Students will be responsible for assessing, planning, implementing, and evaluating procedures in a community oral health program.

Prerequisite: DES 1830C

Co-requisites: DEH 2804C, DEH 2809

**DEH 2702L**  
**Community Dental Health Practicum**

1 Credit

This course is designed to provide the student with community based experiences in public health settings for the promotion of dental health and the prevention of dental disease. Students will apply principles of program assessment, implementation, and evaluation procedures for all sites visited.

Prerequisite: DEH 2702

Co-requisites: DES 2502, DEH 1811

**DEH 2804C**  
**Clinical Dental Hygiene III**

3 Credits

Clinical Dental Hygiene III, a continuation of DEH 1802C, is a combined course that provides discussion of clinical activities along with clinical experience. This is the third term for direct patient care. Students apply the principles and demonstrate improved patient care skills while performing clinical activities for the prevention of oral disease, including patient assessment, treatment planning, scaling, debridement, root planning, ultra-sonics, and air polishing application of preventive agents, oral irrigation and antimicrobial agents, and oral home care instructions.

Prerequisites: DEH 1802C, DES 1830C

Co-requisites: DEH 2300, DEH 2809

**DEH 2806C**  
**Clinical Dental Hygiene IV**

4 Credits

Clinical Dental Hygiene IV is a continuation of DEH 2804C. This course combines advanced clinical activities with previous clinical experience. This is the fourth term for direct patient care, which emphasizes quality patient care, time constraints, and communication skills. Students will continue to perform clinical activities for the prevention of oral disease, including patient assessment, treatment planning, scaling, debridement, root planning, ultra-sonics, and air polishing application of preventive agents, oral irrigation and antimicrobial agents, and oral home care instructions. Additional experience will include office management, legal aspects, ethics, dental hygiene practice settings, dentistry and dental hygiene regulation, and general office procedures. Students are required to successfully complete an advanced number of procedures.

Prerequisites: DEH 2804C and DEH 2809

Co-requisites: DEH 1811 and DES 2502

**DEH 2809**  
**Advanced Clinical Procedures**

2 Credit

Advanced Clinical Procedures is a lecture course that is a continuation of concepts and clinical procedures introduced in previous clinical courses. This course provides discussion of case based studies and the application of specialized care treatment procedures. Students develop critical thinking skills-based on the application of theory and advanced dental hygiene procedures. Topics include dietary surveys, recall systems and applied techniques with an emphasis on patients

having specialized needs and unusual case factors that may complicate routine care.

Prerequisites: DEH 1802C, DEH 2400

Co-requisites: DEH 2300, DEH 2804C

**DEP 1004**  
**Developmental Psychology of the Life Span**

3 Credits

Emphasizes developmental and psycho social growth from conception to death. Topics include Piaget's stages of cognitive development, Erickson's "Eight Ages," the concept of maturity, changing personalities in later adulthood, theories of aging and death and dying.

Prerequisite: College level reading and writing skills are required.

**DEP 1004H**  
**Honors Developmental Psychology of the Life Span**

3 Credits

Same as for DEP 1004 with honors content. Emphasizes developmental and psycho social growth from conception to death. Topics include Piaget's stages of cognitive development, Erickson's "Eight Ages," the concept of maturity, changing personalities in later adulthood, theories of aging and death and dying. Honors Institute permission required. College level reading and writing skills are required.

**DEP 2102**  
**Child Development**

3 Credits

Focuses on the development and psychosocial aspects of the child through adolescence. Topics include heredity, maturity and social determinants of child behavior. College level reading and writing skills are required.

**DES 1020C**  
**Oral, Head and Neck Anatomy**

2 Credits

Oral, Head and Neck Anatomy is a detailed study of the gross anatomy of the head and neck, and the external and internal morphology of the primary and permanent dentition. Anatomical models of the skull and teeth along with videos and workbooks allow the student to apply didactic information in the laboratory setting.

Co-requisites: DEH 1002, DEH 1002L

**DES 1100**  
**Dental Materials**

2 Credits

Dental Materials focuses on the nature, qualities, composition, and manipulation used in dentistry. The primary goal of this course is to enhance the student's ability to make clinical judgments regarding the use and care of dental materials based on how these materials react in the oral environment. Lecture topics include dental material standards, dental material properties, impression materials, gypsum products, mouth guards and whitening systems, dental bases, liners and cements, temporary restorations, classifications for restorative dentistry, direct restorative materials, indirect restorative materials, polishing procedures for dental restorations, removable dental



protheses, sealants and implants. Students will have hands on laboratory experience in the proper manipulation of dental materials commonly employed in dentistry. Some of the material taught in DES 1100C provides didactic, practical, and clinical experience necessary for the dental hygiene student to perform expanded functions as required by, and outlined in Florida Statue Title XXXII, Chapter 466, Section 466.024, and in the Florida Administrative Code Chapter 64, Sections B5 16.001, B5 16.002, and B5 16.006 through B5 16.010.

Prerequisites: CHM 1032, CHM 1032L, MCB 2000, MCB 2000L  
Co-requisites: DES 1100L

**DES 1100L**  
**Dental Materials Lab**

1 Credit

This course is designed to provide basic knowledge and laboratory practice necessary for the proper manipulation of dental materials commonly employed in dentistry.

Prerequisites: CHM 1032, CHM 1032L  
Co-requisites: DES 1100, DES 1830C

**DES 1200**  
**Dental Radiology**

2 Credits

This course provides the student with fundamental knowledge of the nature, physics and biological effects of radiation to maximize understanding of proper control and safety precautions to be used in exposing, processing, mounting, and evaluating diagnostically acceptable radiographs.

Co-requisites: DES 1020C, DES 1200L

**DES 1200L**  
**Dental Radiology Lab**

1 Credit

This course provides the student with laboratory experience in exposing, processing, mounting, and critiquing diagnostically acceptable intraoral and extra-oral radiographs.

Co-requisites: DES 1020C, DES 1200

**DES 1600**  
**Dental Office Emergencies**

2 Credit

This course is designed to teach students basic dental medical emergencies. Special emphasis will be placed on etiology, signs, treatment, prevention of medical emergencies and will provide students with an understanding of protocols, and use of equipment for emergencies in the dental environment.

**DES 1800**  
**Introduction to Clinical Procedures**

2 Credits

This core course introduces the dental hygiene student to the basic concepts of clinical practice. Topics include the history of dentistry, dental health team members, professional organizations, medical/dental history, vital signs, operation and maintenance of dental equipment, operator/patient, four-handed techniques, oral evacuation, dental charting, cleaning of removable appliances, coronal polishing, and fluoride application techniques.

Co-requisites: DES 1800L, DEH 1002 and DEH 1002L

**DES 1800L**  
**Introduction Clinical Procedures Lab**

1 Credit

This course is designed for the practical application of professionalism and clinical procedures. Development of introductory skills is practiced in the clinical setting. Demonstration of required procedures is evaluated using preset standards.

Co-requisites: DES 1800, DEH 1002, DEH 1002L

**DES 1830C**  
**Expanded Duties for Dental Hygienists**

2 Credits

Expanded Duties for Dental Hygienists is a combined lecture and clinical course designed to provide didactic, practical, and clinical experience necessary for the dental hygiene student to perform expanded functions as required by, and outlined in Florida Statue Title XXXII, Chapter 466, Section 466.024, and in the Florida Administrative Code Chapter 64, Sections B5 16.001, B5 16.002, and B5 16.006 through B5 16.010.

Prerequisite: DEH 1800C

Co-requisites: DES 1100, DES 1100L, DEH 1802C

**DES 2051**  
**Pain Control in Dentistry**

1 Credit

This course acquaints the dental hygienist with the academic and practical aspects of local anesthetics in dental patients. It provides the student with the required training and information to safely and effectively relieve pain and reduce anxiety in the dental patient. It requires that the student apply knowledge from pharmacology, biochemistry, physiology and anatomy. The student should also realize the competency and ultimate proficiency in the administration of local anesthesia requires repeated administration and self-reeducation. This course is specifically designed to obtain certification for local anesthesia in the State of Florida.

Prerequisites: DES 1020C

Co-requisite: DES 2051L

**DES 2051L**  
**Pain Control in Dentistry Laboratory**

1 Credit

This course acquaints the dental hygienist with the academic and practical aspects of local anesthetics in dental patients. It provides the student with the required training and information to safely and effectively relieve pain and reduce anxiety in the dental patient. It requires that the student apply knowledge from pharmacology, biochemistry, physiology and anatomy. The student should also realize the competency and ultimate proficiency in the administration of local anesthesia requires repeated administration and self-reeducation. This course is specifically designed to obtain certification for local anesthesia in the State of Florida.

Prerequisites: DES 1020C

Co-requisite: DES 2051

**DES 2502**  
**Office Management**

1 Credit

This course enables the student to gain knowledge and proficiency in all procedures necessary for office management. The course includes telephone techniques, ordering supplies, recall system, appointment control, bookkeeping, billing, and insurance procedures.

Prerequisites: DEH 2804C, DEH 2809

Co-requisite: DEH 2702L

**DIE 2000**  
**Introduction to Dietetics**

3 Credits

This course provides an in-depth introductory study of dietetics, the normal nutritional principles and the application of these principles, the professional opportunities for registered dietitians (RDs), and dietetic technicians (DTRs) and the role of the American Dietetic Association in dietetics education and practice.

Prerequisite: HUN 2201

**DIE 2270**  
**Clinical Nutrition I**

3 Credits

This course provides an in depth introductory study of dietetics; in depth review of nutrition science; the normal nutritional principles and the application of these principles throughout the life cycle.

Prerequisites: HUN 2201, DIE 2000

**DIE 2271**  
**Clinical Nutrition II**

3 Credits

This course provides an advanced study of dietetics and the application of the science of nutrition to various disease states.

Prerequisite: DIE 2270

**DIE 2401**  
**Nutritional Education and Interviewing**

3 Credits

Provides information on the nutritional habits of various cultural groups, educational methods which have an impact on food purchases and interviewing techniques.

Prerequisite: DIE 2000, HUN 2201

Co-requisite: DIE 2419

**DIE 2419**  
**Nutritional Education Counseling Practicum**

2 Credits

Provides the student with a practical application of nutrition education counseling. Actual interviews and customer needs records will reinforce the theories taught and the development and planning of menus.

Prerequisite: DIE 2000, HUN 2201

Co-requisite: DIE 2401

**DIE 2533**  
**Clinical Practicum**

2 Credits

This course provides a supervised practice experience in a clinical acute care setting. This course is coordinated with and taught concurrently with Clinical Nutrition II. Didactic instruction and the supervised practicum are coordinated to allow the student to apply medical nutrition therapy and develop the specific competencies of a dietetic technician in an acute care hospital clinical setting.

Prerequisite: DIE 2271

**DIE 2963**  
**DTR Exam Prep Capstone**

1 Credit

This course is a capstone course intended for students at the completion of their Dietetic Technician program. The learner will build upon knowledge from previous courses and experience for the national Dietetic Technician, Registered (DTR) exam. Students will also prepare for entry-level by review and application of the core competencies expected of entry level DTRs. In addition, students will begin to plan for their professional careers as a DTR.

Co-requisite: DIE 2533

**DSC 1002**  
**Introduction to Terrorism**

3 Credits

This course teaches the foundations of national security as it relates to international and domestic terrorism and the United States engagement in the war against terrorism. This course is a survey of the history and development of terrorist organizations and extreme political militancy both in the United States and the world.

**DSC 1003**  
**Introduction to Homeland Security**

3 Credits

This course provides an introspective review of the history U.S. Homeland Defense Initiative and will explore the evolution of homeland security in the United States including an overview of the government agencies and laws involved.

**DSC 2033**  
**Introduction to Terrorist Tactics and Weapons**

3 Credits

This course introduces students to various types of weapons of mass destruction. The student will be introduced to basic principles of weapons of mass destruction, recognition, identification, decontamination, and treatment protocols. The student will understand the importance of personal protective equipment and its proper uses and understand the toxicology, physical and chemical properties associated with weapons of mass destruction.

**DSC 2242****Transportation and Border Security**

3 Credits

This course provides an overview of modern border and transportation security challenges, as well as different methods employed to address these challenges. The course covers a time period from post 9-11 to the present. The course explores topics associated with border security and security for transportation infrastructure, to include: seaports, ships, aircraft, airports, trains, train stations, trucks, highways, bridges, rail lines, pipelines, and buses. The course will include an exploration of technological solutions employed to enhance security of borders and transportation systems. Students will be required to discuss the legal, economic, political, and cultural concerns and impacts associated with transportation and border security. The course provides students with a knowledge level understanding of the variety of challenges inherent in transportation and border security.

**DSC 2570****Introduction to Cyber-Terrorism**

3 Credits

This course is designed to provide students with a general understanding of what cyber-terrorism is and the major issues associated with cyber-security. This course will cover the technological, social, and legal controls implemented by government and private entities to secure electronic communications and data networks from manipulation, theft and attack by enemies of the state, terrorists, hackers, competitors, and other adversaries. Students will learn basic computer terminology, history, policy, laws, and enforcement protocols as it related to home security.

**DSC 2590****Intelligence Analysis and Security Management**

3 Credits

This course examines intelligence analysis and its indispensable relationship to the security management of terrorist attacks, man-made disasters and natural disasters. It also explores vulnerabilities of our national defense and private sectors, as well as the threats posed to these institutions by terrorists, man-made disasters, and natural disasters. Students will discuss substantive issues regarding intelligence support of homeland security measures implemented by the United States and explore how the intelligence community operates.

**DSC 2932-5****Seminar in Homeland Security and Terrorism**

3 Credits

This course teaches current topics in homeland security and terrorism that are emerging and relevant. Topics include disaster response, incident command, public safety and security, terrorism, weapons of mass destruction, hazardous materials, emergency operations and security of public and private property.

**EAP 0100****Speech/Listening I**

3 Credits

An introductory level listening and speaking course in which students develop the ability to understand and participate in brief conversations on familiar topics and begin to develop their pronunciation. Students must obtain a grade of "C" or better in order to advance to the next level of EAP coursework.

**EAP 0120****Reading I**

3 Credits

Introductory course for EAP students with emphasis on comprehension of limited written materials. Students must obtain a grade of "C" or better in order to advance to the next level of EAP coursework.

**EAP 0140****Writing I**

3 Credits

An introductory level writing course in which students develop the ability to write grammatically correct sentences and learn basic organizational skills for paragraph writing. Students must obtain a grade of "C" or better in order to advance to the next level of EAP coursework.

**EAP 0160****Grammar I**

3 Credits

Introductory grammar course for EAP students with emphasis on basic verb tenses and simple sentence patterns. Students must obtain a grade of "C" or better in order to advance to the next level of EAP coursework.

**EAP 0200****Speech/Listening II**

3 Credits

A high beginning/low intermediate level listening and speaking course in which students continue to develop their ability to understand and participate in conversations and further develop their pronunciation skills. Students must obtain a grade of "C" or better in order to advance to the next level of EAP coursework.

Prerequisite: EAP 0100

**EAP 0220****Reading II**

3 Credits

A high introductory level reading course for EAP students with emphasis on developing reading skills and vocabulary. Students must obtain a grade of "C" or better in order to advance to the next level of EAP coursework.

Prerequisite: EAP 0120.

**EAP 0240****Writing II**

3 Credits

A high beginning to low intermediate level writing course in which students continue to develop writing skills in the con-

text of guided discourse with an emphasis on logical organization and mechanics. Students must obtain a grade of "C" or better in order to advance to the next level of EAP coursework.

Prerequisite: EAP 0140

**EAP 0260**  
**Grammar II**

3 Credits

A high introductory grammar course for EAP students with emphasis on basic grammatical structures and statement/question patterns. Students must obtain a grade of "C" or better in order to advance to the next level of EAP coursework.

Prerequisite: EAP 0160

**EAP 0300**  
**Speech/Listening III**

3 Credits

An intermediate level listening/speaking course in which students continue to develop their ability to understand and participate in conversations and discussions, and further improve their pronunciation. Students must obtain a grade of "C" or better in order to advance to the next level of EAP coursework.

Prerequisite: EAP 0200

**EAP 0320**  
**Reading III**

3 Credits

An intermediate level reading course for EAP students with emphasis on vocabulary expansion and application of critical reading skills. Students must obtain a grade of "C" or better in order to advance to the next level of EAP coursework.

Prerequisite: EAP 0220

**EAP 0340**  
**Writing III**

3 Credits

An intermediate level writing course in which students continue to develop the writing skills necessary to produce organized paragraphs on a variety of academic topics. Students must obtain a grade of "C" or better in order to advance to the next level of EAP coursework.

Prerequisite: EAP 0240

**EAP 0360**  
**Grammar III**

3 Credits

Intermediate grammar course for EAP students with an emphasis on increasing the accuracy of grammatical structures appropriate to classroom discussion and the writing of academic paragraphs. Students must obtain a grade of "C" or better in order to advance to the next level of EAP coursework.

Prerequisite: EAP 0260

**EAP 0400**  
**Speech/Listening IV**

3 Credits

A high intermediate level listening/speaking course in which students continue to develop their ability to understand and

participate in more complex classroom discussions. Students must obtain a grade of "C" or better in order to advance to the next level of EAP coursework.

Prerequisite: EAP 0300

**EAP 0420**  
**Reading IV**

3 Credits

A high intermediate reading course for EAP students with emphasis on extensive reading and the enhancement of critical reading skills. Students must obtain a grade of "C" or better in order to advance to the next level of EAP coursework.

Prerequisite: EAP 0320

**EAP 0440**  
**Writing IV**

3 Credits

A high intermediate writing course in which students further develop their writing skills by acquiring the ability to write more sophisticated structured academic paragraphs and essays. Students must obtain a grade of "C" or better in order to advance to the next level of EAP coursework.

Prerequisite: EAP 0340

**EAP 0460**  
**Grammar IV**

3 Credits

A high intermediate grammar course for EAP students with emphasis on verb tenses and complex syntactic structures. Students must obtain a grade of "C" or better in order to advance to the next level of EAP coursework.

Prerequisite: EAP 0360

**EAP 1500**  
**Speech/Listening V**

3 Credits

Students develop communication, organization, and pronunciation skills necessary for effective academic presentation and discussion with an introduction to lecture note taking.

Prerequisite: EAP 0400

Co-requisite: EAP 1500L

**EAP 1500L**  
**Speech/Listening Lab V**

1 Credit

Students develop communication, organization, and pronunciation skills necessary for effective academic presentation and discussion with an introduction to lecture note taking.

Prerequisites: EAP 0400

Co-requisites: EAP 1500

**EAP 1520**  
**Reading V**

3 Credits

A high intermediate college level reading skills course in which students will be equipped with the skills necessary for the efficient processing of general academic texts.

Prerequisite: EAP 0420

Co-requisite: EAP 1520L

**EAP 1520L  
Reading Lab V**

1 Credit

A high intermediate college level reading skills lab designed to increase students' active and passive vocabulary.

Prerequisite: EAP 0420

Co-requisite: EAP 1520

**EAP 1540  
Writing V**

3 Credits

Advanced writing course for EAP students in which students begin to write basic, structured academic essays with an emphasis on accuracy and cohesiveness. Students also learn to execute other related writing tasks.

Prerequisites: EAP 0440, EAP 0460

Co-requisite: EAP 1540L

**EAP 1540L  
Writing Lab V**

1 Credit

Advanced grammar lab for EAP students designed to comprehensively review and expand the grammatical structures necessary to write academic English.

Prerequisites: EAP 0440, EAP 0460

Co-requisite: EAP 1540

**EAP 1560  
Grammar V**

3 Credits

Students will develop the ability to use complex grammatical structures appropriate to effective academic presentations, discussions and essays.

**EAP 1620  
Reading VI**

3 Credits

An advanced level reading skills course in which students will further develop the skills necessary for the efficient processing of general academic texts.

Prerequisites: EAP 1520, EAP 1520L

Co-requisite: EAP 1620L

**EAP 1620L  
Reading Lab VI**

1 Credit

An advanced college level reading skills lab designed to further increase the active and passive vocabulary of the student.

Prerequisites: EAP 1520, EAP 1520L

Co-requisite: EAP 1620

**EAP 1640  
Writing VI**

3 Credits

Advanced writing course for EAP students in which students develop the ability to write a variety of college level essays with sophistication, fluency, and accuracy and execute other academic writing tasks.

Prerequisites: EAP 1540, EAP 1540L

Co-requisite: EAP 1640L

**EAP 1640L  
Writing Lab VI**

1 Credit

Advanced grammar lab for EAP students designed to comprehensively review and expand the grammatical structures necessary to write academic English.

Prerequisites: EAP 1540, EAP 1540L

Co-requisite: EAP 1640

**ECO 2013  
Principles of Macroeconomics**

3 Credits

Introduction to the theory of national income determination with emphasis on fiscal and monetary policies. This course includes analysis of full employment, price stability and economic growth.

Prerequisites: College level reading, writing and math skills are required.

**ECO 2023  
Principles of Microeconomics**

3 Credits

Introduction to the theory of the market system with emphasis on supply and demand. This course includes analysis of price and output decisions under different market structures.

Prerequisites: College level reading, writing and math skills are required.

**EDF 1005  
Introduction to the Teaching Profession**

3 Credits

This is a survey course including historical, sociological and philosophical foundations of education, governance and finance of education, education policies, legal, moral and ethical issues and the professionalism of teaching. Students will be provided information on the Florida Educator Accomplished Practices, Sunshine State Standards, and the Professional Educator Competencies. Students are required to complete a minimum of 15 hours of field-based experience with children and youth in schools or similar settings and not via virtual modes of film or Internet.

Prerequisites: College level reading and writing skills are required.

**EDF 2085  
Introduction to Diversity for Educators**

3 Credits

Designed for the prospective educator, this course provides the opportunity to explore issues of diversity, including an understanding of the influence of exceptionalities, culture, family, gender, sexual orientation, and socioeconomic status, religion, languages of origin, ethnicity and age upon the education experience. Students will explore personal attitudes toward diversity and exceptionalities. Students will be provided information on the Florida Educator Accomplished Practices, Sunshine State Standards, and the Professional Educator Competencies. A minimum of 15 hours of field-based experience working with diverse populations of children and youth in schools or similar settings is required. The field experience

should not be via virtual modes of film or Internet. College level reading and writing skills are required.  
Prerequisite: EDF 1005

**EDP 2002**  
**Educational Psychology**

3 Credits  
Focuses on the teaching/learning process, including the conditions and determinants necessary for efficiency and the application of related psychological principles. College level reading and writing skills are required.  
Prerequisite: PSY 2012

**EEC 1300**  
**Planning Early Childhood Program**

3 Credits  
Introduces planning strategies for creating significant learning experiences for children 3 to 5 years of age. Emphasis is on maturity levels, daily activities, assessment and development of personal teaching techniques.

**EEC 1308**  
**Enhancing Intellectual Development in Early Childhood**

3 Credits  
Covers the theory of specific teaching skills in languages, mathematics, social studies and problem solving.

**EEC 1311**  
**Crafts in Early Childhood**

3 Credits  
Focuses on using crafts to promote physical and mental development, with an emphasis on clay, paint, chalk and crayons.

**EEC 1401**  
**Family and Early Childhood Education**

3 Credits  
Addresses professional responsibilities in working with parents, with an emphasis on sharing information, joint problem solving, home visits and parents meetings.

**EEC 1521**  
**Early Childhood Center Management**

3 Credits  
Covers the management and delivery of educational services, with an emphasis on planning, equipment, space, security, and educational goals.

**EEC 1721**  
**Physical Development in the Early Childhood Setting**

3 Credits  
Focuses on teaching techniques for helping students develop large and small motor coordination, and improve balance. Topics include maturational changes and growth patterns.

**EEC 1941**  
**Child Care Practicum I**

3 Credits  
Presents the opportunity to practice skills and translate theoretical knowledge into developmentally appropriate early childhood education experiences (240 clock hours).  
Prerequisite waiver by permission of instructor required.  
Prerequisite: EEC 1521  
Co-requisite: EEC 1300

**EEC 1943**  
**Child Care Practicum II**

3 Credits  
A continuation of EEC 1941; presents the opportunity to practice skills and translate theoretical knowledge into developmentally appropriate early childhood education experiences (240 clock hours).  
Prerequisites: EEC 1941.

**EEC 2270**  
**Language/Cultural Needs**

3 Credits  
Focuses on the special language and cultural needs of preschool disadvantaged students. Emphasis is on the strategies for increasing communication between children and adults, communication as part of the socialization process, and the pros and cons of English as a second language.

**EEC 2271**  
**Children with Special Needs**

3 Credits  
Focuses on identifying and understanding the needs of children with cultural differences, the handicapped, gifted and talented. Emphasis is on mainstreaming in the classroom setting.

**EET 1036C**  
**Basic AC and DC**

3 Credits  
This course is for the student who has previously taken EET 1083C, Electronic Orientation, or is taking both classes in the same semester. It covers voltage, current, resistance, and power concepts in DC and AC circuits. It also includes problem solving in AC and DC circuits using Ohm's Law with an emphasis on constructing, measuring performance, troubleshooting, and repairing circuits. Laboratory exercises are included.  
Prerequisites: College level reading, writing and math skills required.

**EET 1037C**  
**Circuit Analysis**

3 Credits  
Covers electronic filters, resonance, and RC and RL time constants concepts. Also covers AC and DC theorems used to analyze complex circuits. Laboratory activities such as constructing AC and DC circuits, verifying calculated circuit performance, and identifying and repairing circuit faults are included.  
Prerequisites: EET 1036C.

**EET 1083C**  
**Electronics Orientation**

3 Credits

Provides an introduction to computer operating systems, and to computer programs used in the analysis of electronic circuits. Also covers the use of electronics laboratory equipment such as digital multi meters, oscilloscopes, function generators, breadboards and trainers used in the program. Basic soldering skills included. Laboratory exercises are included.

Prerequisites: College level reading, writing and math skills required.

**EET 1141C**  
**Solid State Devices**

3 Credits

Covers the basic concepts of solid state devices used in electronics with an emphasis on semiconductor materials, diodes, transistors, (bipolar and FET), thyristors, basic operational amplifiers and related test equipment. Laboratory exercises are included.

Prerequisite: EET 1036C.

**EET 1142C**  
**Solid State Circuits**

3 Credits

Covers the basic concepts of analog circuits. Topics include multistage amplifiers, linear integrated circuits, basic power supplies and filters, audio amplifiers, oscillators, motor controls, cathode ray tubes, optoelectronic devices and related test equipment.

Prerequisite: EET 1141C

**EET 1949**  
**Electronics Internship**

3 Credits

A coordinated work-study course involving class work and field experience. Objectives determined by the student and teacher coordinator will be used to evaluate the student.

**EET 2155C**  
**Linear Integrated Circuits**

3 Credits

Covers analog integrated circuits, operational amplifiers, power supply regulator feedback, waveform generators, special amplifiers and frequency response. Laboratory exercises are included. A special fee will be charged for this course.

Prerequisite: EET 1142C

**EET 2215L**  
**Electronics Instruments**

3 Credits

Covers basic concepts and theory concerning electronic instruments used in testing situations, with an emphasis on practical applications of electronic measuring devices.

Prerequisite waiver by permission of instructor required.

A special fee will be charge for this course.

Prerequisites: CET 2113C, EET 1142C

**EET 2326C**  
**Communications Systems I**

3 Credits

Provides an introduction to the communications field. Topics include AM, FM, television and single sideband multiplexing. Laboratory exercises are included. A special fee will be charged for this course.

Prerequisite: EET 2155C

**EET 2939**  
**Electronics Engineering Technology Capstone**

3 Credits

The capstone course is designed for the student to demonstrate his/her knowledge and skills applicable to the degree core competencies and outcomes. The course is designed as a project based experience. The student's project requirements will be designed in concert with his/ her area of curriculum emphasis.

**EGN 2122C**  
**Geometric Dimensioning/Tolerancing**

3 Credits

This course provides the fundamentals of geometric dimensioning and tolerancing (gd and t) as based on the American Society of Mechanical Engineers standard ASME Y14.5m 1994. The coverage of topics includes geometric tolerancing symbols and terms, the rules of geometric dimensioning and tolerancing, datums, material condition symbols, tolerances of form, profile, orientation and run-out, and location tolerances.

Prerequisite: ETI 1403

**EME 2040**  
**Introduction to Technology for Educators**

3 Credits

Application of instructional design principles for the use of technology to enhance the quality of teaching and learning in the classroom. The course includes hands-on experience with educational media, emerging technologies, and hardware, software, and peripherals for the personal computer as well as data-driven decision-making processes. Identification of appropriate software for classroom applications, classroom procedures for integrating technologies with emphasis on legal and ethical use, and effective instructional strategies for teachers and students in regard to research, analysis, and demonstration of technology. Students will be provided an overview of the Florida Educator Accomplished Practices, SunshineState Standards, the Professional Educator Competencies and the national Education Technology Standards. College level reading and writing skills are required.

Prerequisite: EDF 1005

**EMS 1119**  
**Emergency Medical Technician**

7 Credits

Provides the lecture, theory and discussion in compliance with the National Emergency Medical Services Education Standards the Emergency Medical Technician. Also includes additional content related to esophageal intubation, intravenous

fluid maintenance and automated defibrillation.

Prerequisites: ENC 0015, MAT 0018, REA 0007 or equivalent HCC placement test scores.

Co-requisites: EMS 1119L, EMS 1431, HSC 1220

**EMS 1119L**  
**EMT Practicum**

2 Credits

Provides the competency based practice and testing of skills presented in the companion lecture course. Those skills include all the required skills of the National Emergency Medical Services Education Standards for the Emergency Medical Technician plus the additional skills of esophageal intubation, intravenous maintenance and automated defibrillation. Includes strenuous skills such as lifting and patient carrying.

A special fee will be charged for this course.

Prerequisites: ENC 0015, MAT 0018, REA 0007 or equivalent HCC placement test scores.

Co-requisites: EMS 1119, EMS 1431, HSC 1220

**EMS 1431**  
**EMT Clinical**

1 Credit

Provides the field experience and hospital clinical portions of the National Emergency Medical Services Education Standards for the Emergency Medical Technician. Includes strenuous skills such as lifting and carrying techniques in actual patient care situations. Exposure to blood and blood borne pathogens is possible in patient care situations. A special fee will be charged for this course. An additional cost for a criminal background check is required. Drug testing is required.

Prerequisites: ENC 0015, MAT 0018, REA 0007 or equivalent HCC placement test scores.

Co-requisites: EMS 1119, EMS 1119L, HSC 1220

**EMS 2381C**  
**EMT Refresher**

2 Credits

Reviews the basic life support training and skills needed by the EMT personnel who have successfully completed the training program. These skills and knowledge are used in the immediate pre-hospital care of the acutely ill or injured patient. A special fee will be charged for this course. This course may be taken unlimited times for credit.

Prerequisite: Florida EMT certification

**EMS 2551C**  
**Advanced Cardiac Life Support**

2 Credits

The American Heart Association's Advanced Cardiac Life Support Provider course is designed to provide instruction and skill testing of specific therapies for various cardiac emergencies. The target population for this course is the practicing physician, paramedic or critical care nurse. Includes strenuous skills such as lifting and carrying techniques in actual patient care situations.

Prerequisite: Current CPR certification required on the first class day

**EMS 2617C**  
**Assessment Based Management and Proficiency**

2 Credits

Provides a review of the didactic and practical skills of the paramedic certificate program followed by written and practical examinations.

**EMS 2621**  
**Paramedic Phase I**

7 Credits

Provides knowledge and skills contained in the 2009 National EMS Education Standards for Paramedic, Module 1: Preparatory, Module 2: Anatomy and Physiology, Module 3: Medical Terminology, Module 4: Pathophysiology, Module 5: Life Span Development, Module 6: Public Health, Module 7: Pharmacology, Module 8: Airway Management, Respirations and Ventilations, Module 9: Patient Assessment, , Module 13: Special Populations, Module 14: EMS Operations.

Co-requisite: EMS 2621L

**EMS 2621L**  
**Paramedic Phase I Practicum**

4 Credits

Provides knowledge and skills contained in the 2009 National EMS Education Standards for Paramedic, Module 1: Preparatory, Module 2: Anatomy and Physiology, Module 3: Medical Terminology, Module 4: Pathophysiology, Module 5: Life Span Development, Module 6: Public Health, Module 7: Pharmacology, Module 8: Airway Management, Respirations and Ventilations, Module 9: Patient Assessment, , Module 13: Special Populations, Module 14: EMS Operations.

Co-requisite: EMS 2621

**EMS 2622**  
**Paramedic Phase II**

8 Credits

Provides knowledge and skills contained in the 2009 National EMS Education Standards for Paramedic, Module 10: Medicine (specifically, cardiovascular and EKG), Module 11: Shock and Resuscitation, Module 12: Trauma.

Prerequisites: EMS 2621, EMS 2621L

Co-requisite: EMS 2622L

**EMS 2622L**  
**Paramedic Phase II Practicum**

4 Credits

Provides knowledge and skills contained in the 2009 National EMS Education Standards for Paramedic, Module 10: Medicine (specifically, cardiovascular and EKG), Module 11: Shock and Resuscitation, Module 12: Trauma.

Prerequisites: EMS 2621, EMS 2621L

Co-requisite: EMS 2622

**EMS 2623**  
**Paramedic Phase III**

6 Credits

Provides knowledge and skills contained in the 2009 National EMS Education Standards for Paramedic, Module 10: Medicine



(specifically, cardiovascular and Advanced Cardiac Life Support (ACLS), Module 13: Special Populations.  
Prerequisites: EMS 2622, EMS 2622L  
Co-requisite: EMS 2623L

**EMS 2623L**  
**Paramedic Phase III Practicum**

2 Credits  
Provides knowledge and skills contained in the 2009 National EMS Education Standards for Paramedic, Module 10: Medicine (specifically, cardiovascular and Advanced Cardiac Life Support (ACLS), Module 13: Special Populations.  
Prerequisites: EMS 2622 and EMS 2622L  
Co-requisites: EMS 2623

**EMS 2666**  
**Paramedic Clinical I**

3 Credits  
Focuses on the demonstration of EMT and basic paramedic skills in actual patient care situations with an emphasis on initial assessment and management of airway management, intravenous and medication administration, and patient and stretcher handling in field and hospital settings. Includes physically strenuous activity. Laboratory fee assessment is made for professional liability insurance. A special fee will be charged for this course. Prerequisite: Admission to Paramedic program.

**EMS 2667**  
**Paramedic Clinic II**

3 Credits  
Focuses on the demonstration of skills of the primary provider of patient care in actual situations. Topics include advanced assessment and evaluation, EKG monitoring and rhythm interpretation, defibrillation and cardioversion, chest decompression, and advanced airway management. Involves physically strenuous activity. A special fee will be charged for this course. Prerequisite: EMS 2666

**EMS 2668**  
**Paramedic Clinic III**

3 Credits  
An advanced clinical experience focusing on decision making and direct patient care that stresses the completion of competencies introduced in previous courses and includes a field preceptor transition program.  
Prerequisite: EMS 2667

**ENC 0022**  
**Developmental Writing**

4 Credits  
Designed to provide instruction in written communication skills. Basic grammar and rhetorical skills including parts of speech, sentence structure, mechanics, and word choice will be introduced. Emphasis is placed on learning to express ideas in clear, logical standard English and on paragraph and essay development as well as developing argument and research skills. This class does not satisfy general education requirements and generates compensatory credit only.

**ENC 0027**  
**Developmental Reading and Writing**

4 Credits  
This developmental course offers integrated reading and writing instruction. It is designed to prepare students for successful completion of college-level courses requiring intensive reading and writing. Skills taught focus on improving literal and critical comprehension, vocabulary, and essay writing skills. The connection between reading and writing is reinforced through reading response opportunities. This course does not satisfy general education requirements and generates compensatory credit only.  
Prerequisite: This course is for students designated "non-exempt from placement testing/appropriate placement score. Students also must have the ability to communicate orally in English and understand spoken English.

**ENC 0055**  
**Developmental Writing Module**

1 Credits  
Conducted in a lab setting, this is a modular course designed to allow students to focus on their individual grammar, punctuation, mechanics, and language usage needs to supplement college-credit English courses (not applicable for degree completion). A student is administered a diagnostic test to identify skills for an individualized learning plan so that he or she works on only the skills not yet mastered. Possible topics in the learning plan include basic grammar, sentence skills, mechanics, and language usage and style. While addressing specific skills utilized in ENC 1101, this course may be taken prior to, in conjunction with, or independently from that course. The course may be repeated up to eight times for successful completion of the individualized learning plan. Grading is Pass/Fail (S/N). This course will be available to non-exempt students who test within three points of the cut-off" score for ENC 1101 and exempt students who are identified by their instructors in ENC 1101.

**ENC 1101**  
**English Composition I**

3 Credits  
Focuses on the writing process of various expository methods with consideration of the writer's purpose, limitations of time, and audience. Students must write unified, coherent essays that include theses and introduction, body, and conclusion paragraphs. Students must demonstrate effective sentence structure, and observe conventions of standard English grammar and usage. Prerequisite requirements: Satisfactory scores on the HCC placement test or ENC 0025 and REA 0017 with a minimum grade of C.

**ENC 1101H**  
**Honors English Composition I**

3 Credits  
Same as ENC 1101 with honors content. Honors Institute permission required.  
Prerequisites: College level reading and writing skills are required.

**ENC 1102**  
**English Composition II**

3 Credits

A continuation of ENC 1101. Instruction is persuasive and literary based critical and evaluative skills in English composition. Documented research paper required.

Prerequisites: ENC 1101 with a minimum grade of C or S.

**ENC 1102H**  
**Honors English Composition II**

3 Credits

Same as ENC 1102 with honors content. Honors Institute permission required. College level reading and writing skills are required.

Prerequisites: ENC 1101H with a minimum grade of C or S.

**ENC 2210**  
**Technical Writing**

3 Credits

Focuses on writing and designing documents in technical and professional discourse communities. Students produce a number of technical genres including correspondence, reports, a proposal, and instructions for various technical and lay audiences. Assignments are intended to create a real world situation and present a set of rhetorical considerations and restraints.

Prerequisite: ENC 1101

**ENC 2341**  
**Magazine Writing and Design**

3 Credits

This course is designed for writing of expository, descriptive and narrative articles on subjects of contemporary interest. Topics will include non-fiction, essay writing, fiction and poetry. Class lectures will cover the publication process from start to finish, and include hands-on work with software design programs. All work produced for the class may be submitted to the student publications. Design software will be utilized as the design and layout program for the course, and participants will receive extensive training in magazine layout, design, editing and production. Completion of ENC 1101 is preferred.

Prerequisites: College level reading and writing skills are required.

**ENG 2100**  
**Introduction to Film**

3 Credits

Presents film as an art form, with an emphasis on analysis and evaluation. Topics include vocabulary, techniques, story, script, cinematography, sound, directing, acting, historical perspective, cultural settings and comparative status among other films.

Prerequisite: ENC 1101

**ENG 2930**  
**English Special Topics**

3 Credits

This course will meet the requirements of its objectives and will provide breadth and depth of exploration of a focused

topic defined by a literary agenda. It is an advanced study that focuses on developing reading, writing, research, and analytical skills. This course is designed by each individual instructor who selects to teach it. It may be taken twice for up to six credits.

Prerequisite: ENC 1101

**ENL 2012**  
**British Literature to 1800**

3 Credits

Focuses on selected British writers, with an emphasis on major periods and trends, such as Anglo Saxon, Middle Ages, neoclassicism and pre-romanticism.

Prerequisites: College level reading and writing skills are required.

**ENL 2012H**  
**Honors British Literature to 1800**

3 Credits

Same as ENL 2012 with honors content. Honors Institute permission required.

Prerequisites: College level reading and writing skills are required.

**ENL 2022**  
**British Literature: 1800 to Present**

3 Credits

Focuses on 19th and 20th century writers from the romantics to the present.

Prerequisites: College level reading and writing skills are required.

**ENL 2022H**  
**Honors British Literature: 1800 to Present**

3 Credits

Same as ENL 2022 with honors content. Honors Institute permission required.

Prerequisites: College level reading and writing skills are required.

**ENT 1000**  
**Introduction to Entrepreneurship**

3 Credits

This course is designed to provide a broad overview of the process of turning an idea into a successful enterprise. This course will be useful for anyone, whether or not they have had prior business or entrepreneurial experience. The course explores the characteristics of the entrepreneurial mind and the environment in which these ventures succeed. The course provide self-assessment of the skills and commitment necessary to successfully start and operate an entrepreneurial venture.

College level reading, writing, and math skills are required.

**ENT 1012**  
**Entrepreneurship Management**

3 Credits

This course seeks to provide the knowledge, skills, and tools for students to successfully plan, design, and manage a new business venture. It is intended for those students considering self-employment for the first time or for those who are already

committed as entrepreneurs. The processes of launching an entrepreneurial venture and learning the skills and techniques necessary for effective management, growth, and exit strategy will be covered in the course. Students will analyze the decision-making models and strategies and apply them in the management of business ventures.

**ENT 1031**  
**Entrepreneurial Marketing and Sales**

3 Credits

This course explores key marketing concepts, methods, and strategic issues relevant for start-up and early stage entrepreneurs. College level reading and writing skills are required.

**ENT 1411**  
**Small Business Accounting and Finance**

3 Credits

This course provides an introduction to key topics in accounting and finance for those involved in new ventures. College level reading, writing, and math skills are required.

**EPI 0001**  
**Classroom Management**

3 Credits

This course prepares the student to set up a classroom; employ classroom management techniques; express an understanding of school safety; integrate sunshine state standards into lesson development; create lesson plans; establish and maintain cooperative relations with parents; develop and administer various forms of assessment describe the implications of FCAT and other standardized tests; and demonstrate an understanding of the ethical and legal obligations of the teaching profession.

**EPI 0002**  
**Instructional Strategies**

3 Credits

This course prepares the student to identify different learning styles, recognize Bloom's Taxonomy prepare lesson plans, use various styles on presentations, employ varied teaching strategies, explain cooperative, group, contextual, and project based learning, apply behavioral management strategies, and discuss accommodations for exceptional students.

**EPI 0003**  
**Classroom Technology**

3 Credits

This course prepares the student to develop computer based record keeping, to identify additional application software productivity tools prepare multimedia presentations, describe content area instructional strategies, identify Internet resources, describe WebQuests, demonstrate knowledge of webpage development and computer aided instruction integrate technology into the learning process, and describe copyright and fair use guidelines.

**EPI 0004**  
**Teaching and Learning Process**

3 Credits

This course prepares the student to research professional literature to seek best practices in teaching and to hone the craft of effective instruction.

**EPI 0010**  
**Foundations of Language and Cognition**

3 Credits

This course prepares the student to describe language structure and function, cognition of phonemic awareness, phonics, fluency, vocabulary and comprehension. The student will learn the integration of the reading components. Instruction is grounded in scientifically based research as a mechanism to inform instructional practice.

**EPI 0020**  
**Professional Foundations**

2 Credits

This course provides the foundation for the student to become a productive member of the teaching profession. Students will gain an understanding of the organization and administration of the public school, the laws governing teachers, the code of ethics, and the purpose of schools. Students will attain a professional perspective as well as a sense of grounding in the profession of teaching.

**EPI 0030**  
**Diversity**

2 Credits

This course provides the student with an understanding of the variety of backgrounds and cultures that may be found in a typical classroom.

**EPI 0940**  
**Field Experience – Module 3**

1 Credit

Participants will complete a field experience in a public, charter, or private school. These field experiences will provide the opportunity to gain insight into the instructional process. Those participants who are teaching will be required to complete the field experiences in the schools where they are assigned.

**EPI 0945**  
**Field Experience – Module 4**

1 Credit

This course provides the student with a field experience in the classroom to give a broader view of the social aspects of diversity and cause the participant to re-evaluate personal beliefs and prejudices that may adversely affect the learning process.

**ESC 1000**  
**Earth Science**

3 Credits

Focuses on geology, meteorology, and astronomy. Topics include the earth's atmosphere and weather systems, earthquakes, volcanoes, plate tectonics, the solar system and the universe; intended for non-science majors.

Prerequisites: College level reading, writing and math skills are required.

Co-requisite: ESC 1000L

**ESC 1000H**  
**Honors Earth Science**

3 Credits

Same as ESC 1000 with honors content. Honors Institute permission required.

Prerequisites: College level reading, writing and math skills are required.

Co-requisite: ESC 1000L

**ESC 1000L**  
**Earth Science Laboratory**

1 Credit

The focus of this course is to familiarize the student with science laboratory techniques and procedures including collecting and recording data, performing calculations, analyzing data, and interpreting results. This is accomplished through experiments and exercises related to topics in earth science. A special fee will be charged for this course.

Prerequisites: College level reading, writing and math skills are required.

Co-requisite: ESC 1000.

**ETD 1320C**  
**Computer-Aided Drafting for Engineering**

3 Credits

This course uses the major features of computer-aided design software (AutoCAD) to make graphic displays, including basic geometric figures, orthographic views of three dimensional objects, production of mechanical drawings, and pictorial drawings of various three-dimensional applications. Major topics include drawing, file handling, text and text editing, dimensioning and plotting.

**ETD 2364C**  
**Introduction to 3D Computer-Aided Design**

3 Credits

This course is an introduction to new designing techniques and capabilities of solid modeling using 3D computer aided design software. Topics include the integration of advanced parametric solid modeling drawing tools.

Prerequisites: College level reading, writing and math skills are required.

**ETI 1110**  
**Introduction to Quality**

3 Credits

A survey course addressing quality management, quality systems, quality assurance, quality control and total quality management topics. The student will become familiar with ISO 9000, Pareto charts, and other quality techniques and tools.

**ETI 1420**  
**Manufacturing Processes and Materials**

3 Credits

This course is an introduction to modern manufacturing materials, processes and systems, which are the basic building blocks of manufacturing and are best taught together. The student will learn to identify and distinguish appropriate materials processing selections given general performance needs and production rates. Material physical and mechanical properties are covered, along with equipment and processing methods used in manufacturing.

**ETI 1622**  
**Concepts of Lean and Six Sigma**

3 Credits

This course provides a comprehensive overview of the Lean and Six Sigma methodologies including: define, measure, analyze, improve and control (DMAIC) process improvement paradigm, techniques, tools and metrics that are critical for process improvement success. This course will include demonstration and use of Lean and Six Sigma tools.

**ETI 1644**  
**Production and Inventory Control**

3 Credits

A survey course in production planning and inventory control, including the topics of scheduling, MRP and capacity planning.

**ETI 1701**  
**Industrial Safety**

3 Credits

Covers practical and operational health and safety procedures and practices as defined by OSHA regulations that are applicable to advanced manufacturing facilities. Handling and disposal of hazardous materials will also be emphasized.

**ETI 1802**  
**Introduction to Process Technology**

3 Credits

This course covers an introduction to chemical plant operations. Topics include process technician duties, responsibilities and expectations, plant organizations, plant process and utility systems, and the physical and mental requirements of the process technician.

Prerequisites: College level reading, writing, and math skills required.

**ETI 1810C**  
**Introduction to Electricity and Electronics**

3 Credits

This course covers basic safety practices for electrical systems and knowledge of voltage, current and power in AC and DC circuits, circuit analysis of series and parallel loads, and basic understanding of resistors, capacitors, inductors, and transformers. This basic knowledge of industrial electricity would be expected of an entry level electrician working in facilities maintenance or assisting in the assembly, test, startup, troubleshooting, maintenance, repair or upgrade of electrical and electronic equipment.

Prerequisites: College level reading, writing, and math skills are required.

**ETI 1843**  
**Motors and Controls**

3 Credits

This course explores the theory and application of AC and DC motors. It covers how different types of motors operate and how electronic motor control systems are designed and can be used to improve efficiency in a wide range of applications.

**ETI 1931**  
**Special Topics in Modern Manufacturing**

3 Credits

This course is designed to allow flexibility for presenting a variety of topics related to high performance manufacturing principles and applications.

**ETI 1949**  
**Manufacturing Internship**

2 Credits

This course is a structured and supervised internship for students in the Manufacturing Technology program of study. On the job experience will be integrated with regular biweekly class meetings to review and compare experiences with respect to workplace skills and technical expectations.

**ETI 2950**  
**Engineering Technology Capstone**

3 Credits

The capstone course is designed for the student to demonstrate knowledge and skills applicable to the degree core competencies and outcomes. The course is designed as a project based experience. The student's project requirements will be designed in concert with the area of curriculum emphasis.

**ETM 1010C**  
**Mechanical Measurement and Instrumentation**

3 Credits

This course provides a basic foundation for mechanical measurement techniques used in manufacturing environments. The course will integrate the concepts, principles and techniques of mechanical measurement with the use of various types of instruments, including micrometers, calipers, height gauges and other types of measuring equipment.

**ETM 2315**  
**Hydraulic and Pneumatic Systems**

3 Credits

Introduces the students to the basic hydraulic and pneumatic systems and devices commonly found in advanced manufacturing facilities. The underlying scientific principles will be covered and their practical applications. Completion of PHY 1025 is strongly recommended. Taking ETM 2315L concurrently is strongly recommended.

**ETM 2315L**  
**Hydraulic and Pneumatic Lab**

1 Credit

Provides hands-on experiences to reinforce the basic principles of hydraulic and pneumatic systems and the operation of pumps and flow monitoring devices for simple but fundamental systems. Completion of PHY 1025 is strongly recommended. Taking ETM 2315 concurrently is strongly recommended.

**ETS 1520**  
**Process Measurement Fundamentals**

3 Credits

Provides the students with a basic knowledge of instrumentation and how sensors are used in the manufacturing field. Topics included are principles of temperature, pressure, flow and level, and the relationship of devices used to measure these for control.

Prerequisites: College level reading, writing and math skills are required.

**ETS 1535**  
**Automated Process Control**

3 Credits

Introduces modern control theory and the use of sensors, actuators and controllers. The student will be introduced to state-of-the-art control systems used in industry and the elements that comprise a closed loop network.

**ETS 1539**  
**Instrumentation Systems Safety**

3 Credits

This course focuses on the engineering requirements for the specification, design, analysis, and justification of safety instrumented systems for the process industries. Students use practical examples to determine safety integrity levels and evaluate whether proposed or existing systems meet the performance requirements. College level reading, writing, and math skills are required.

Prerequisites: ETS 1520 or instructor approval

**ETS 1540**  
**Industrial Applications Using Programmable Logic Controllers and Robotics**

3 Credits

Provides basic operational concepts common for the control of multi station industrial robotic systems. Topics include the role of programmable controllers, interface of analog and digital components in robotic systems and writing ladder diagram programs.

**ETS 1542**  
**Introduction to Programmable Logic Controllers**

3 Credits

Provides basic operational concepts common to programmable controllers, focusing on PLC principles, programming and the fundamentals needed for simple process control.

**ETS 2210C**  
**Introduction to Photonics**

3 Credits

This is an introductory course exploring the fundamentals of photonics theory, concepts, and applications. Contents include the nature and properties of light, light sources, human vision, lasers, and laser safety; basics of geometric and physical optics, and basic principles and applications of fiber optics. Laboratory experimentation will complement the theoretical concepts of the course.

Prerequisites: College level reading, writing, and math skills required.

**ETS 2230C**  
**Introduction to Lasers**

3 Credits

This course introduces students to the basic principles of laser operations, safety, and applications. Topics include elements and operation of a laser, laser safety, emission and absorption of light, lasing action, optical cavities and modes of oscillation, temporal and spatial characteristics of lasers, and laser classifications and characteristics. Laboratory experimentation will complement and reinforce the theoretical concepts of lecture material.

Prerequisites: College level reading, writing, and math skills required.

**ETS 2527**  
**Electromechanical Components and Mechanisms**

3 Credits

This course covers gears and gearboxes, belts and pulleys, chains and sprockets, alignments and measures found in the industrial environment. College level reading, writing, and math skills are required.

**ETS 2604**  
**Robotics Application**

3 Credits

This course is designed to introduce students to the basic principles of robots, including classification, operation, maintenance, troubleshooting and applications in the robotics industry. Students use hands-on practices to become familiar with sections of a robotic system. College level reading, writing, and math skills are required.

**EUH 2000**  
**Western World: Origins to Early Modern Europe**

3 Credits

Presents a study of cultural, economic and political developments of Western civilization from prehistoric times through the Reformation and the European Renaissance, with an emphasis on geographic references.

Prerequisites: College level reading and writing skills required.

**EUH 2000H**  
**Honors Western World: Origins to Early Modern Europe**

3 Credits

Same as EUH 2000 with honors content. Honors Institute permission required.

Prerequisites: College level reading and writing skills required.

**EUH 2001**  
**Western World: Modern Europe**

3 Credits

Presents a study of the economic, social and political development of the world from 1648 to the present, with an emphasis on geographic references.

Prerequisites: College level reading and writing skills required.

**EUH 2001H**  
**Honors Western World: Modern Europe**

3 Credits

Same as EUH 2001 with honors content. Honors Institute permission required.

Prerequisites: College level reading and writing skills required.

**EVR 1001C**  
**Introduction to Environmental Science**

3 Credits

Intended for non-science majors. Focuses on the general scientific principles of biology, ecology, earth science, and physical science in describing the environment, and how human activities affect the environment. Field trips are possible. A special fee will be charged for this course. College level reading, writing and math skills are required.

**EVR 1001H**  
**Honors Introduction to Environmental Science**

3 Credits

Same as EVR 1001C with honors content. Honors institute Program permission required. College level reading, writing, and math skills are required.

**EVR 1041**  
**Natural Resource Management w/Applications in GIS**

4 Credits

An introduction to the appropriate use and potential applications of geographic information systems (GIS) in natural resource management with emphasis on forest management and operations planning. Students will be presented with lectures and exercises that cover a wide range of GIS and GIS related topics and issues.

**EVR 1328**  
**Natural Resource Conservation and Ecology**

3 Credits

An introduction to the ecology and conservation of natural resources of native lands, concentrating on Florida ecosystems. Emphasis will be given toward interactive networks and ecosystems on which species depend, techniques for insuring biological diversity and human conservation interactions. Topics include: ecosystems, diversity, threats to habitat, the value of

natural resources, conservation practices and conservation and human society.

Prerequisite: College level reading and math skills required, and BSC 1005, BSC 1005L, EVS 1001

**EVR 2040**  
**Advanced GIS with Environmental Applications**

4 Credits

This course provides advanced instruction using GIS software. Special emphasis will be given to environmental applications. Designed for students who have taken GEO 2150 or who have had previous experience with GIS software.

Prerequisite: GIS 2040

**EVR 2858**  
**Environmental Law**

4 Credits

This course will introduce the basic legal concepts and statutory principles of environmental law with a focus on pollution control. It will also provide an opportunity for applying these concepts and principles through a service project.

**EVS 1001**  
**Introduction to Environmental Sustainability**

3 Credits

Provides the student with an overview of current environmental concerns and their management. Emphasis is on the application of biological, physical and chemical methods to the understanding of and solutions to environmental problems.

The student will gain insight into the natural interactions among living things and physical aspects of the environment.

Prerequisites: College level reading and math skills required.

**EVS 1026**  
**Chemistry and Biology of Natural Waters**

4 Credits

Provides an introduction to the chemistry of water treatment systems of natural water. Emphasizes the unit operations and analysis of water treatment. Attention is also given on assessing local bodies of water with regard to water quality and appropriate assessment techniques.

Prerequisite: CHM 1025

**EVS 1042**  
**Water Resources with Applications in GIS**

4 Credits

This course is an introduction to water resources with applications in geographic information systems software. Prior GIS experience is not required, but familiarity with Windows is. In this course students will learn the basics of water resource science and management as well as the basics of GIS software. Topics to be studied include the basics of: GIS software; hydrologic science; and global, regional, and local water resource management issues. Special emphasis will be placed on the water resources of Florida.

**EVS 1181**  
**Conventional and Pretreatment Water Technologies**

3 Credits

This course covers the technologies required to produce safe drinking water as well as the pretreated water required for advanced technologies. Technologies covered include clarification, media filtration, cartridge filtration, bag filtration, membrane filtration, silt dispersants, biocides, acids, scale inhibitors, sulfite compounds, ultraviolet irradiation, and softening.

Co-requisites: EVS 1183, EVS 1190

**EVS 1183**  
**Introduction to Water Treatment Systems**

3 Credits

This course serves to introduce the student to a career field in advanced water treatment and prepares students to work safely in an advanced water treatment laboratory and water plant.

Co-requisites: EVS 1190, EVS 1181

**EVS 1185**  
**Membrane Technologies I**

3 Credits

This course covers the theory, process and equipment of common membrane water treatment technologies. This course covers the microfiltration, ultrafiltration, electro dialysis, and electrodeionization membrane technologies. Some system design consideration and integration into water treatment systems are provided.

Prerequisites: EVS 1183, EVS 1190, EVS 1181

Co-requisites: EVS 1186, EVS 2187

**EVS 1186**  
**Membrane Technologies II: Filters and Reverse Osmosis**

3 Credits

This course covers the theory, process and equipment of common membrane water treatment technologies. This course covers the non-filtration and reverse osmosis membrane water treatment. Some system design consideration and integration into water treatment systems are provided.

Prerequisites: EVS 1181, EVS 1183, EVS 1190

Co-requisites: EVS 1185, EVS 2187

**EVS 1190**  
**Water Treatment Plant Equipment**

3 Credits

This course covers basic hand tools, equipment, chemical injections, safety and troubleshooting of water treatment systems. Students will also gain an understanding of piping and instrumentation diagrams. Hands-on experience with pumps, valves, gauges and meters is provided.

Co-requisites: EVS 1183, EVS 1181

**EVS 1893**  
**Comparative and Sampling Analysis Methods**

3 Credits

Provides an overview of sampling and analysis techniques which are commonly used in the environmental and materials testing fields. The course deals with the skills and knowledge necessary to understand sampling and analysis concepts and to conduct basic sampling procedures.

**EVS 2005C**  
**Treatment of Water and Wastewater**

4 Credits

Examines the chemical, physical and biological treatment of water and wastewater. Emphasizes unit operations analysis of water treatment systems, and field evaluation of their operation.

Prerequisites: CHM 1025, CHM 1025L

**EVS 2179**  
**Water Analysis and Monitoring**

3 Credits

This course covers the standard laboratory procedures and on stream analysis for the measurement of silica, organic compounds, ions, particles, and microorganisms.

Prerequisites: EVS 1185, EVS 1186, EVS 2187

Co-requisites: EVS 2180, EVS 2188

**EVS 2180**  
**Advanced Membrane Monitoring**

3 Credits

This course covers the advanced troubleshooting procedures and techniques required for identifying and correcting common membrane unit problems, including probing, profiling, element replacements, element autopsies, chemical cleaning, and using mathematical calculations and/or computer software programs for trend analysis.

Prerequisites: EVS 1185, EVS 1186, EVS 2187

Co-requisites: EVS 2188, EVS 2179

**EVS 2182**  
**High Purity Water Technologies**

3 Credits

This course covers the principles and operation of post ion exchange equipment including ultraviolet irradiation units, distillation units, final filters, and storage and distribution, as well as the minimization of dead legs and periodic disinfection of high purity water piping.

Prerequisites: EVS 2179, EVS 2188, EVS 2180

Co-requisites: EVS 2184, EVS 2939

**EVS 2184**  
**Ion Exchange Technology**

3 Credits

This course covers the characteristics of feed water contaminants and the fundamental principles of water purification using ion exchange technology. Strong acid cation, strong base anion, weak acid cation, and weak base anion resins are covered as well as single bed units, dual bed units, mixed bed ex-

change units, full train units and electrodeionization.

Prerequisites: EVS 2188, EVS 2179, EVS 2180

Co-requisites: EVS 2939, EVS 2182

**EVS 2187**  
**Membrane Unit Monitor/Troubleshooting**

3 Credits

This course covers the initial monitoring and troubleshooting skills required to effectively operate and maintain a membrane water treatment system and to identify when scaling, fouling, chemical attack or other problem is occurring. Monitoring and troubleshooting of microfiltration, ultrafiltration, nonfiltration, reverse osmosis, and electrodeionization units are covered.

Prerequisites: EVS 1183, EVS 1190, EVS 1181

Co-requisites: EVS 1185, EVS 1186

**EVS 2188**  
**Pre-treatment Troubleshooting**

3 Credits

This course covers the operation, monitoring and troubleshooting of membrane pretreatment equipment including multimedia filters and activated carbon beds, as well as how to prevent the common scaling, fouling, and chemical attack problems which membrane units may experience. This advanced pretreatment course builds on information previously learned.

Prerequisites: EVS 1185, EVS 1186, EVS 2187

Co-requisites: EVS 2180, EVS 2179

**EVS 2793**  
**Sources and Effects of Air Pollution**

4 Credits

Examines the common sources of air pollution and the effect of this pollution on human and ecosystem health, with an emphasis on how pollutants are produced and transported. The engineering aspects of combustion and transportation related emissions and the basic principles of air pollution meteorology will also be examined.

Prerequisite: EVS 1001

**EVS 2891**  
**Hydrology Quality Water Resources**

4 Credits

A comprehensive survey of water resources considering both quantity and quality. Emphasis is on the standard techniques of sampling and monitoring especially for ground water. The hydraulic characteristics of water are also discussed. Analytical procedures used in field investigations and modeling studies are covered. A separate laboratory time is provided for on campus and field activities.

**EVS 2893C**  
**Environmental Sampling and Analysis I**

5 Credits

Introduces the theory and methods of analysis of certain inorganic chemical substance and physical properties of soil. Techniques of sampling preparation for testing, and testing and analysis will be covered. Approved standards for analysis will be examined and utilized for laboratory testing. Laboratory exercises will include sample collection, testing and analysis.



**EVS 2894C****Environmental Sampling and Analysis II**

5 Credits

Introduces the theory and methods of analysis of inorganic chemical substances of water. Techniques of sampling, preparation for testing, testing and analysis will be covered. Federal and state approved standards for analysis will be examined and utilized for laboratory testing. Laboratory exercises will include sample collection, testing and analysis.

**EVS 2895C****Environmental Sampling and Analysis III**

5 Credits

Introduces the theory and methods of analysis of metals, organic load and biological test methods associated with water and wastewater. Techniques of sampling, preparation for testing and analysis will be covered. Quality control methods are also covered. Laboratory exercises will include sample collection, testing and analysis.

Prerequisite: EVS 2894

**EVS 2939****Water Treatment Capstone Course**

3 Credits

This course is the final preparation for students to pass state certification exams if the student chooses to work at a municipal drinking water facility. Drinking water laws are covered as well as all of the reviews necessary to prepare the student for obtaining a job in the industrial or municipal sectors. Many case studies, process flows and problem solving workshops are provided.

Co-requisites: EVS 2184, EVS 2182

**EVS 2942L****Environmental Technology Practicum**

3 Credits

Focuses on hands-on experience in environmental sampling and analysis methods by assigning students to agencies or businesses for 150 hours per semester. Emphasis will be to gain practical experience in protocols, methods and use of equipment in an applied setting; includes the possibility of outdoor work and mildly strenuous skills such as carrying and lifting.

Prerequisite: EVS 2893C

**FAS 1012C****Aquacultural Organisms**

3 Credits

The field of aquaculture uses a variety of organisms to culture from fresh water fish, to marine fish, plants, shrimp, lobster, and many others. In this course, the students will learn about the variety of organisms that can be cultured and the methods learned to do so.

Prerequisites: College level reading and writing skills are required.

**FAS 1401L****Aquacultural Lab Techniques**

3 Credits

The field of aquaculture uses a number of laboratory techniques to assist the technician in the treatment of fish, identification of fish, breeding techniques, raising of fish, feeding, and a whole host of controls on the artificial environment of the aquarium. This laboratory teaches the techniques used in the field. A special fee will be charged for this course.

Prerequisites: College level reading and writing skills are required.

**FAS 1404C****Aquacultural Field Techniques**

3 Credits

Focuses on the practical aspects of establishing a fish farm, setting up the ponds, maintaining environmental conditions, and harvesting the fish. College level reading and writing skills are required. A special fee will be charged for this course.

Prerequisites: College level reading and writing skills are required.

**FAS 2240C****Aquacultural Nutritional Techniques**

3 Credits

Focuses on the nutritional aspects of fish. Fish digestive anatomy, nutrition requirements, metabolic rates, diets, and available food sources will be covered.

Prerequisites: College level reading and writing skills are required.

**FAS 2253****Aquacultural Disease Processes**

3 Credits

Studies the disease processes that affect fish that includes bacterial diseases, infections, viruses, fungi, parasites, immune diseases, nutritional diseases and environmental diseases.

Prerequisites: College level reading and writing skills are required.

Co-requisite: FAS 2253L

**FAS 2253L****Aquacultural Disease Process Laboratory**

1 Credit

Designed to teach laboratory techniques to identify disease causing organisms and to use some of the treatment methodologies. A special fee will be charged for this course.

Prerequisites: College level reading and writing skills are required.

Co-requisite: FAS 2253

**FAS 2263C****Aquacultural Reproductive Techniques**

3 Credits

Focuses on the principles of reproductive biology for the aquaculture industry. The primary emphasis will be on freshwater fish reproduction, however, other aquaculture organisms will be discussed.

Prerequisites: College level reading, writing and math skills are required.

**FAS 2353C**  
**Aquacultural Management Practices**

3 Credits

Aquaculture operations are businesses. This course teaches the basic operations of the business side, showing profit and loss statements, marketing, how to manage people, and the general principles of how to manage an aquaculture establishment. In addition, decision making tools for the manager will be presented that include the use of computers and records management. Prerequisites: College level reading and writing skills required.

**FAS 2941L**  
**Aquaculture Field Experience I**

3 Credits

Focuses on the hands-on experience that can be gained from being in the field at aquaculture facilities in Hillsborough County. Students rotate through a variety of aquaculture operations to gain a broad spectrum of experiences that can only be gained from actual field work. This is the first of the four field experience courses.

Prerequisites: College level reading and writing skills required.

**FAS 2942L**  
**Aquaculture Field Experience II**

3 Credits

Focuses on the hands-on experience that can be gained from being in the field at aquaculture facilities in Hillsborough County. Students rotate through a variety of aquaculture operations to gain a broad spectrum of experiences that can only be gained from actual field work. This is the second of the four field experience courses.

Prerequisite: FAS 2941L

**FAS 2943L**  
**Aquaculture Field Experience III**

3 Credits

Focuses on the hands-on experience that can be gained from being in the field at aquaculture facilities in Hillsborough County. Students rotate through a variety of aquaculture operations to gain a broad spectrum of experiences that can only be gained from actual field work. This is the third of the four field experience courses.

Prerequisite: FAS 2942L

**FFP 1000**  
**Introduction to Fire Science**

3 Credits

Provides an overview of the fire protection field, with an emphasis on fire protection agencies, equipment, building design and construction and fire-fighting tactics. Topics include fire suppression and equipment, characteristics and behavior of fire, fire hazard properties of ordinary materials, extinguishing agents and public relations.

**FFP 1304**  
**Aerial Operators Course**

3 Credits

Covers driving laws and techniques, construction and operation of ladder trucks, aerial platforms and apparatus maintenance.

**FFP 1506**  
**Fire Prevention and Investigation**

3 Credits

Deals with the principles of prevention and investigation, a study of the fire hazards of various occupancies, a review of fire prevention codes, OSHA requirements, surveying and mapping procedures. Topics include recognition of hazards, engineering and enforcement of solutions, public relations and presentation of arson evidence.

**FFP 1710**  
**Company Officer**

3 Credits

Designed to assist officers in solving problems and situations encountered in today's changing fire service. The curriculum includes a review of fire department organization and administration, management theory, leadership, communication, motivation and group dynamics.

**FFP 1810**  
**Fire Fighting Tactics and Strategy I**

3 Credits

Involves a review of fire chemistry, equipment, manpower, strategies, methods of attack and pre planning fire problems.

**FFP 2120**  
**Fire Service Building Construction**

3 Credits

Building construction topics include identifying hazards from assault by fire and gravity, how building construction can influence fire spread, fire confinement or structural collapse, and many other life safety issues

**FFP 2303**  
**Fire Service Hydraulics**

3 Credits

This course will cover the principles of fire service hydraulic formulas and calculations to determine pump pressures.

**FFP 2305**  
**Apparatus Operations**

3 Credits

This course covers emergency vehicle driving fire ground pump operations including the use of master stream devices, pump construction and pump operational applications.

Prerequisite: FFP 2303

**FFP 2401**  
**Hazardous Materials I**

3 Credits

On site operational practices for hazardous materials in compliance with CFR 1910.120 standards.

**FFP 2402**  
**Hazardous Materials II**

3 Credits

On site operational practices for hazardous materials in compliance with CFR 1910.120 standards.

**FFP 2490C**  
**Chemistry of Hazardous Materials**

3 Credits

This course focuses on the chemistry knowledge required to evaluate the potential hazards and behaviors of materials considered hazardous. It examines the reasons for the chemical behavior of hazardous materials and is designed to improve decision making, safety operations, and handling. The course will meet the requirements set forth by OSHA 1910.120 and 40 CFR 1910.120.

**FFP 2510**  
**Codes and Standards**

3 Credits

This course is designed to familiarize inspectors with the basic units of NFPA 101. This course includes statewide fire prevention code NFPA 1.

**FFP 2521**  
**Construction Documents and Plan Review**

3 Credits

This curriculum is designed to have the student assimilate information contained in working drawings and specifications as they relate to the fire inspector. Topics include the interpretation of conventional graphic communication, symbols, abbreviations, principles of technical projection as well as a review of construction arithmetic and geometry.

**FFP 2540**  
**Private Fire Protection Systems**

3 Credits

The study of private fire protection and detection systems, such as sprinkler and standpipe systems, chemical extinguishing systems, detection systems and devices. Each system is discussed as to its construction, preventive maintenance and individual uses.

**FFP 2604**  
**Cause and Origin**

3 Credits

This course is designed to enhance the fire investigators ability to detect and determine the origin and cause of a fire. Specific topics include fire behavior review, investigation ethics, construction, ignition sources, reading fire patterns and scene reconstruction. Special topics on electrical fire investigation, woodland fires, vehicle fires, mobile home fires, RV and boat fires and scene documentation.

**FFP 2740**  
**Fire Service Course Delivery**

3 Credits

Draws from many recognized authorities in exploring the methods and mechanics of imparting information, with an em-

phasis on techniques and multi-media materials for communication of ideas and strengthening the retention of skills obtained in the learning process.

**FFP 2741**  
**Fire Service Course Development**

3 Credits

Emphasis on instructional design, course development and training manuals. Students develop their own course by establishing goals, objectives and evaluation criteria. Students may repeat this course up to 20 times for renewal of their Fire Certification.

**FFP 2811**  
**Fire Fighting Tactics and Strategy II**

3 Credits

Covers advanced fire-fighting techniques, with an emphasis on incident command systems.

**FIL 1000**  
**Introduction to Motion Media: Film, Cinema and the Environment**

3 Credits

This course will provide an introduction to the basic terminology, techniques, and contributions of filmmaking and will explore major issues in the history of the moving image, from its invention at the end of the 19th century to the present day.

Prerequisites: College level reading and writing skills are required.

**FIL 1420C**  
**Motion Media I – Recording and Interpreting Reality**

3 Credits

Provides a basic understanding of motion media production technology, equipment operation, terminology, and techniques. This will include an introduction to the camera, and to "mis en scene" for documentaries. Students apply the essentials of creative filmmaking in both studio and location settings.

Prerequisites: CGS 1000, FIL 1000

**FIL 2010**  
**Films of Fantasy and Imagination**

3 Credits

This course focuses on the art of the created motion picture image, which springs from the imagination with the help of tools such as animation, optical printing and digital construction and manipulation. This approach contrasts with the more traditional production of moving images, which focuses on and photographs aspects of real and existing objects, whether these are actors and sets or the world of nature. This course concerns films which spring from the imagination, literally from the mental pastures of human dreams, from the subconscious rather than the conscious mind.

Prerequisites: College level reading and writing skills required.

**FIL 2905****Directed Independent Study: Film**

3 Credits

This course is designed to establish a framework for further self-learning in various areas of motion media for the advanced student. The student will shape the course to fit their needs by planning activities and preparing a contract coordinated with a member of the motion media faculty. The contract will outline a specific project, or a particular set of goals and requirements that the student wishes to achieve. The contract must be satisfactorily completed and reviewed by the assigned faculty member.

Prerequisite: FIL 1000

**FIL 2931****Careers in Film and Video**

1 Credit

Students are exposed to the full range of careers in film, video and broadcasting in addition to learning about resumes, internships, interviews and portfolios.

**FIN 1100****Personal Finance**

3 Credits

Focuses on charting financial objectives, with an emphasis on budgeting, savings, credit, loans, insurance, estate planning, taxes, investments and real estate.

**FIN 2001****Principles of Finance**

3 Credits

This course is an introduction to the fundamentals of corporate finance. It will cover corporate financial structures, monetary systems, financial instruments, financial statement analysis, interest, and the time-value of money.

Prerequisites: ACG 2021. College level reading, writing and math skills required.

**FIN 2051****International Financial Management**

3 Credits

This course explores the management of international banking, financial services, financial risk, foreign exchange, corporate financing from a global perspective, direct foreign investment decisions, and the management of on-going operations.

Prerequisite: FIN 2001. College level reading and writing skills required.

**FNR 1001****Natural Resource Management**

3 Credits

An introduction to the ecology and conservation of natural resources of native lands, concentrating on Florida ecosystems. Emphasis will be given toward management techniques for the conservation of interactive networks and ecosystems on which species depend. Topics include: land use, ecosystems management, conservation and restoration practices, wildlife and forest management, and prescribed fire management.

Prerequisite: EVR 1328. College level reading and math skills required.

**FOS 1201****Sanitation and Safety Management.**

2 Credits

This course explores the scientific rationales of sanitation and safety practices which are enforced for group protection in institutions and food service facilities. Students will recognize the importance of preparing, serving, storing, and holding foods so that they are free of contamination. This course also includes a study of the micro-world, food allergies, food borne illness, safe food handling, cleaning, sanitizing, pest management, and state, local, and national regulation governing sanitary food handling practices.

Prerequisites: College level reading, writing, and math skills are required.

**FRE 1120****Elementary French I**

4 Credits

Covers the fundamentals of listening, reading and writing the language while developing an understanding of the French culture. Native speakers of French are encouraged to seek credit by exam test.

Prerequisites: College level reading and writing skills are required.

**FRE 1121****Elementary French II**

4 Credits

Enhances the skills learned in FRE 1120. Native speakers of French are encouraged to seek credit by exam test. College level reading and writing skills required.

Prerequisite: FRE 1120 with a minimum grade of "C" or instructor's permission.

**FSS 1063C****Food Specialties I (Baking)**

3 Credits

This course covers the fundamentals of baking as it applies to the industry. The student gains hands-on experience in practical applications, weights, measures and formula procedures. Emphasis is placed on the proper use of care of equipment, food safety and sanitation.

Prerequisites: FOS 1201, FSS 1223C. College level reading, writing and math skills required.

**FSS 1223C****Food Preparation for Managers**

4 Credits

Students are introduced to various food preparation and kitchen management techniques. It specifically examines the chemical and physical changes that take place as food is processed and prepared for consumption. The knowledge in this course is acquired through theoretical lectures and hands-on service in the HCC kitchen laboratory ensuring the students' understanding of back-of-the-house procedures and the application of food safety and sanitation principles.

Prerequisites: College level reading, writing and math skills required.

Co-requisite: FOS 1201

**FSS 1248C**  
**Food Specialties II (Garde Manger I)**

3 Credits

The purpose of this course is to introduce basic information, procedures, and techniques identifiable to contemporary chefs, in understanding and applying garde manger terminology, and the principles of cold food preparation. The proper care and use of tools and the correct preparation, handling, and use of mousses, cold dressings, and charcuterie are explained. Traditional plate presentations and techniques will also be discussed, as well as changes and interpretations of classical preparations to contemporary cooking standards.

Prerequisites: FSS 1063C. College level reading, writing and math skills required.

**FSS 1249C**  
**Food Specialties III (Garde Manger II)**

3 Credits

The cold station in any restaurant is one that encompasses a wide range of culinary techniques. From sausage making to garnishing and into charcuterie; this course will cover all the responsibilities associated with the garde manger department. The proper use of tools and the correct preparation, handling, and use of mousses, terrines, galantines, forcemeats and garnishes are explained. Traditional platter presentations and techniques will also be discussed, as well as changes and interpretations of classical preparation to contemporary cooking standards.

Prerequisites: FSS 1248C. College level reading, writing and math skills required.

**FSS 1500**  
**Food and Beverage Control**

3 Credits

This course is designed to provide students with a solid introduction to the planning and controlling elements of a food and beverage operation. It focuses on proven control principles and practical applications essential to operating an effective control system.

Prerequisites: College level reading, writing and math skills required.

**FSS 1941**  
**Food Practicum I**

2 Credits

A coordinated work-study course involving class work and field experience. Objectives determined by the student and teacher-coordinator will be used to evaluate the student.

Prerequisites: FOS 1201, FSS 1223C. College level reading, writing and math skills required.

**FSS 1942**  
**Food Practicum II**

2 Credits

A coordinated work-study course involving class work and field experience. Objectives determined by the student and teacher coordinator will be used to evaluate the student.

Prerequisites: FOS 1201, FSS 1223C. College level reading, writing and math skills required.

**FSS 1943**  
**Food Practicum III**

2 Credits

A coordinated work-study course involving class work and field experience. Objectives determined by the student and teacher coordinator will be used to evaluate the student.

Prerequisites: FOS 1201, FSS 1223C. College level reading, writing and math skills required.

**FSS 1944**  
**Food Practicum IV**

2 Credits

A coordinated work-study course involving class work and field experience. Objectives determined by the student and teacher coordinator will be used to evaluate the student.

Prerequisites: FOS 1201, FSS 1223C. College level reading, writing and math skills required.

**FSS 1945**  
**Food Practicum V**

2 Credits

A coordinated work-study course involving class work and field experience. Objectives determined by the student and teacher coordinator will be used to evaluate the student.

Prerequisites: FOS 1201, FSS 1223C. College level reading, writing and math skills required.

**FSS 1946**  
**Food Practicum VI**

2 Credits

A coordinated work-study course involving class work and field experience. Objectives determined by the student and teacher coordinator will be used to evaluate the student.

Prerequisites: FOS 1201, FSS 1223C. College level reading, writing and math skills required.

**FSS 2100**  
**Food Plans and Menu Preparation**

3 Credits

Emphasizes the preparation of a nutritionally balanced cycle menu, portion control, use of leftovers and waste control.

Prerequisites: College level reading, writing and math skills required.

**FSS 2120**  
**Food Purchase and Storage**

3 Credits

Focuses on volume food purchasing, with an emphasis on the legal obligations of vendors and vendees, receiving controls, and storing and dispersal.

Prerequisites: College level reading, writing and math skills are required.

**FSS 2271**  
**Beverage Management and Service**

3 Credits

This course is designed to familiarize students with the many varieties of alcoholic and non-alcoholic beverages. This class also examines wines from different countries while developing an appreciation for wine and food affinity. Emphasis is also

placed on responsible serving techniques, purchasing, storing, and product control.

Prerequisites: College level reading, writing and math skills required.

**GEB 1011**  
**Introduction to Business**

3 Credits

Presents an overview of the practices and procedures of the business world. Topics include the main functions of business, management, marketing, accounting, and finance. College level reading and writing skills required.

**GEB 1214**  
**Business Communications and Technology**

3 Credits

This course is designed to equip students with a comprehensive understanding of communication, its scope and importance in business. Students will learn to apply fundamental communication theory. The various types of business communication genre are developed and used including written and oral forms. Emphasis is placed on planning, preparing, drafting, analyzing, performing the different communications required in the normal course of business activities. The course provides opportunities to recognize complex issues, organize ideas and thoughts in a consistently logical format, and then to communicate these ideas in succinct and concise manner. College level reading, writing, and math skills are required.

**GEB 1949**  
**Business Internship**

3 Credits

A coordinated work-study course involving class work and field experience. Objectives determined by the student and teacher coordinator will be used to evaluate the student. This course may be repeated six times for credit.

**GEB 2350**  
**Introduction to International Business Essentials**

3 Credits

Focuses on the fundamentals of international business through an analysis of the cultural, economic, legal, and political factors that influence international operations in the global economy. Prerequisite: College level reading and writing skills required.

**GEB 2351**  
**International Business Practice Firm**

3 Credits

Using an international business model, the students work as team members in a simulated business firm in a state-of-the-art facility. Students have the opportunity to perform various business functions (i.e., purchasing, accounting, marketing, human resources) as the firm transacts business with students in other simulated companies both in the U.S. and in other countries. Students are involved in decision-making, critical thinking, and team activities, and will partner with local businesses to further enhance their business skills.

Prerequisites: College level reading, writing and math skills required.

**GEB 2370**  
**Introduction to International Business Policy Issues**

3 Credits

Examines the challenges associated with planning and implementing international policy within business enterprises whose operations span across national boundaries. Students will be able to obtain a fundamental understanding of the strategic, operational and behavioral aspects of managing across cultures.

Prerequisites: GEB 1011, GEB 2350, and FIN 2051. College level reading and writing skills are required.

**GER 1120**  
**Elementary German I**

4 Credits

Covers the fundamental of reading, writing, listening and speaking the language while developing an understanding of the German culture. Native speakers of German will be asked to seek credit by exam test.

Prerequisites: College level reading and writing skills are required.

**GER 1121**  
**Elementary German II**

4 Credits

Enhances the skills taught in GER 1120. Native speakers of German will be asked to seek credit by exam test.

Prerequisites: GER 1120 with a minimum grade of "C" or instructor's permission. College reading and writing skills are required.

**GEY 1000**  
**Issues of Aging**

3 Credits

Explores the issues related to the aging process and the later stages of life including: retirement, psychosocial concerns and community services for the elderly.

Prerequisites: College level reading and writing skills are required.

**GIS 1041**  
**Survey of Geographic Information Systems and Global Positioning Systems (GPS).**

1 Credit

Designed to acquaint students with the uses and applications of Geographic Information Systems (GIS) and Global Positioning Systems (GPS). Methods and techniques used in GIS and GPS will also be reviewed.

**GIS 2040**  
**Fundamentals of Geographic Information Systems**

3 Credits

Designed to acquaint students with the history, operation and applications of geographic information systems (GIS). This course will cover all aspects of geographic information systems including data collection, preprocessing, data management and data analysis as well as the application of these systems.

**GLY 2010**  
**Physical Geology**

3 Credits

Covers basic geology concepts and principles. Topics include origin and structure of the earth, processes involved in shaping the earth's crust, the nature and classification of earth materials, and the dynamic interactions of the lithosphere with the hydrosphere and atmosphere that produce characteristic landforms.

Prerequisites: College level reading, writing and math skills are required.

Co-requisite: GLY 2010L

**GLY 2010L**  
**Physical Geology Lab**

1 Credit

This course accompanies GLY 2010. A special fee will be charged for this course.

Prerequisites: College level reading, writing and math skills are required.

Co-requisites: GLY 2010

**GRA 2111C**  
**Graphic Design**

3 Credits

This course is an introductory class which will introduce students to the design applications relevant to graphic design. Students with little or no experience on a MAC or PC will become familiar with the operating systems and will be able to use the computer to bring their images into the computer and be able to function with proficiency in file management, input and output, design applications, and creating backups of their work.

Prerequisite: ART 1201C, PGY 2401C

Co-requisite: PGY 2801C

**GRA 2156C**  
**Digital Illustration**

3 Credits

This course will build upon the student's understanding of digital design within the larger context of visual literacy and communication by expanding upon basic digital design processes and practices, particularly the differences between working in raster and vector-based media. The course will explore visual and technical understanding of digital illustration in a vector based environment using software applications that are considered to be the industry standard.

Prerequisites: GRA 2111C or ART 2600C

**GRA 2206C**  
**Introduction Typography**

3 Credits

This course provides an introduction to the study of letterforms and typography as fundamental elements of design. It focuses on how typography can be used as a visual communications device as well as a graphic, compositional and expressive element. The course will provide a groundwork for effective typographic design upon which other design elements can be built.

Prerequisites: ART 2600C or GRA 2111C

**HFT 1000**  
**Introduction to Hospitality Industry Management**

3 Credits

The purpose of this course is to provide students with a basic understanding of facilities management within the hospitality industry. Emphasis is placed on the organization, structure, and functional areas in food service and lodging operations. Prerequisites: College level reading and writing skills are required.

**HFT 1410**  
**Front Desk Procedure**

3 Credits

This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel from the reservation process to check-out and settlement. It also examines the various elements of effective front office procedures within the context of the overall operation. Students also utilize various accounting machines to process guest accounts through the hotel night audit.

Prerequisites: College level reading, writing and math skills are required.

**HFT 1790**  
**The Event Industry**

3 Credits

This course examines the full event planning process; beginning with the anatomy of an event to establish the different layers of an event experience and the step-by-step process needed to plan, design and execute events that will meet the needs of both customers and their audiences.

Prerequisites: College level reading and writing skills are required.

**HFT 2210**  
**Supervisory Development**

3 Credits

This course introduces students to the process of managing personnel in the hospitality industry. Lectures will highlight the supervisory skills, techniques, and procedures needed to become successful business leaders in today's dynamic and diverse workplace.

Prerequisites: College level reading, writing and math skills are required.

**HFT 2530**  
**Hospitality Merchandising Techniques**

3 Credits

This course is designed to provide students with a solid background in hospitality sales and advertising. It focuses on practical sales technologies, proven approaches for selling to targeted markets, and advertising's role in sales.

Prerequisites: College level reading, writing and math skills are required.

**HFT 2600**  
**Hospitality Industry Law**

3 Credits

Presents a study of the laws, codes and regulations applicable to the hospitality industry.

Prerequisites: College level reading and writing skills are required.

**HFT 2750**  
**Meeting, Convention and Exposition Industry**

3 Credits

The purpose of this course is to provide students with a basic understanding of convention sales and service. It identifies the various segments of the convention market and explores the methods and techniques utilized in exceeding guest expectations.

Prerequisites: College level reading and writing skills are required.

**HFT 2840**  
**Maitre D' and Dining Room Service**

3 Credits

Students are introduced to various service techniques and customer interaction skills. The knowledge in this course is acquired through theoretical lectures and practical hands-on service in the HCC Gourmet Dining Room. In this way, students become knowledgeable about front-of-the-house procedures and apply the principles of food safety and team leadership skills.

Prerequisites: College level reading, writing and math skills are required.

**HFT 2941**  
**Hospitality Management Internship**

3 Credits

The student intern will experience the opportunity to apply the theory learned in the program within a hospitality setting. Grading is based on academic projects related to the position and site evaluations. The student must also provide authorized documentation confirming 250 hours of internship experience.

Prerequisite: College level reading, writing, and math skills are required.

**HIM 1112C**  
**Electronic Health Records**

1 Credit

Covers the basics of electronic health records, both content and usage. Provides an understanding of patient record requirements, access and confidentiality. Includes analysis of the medical record, emphasizing legal ramifications, ethics, proper use and confidentiality issues.

**HIM 1433**  
**Principles of Disease**

4 Credits

This course addresses the etiology, pathophysiology, treatment, and complications of human diseases. A systems approach to the disease process is used, which will incorporate

basic medical terminology, anatomy and physiology. Common laboratory and diagnostic tests are included.

**HIM 1442**  
**Pharmacology**

2 Credits

Course is designed for students who will not be administering medications but require a general knowledge of classifications, common usage, and therapeutic indications of commonly prescribed medications.

**HIM 1453**  
**Anatomy and Physiology for Medical Coding**  
**4 Credits**

This course is designed for students with limited background in sciences pursuing careers in the allied health fields. The students will gain an understanding of how the human body operates on a daily basis from birth to death and the fascinating working systems in our bodies, intended for medical coding students. Focuses on the structure and function of the various body systems. Includes the medical terminology and abbreviations related to each body system.

**HIM 2253**  
**Basic CPT Coding**

1 Credit

Introduces basic coding principles, characteristics, and conventions of coding, using the Physicians' Current Procedural Terminology (CPT). Focuses on evaluation and management coding, unbundling, starred procedures, separate procedures, the global period, and modifiers.

Prerequisite: HSC 1531

**HIM 2254**  
**Intermediate CPT Coding**

3 Credits

A continuation of basic coding principles, characteristics, and conventions of coding, using the Physicians' Current Procedural Terminology (CPT) coding nomenclature.

Prerequisites: HSC 1531, HIM 2253, HIM 1453, HIM 1433

**HIM 2272C**  
**Medical Billing and Insurance II**

3 Credits

Emphasis on billing regulations for the State of Florida. Course content includes LMRPs, Workers' Compensation Laws, Florida Medicare and claims for automobile accident injuries.

Prerequisites: HIM 2275C, HSC 1531, HIM 2253

**HIM 2273**  
**Billing Software**

2 Credits

Students will receive training with a software program that is used to complete billing forms and process claims to insurance companies. Includes paper claims and electronic billing.

Prerequisites: HIM 2275C, HIM 2272C, HSC 1531, HIM 2253



**HIM 2275C****Medical Billing and Insurance I**

3 Credits

Introduction to health insurance claims processing, carrier requirements, and state and federal regulations. Billing for physician's offices, hospital and ambulatory surgery services.

Topics that are covered include, electronic billing, confidentiality, managed care systems, Workers' Compensation, Medicare and Medicaid. Will include hands-on laboratory component.

Prerequisites: HSC 1531, HIM 2222, HIM 2253.

**HIM 2283****Advanced Coding**

3 Credits

Includes the study of complex medical and surgical diagnoses and procedures in the inpatient and outpatient settings using CPT and ICD-9-CM codes to ensure accurate coding and reporting. Addresses current concepts and changes related to coding practice. Reimbursement by prospective payment systems will be reviewed. The 3M encoder will be used to provide hands-on practice.

Prerequisites: HSC 1531, HIM 1442, HIM 1433, HIM 1453, HIM 2232, HIM 2253, HIM 2254, HIM 2222

**HIM 2724****Basic ICD-10-CM/PCS Coding**

1 Credit

An introduction to basic coding principles, characteristics and conventions using the ICD-10-CM/PCS coding system. Students will learn to use the Alphabetic Index to select correct codes from the Tabular listing to numerically identify diseases and procedures.

Prerequisite: HSC 1531

**HIM 2729****Intermediate ICD-10-CM/PCS Coding**

3 Credits

Coding principles, characteristics, and conventions of coding using the ICD-10-CM/PCS coding system. ICD-10-CM/PCS coding guidelines will be applied for both inpatient and outpatient records.

Prerequisite: HIM 2724

**HIM 2940****Clinical Billing Practicum**

2 Credits

Course is a planned work-based experience that provides students with an opportunity to enhance their skills through a supervised practical experience related to their career objectives in medical billing.

Prerequisites: HSC 1531, OST 1100, OST 2145, CIS 1931, HSC 1641, HIM 2275C, APA 1111, SLS 1261, HIM 2253, HIM 2222

**HIM 2941****Clinical Coding Practicum**

2 Credits

Course is planned work based experience that provides students with an opportunity to enhance their skills through a

supervised practical experience related to their career objectives. Coding guidelines will be used and the student will address billing and reimbursement issues. Medical records will be used by the student to perform coding procedures.

Prerequisites: HSC 1531, CIS 1931, HIM 2253, HIM 1433, HIM 1453, HSC 1641, HIM 2254, HIM 2232, HIM 1442

**HIS 2206****Selected Topics in History**

3 Credits

An in depth study of the economic, intellectual, cultural, social and political developments in Western Civilization and their impact on today's world. May be taken two times for credit.

**HIS 2206H****Honors Selected Topics in History**

3 Credits

Same as HIS 2206 with honors content. Honors Institute permission required. May be taken two times for credit.

**HLP 1081****Health Analysis and Improvement**

3 Credits

Examines the role, wellness and fitness, disease, nutrition, stress and physical activity, and their implications for total well-being. Includes a self-evaluation of the student's current health status through their body composition and target heart rate. The development of a personal fitness program through complimentary and integrative modalities and a wide variety of choices is designed to improve total body fitness.

**HOS 1010****Horticultural Science**

3 Credits

Focuses on the fundamentals of plant growth, physiology, reproduction and related sciences. Plant identification structures, classification, soils, nutrition, irrigation, fertilizers, IPM post-harvest handling and sustainable agriculture systems will be addressed. The impact of horticulture economy will also be addressed.

**HOS 1016****Introduction to Horticultural Math and Chemistry**

3 Credits

Focuses on the fundamentals of chemistry and mathematics as they impact horticulture. Emphasis will be placed on measurements and units, chemicals and chemical reactions as they apply to horticulture. Topics include: numbers, metric system conversion, figures (charts and graphs), chemical reactions, liquids and solids, biochemistry and organic chemistry.

**HSA 2117****Understanding U.S. Health Care**

3 Credits

This course provide an introduction to health care services, offering student an overview of the UD health care delivery system, health policy, funding sources, and comparison with other nations.

**HSC 1220**  
**Introduction to the Health Sciences**

1 Credit

Introduces students to health care and patient care delivery systems. Includes discussion of infectious diseases and their transmission, including HIV/AIDS and hepatitis, bloodborne pathogens, legal/ethical issues regarding violence/abuse cognition and reporting. Also includes CPR certification for health care providers.

Prerequisites: MAT 0018, REA 0007 and ENC 0015 or equivalent HCC placement test scores.

**HSC 1531**  
**Medical Terminology**

3 Credits

Focuses on medical terminology, with an emphasis on anatomic names of bones and organs of the body, anatomic descriptive terms, radiographic laboratory terms and their common abbreviations and commonly used medical terms and their proper usage.

**HSC 1641**  
**Legal and Ethical Aspects in Health Care**

1 Credit

An introduction to health care delivery systems, their roles and responsibilities, and the patient's legal rights within the system. The student will also evaluate ethical issues as they relate to the health care field.

**HSC 2100**  
**Health Education**

3 Credits

Provides a survey of the principles of health with an emphasis on physical fitness, mental health, nutrition, the use of tobacco, alcohol, drugs and family living.

**HSC 2017**  
**Careers in Public Health**

3 Credits

This course description will provide students with an overview of careers in the field of public health and actively engage them in the process of exploring occupations in public health. Students will complete self-assessments on their interests, skills, personality and work values. This information will be applied to occupation and career goals.

Prerequisites: College level reading and writing skills required.

**HSC 2130**  
**Sex, Health, and Decision Making**

3 Credits

This course explores the fundamental relationship between sexuality, decision making and health outcomes from a public health perspective. Students explore sexuality issues and learn tools that promote sexual health and healthy relationships.

**HSC 2400**  
**First Aid**

3 Credits

To provide the citizen responder with the knowledge and skills necessary in an emergency to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness until professional medical help arrives. Meets American Red Cross requirements for First Aid Responding to Emergencies Certification. A special fee will be charged for this course.

**HUM 1020**  
**Introduction to the Humanities**

3 Credits

This course is an overview of human creative expression through various humanistic disciplines. The course is intended to broaden or establish an appreciation of the arts and ideas. Topics may include music, painting, sculpture, architecture, religion, philosophy, dance, theatre, literature, and film. Emphasis may be placed on a thematic, discipline-oriented, and or chronological approach.

Prerequisites: College level reading and writing skills required.

**HUM 1020H**  
**Honors Introduction to the Humanities**

3 Credits

Same as HUM 1020 with honors content. This course is an overview of human creative expression through various humanistic disciplines. The course is intended to broaden or establish an appreciation of the arts and ideas. Topics may include music, painting, sculpture, architecture, religion, philosophy, dance, theatre, literature, and film. Emphasis may be placed on a thematic, discipline-oriented, and or chronological approach.

Prerequisites: College level reading and writing skills required.

**HUM 1520**  
**Music in Culture**

3 Credits

Links music to the visual arts and the composer's cultures, focusing on western music from the Medieval Period to the present.

**HUM 2210**  
**World Humanities: Prehistory to Early Modern Era**

3 Credits

Provides an overview of the arts and ideas of major world civilizations of Europe, Asia, the Middle East, Africa and the Americas from the Prehistoric Era to the Renaissance. History is discovered through a study of art, music, literature, religion and philosophy as students learn what others valued and believed.

Prerequisites: College level reading and writing skills are required.

**HUM 2210H**  
**Honors World Humanities: Prehistory to Early Modern Era**

3 Credits

Same as HUM 2210 with honors content. Honors Institute permission required.

Prerequisites: College level reading and writing skills are required.

**HUM 2230**  
**World Humanities: Early Modern to the Contemporary**

3 Credits

Provides an overview of the arts and ideas of major world civilizations of Europe, Asia, the Middle East, Africa and the Americas from the Renaissance to the present day. History is discovered through a study of art, music, literature, religion and philosophy as students learn what others valued and believed.

Prerequisites: College level reading and writing skills are required.

**HUM 2230H**  
**Honors World Humanities: Early Modern to the Contemporary**

3 Credits

Same as HUM 2230 with honors content. Honors Institute permission required.

Prerequisites: College level reading and writing skills are required.

**HUM 2410**  
**Asian Humanities**

3 Credits

A historical survey of the humanities in India, China, Japan: the visual arts, music, dance, theater, religion, and philosophy from the Prehistoric Era to modern times. Emphasis will be on the cultural values revealed in works of art and literature.

Prerequisites: College level reading and writing skills are required.

**HUM 2410H**  
**Honors Asian Humanities**

3 Credits

Same as HUM 2410 with honors content. Honors Institute permission required.

Prerequisites: College level reading and writing skills are required.

**HUM 2420**  
**African Humanities**

3 Credits

A historical survey of African humanities: the visual arts, music, dance, literature, theater, religion, and philosophy from the prehistoric era to the present day. Emphasis will be on the cultural values revealed in works of art and artifact.

Prerequisites: College level reading and writing skills are required.

**HUM 2461**  
**Latin American Humanities**

3 Credits

A historical survey of the humanities of Latin America: the visual arts, music, dance, theater, religion and philosophy from the pre Columbian era to modern times. Emphasis will be on the cultural values revealed in works of art, artifact, and literature.

Prerequisites: College level reading and writing skills are required.

**HUM 2700**  
**Travel Study**

3 Credits

This course offers students a study/travel program centered around trips to specified countries and cities. This course will provide lectures and discussions in the humanities area before the trip and field experiences in the humanities area during the trip. This course may be repeated twice for credit.

**HUM 2930**  
**Special Topics in Humanities**

3 Credits

This course introduces an area of humanities studies that is not given in-depth coverage in other courses. This course provides an interdisciplinary exposure to various aspects of the humanities through readings, discussion, lecture, guided research and/or field trips. Topics vary from semester to semester.

Course may be repeated up to 6 credit hours.

**HUN 2201**  
**Fundamentals of Human Nutrition**

3 Credits

Presents a fundamental understanding of basic human nutrition. Topics include carbohydrates, protein, fat, vitamins, minerals, water, nutrition throughout the lifecycle, fiber, fast foods, the food guide pyramid, and popular facts and fallacies. Includes the interpretation of current nutrition information.

Prerequisites: College level reading, writing, and math skills are required.

**HUS 1001**  
**Introduction to Human Services**

3 Credits

Focuses on the history of the field of Human Services. In addition, models of service delivery, ethics, and professionalism in the practice of human service skills are investigated. College level reading and writing skills are required.

**HUS 1024**  
**Abnormal Behavior: Etiology and Treatment**

3 Credits

Focuses on the basic concepts of mental health and therapeutic intervention with an emphasis on normal and abnormal behaviors. Topics include concepts of normalcy, models of abnormal designations (medical v. non-medical) and identification and classification of abnormal behavior.

**HUS 1111**  
**Interpersonal Skills in Human Services**

3 Credits

Focuses on the learning and proactive basic communication and interpersonal skills that are necessary in providing competent mental health and social services.

**HUS 1200**  
**Introduction Group Process**

3 Credits

Provides an introduction to the principles of group interaction, with an emphasis on observation and participation in the group environment.

**HUS 1320**  
**Crisis Intervention**

3 Credits

Focuses on the theoretical and practical aspects of human crises, with an emphasis on handling simulated crisis situations. Prerequisites: College level reading and writing skills are required.

**HUS 1406**  
**Etiology and Treatment of Substance Use Disorder**

3 Credits

This course is a comprehensive analysis of the causes, diagnosis, treatment, and prevention of substance abuse and dependence. Symptoms and the progression of substance use disorders are discussed. Types of abusers and different conceptualizations of the nature of substance disorders are reviewed. Strategies and skills are required for working with substance abusing clients are explored.

**HUS 1540**  
**Principles for Understanding Working with Families**

3 Credits

This course presents family theories most often used by human service workers as the framework for working with families. Three of these theories the ecological model of human development, family systems theory and empowerment theory will be used to help students understand the complexity of family development and adaptation and the impact of stress on the family system. The student will learn how these theories can be used in the development of family professional collaboration and application of family centered practice. Students will learn and practice skills for empowering families to assess their strengths, concerns and priorities and to plan for how to meet their needs.

Prerequisite: HUS 1001

**HUS 1550**  
**Multicultural Perspective in Human Services**

3 Credits

Addresses cultural diversity and its implications for counseling and human services practice. It considers the psychological impact of factors such as sex, race, ethnicity and culture, religious preference, socioeconomic status, sexual orientation, and physical disability. Common stereotypes and prejudices toward various groups and cultures are investigated. Strategies

for overcoming prejudice are studied. Interventions and strategies for working effectively in a helping capacity with diverse clients are discussed.

**HUS 1820**  
**Human Services Practicum I**

3 Credits

Provides an opportunity to apply theory in community health agencies for 16 hours per week. The emphasis is on direct client contact and on using correct interviewing techniques. A special fee will be charged for this course.

**HUS 2008**  
**Psychotherapy: Theory and Practice**

4 Credits

This course surveys the field of counseling theory and practice. The major theories that guide the practice of mental health counseling are investigated, including the personality theories which are the underpinnings of many theoretical approaches. Further, this course reviews issues related to the counselor as a person and a professional and considers ethical issues in counseling practice.

**HUS 2311**  
**Strategy of Behavior Modification**

3 Credits

Focuses on the tenet of learning and motivation, with an introduction to behavior theory. College level reading and writing skills are required.

Prerequisite: HUS 1820

**HUS 2541**  
**Working with Family in the Early Childhood Period: Impact on Child Health, Development and Parenting**

3 Credits

This course addresses three important issues of early childhood: health, development and parenting. Common health problems of infancy and early childhood are discussed along with important health promotion and disease prevention strategies for creating safe and nurturing environments. Content will address general social, environmental and biologic influences and factors that collectively impede or facilitate individual and family development, the major periods and domains of child development and the importance of early learning experiences that enhance brain development. Students will learn about characteristics and importance of parent child interactions as well as other cultural and social influences on parenting skills. The depth of developmental knowledge provided is intended to enhance the skills of the family health and support worker, to increase their ability to provide anticipatory guidance and teaching, and to empower the parent child relationship.

Prerequisite: HUS 1001

**HUS 2542**  
**Working with Family in the Perinatal Period: Impact on Mother, Child and Family**

3 Credits

Pregnancy is an exciting and important time in the life of a woman, her unborn child and family members. This course re-

views central issues that affect the family, particularly mother and child, before conception through the end of the first month after birth. The student will learn information to enhance their ability to support a woman as she gets ready for pregnancy, undergoes many changes in her body and the way she feels while pregnant, while in labor and following delivery. The student will learn what a woman should not do when pregnant, how to enable the pregnant woman to care of herself to have a healthy baby, warning signs of problems, and care and feeding of the new baby. Students will practice skills for assessing a mother's emotional adjustment to the birth of her infant, the interactions and bonding behaviors with her child, and the infant's physical adaptations and social responsiveness.

Prerequisites: HUS 1001

### **HUS 2821**

#### **Counseling and Human Services Practicum II**

3 Credits

HUS 2821 builds on the training achieved in HUS 1820. Emphasis is on developing increased skill in working therapeutically with clients and in treatment planning. The elements of ethical practice are emphasized. The course requires 200 hours over the duration of the semester and attendance at a bi weekly, two hour practicum seminar. The seminar hours are not included in the required 200 practicum hours. A special fee is charged for this course.

Prerequisite: HUS 1820.

### **HUS 2822**

#### **Counseling and Human Services Practicum III**

3 Credits

HUS 2822 builds on the training achieved in HUS 1821. Emphasis is on providing effective and professional clinical services to clients and on achieving a sense of professional identity. This course requires 200 hours over the duration of the semester and attendance at a bi weekly, 2 hour practicum seminar. The seminar hours are not included in the required 200 practicum hours. A special fee will be charged for this course.

Prerequisite: HUS 2821

### **HUS 2840**

#### **Field Placement in Maternal and Child Services**

3 Credits

This course involves students being assigned by HCC to an affiliate field placement site and having supervised contact with clients under the auspices of that agency for a total of ten hours per week. This field placement allows the student to experience and practice screening and assessment procedures, adult learning principles, and health education teaching functions in maternal and child service settings. The field placement or practicum experience will be augmented by biweekly seminars during which students will review their experiences and receive additional content not covered during the previous six ATD courses. The field placement is designed to enable students to apply specialized content to a specialized population.

Prerequisite: HUS 1001

### **IDH 2931H**

#### **Honors Leadership**

3 Credits

An honors course in leadership and career theory that emphasizes understanding of oneself as a unique individual and that will serve as the basis for developing effective leadership abilities. The major topics include personal assessment, values and expectations, motivation, decision making, and leadership and career theory. Honors Institute permission required.

Prerequisites: College level writing and reading skills are required.

### **IDH 2955H**

#### **Honors Global Leadership**

3 Credits

Students will examine international leadership through an interdisciplinary approach which combines stateside classroom activities, scholarly research, foreign travel, and service learning. Course content will explore the historical, social, economic, religious, and artistic perspectives of another culture. The course promotes communication skills and teamwork; students should expect rigorous travel and service work.

A special fee will be charged for this course for travel expenses. Please contact your instructor for more information.

Prerequisite: IDH 2931H

### **IDS 2159**

#### **Environmental Issues in Tropical Ecosystems**

3 Credits

Environmental Issues in Tropical Ecosystems is a three-credit hour course that provides an interdisciplinary study of issues in tropical environments. The natural ecology of a terrestrial rain forest ecosystem, a coastal mangrove swamp ecosystem, and an offshore barrier reef ecosystem will be studied. The alterations of these ecosystems by human activities will be examined. Further, the social, political and economic reasons surrounding both the exploitation and the conservation of these systems will be investigated. Sustainable resource extraction from these ecosystems will be explored and compared to the consequences of biodiversity loss, societal issues, and ecological foot printing. A significant portion of this class will occur in the water. Therefore all students must be proficient swimmers and be able to swim unassisted for at least 100 yards and tread water for 10 minutes.

### **IDS 2200**

#### **Energy Issues**

3 Credits

This course provides an interdisciplinary study of renewable energy sources. A comparison of how the United States and other nations (primarily Denmark) have dealt with the political and economic vulnerability of the dependence on fossil fuel sources since the 1980's will be made. Societal aspects of energy use, waste, production, economics and environmental impacts will be compared between other nations and current United States trends. Course participants will be expected to observe aspects of Danish culture while staying with a Danish

host family for approximately two weeks. This course will include both pre-trip and post-trip components. Note: Course participants must successfully complete an application process. Prerequisites: College level reading, writing and math skills are required.

### **IDS 2891 Connections**

1 Credit

A selected topics capstone interdisciplinary experience course for the AA degree curriculum. Summarizes major points in the bodies of knowledge acquired while participating in the general education experience in an applied manner. Involves research, application of theoretical models, and utilization of learned skills.

### **IDS 2891H Honors Connections**

1 Credit

Same as IDS 2891 with honors content. Honors Institute permission required.

Prerequisites: College level reading, writing and math skills are required.

### **IHS 2110C Introduction to Global Health: Focus on Selected Countries**

3 Credit

This study abroad course introduces students to global health issues with emphasis on a selected country. The course will examine various issues which influence health outcomes and compare health care delivery systems. Students will analyze personal professional development as they examine various health care disciplines. This course is offered in a hybrid format combining on-line instruction with an in-country content and clinical component. Students are required to complete on-line theoretical content before leaving for their in-country experience and again upon their return. Students will travel to supervised sites in a selected country for direct exposure to theoretical concepts as well as "hands-on" clinical experiences for application and service learning.

Prerequisites: College level reading and writing skills are required.

### **INT 1941 Interpreting Practicum**

2 Credits

Provides the intermediate level interpreting student with an opportunity to observe the process of interpreting in various professional work situations and to gain knowledge of community agencies and resources which serve the deaf and hard of hearing population. Students will schedule regular observation hours, and according to their level of interpreting skill, assist agency staff in normal duties. College level reading and writing skills are required. A special fee will be charged for this course.

Prerequisites: INT 2130, INT 2200, INT 2200L

Co-requisite: INT 2201L

### **INT 2130 Introduction to Interpreting Ethics**

3 Credits

Provides a basic understanding of the Registry of Interpreters for the Deaf (RID) Code of Professional Conduct which governs the standards of the interpreting profession and how to apply these principles to a variety of interpreting situations as well as other central issues related to the interpreting profession.

Prerequisites: INT 2200, INT 2200L. College level reading and writing skills are required.

### **INT 2200 Interactive Interpreting I**

3 Credits

Provides an introduction to the basic theories, guidelines, principles, and practices of interpreting, including the role of the interpreter, professional behavior and the ethics of interpreting, and environmental considerations of interpreting situation.

Prerequisites: ASL 2160C or ASL 2130 and ASL 2130L. College level reading and writing skills are required.

Co-requisite: INT 2200L

### **INT 2200L Interactive Interpreting Laboratory I**

2 Credits

Focuses on introductory cognitive, linguistic and motor skill development. Utilization of audio tape, video tape and CD ROM materials will reinforce skill development. Live role play and modeling techniques permit students to experience a variety of interactive interpreting settings.

Prerequisites: ASL 2160C or ASL 2130 and ASL 2130L. College level reading and writing skills are required.

Co-requisite: INT 2200

### **INT 2201L Interactive Interpreting Laboratory II**

3 Credits

A continuation of Interactive Interpreting I, this course focuses on advanced cognitive, linguistic, and motor skill development. Utilization of audio tape, video tape and CD ROM materials will reinforce skill development. Live role play and modeling techniques permit students to experience a variety of interactive interpreting settings.

Prerequisites: INT 2200L. College level reading and writing skills are required.

### **INT 2210L Interactive Transliterating Laboratory**

2 Credits

Focuses on understanding the differences between interpreting and transliterating, and reinforcing skill development in transliterating by conveying spoken English messages into signed messages using conceptually accurate signed English and other known manually coded sign systems.

Prerequisites: INT 2200, INT 2200L. College level reading and writing skills are required.

**INT 2231L**  
**American Sign Language to Spoken English**  
**Interpreting**

3 Credits

Focuses on advanced skills in interpreting from a signed message to a spoken English message using a variety of stimulus materials with an emphasis on more complex constructions in signed messages and dialogues.

Prerequisites: INT 2200, INT 2200L, INT 2130. College level reading and writing skills are required.

**INT 2400**  
**Educational Interpreting**

2 Credits

Focuses on sign systems and processes used in secondary and post-secondary settings, with an emphasis on the role and ethics of the institutional interpreter, related vocabulary, use of transliteration and interpreting in various situations.

Prerequisites: INT 2200, INT 2200L, INT 2210L. College level reading and writing skills are required.

Co-requisites: INT 2400L

**INT 2400L**  
**Educational Interpreting Laboratory**

1 Credit

A variety of stimulus will be used to improve expressive and receptive interpreting skills in specific settings.

Prerequisites: INT 2200, INT 2200L, INT 2210L. College level reading and writing skills are required.

Co-requisite: INT 2400

**INT 2930**  
**Interpreting Topics**

2 Credits

Designed to be taken as an advanced level interpreting course during the second year of training. Special topics including business practices, marketing/entrepreneurship and interpreting in specialized situations (education, legal, medical, and mental health) will be taught. This course may be repeated for a total of six credits.

Prerequisites: ASL 2160C or ASL 2130 and ASL 2130L

**INT 2942**  
**Interpreting Internship**

3 Credits

Provides an opportunity to participate in the interpreting process in work situations and to assist with agency duties. Requires a minimum of 24 hours per week. A special fee will be charged for this course.

Prerequisites: INT 1941. College level reading and writing skills are required.

**IPM 1011**  
**Plant Pests**

3 Credits

Focuses on the study of insects, weeds, nematodes and plant diseases. Topics include identification, prevention, control and integrated pest management.

Co-requisite: IPM 1011L

**IPM 1011L**  
**Plant Pests Laboratory**

1 Credit

This course accompanies IPM 1011. A special fee will be charged for this course.

Co-requisite: IPM 1011

**IPM 1301**  
**Application of Pesticides and Fertilizers**

3 Credits

The course focuses on the fundamentals of pesticide and fertilizer application as they impact the horticulture industry. Emphasis will be placed on the safe and effective use of pesticides and fertilizers on horticultural crops and the environment. It will cover theory and provide practical hands on activities in application strategies, to include application time, method rate and environment, types of chemicals, formulation, management strategies, the use of labels, habits, habitats, signs and symptoms, mode of action of pesticides and fertilizers. Special emphasis will be placed on environmental safety, food, feed and water systems. The course will also cover equipment, calibration, application techniques, point and nonpoint contamination and emergency response. Strategies to prevent offsite contamination by wind, water or equipment will also be addressed.

**JOU 1400L**  
**Journalism Laboratory**

1 Credit

Provides practical experience through work on college publications under faculty supervision. This course may be repeated six times for credit.

Prerequisites: College level reading and writing required.

**JOU 1949**  
**Journalism Internship**

3 Credits

A coordinated work study course involving class work and field experience. Objectives determined by the student and the teacher coordinator will be used to evaluate the student. This course may be repeated six times for credit.

Prerequisite: ENC 1101

**JOU 2100C**  
**Journalistic Writing and Reporting**

3 Credits

Introductory course providing instruction and practice in journalistic writing and news reporting. Course includes writing leads, defining news and writing news with specific emphasis on features, editorials, and specific content. Additional course emphasis is placed on the principles of identification, selection, and evaluation of news stories for print and online publication. Course also includes instruction in professional ethics.

Prerequisite: College level reading and writing skills required.

**LAH 2020**  
**Survey of Latin American History**

3 Credits

To examine the major events in the history of Latin American countries from the colonial period to the present with special

emphasis on social, cultural, political, and economic development.

### **LAH 2020H**

#### **Honors Survey of Latin American History**

3 Credits

This course is intended to provide an introductory examination of the colonization and evolution of Latin America from 1492 to the present. The course pays particular attention to the social, political, economic, and cultural impact of the interactions between Europe, Africa and the Americas, which shaped Latin America and the Caribbean throughout the colonial period. It will then explore the ways in which the consequences of colonialism influenced Latin American independence and national identity in the nineteenth and twentieth century. The course critically examines Latin America's relationship to the US and world history in recent decades. College level reading and writing skills are required.

### **LDE 1310**

#### **Irrigation and Water Management**

3 Credits

Focuses on the major aspects of irrigation. Topics include water quality and treatment, irrigation design, installation tools and techniques, drainage and retention ponds, watering techniques for turf and plant quality, and conservation.

### **LIN 1670**

#### **English Grammar and Usage**

3 Credits

Provides an intensive study of traditional grammar usage and mechanics for those students who desire to improve both their understanding and use of English. Provides an in-depth review of grammar to returning students. Complements English composition courses.

### **LIN 1670H**

#### **Honors English Grammar and Usage**

3 Credits

Same as LIN 1670 with honors content. Honors Institute permission required.

### **LIN 1672**

#### **Foundations in English Grammar**

3 Credits

This 3-credit college-level course will provide a study of traditional grammar, usage, and mechanics for students desiring to improve their understanding and use of English. It will examine English from a structural level, focusing on the construction of a sentence.

### **LIT 2000**

#### **Introduction to Literature**

3 Credits

This survey course will focus on providing the student with an understanding of literature and how it relates to the human experience. Students will read literature from different authors, historical periods, and or cultural contexts. The course presents the opportunity for the student to focus on a variety of

literary topics with each section focused on a specific genre/theme. Prerequisites: College level reading and writing skills required.

### **LIT 2000H**

#### **Honors Introduction to Literature**

3 Credits

Same as LIT 2000 with honors content. Honors Institute permission required.

### **LIT 2110**

#### **World Literature to 1650**

3 Credits

Focuses on the major periods and forms in literature from Greek and Roman Classicism through the Renaissance, excluding British and American literature. Topics will include the cultural background of each period and the distinctive characteristics of each style and genre.

Prerequisites: College level reading and writing skills required.

### **LIT 2120**

#### **World Literature: 1650 to Present**

3 Credits

Focuses on literature from the Renaissance to now.

Prerequisites: College level reading and writing skills are required.

### **LIT 2120H**

#### **Honors World Literature: 1650 Present**

3 Credits

Same as LIT 2120 with honors content. Honors Institute permission required.

Prerequisites: College level reading and writing skills are required.

### **MAC 1105**

#### **College Algebra**

3 Credits

Provides students with the opportunity to gain algebraic knowledge needed for many fields such as engineering, business, science, computer technology, and mathematics. Graphical and numerical methods support the study of functions and their corresponding equations and inequalities. Students will study linear, quadratic, polynomial, rational, exponential, logarithmic, inverse, composite, radical, and absolute value functions; systems of equations and inequalities; modeling applied problems; and curve fitting techniques. Previous credit for MAC 1106 precludes credit for MAC 1105.

Prerequisite: MAT 1033 with a minimum grade of C or appropriate score on placement test.

### **MAC 1105H**

#### **Honors College Algebra**

3 Credits

Same as MAC 1105 with honors content. Honors Institute permission required.

Prerequisite: MAT 1033 with a minimum grade of C or appropriate score on placement test.



**MAC 1106**  
**Combined College Algebra/Pre-Calculus**

5 Credits

This course covers the topics of both MAC 1105 and MAC 1140 and is intended for students preparing for MAC 2311. Major topics include the study of linear, quadratic, polynomial, rational, exponential, logarithmic, inverse, composite, radical, and absolute value functions; conic sections; systems of equations and inequalities; matrices and determinants; sequence and series; the binomial theorem; and applications such as curve fitting, modeling, optimization, and exponential growth and decay. Previous credit for MAC 1105, MAC 1140, or MAC 1147 precludes credit for MAC 1106.

Prerequisite: MAT 1033 with a minimum grade of B or appropriate score on placement test.

**MAC 1114**  
**Trigonometry**

3 Credits

Major topics include trigonometric functions, their properties and graphs; inverse trigonometric functions, their properties and graphs; trigonometric identities; trigonometric equations; solutions of triangles; polar coordinates; trigonometric forms of complex numbers; vectors; applications. For students taking MAC 1140 and MAC 1114 in preparation for MAC 2311, it is recommended that MAC 1140 be taken before MAC 1114. Previous credit for MAC 1147 precludes credit for MAC 1114.

Prerequisite: MAC 1105 or MAC 1106 with a minimum grade of C or appropriate score on placement test.

**MAC 1140**  
**Pre-Calculus Algebra**

3 Credits

Major topics include polynomial, rational and other algebraic functions, their properties and graphs; polynomial and rational inequalities; exponential and logarithmic functions, their properties and graphs; conic sections; systems of equations; matrices and determinants; sequences and series; binomial theorem; applications. For students taking MAC 1140 and MAC 1114 in preparation for MAC 2311, it is recommended that MAC 1140 be taken before MAC 1114. Previous credit for MAC 1106 or MAC 1147 precludes credit for MAC 1140.

Prerequisites: MAC 1105 with a minimum grade of C or appropriate score on placement test.

**MAC 1147**  
**Pre-Calculus Algebra and Trigonometry**

5 Credits

This is an accelerated course covering the topics of both MAC 1140 and MAC 1114. Students should already have some prior knowledge of trigonometry. Major topics include polynomial, rational, and other algebraic functions, their properties and graphs; polynomial and rational inequalities; exponential and logarithmic functions, their properties and graphs; trigonometric equations; solutions of triangles; polar coordinates; trigonometric forms of complex numbers; vectors; conic sections; systems of equations; matrices and determinants; sequences and series; binomial theorem; applications. Previous credit for MAC 1106, MAC 1114 or MAC 1140, precludes credit for MAC 1147.

Prerequisite: MAC 1105 with a minimum grade of B or appropriate score on placement test.

**MAC 2233**  
**Calculus for Business and Social Sciences**

4 Credits

An introduction to calculus with applications to business, economic, social and behavioral sciences. Topics includes the study of limits, continuity, rates of change, differentiation and integration of algebraic, exponential and logarithmic functions, and curve sketching with embedded review of algebraic preliminaries: expressions, equations, functions, and graphs including piecewise functions. Previous credit for MAC 2311 precludes credit for MAC 2233.

Prerequisite: MAC 1105, or MAC 1106, or MAC 1140, or appropriate score on placement test.

**MAC 2241**  
**Calculus for the Life Sciences**

5 Credits

This is a Calculus I course with a heavy emphasis on applications to biological systems. The basic concepts of Calculus, such as limits, continuity, derivatives, extreme value theorem, differentials, integration and the fundamental theorem, will be developed together with solutions techniques of both analytical and numerical nature. Differentiation and integration of algebraic, trigonometric, exponential, and logarithmic functions with applications to life sciences and other topics of interest to biology, psychology, pre-medical, pre-pharmacy, pre-dental, and pre-veterinary students will be covered. Students cannot receive credit for this course and also for MAC 2311 (Calculus 1) or MAC 2233 (Calculus for Business).

Prerequisites: MAC 1140 and MAC 1114 or MAC 1147 with a minimum grade of C or appropriate score on placement test.

**MAC 2311**  
**Calculus and Analytic Geometry I**

5 Credits

This is the first of a three-course sequence in calculus. Major topics include limits, continuity, and differentiation and integration of algebraic, trigonometric, exponential and logarithmic functions. Applications include rates of change, related rates, mean value theorem, extreme values, curve sketching, differentials, area, volume and work. Students must pass both pre-calculus algebra and trigonometry with a minimum grade of C in order to take MAC 2311. This can be accomplished through any one of the following routes: (1) MAC 1106 and MAC 1114, (2) MAC 1140 and MAC 1114, (3) MAC 1147

Prerequisites: MAC 1106 and MAC 1114 with a minimum grade of C, or MAC 1140 and MAC 1114 with a minimum grade of C, or MAC 1147 with a minimum grade of C.

**MAC 2312**  
**Calculus and Analytical Geometry II**

5 Credits

This is the second in a three-course sequence in calculus. Major topics include differentiation and integration of hyperbolic functions, algebraic, trigonometric, and numerical integration

techniques, applications of integrals, improper integrals, parametric equations, polar coordinates, conics, and sequences and series.

Prerequisite: MAC 2311 with a minimum grade of C.

**MAC 2313**  
**Calculus and Analytical Geometry III**

5 Credits

A continuation of MAC 2312. Focuses on arc length and surface area, vectors in two and three dimensional space, planes, lines and surfaces in three-dimensional space, functions of more than one variable, partial derivatives, double and triple integrals and their applications, cylindrical and spherical coordinates, vector fields, line integrals, Green's theorem and Stoke's theorem.

Prerequisites: MAC 2312 with a minimum grade of C.

**MAN 2021**  
**Principles of Management**

3 Credits

This course presents an overview of the management functions including planning, organizing, controlling, leading, and problem-solving in organizations; reviews foundations of management thought and managerial processes that lead to organizational effectiveness in today's global business environment.

Prerequisites: College level reading and writing skills are required.

**MAN 2604**  
**Intercultural Relations in Business**

3 Credits

Examines the influence of individual differences and ethnic and national culture on behaviors within organizations and across national borders. Addresses the questions of how and when to be sensitive to these issues, and develops skills required to effectively manage in diverse environment.

Prerequisites: College level reading and writing skills are required.

**MAP 2302**  
**Differential Equations**

3 Credits

Covers first order differential equations including those with separable variables, homogeneous and exact equations and equations made by an integrating factor. Topics include linear differential equations of higher order and their solutions including both homogeneous and non-homogeneous equations, differential operators, Laplace transforms, and series solutions and applications. Designed for engineering and mathematics majors.

Prerequisite: MAC 2312 with a minimum grade of C.

**MAR 2011**  
**Principles of Marketing**

3 Credits

An introduction to contemporary marketing strategies and practices and the decisions marketing managers make to help

organizations find, get, and keep customers in today's global business environment.

Prerequisites: College level reading and writing skills are required.

**MAR 2150**  
**International Marketing**

3 Credits

Introduces students to the international marketing environment by examining the marketing implications of cultural and environmental differences, international marketing research, and the adaptation of product, price, promotion, and distribution.

Prerequisite: MAR 2011

**MAS 2103**  
**Linear Algebra**

3 Credits

Focuses on vectors, vector spaces, linear equations, Gauss Jordan elimination, operations on matrices, determinants, Cramer's rule, linear independence, subspaces, bases, coordinate vectors, inner product spaces, Gramm Schmidt process, linear transformations, eigenvalues, eigenvectors, and characteristic polynomial and linear programming. Designed for engineering and mathematics majors.

Prerequisite: MAC 2312 with a minimum grade of C.

**MAT 0018**  
**Pre-Algebra**

3 Credits

Focuses on manipulative skills of whole numbers, integers, fractions, and decimals. Topics include prime factorization, square roots, and absolute values, order of operations, use of percents, formulas, measurement, geometry, and introduction to algebra. This course does not satisfy general education requirements in mathematics and is awarded compensatory credit only. Credit for MAT 0012 precludes credit for MAT 0018.

Prerequisites: REA 0007 or appropriate score on placement test.

**MAT 0022**  
**Integrated Arithmetic and Algebra**

5 Credits

This course combines the arithmetic and algebra skills of MAT 0018 and MAT 0028. This course includes all mathematics skills necessary for entry into college level mathematics. Arithmetic topics include operations with real numbers, fractions, decimals, exponents, geometry measurement systems, percents and ratios. Algebra topics include polynomial operation, factoring, solving and graphing linear equations and inequalities, operations with quadratic equations, and applications of all concepts. This course does not satisfy general education requirements and generates compensatory credit only. Permission from instructor required.

**MAT 0028**  
**Beginning Algebra**

3 Credits

Provides an introduction to algebra. Topics include basic linear equations and inequalities, properties of real numbers, operations, involving exponents and polynomials, factoring, quadratic equations, applications, graphing of linear equations, and an introduction to radical simplification. This course does not satisfy general education requirements in mathematics and is awarded compensatory credit only. Credit for MAT 0024 precludes credit for MAT 0028.

Prerequisite: MAT 0018 and REA 0007 or appropriate score on placement test.

**MAT 0029**  
**Developmental Mathematics for Statistics and Liberal Arts**

3 Credits

This course provides instruction in developmental mathematical concepts that serve as a foundation for liberal arts and statistics. These mathematics concepts are presented in a context that is relevant and meaningful. This course emphasizes both written and verbal communication of mathematical concepts, and helps prepare the student for college-level statistics and liberal arts math courses. This course is not designed for students who are required to take MAC 1105. Students who complete this course will be prepared to enter STA 2023 or MGF 1106/1107 only.

**MAT 0055**  
**Developmental Mathematics Module**

1 Credits

This course combines the arithmetic and algebra skills of MAT 0018 and MAT 0028 in modular format. Students will be given a diagnostic test to identify skills in the sequence that have not been mastered. An individual learning plan will be established and students will be assigned objectives relating to the identified competencies. Specific topics for study determined by student's diagnostic test results. This course includes all mathematics skills necessary for entry into college-level mathematics. Arithmetic topics include operations with real numbers, fractions, decimals, exponents, geometry, measurement systems, percents, and ratios. Algebra topics include polynomial operations, factoring, solving and graphing linear equations and inequalities, operations with quadratic equations, and applications of all concepts. This course does not satisfy general education requirements and generates compensatory credit only.

**MAT 1031**  
**Intermediate Algebra Module**

2 Credits

This emporium-style course covers the algebraic skills of MAT 1033, Intermediate Algebra in a modular format. Students will be given a diagnostic test to identify skills in the course outcomes that have not been mastered. An individual learning plan will be established and students will be assigned objectives relating to the identified competencies. Specific topics for

study determined by student's diagnostic test results. Topics include relations, functions, polynomial operations, factoring, rational expressions, equations (linear, quadratic, radical, rational), systems of equations, inequalities, exponents, radicals, graphs of linear equations, and inequalities in two variables, complex number and applications. Elective credit only. May be repeated up to 5 times for credit.

Prerequisites: MAT 0022, or MAT 0028, or MAT 0055 with an 'S' grade, or appropriate score on placement test.

**MAT 1033**  
**Intermediate Algebra**

4 Credits

Topics include sets, relations, functions, polynomial operations, factoring, rational expressions, equations (linear, quadratic, radical, rational), systems of equations, inequalities, exponents, radicals, graphs of linear equations, and inequalities in two variables, complex numbers, and applications.

Elective credit only.

Prerequisites: MAT 0022, or MAT 0028, or MAT 0055 with an 'S' grade, or appropriate score on placement test.

**MCB 1060**  
**Food Microbiology**

3 Credits

This course offers detailed examination of the principles of food microbiology and their application to current food technology. Additional topics covered will be food and enzymes produced by micro-organisms, food in relation to disease, food sanitation control and inspection and the Food Additives Amendment of the Federal Food, Drug and Cosmetic Act.

Co-requisite: MCB 1060L

**MCB 1060L**  
**Food Microbiology Laboratory**

1 Credit

This course is designed to accompany MCB 1060. Aseptic techniques and the culturing of microorganisms are presented. Various techniques for culturing foods, performing food counts, preparing food using micro-organisms, and sampling the environment for microorganisms are presented.

Co-requisite: MCB 1060

**MCB 2000**  
**Microbiology and Human Disease**

3 Credits

Intended for Biology and Allied Health majors. Focuses on disease states, bacteria, viruses, fungi, rickettsiae and other pathogenic organisms. Topics will include problems of sterilization, resistance, diagnostic testing and immunization.

Prerequisites: College level reading and writing skills are required.

Co-requisite: MCB 2000L

**MCB 2000L  
Microbiology Lab**

1 Credit

A special fee will be charged for this course.

Prerequisites: College level reading and writing skills are required.

Co-requisite: MCB 2000

**MCB 2910L  
Guided Undergraduate Research**

1 Credit

This course is intended for biological science majors who desire to gain experience with research techniques, methods and procedures. It is intended to create supervised study through field and laboratory projects, guided readings, and achievement in specific research skills. Students will develop independence in the laboratory regarding their research project and will learn how to write a scientific abstract.

**MET 2010C  
Meteorology**

3 Credits

A one semester course for non-science majors that focuses on the physical properties and dynamics of the atmosphere. Topics include the origin and evolution of the atmosphere, storms and severe weather, weather forecasting and analysis, and the impact of weather and climate on humankind.

Prerequisites: College level reading, writing and math skills are required.

**MGF 1106  
Topics in Mathematics**

3 Credits

Topics will include finite and infinite sets, logic, deductive and inductive reasoning, geometry, counting methods, probability and statistics. Studying these topics will develop a broader base of mathematical knowledge. This course may be used to satisfy part of the mathematics general education requirement for the associate in arts degree.

Prerequisite: MAT 0022, or MAT 0028, or MAT 0029, or MAT 0055 with a grade of 'S', or appropriate score on placement test.

**MGF 1106H  
Honors Topics in Mathematics**

3 Credits

Same as MGF 1106 with honors content.

Prerequisite: MAT 0022, or MAT 0028, or MAT 0029, or MAT 0055 with a grade of 'S', or appropriate score on placement test.

**MGF 1107  
Explorations in Mathematics**

3 Credits

This course may be used to satisfy part of the mathematics general education requirement for the associate in arts degree. Topics will be chosen from the following: financial mathematics; sequences and series; elementary number theory; history of mathematics; linear and exponential growth; voting theory; chaos and fractals; reflections and translations in geometry;

graph theory; game theory; and mathematical use of calculators and computers. These topics will be helpful in developing a broader base of mathematical knowledge.

Prerequisite: MAT 0022, or MAT 0028, or MAT 0029, or MAT 0055 with a grade of 'S', or appropriate score on placement test.

**MGF 1107H  
Honors Explorations in Mathematics**

3 Credits

Same as for MGF 1107 with honors content. Honors Institute permission required.

Prerequisite: MAT 0022, or MAT 0028, or MAT 0029, or MAT 0055 with a grade of 'S', or appropriate score on placement test.

**MLS 2001L  
Laboratory Technique I**

3 Credits

This is a foundational course which covers clinical laboratory techniques. Students will learn how to draw blood using universal precautions and following OSHA regulations. Laboratory practicums will include macroscopic and microscopic analysis of the urine specimen, immunology and immunohematology techniques with blood specimens. Basic hematological techniques will be introduced to conduct whole blood analysis and differentials. Initial microbiological techniques will be introduced in the laboratory.

Prerequisite: Admission to the Medical Laboratory Science program.

Corequisite: MLS 2304, MLS 2460

**MLS 2002L  
Laboratory Technique II**

4 Credits

This is a continuation of MLS 2001L. Students will continue to practice drawing blood using universal precautions and following OSHA regulations. Laboratory practicums will include clinical chemistry, hematology, molecular, microbiology and parasitology techniques.

Prerequisite: MLS 2001L

Corequisite: MLS 2307, MLS 2465, MLS 2624

**MLS 2003  
Laboratory Technique III**

2 Credits

This is a continuation of MLS 2002L. Students will continue to practice drawing blood using universal precautions and following OSHA regulations. Laboratory practicums will include clinical chemistry and serology.

Prerequisite: MLS 2002L

Corequisite: MLS 2625

**MLS 2192**  
**Molecular Diagnosis**

2 Credits

This course provides an overview of the nucleic acid structure, gene expression and genetic diseases. Fundamentals of DNA and RNA isolation, amplification, hybridization analysis will also be discussed.

Prerequisite: MLS 2625

**MLS 2304**  
**Hematology I and Body Fluids**

3 Credits

This course will provide the student with a foundational overview of the hematopoietic system, cell differentiation, and blood cell structure. Features and characteristics of anemias, thalassemia's and hemoglobinopathies will be covered in this course. Students will explore the components of a quality specimen for the hematology laboratory. The course will cover hematological laboratory techniques including staining techniques and identification of normal blood cells. Students will also cover the study of the body fluids and their characteristics in normal and diseased states. Characteristics of deviation from normal cells will be emphasized.

Prerequisite: Admission to the Medical Laboratory Science program.

Corequisite: MLS 2001L

**MLS 2307**  
**Hematology II and Hemostasis**

3 Credits

This is a continuation of MLS 2304. Students will continue to work with blood cell differentiation and hematology instrumentation. An emphasis will be placed on abnormal cell identification, and white blood cell abnormalities in leukemia, myeloproliferative, lymphoproliferative, and myelodysplastic disorders. This course will cover theory of hematological laboratory techniques including staining techniques and the identity of normal and abnormal blood cells. In addition, coagulation and hemostasis concepts, and instrumentation will be taught along with coagulopathies and platelet disorders.

Prerequisite: MLS 2304

Corequisite: MLS 2002L

**MLS 2460**  
**Medical Microbiology I**

3 Credits

This course will cover the foundational overview of the diagnostic microbiological system, isolation and identification of clinically significant microorganisms. There will be an emphasis on the growth characteristics and methodology for identification. Clinical laboratory diagnosis of infectious disease by serological test methods will be studied. Lectures will cover quality specimen collection, and the quality control procedures in the microbiology and serology laboratories.

Prerequisite: Admission to the Medical Laboratory Science program.

Corequisite: MLS 2001L

**MLS 2465**  
**Medical Microbiology II**

3 Credits

This course is a continuation of MLS 2460. Emphasis will be placed on the correlation between pathogens, types of infection, and specimen source. Study of parasites and fungi of importance will be explored. The identification of the diagnostic stages, and knowledge of specimen collection, handling, and processing will be discussed. Lectures will continue the discussion of quality control procedures in the microbiology laboratory.

Prerequisite: MLS 2460

Corequisite: MLS 2002L

**MLS 2551**  
**Immunoematology and Immunology**

4 Credits

This course will cover the theoretical aspects of the immunoematology section of the laboratory. Students will cover the study of blood group antigens, antibodies and basic immunology. The theory of blood genetics, blood group systems and pre-transfusion practices, and quality control concepts in the immunoematology laboratory will be discussed. In addition to the immunology concepts covered hemolytic disease of the fetus, neonatal and obstetric transfusion medicine testing, adverse effects of transfusion, donor screening, and blood component preparation usage will also be discussed.

Prerequisite: Admission to the Medical Laboratory Science program.

Corequisite: MLS 2001L

**MLS 2624**  
**Clinical Chemistry I and Urinalysis**

3 Credits

This course will provide the introduction to the chemistry tests that monitor the processes in the human body. Quality of specimen collected and its effect on the chemistry laboratory results will be examined. The course will cover the theory of the chemistry laboratory procedures conducted. Quality assurance concepts and quality control procedures will be introduced. Point-of-care procedures will be discussed in relation to the current practice for patient care. The course also covers the study and formation of urine, chemical, and microscopic examination. This course also includes an overview of the non-urine analyzed in the clinical laboratory.

Prerequisite: Admission to the Medical Laboratory Science program.

Corequisite: MLS 2002L

**MLS 2625**  
**Advanced Clinical Chemistry**

3 Credits

This course is a continuation of Clinical Chemistry I and Urinalysis. Discussion of the chemistry tests performed on serum and plasma specimens will continue. Material covered in MLS 2624 on quality control principles will be reviewed. Enzyme kinetics, endocrinology, therapeutic drug monitoring and toxicology, liver and cardiac function will be discussed, as well as,

principles of instrumentation and techniques in clinical chemistry related to standardization of procedures, and use of standards and controls.

Prerequisite: MLS 2624

Corequisite: MLS 2003L

### **MLS 2701**

#### **Principles of Laboratory Operations**

2 Credits

This course will provide students with knowledge of the role regulatory agencies and laws in the practices of the medical laboratory sciences. Students will be given information on essentials of management and quality assurance in the practices in the clinical laboratory. Emphasis will be placed on safe practices in the laboratory and elements required, and training laboratory personnel.

**Prerequisite: MLS 2624**

### **MLS 2830C**

#### **Medical Laboratory Clinical I**

2 Credits

Students will spend required time at a clinical affiliate and practice under the supervision of a MLS. Theory and laboratory skills attained in the student laboratory will be required in the area of urinalysis, serology, immunology and body fluids. The skills demonstrated must include critical thinking skills, ability to correlate the findings in the specimen, and patient clinical condition and disease state.

Prerequisite: MLS 2624

### **MLS 2831C**

#### **Medical Laboratory Clinical II**

6 Credits

Students will spend required time at a clinical affiliate and practice under the supervision of a MLS. Theory and laboratory skills attained in student laboratory are required in the area of the laboratory. The skills demonstrated must include critical thinking skills, the ability to correlate the findings in the specimen, and patient clinical condition and disease state.

Prerequisite: MLS 2830C

Corequisite: MLS 2930

### **MLS 2930**

#### **Medical Laboratory Seminar**

2 Credits

This course stresses the importance of evidence based practice in the medical laboratory sciences field. Students will be presenting case studies to the faculty and peers in the program. Instruction will emphasize professional, legal and ethics issues affecting the medical laboratory science field. Students will review the material covered in the program to prepare for the comprehensive examination. This will be used in preparation for the Board of Certification examination by the American Society for Clinical Pathology.

Prerequisite: MLS 2003L, MLS 2625

Corequisite: MLS 2831C

### **MMC 2000**

#### **Introduction to Mass Communications**

3 Credits

Provides an overview of the background, role, and responsibilities of the mass media; focuses on analyzing and evaluating techniques. Topics include print and electronic media and film.

### **MMC 2100C**

#### **Writing for Mass Communication**

3 Credits

Covers the basic techniques used in preparing copy for mass media including the fundamental journalistic skills used in writing for newspapers, magazines, radio, television, public relations and advertising.

Prerequisites: College level reading and writing skills are required.

Co-requisite: JOU 1400L

### **MNA 1320**

#### **HR Recruitment Interviewing and Selection**

3 Credits

Provides a detailed overview of staffing activities crucial to organization performance. Within the context of current law and regulations, the focus will be on the assessment of staffing needs, recruitment strategies, interviewing techniques, selection tools and methods, planning and implementation of staffing policies.

### **MNA 1325**

#### **HR Statistical Analysis, Compensation and Benefits**

3 Credits

An examination of the compensation systems in large and small organizations, the methods and implications of making wage and salary decisions, and the use of statistical analysis in decision making. Topics include: job analysis, job evaluation, wage surveys, incentives, pay equity, benefits and compensation strategy, and legal perspectives.

### **MSL 1001C**

#### **Leadership and Personal Development**

2 Credits

Introduces personal challenges and competencies critical to effective leadership; teaches personal development life skills relative to leadership, officership, and the Army profession; focuses on gaining understanding of the ROTC program and its purpose in the Army. Enrollment is limited to students who are also enrolled in the USF ROTC program.

### **MSL 1002C**

#### **Introduction to Tactical Leadership**

2 Credits

Presents leadership basics (e.g.: setting direction, problem-solving, listening, briefs, giving feedback and use of effective writing skills); explores dimensions of leadership values, attributes, skills and actions in context of practical hands-on exercises. Enrollment is limited to students who are also enrolled in the USF ROTC program.

**MSL 2101C****Innovative Team Leadership**

2 Credits

Explores creative and innovative tactical leadership strategies and styles. Develops knowledge of leadership values and attributes by understanding Army rank, structure, and duties. Broadens knowledge of land navigation and squad tactics. Enrollment is limited to students who are also enrolled in the USF ROTC program.

**MSL 2102C****Foundations of Tactical Leadership**

2 Credits

Examines challenges of leading tactical teams in complex current operating environment; highlights dimensions of terrain analysis, patrolling and operation orders; develops greater self-awareness, communication and team building skills. Enrollment is limited to students who are also enrolled in the USF ROTC program.

**MSL 2900C****Army Physical Readiness**

1 Credit

This course will train students in the unique role of Army physical readiness in sustaining military operations. It will also prepare students to plan, prepare, and conduct military fitness training. Student can receive one credit per semester for up to four semesters. Enrollment is limited to students who are also enrolled in the USF ROTC program.

**MUL 1010****Introduction to Music**

3 Credits

Covers the basic principles of music and techniques for listening to music, with an emphasis on Western music from the 17th century to the present.

Prerequisites: College level reading and writing skills are required.

**MUM 1623****Electronic Music: Introduction to MIDI**

3 Credits

An introduction to electronic music composition through lecture and studio instruction, with an emphasis on the MIDI system, in conjunction with computers and the digital synthesizer. Prerequisite: MUT 1111

**MUN 1120****Concert Band I**

1 Credit

Provides for participation in a concert band which performs traditional and contemporary music. This course may be repeated four times for credit.

**MUN 1310****Chorus**

1 Credit

Provides for participation in a chorus which performs a variety of music at college and public functions. This course may be repeated four times for credit.

**MUN 1340****Vocal Ensemble**

1 Credit

Provides for participation in small performing groups and includes the study of traditional and contemporary music. This course may be repeated four times for credit.

**MUN 1410****String Ensemble**

1 Credit

Provides for participation in small instrumental groups and includes the study of traditional and contemporary music. This course may be repeated four times for credit.

**MUN 1420****Woodwind Ensemble**

1 Credit

Provides for participation in small instrumental groups and includes the study of traditional and contemporary music. This course may be repeated four times for credit.

**MUN 1430****Brass Ensemble**

1 Credit

Provides for participation in small instrumental groups and includes the study of traditional and contemporary music. This course may be repeated four times for credit.

**MUN 1440****Percussion Ensemble, Small Ensemble**

1 Credit

Provides for participation in small instrumental groups and includes the study of traditional and contemporary music. This course may be repeated four times for credit.

**MUN 1450****Piano Ensemble**

1 Credit

Designed to assist the pianist in learning how to perform in ensemble with other musicians. Repertoire will include piano duet and duo piano works from the standard repertoire. May be repeated for credit each semester. Prerequisite: Approval of instructor.

**MUN 1480****Classical Guitar Ensemble**

1 Credit

Open to all students, faculty and members of the community who play guitar. Enrollment is determined by the director through audition. Participants will study and perform music from all periods in preparation for public performance. May be taken six times for credit.

**MUN 1710****Stage Band I, Major Ensemble**

1 Credit

Provides for participation with a select group of musicians who perform contemporary jazz and stage band music. This course may be repeated four times for credit.

**MUN 1810**  
**Steel Drum Ensemble**

2 Credits

This course involves the study and performance of literature for the Steel Drum. Students will develop instrumental technique specific to the steel drum and additionally develop an awareness of Caribbean music and culture. This course may be repeated six times for credit. Instructor approval required.

**MUO 1001**  
**Musical Theatre Workshop I**

2 Credits

Open to those interested in musical theatre with approval of the instructor. Includes development of musical theatre repertoire, acting and movement performance skills. May include mock auditions or a public performance. This class is a performance class and participation is required. May be repeated for credit.

**MUS 1010**  
**Recital Attendance**

Students in this course are required to attend recitals and concerts approved by the Hillsborough Community College, Ybor City Campus School of Visual and Performing Arts Music Department. This course is required of all students enrolled in Applied Music, principal instrument (or voice) courses. It is a non-credit S/U (Satisfactory/Unsatisfactory) course.

**MUT 1001**  
**Fundamentals of Music**

3 Credits

Focuses on music fundamentals for non-music majors, with an emphasis on reading music, keys, scales, simple chords and their practical application.

**MUT 1111**  
**Music Theory I**

3 Credit

Covers the rudiments of music, with an emphasis on major and minor scales, rhythmic and melodic notation, triads, intervals, cadences, chords and inversions and four part music writing. Topics include the development of aural and visual skills in music reading, rhythmic, melodic and harmonic dictation and the practical application of basic harmonic principles.

Co-requisite: MUT 1241L

**MUT 1112**  
**Music Theory II**

3 Credit

A continuation of MUT 1111

Co-requisite: MUT 1242L

**MUT 1241L**  
**Sight Singing and Ear Training I**

1 Credit

Trains students to visually and aurally recognize the melodic, rhythmic and harmonic patterns studied in Theory I, translate patterns from aural stimulus to notation and visual/cognitive stimulus to performance in real time.

Co-requisite: MUT 1111

**MUT 1242L**  
**Sight Singing and Ear Training II**

1 Credit

Trains students to visually and aurally recognize the melodic, rhythmic and harmonic patterns studied in Theory II, translate patterns from aural stimulus to notation and visual/cognitive stimulus to performance in real time.

Co-requisite: MUT 1112

**MUT 2116**  
**Music Theory III**

3 Credits

Focuses on the development of music from Beethoven through the 20th century, with an emphasis on the techniques of four-part harmonization, including triads and chords, with an introduction to counterpoint.

Co-requisite: MUT 2246L

**MUT 2117**  
**Music Theory IV**

3 Credits

A continuation of MUT 2116

Co-requisite: MUT 2247L

**MUT 2246L**  
**Sight Singing/Ear Training III**

1 Credit

Trains students to visually and aurally recognize the melodic, rhythmic and harmonic patterns studied in Theory III, translate patterns from aural stimulus to notation and visual/cognitive stimulus to performance in real time.

Co-requisite: MUT 2116

**MUT 2247L**  
**Sight Singing/Ear Training IV**

1 Credit

Trains students to visually and aurally recognize the melodic, rhythmic and harmonic patterns studied in Theory IV, translate patterns from aural stimulus to notation and visual/cognitive stimulus to performance in real time.

Co-requisite: MUT 2117

**MVB 1011**  
**Pre-Principal Freshman Trumpet (A)**

2 Credits

This course is for the student who intends to be a music major, but who lacks the technique, music reading skills and/or performance experience proficiencies expected of a student wishing to register for the first semester college freshman level of applied music instruction. The course also serves those who are not music majors, but who wish to study an instrument on the college level. In such cases, enrollment is subject to space availability and instructor approval. Students may take two semesters, designated 'A' and 'B.'

Co-requisite: MUS 1010, MUT 1001



**MVB 1011**  
**Pre-Principal Freshman Trumpet (B)**

2 Credits

This course is for the student who intends to be a music major, but who lacks the technique, music reading skills and/or performance experience proficiencies expected of a student wishing to register for the first semester college freshman level of applied music instruction. The course also serves those who are not music majors, but who wish to study an instrument on the college level. In such cases, enrollment is subject to space availability and instructor approval. Students may take two semesters, designated 'A' and 'B.'

Co-requisite: MUS 1010

**MVB 1012**  
**Pre-Principal Freshman Horn (A)**

2 Credits

This course is for the student who intends to be a music major, but who lacks the technique, music reading skills and/or performance experience proficiencies expected of a student wishing to register for the first semester college freshman level of applied music instruction. The course also serves those who are not music majors, but who wish to study an instrument on the college level. In such cases, enrollment is subject to space availability and instructor approval. Students may take two semesters, designated 'A' and 'B.'

Co-requisite: MUS 1010, MUT 1001

**MVB 1012**  
**Pre-Principal Freshman Horn (B)**

2 Credits

This course is for the student who intends to be a music major, but who lacks the technique, music reading skills and/or performance experience proficiencies expected of a student wishing to register for the first semester college freshman level of applied music instruction. The course also serves those who are not music majors, but who wish to study an instrument on the college level. In such cases, enrollment is subject to space availability and instructor approval. Students may take two semesters, designated 'A' and 'B.'

Co-requisite: MUS 1010

**MVB 1013**  
**Pre-Principal Freshman Trombone (A)**

2 Credits

This course is for the student who intends to be a music major, but who lacks the technique, music reading skills and/or performance experience proficiencies expected of a student wishing to register for the first semester college freshman level of applied music instruction. The course also serves those who are not music majors, but who wish to study an instrument on the college level. In such cases, enrollment is subject to space availability and instructor approval. Students may take two semesters, designated 'A' and 'B.'

Co-requisite: MUS 1010, MUT 1001

**MVB 1013**  
**Pre-Principal Freshman Trombone (B)**

2 Credits

This course is for the student who intends to be a music major, but who lacks the technique, music reading skills and/or performance experience proficiencies expected of a student wishing to register for the first semester college freshman level of applied music instruction. The course also serves those who are not music majors, but who wish to study an instrument on the college level. In such cases, enrollment is subject to space availability and instructor approval. Students may take two semesters, designated 'A' and 'B.'

Co-requisite: MUS 1010

**MVB 1014**  
**Pre-Principal Freshman Baritone (A)**

2 Credits

This course is for the student who intends to be a music major, but who lacks the technique, music reading skills and/or performance experience proficiencies expected of a student wishing to register for the first semester college freshman level of applied music instruction. The course also serves those who are not music majors, but who wish to study an instrument on the college level. In such cases, enrollment is subject to space availability and instructor approval. Students may take two semesters, designated 'A' and 'B.'

Co-requisite: MUS 1010, MUT 1001

**MVB 1014**  
**Pre-Principal Freshman Baritone (B)**

2 Credits

This course is for the student who intends to be a music major, but who lacks the technique, music reading skills and/or performance experience proficiencies expected of a student wishing to register for the first semester college freshman level of applied music instruction. The course also serves those who are not music majors, but who wish to study an instrument on the college level. In such cases, enrollment is subject to space availability and instructor approval. Students may take two semesters, designated 'A' and 'B.'

Co-requisite: MUS 1010

**MVB 1015**  
**Pre-Principal Freshman Tuba (A)**

2 Credits

This course is for the student who intends to be a music major, but who lacks the technique, music reading skills and/or performance experience proficiencies expected of a student wishing to register for the first semester college freshman level of applied music instruction. The course also serves those who are not music majors, but who wish to study an instrument on the college level. In such cases, enrollment is subject to space availability and instructor approval. Students may take two semesters, designated 'A' and 'B.'

Co-requisite: MUS 1010, MUT 1001

**MVB 1015**  
**Pre-Principal Freshman Tuba (B)**

2 Credits

This course is for the student who intends to be a music major, but who lacks the technique, music reading skills and/or performance experience proficiencies expected of a student wishing to register for the first semester college freshman level of applied music instruction. The course also serves those who are not music majors, but who wish to study an instrument on the college level. In such cases, enrollment is subject to space availability and instructor approval. Students may take two semesters, designated 'A' and 'B.'

Co-requisite: MUS 1010

**MVB 1211**  
**Secondary Freshman Trumpet**

1 Credit

This course is designed for the music major who wishes to study a secondary instrument, or for a student who has completed the MV\_ 10XX level but still does not meet the requirements for entry to the MV\_ 13XX level course. This course may be repeated 1 time for credit.

Co-requisite: MUS 1010

**MVB 1212**  
**Secondary Freshman Horn**

1 Credit

This course is designed for the music major who wishes to study a secondary instrument, or for a student who has completed the MV\_ 10XX level but still does not meet the requirements for entry to the MV\_ 13XX level course. This course may be repeated 1 time for credit.

Co-requisite: MUS 1010

**MVB 1213**  
**Secondary Freshman Trombone**

1 Credit

This course is designed for the music major who wishes to study a secondary instrument, or for a student who has completed the MV\_ 10XX level but still does not meet the requirements for entry to the MV\_ 13XX level course. This course may be repeated 1 time for credit.

Co-requisite: MUS 1010

**MVB 1214**  
**Secondary Freshman Baritone**

1 Credit

This course is designed for the music major who wishes to study a secondary instrument, or for a student who has completed the MV\_ 10XX level but still does not meet the requirements for entry to the MV\_ 13XX level course. This course may be repeated 1 time for credit.

Co-requisite: MUS 1010

**MVB 1215**  
**Secondary Freshman Tuba**

1 Credit

This course is designed for the music major who wishes to study a secondary instrument, or for a student who has com-

pleted the MV\_ 10XX level but still does not meet the requirements for entry to the MV\_ 13XX level course. This course may be repeated 1 time for credit.

Co-requisite: MUS 1010

**MVB 1311**  
**Principal Freshman Trumpet**

2 Credits

Students must audition for placement in this course and will receive private instruction of one contact hour weekly. This course may be repeated once for credit.

Co-requisite: MUS 1010

**MVB 1312**  
**Principal Freshman Horn**

2 Credits

Students must audition for placement in this course and will receive private instruction of one contact hour weekly. This course may be repeated once for credit.

Co-requisite: MUS 1010

**MVB 1313**  
**Principal Freshman Trombone**

2 Credits

Students must audition for placement in this course and will receive private instruction of one contact hour weekly. This course may be repeated once for credit.

Co-requisite: MUS 1010

**MVB 1314**  
**Principal Freshman Baritone Horn**

2 Credits

Students must audition for placement in this course and will receive private instruction of one contact hour weekly. This course may be repeated once for credit.

Co-requisite: MUS 1010

**MVB 1315**  
**Principal Freshman Tuba**

2 Credits

Students must audition for placement in this course and will receive private instruction of one contact hour weekly. This course may be repeated once for credit.

Co-requisite: MUS 1010

**MVB 2221**  
**Secondary Sophomore Trumpet**

1 Credit

This course is a continuation of MV\_ 222X and is designed for the music major who wishes to study a secondary instrument, or for a student who has completed the MV\_ 10XX level but still does not meet the requirements for entry to the MV\_ 13XX level course. This course may be repeated once for credit.

Co-requisite: MUS 1010

**MVB 2222**  
**Secondary Sophomore Horn**

1 Credit

This course is a continuation of MV\_ 222X and is designed for the music major who wishes to study a secondary instrument,

or for a student who has completed the MV\_ 10XX level but still does not meet the requirements for entry to the MV\_ 13XX level course. This course may be repeated 1 time for credit.

Co-requisite: MUS 1010

### **MVB 2223**

#### **Secondary Sophomore Trombone**

1 Credit

This course is a continuation of MV\_ 222X and is designed for the music major who wishes to study a secondary instrument, or for a student who has completed the MV\_ 10XX level but still does not meet the requirements for entry to the MV\_ 13XX level course. This course may be repeated 1 time for credit.

Co-requisite: MUS 1010

### **MVB 2224**

#### **Secondary Sophomore Baritone**

1 Credit

This course is a continuation of MV\_ 222X and is designed for the music major who wishes to study a secondary instrument, or for a student who has completed the MV\_ 10XX level but still does not meet the requirements for entry to the MV\_ 13XX level course. This course may be repeated once for credit.

Co-requisite: MUS 1010

### **MVB 2225**

#### **Secondary Sophomore Tuba**

1 Credit

This course is a continuation of MV\_ 222X and is designed for the music major who wishes to study a secondary instrument, or for a student who has completed the MV\_ 10XX level but still does not meet the requirements for entry to the MV\_ 13XX level course. This course may be repeated 1 time for credit.

Co-requisite: MUS 1010

### **MVB 2321**

#### **Principal Sophomore Trumpet**

2 Credits

Students must audition for placement in this course and will receive private instruction of one contact hour weekly. This course may be repeated once for credit.

Prerequisite: MVB 1311

Co-requisite: MUS 1010

### **MVB 2322**

#### **Principal Sophomore Horn**

2 Credits

Students must audition for placement in this course and will receive private instruction of one contact hour weekly. This course may be repeated once for credit.

Prerequisites: MVB 1312

Co-requisite: MUS 1010

### **MVB 2323**

#### **Principal Sophomore Trombone**

2 Credits

Students must audition for placement in this course and will receive private instruction of one contact hour weekly. This course may be repeated once for credit.

Prerequisite: MVB 1313

Co-requisite: MUS 1010

### **MVB 2324**

#### **Principal Sophomore Baritone Horn**

2 Credits

Students must audition for placement in this course and will receive private instruction of one contact hour weekly. This course may be repeated once for credit.

Prerequisite: MVB 1314

Co-requisite: MUS 1010

### **MVB 2325**

#### **Principal Sophomore Tuba**

2 Credits

Students must audition for placement in this course and will receive private instruction of one contact hour weekly. This course may be repeated once for credit.

Prerequisite: MVB 1315

Co-requisite: MUS 1010

### **MVK 1011**

#### **Pre-Principal Freshman Piano (A)**

2 Credits

This course is for the student who intends to be a music major, but who lacks the technique, music reading skills and/or performance experience proficiencies expected of a student wishing to register for the first semester college freshman level of applied music instruction. The course also serves those who are not music majors, but who wish to study an instrument on the college level. In such cases, enrollment is subject to space availability and instructor approval. Students may take two semesters, designated 'A' and 'B.'

Co-requisite: MUS 1010, MUT 1001

### **MVK 1011**

#### **Pre-Principal Freshman Piano (B)**

2 Credits

This course is for the student who intends to be a music major, but who lacks the technique, music reading skills and/or performance experience proficiencies expected of a student wishing to register for the first semester college freshman level of applied music instruction. The course also serves those who are not music majors, but who wish to study an instrument on the college level. In such cases, enrollment is subject to space availability and instructor approval. Students may take two semesters, designated 'A' and 'B.'

Co-requisite: MUS 1010

### **MVK 1111**

#### **Freshman Class Piano**

1 Credit

Covers beginning piano skills for non-keyboard music majors by combining lecture and outside practice. This course may be repeated once for credit.

**MVK 1211**  
**Secondary Freshman Piano**

1 Credit

This course is designed for the music major who wishes to study a secondary instrument, or for a student who has completed the MV\_ 10XX level but still does not meet the requirements for entry to the MV\_ 13XX level course. This course may be repeated once for credit.

Co-requisite: MUS 1010

**MVK 1311**  
**Principal Freshman Piano**

2 Credits

Students must audition for placement in this course and will receive private instruction of one contact hour weekly. This course may be repeated once for credit.

Co-requisite: MUS 1010

**MVK 1811**  
**Class Piano/Non Music Majors**

1 Credit

Beginning piano for the non-music major. This course may be repeated four times for credit.

**MVK 2221**  
**Secondary Sophomore Piano**

1 Credit

This course is a continuation of MV\_ 222X and is designed for the music major who wishes to study a secondary instrument, or for a student who has completed the MV\_ 10XX level but still does not meet the requirements for entry to the MV\_ 13XX level course. This course may be repeated 1 time for credit.

Co-requisite: MUS 1010

**MVK 2321**  
**Principal Sophomore Piano**

2 Credits

Students must audition for placement in this course and will receive private instruction of one contact hour weekly. This course may be repeated once for credit.

Prerequisite: MVK 1311

Co-requisite: MUS 1010

**MVP 1011**  
**Pre-Principal Freshman Percussion (A)**

2 Credits

This course is for the student who intends to be a music major, but who lacks the technique, music reading skills and/or performance experience proficiencies expected of a student wishing to register for the first semester college freshman level of applied music instruction. The course also serves those who are not music majors, but who wish to study an instrument on the college level. In such cases, enrollment is subject to space availability and instructor approval. Students may take two semesters, designated 'A' and 'B.'

Co-requisite: MUS 1010, MUT 1001

**MVP 1011**  
**Pre-Principal Freshman Percussion (B)**

2 Credits

This course is for the student who intends to be a music major, but who lacks the technique, music reading skills and/or performance experience proficiencies expected of a student wishing to register for the first semester college freshman level of applied music instruction. The course also serves those who are not music majors, but who wish to study an instrument on the college level. In such cases, enrollment is subject to space availability and instructor approval. Students may take two semesters, designated 'A' and 'B.'

Co-requisite: MUS 1010

**MVP 1211**  
**Secondary Freshman Percussion**

1 Credit

This course is designed for the music major who wishes to study a secondary instrument, or for a student who has completed the MV\_ 10XX level but still does not meet the requirements for entry to the MV\_ 13XX level course. This course may be repeated 1 time for credit.

Co-requisite: MUS 1010.

**MVP 1311**  
**Principal Freshman Percussion**

2 Credits

Students must audition for placement in this course and will receive private instruction of one contact hour weekly. This course may be repeated 1 time(s) for credit.

Co-requisite: MUS 1010

**MVP 2221**  
**Secondary Sophomore Percussion**

1 Credit

This course is a continuation of MV\_ 222X and is designed for the music major who wishes to study a secondary instrument, or for a student who has completed the MV\_ 10XX level but still does not meet the requirements for entry to the MV\_ 13XX level course. This course may be repeated 1 time for credit.

Co-requisite: MUS 1010

**MVP 2321**  
**Principal Sophomore Percussion**

2 Credits

Students must audition for placement in this course and will receive private instruction of one contact hour weekly. This course may be repeated once for credit.

Prerequisite: MVP 1311

Co-requisite: MUS 1010

**MVS 1011**  
**Pre-Principal Freshman Violin (A)**

2 Credits

This course is for the student who intends to be a music major, but who lacks the technique, music reading skills and/or performance experience proficiencies expected of a student wishing to register for the first semester college freshman level of applied music instruction. The course also serves those who are not music majors, but who wish to study an instrument on

the college level. In such cases, enrollment is subject to space availability and instructor approval. Students may take two semesters, designated 'A' and 'B.'

Co-requisite: MUS 1010, MUT 1001

### **MVS 1011**

#### **Pre-Principal Freshman Violin (B)**

2 Credits

This course is for the student who intends to be a music major, but who lacks the technique, music reading skills and/or performance experience proficiencies expected of a student wishing to register for the first semester college freshman level of applied music instruction. The course also serves those who are not music majors, but who wish to study an instrument on the college level. In such cases, enrollment is subject to space availability and instructor approval. Students may take two semesters, designated 'A' and 'B.'

Co-requisite: MUS 1010

### **MVS 1012**

#### **Pre-Principal Freshman Viola (A)**

2 Credits

This course is for the student who intends to be a music major, but who lacks the technique, music reading skills and/or performance experience proficiencies expected of a student wishing to register for the first semester college freshman level of applied music instruction. The course also serves those who are not music majors, but who wish to study an instrument on the college level. In such cases, enrollment is subject to space availability and instructor approval. Students may take two semesters, designated 'A' and 'B.'

Co-requisites: MUS 1010, MUT 1001

### **MVS 1012**

#### **Pre-Principal Freshman Viola (B)**

2 Credits

This course is for the student who intends to be a music major, but who lacks the technique, music reading skills and/or performance experience proficiencies expected of a student wishing to register for the first semester college freshman level of applied music instruction. The course also serves those who are not music majors, but who wish to study an instrument on the college level. In such cases, enrollment is subject to space availability and instructor approval. Students may take two semesters, designated 'A' and 'B.'

Co-requisite: MUS 1010

### **MVS 1013**

#### **Pre-Principal Freshman Cello (A)**

2 Credits

This course is for the student who intends to be a music major, but who lacks the technique, music reading skills and/or performance experience proficiencies expected of a student wishing to register for the first semester college freshman level of applied music instruction. The course also serves those who are not music majors, but who wish to study an instrument on the college level. In such cases, enrollment is subject to space availability and instructor approval. Students may take two semesters, designated 'A' and 'B.'

Co-requisites: MUS 1010, MUT 1001

### **MVS 1013**

#### **Pre-Principal Freshman Cello (B)**

2 Credits

This course is for the student who intends to be a music major, but who lacks the technique, music reading skills and/or performance experience proficiencies expected of a student wishing to register for the first semester college freshman level of applied music instruction. The course also serves those who are not music majors, but who wish to study an instrument on the college level. In such cases, enrollment is subject to space availability and instructor approval. Students may take two semesters, designated 'A' and 'B.'

Co-requisite: MUS 1010

### **MVS 1014**

#### **Pre-Principal Freshman String Bass (A)**

2 Credits

This course is for the student who intends to be a music major, but who lacks the technique, music reading skills and/or performance experience proficiencies expected of a student wishing to register for the first semester college freshman level of applied music instruction. The course also serves those who are not music majors, but who wish to study an instrument on the college level. In such cases, enrollment is subject to space availability and instructor approval. Students may take two semesters, designated 'A' and 'B.'

Co-requisites: MUS 1010, MUT 1001

### **MVS 1014**

#### **Pre-Principal Freshman String Bass (B)**

2 Credits

This course is for the student who intends to be a music major, but who lacks the technique, music reading skills and/or performance experience proficiencies expected of a student wishing to register for the first semester college freshman level of applied music instruction. The course also serves those who are not music majors, but who wish to study an instrument on the college level. In such cases, enrollment is subject to space availability and instructor approval. Students may take two semesters, designated 'A' and 'B.'

Co-requisite: MUS 1010

### **MVS 1015**

#### **Pre-Principal Freshman Harp**

2 Credits

This course is for the student who intends to be a music major, but who lacks the technique, music reading skills and/or performance experience proficiencies expected of a student wishing to register for the first semester college freshman level of applied music instruction. The course also serves those who are not music majors, but who wish to study an instrument on the college level. In such cases, enrollment is subject to space availability and instructor approval. Students may take two semesters, designated 'A' and 'B.'

Co-requisite: MUT 1001 ("A" semester only), MUS 1010

**MVS 1016**  
**Pre-Principal Freshman Guitar (A)**

2 Credits

This course is for the student who intends to be a music major, but who lacks the technique, music reading skills and/or performance experience proficiencies expected of a student wishing to register for the first semester college freshman level of applied music instruction. The course also serves those who are not music majors, but who wish to study an instrument on the college level. In such cases, enrollment is subject to space availability and instructor approval. Students may take two semesters, designated 'A' and 'B.'

Co-requisites: MUS 1010, MUT 1001

**MVS 1016**  
**Pre-Principal Freshman Guitar (B)**

2 Credits

This course is for the student who intends to be a music major, but who lacks the technique, music reading skills and/or performance experience proficiencies expected of a student wishing to register for the first semester college freshman level of applied music instruction. The course also serves those who are not music majors, but who wish to study an instrument on the college level. In such cases, enrollment is subject to space availability and instructor approval. Students may take two semesters, designated 'A' and 'B.'

Co-requisite: MUS 1010

**MVS 1116**  
**Class Guitar**

1 Credit

Guitar class: group instruction in beginning classical guitar techniques. May be repeated four times for credit.

**MVS 1211**  
**Secondary Freshman Violin**

1 Credit

This course is designed for the music major who wishes to study a secondary instrument, or for a student who has completed the MV\_ 10XX level but still does not meet the requirements for entry to the MV\_ 13XX level course. This course may be repeated once for credit.

Co-requisite: MUS 1010

**MVS 1212**  
**Secondary Freshman Viola**

1 Credit

This course is designed for the music major who wishes to study a secondary instrument, or for a student who has completed the MV\_ 10XX level but still does not meet the requirements for entry to the MV\_ 13XX level course. This course may be repeated once for credit.

Co-requisite: MUS 1010

**MVS 1213**  
**Secondary Freshman Cello**

1 Credit

This course is designed for the music major who wishes to study a secondary instrument, or for a student who has com-

pleted the MV\_ 10XX level but still does not meet the requirements for entry to the MV\_ 13XX level course. This course may be repeated once for credit.

Co-requisite: MUS 1010

**MVS 1214**  
**Secondary Freshman String Bass**

1 Credit

This course is designed for the music major who wishes to study a secondary instrument, or for a student who has completed the MV\_ 10XX level but still does not meet the requirements for entry to the MV\_ 13XX level course. This course may be repeated once for credit.

Co-requisite: MUS 1010

**MVS 1215**  
**Secondary Freshman Harp**

1 Credit

This course is designed for the music major who wishes to study a secondary instrument, or for a student who has completed the MV\_ 101\_ level but still does not meet the requirements for entry to the MV\_ 131\_ level course. This course may be repeated once for credit.

Co-requisite: MUS 1010

**MVS 1216**  
**Secondary Freshman Guitar**

1 Credit

This course is designed for the music major who wishes to study a secondary instrument, or for a student who has completed the MV\_ 10XX level but still does not meet the requirements for entry to the MV\_ 13XX level course. This course may be repeated once for credit.

Co-requisite: MUS 1010

**MVS 1311**  
**Principal Freshman Violin**

2 Credits

Students must audition for placement in this course and will receive private instruction of one contact hour weekly. This course may be repeated once for credit.

Co-requisite: MUS 1010

**MVS 1312**  
**Principal Freshman Viola**

2 Credits

Students must audition for placement in this course and will receive private instruction of one contact hour weekly. This course may be repeated once for credit.

Co-requisite: MUS 1010

**MVS 1313**  
**Principal Freshman Cello**

2 Credits

Students must audition for placement in this course and will receive private instruction of one contact hour weekly. This course may be repeated once for credit.

Co-requisite: MUS 1010

**MVS 1314****Principal Freshman String Bass**

2 Credits

Students must audition for placement in this course and will receive private instruction of one contact hour weekly. This course may be repeated once for credit.

Co-requisites: MUS 1010

**MVS 1315****Principal Freshman Harp**

2 Credits

This course is designed for the music major to improve technical skills, musicianship and to study appropriate repertoire with emphasis on stylistically accurate performance practices. Students must either audition successfully for placement in this course or have successfully completed the MV\_101\_ courses. May be repeated once for credit.

Co-requisite: MUS 1010

**MVS 1316****Principal Freshman Guitar**

2 Credits

Students must audition for placement in this course and will receive private instruction of one contact hour weekly. This course may be repeated once for credit.

Co-requisite: MUS 1010

**MVS 2221****Secondary Sophomore Violin**

1 Credit

This course is a continuation of MV\_ 222X and is designed for the music major who wishes to study a secondary instrument, or for a student who has completed the MV\_ 10XX level but still does not meet the requirements for entry to the MV\_ 13XX level course. This course may be repeated once for credit.

Co-requisite: MUS 1010

**MVS 2222****Secondary Sophomore Viola**

1 Credit

This course is a continuation of MV\_ 222X and is designed for the music major who wishes to study a secondary instrument, or for a student who has completed the MV\_ 10XX level but still does not meet the requirements for entry to the MV\_ 13XX level course. This course may be repeated once for credit.

Co-requisite: MUS 1010

**MVS 2223****Secondary Sophomore Cello**

1 Credit

This course is a continuation of MV\_ 222X and is designed for the music major who wishes to study a secondary instrument, or for a student who has completed the MV\_ 10XX level but still does not meet the requirements for entry to the MV\_ 13XX level course. This course may be repeated once for credit.

Co-requisite: MUS 1010

**MVS 2224****Secondary Sophomore String Bass**

1 Credit

This course is a continuation of MV\_ 222X and is designed for the music major who wishes to study a secondary instrument, or for a student who has completed the MV\_ 10XX level but still does not meet the requirements for entry to the MV\_ 13XX level course. This course may be repeated once for credit.

Co-requisite: MUS 1010

**MVS 2225****Secondary Sophomore Harp**

1 Credit

This course is a continuation of MV\_121\_ and is designed for the music major who wishes to study a secondary instrument or for a student who has completed the MV\_101\_ level but still does not meet the requirements for entry to the MV\_131\_ level course. May be repeated once for credit.

Co-requisite: MUS 1010

**MVS 2226****Secondary Sophomore Guitar**

1 Credit

This course is a continuation of MV\_ 222X and is designed for the music major who wishes to study a secondary instrument, or for a student who has completed the MV\_ 10XX level but still does not meet the requirements for entry to the MV\_ 13XX level course. This course may be repeated once for credit.

Co-requisite: MUS 1010

**MVS 2321****Principal Sophomore Violin**

2 Credits

Students must audition for placement in this course and will receive private instruction of one contact hour weekly. This course may be repeated once for credit.

Prerequisite: MVS 1311

Co-requisite: MUS 1010

**MVS 2322****Principal Sophomore Viola**

2 Credits

Students must audition for placement in this course and will receive private instruction of one contact hour weekly. This course may be repeated once for credit.

Prerequisite: MVS 1312

Co-requisite: MUS 1010

**MVS 2323****Principal Sophomore Cello**

2 Credits

Students must audition for placement in this course and will receive private instruction of one contract hour weekly. This course may be repeated once for credit.

Prerequisite: MVS 1313

Co-requisite: MUS 1010

**MVS 2324****Principal Sophomore String Bass**

2 Credits

Students must audition for placement in this course and will receive private instruction of one contact hour weekly. This course may be repeated once for credit.

Prerequisite: MVS 1314

Co-requisite: MUS 1010

**MVS 2325****Principal Sophomore Harp**

2 Credits

This course is designed for the music major to improve technical skills, musicianship and to study appropriate repertoire with emphasis on stylistically accurate performance practices. Students must either audition successfully for placement in this course or have successfully completed the MV\_101\_ courses. May be repeated once for credit.

Co-requisite: MUS 1010

**MVS 2326****Principal Sophomore Guitar**

2 Credits

Students must audition for placement in this course and will receive private instruction of one contact hour weekly. This course may be repeated once for credit.

Prerequisite: MVS 1316

Co-requisite: MUS 1010

**MVV 1011****Pre-Principal Freshman Voice (A)**

2 Credits

This course is for the student who intends to be a music major, but who lacks the technique, music reading skills and/or performance experience proficiencies expected of a student wishing to register for the first semester college freshman level of applied music instruction. The course also serves those who are not music majors, but who wish to study an instrument on the college level. In such cases, enrollment is subject to space availability and instructor approval. Students may take two semesters, designated 'A' and 'B.'

Co-requisite: MUS 1010, MUT 1001

**MVV 1011****Pre-Principal Freshman Voice (B)**

2 Credits

This course is for the student who intends to be a music major, but who lacks the technique, music reading skills and/or performance experience proficiencies expected of a student wishing to register for the first semester college freshman level of applied music instruction. The course also serves those who are not music majors, but who wish to study an instrument on the college level. In such cases, enrollment is subject to space availability and instructor approval. Students may take two semesters, designated 'A' and 'B.'

Co-requisite: MUS 1010

**MVV 1211****Secondary Freshman Voice**

1 Credit

This course is designed for the music major who wishes to study a secondary instrument, or for a student who has completed the MV\_10XX level but still does not meet the requirements for entry to the MV\_13XX level course. This course may be repeated 1 time for credit.

Co-requisite: MUS 1010

**MVV 1311****Principal Freshman Voice**

2 Credits

Students must audition for placement in this course and will receive private instruction of one contact hour weekly. This course may be repeated once.

Co-requisite: MUN 1310, MUS 1010

**MVV 2221****Secondary Sophomore Voice**

1 Credit

This course is a continuation of MV\_222X and is designed for the music major who wishes to study a secondary instrument, or for a student who has completed the MV\_10XX level but still does not meet the requirements for entry to the MV\_13XX level course. This course may be repeated 1 time for credit.

Co-requisite: MUS 1010

**MVV 2321****Principal Sophomore Voice**

2 Credits

Students must audition for placement in this course and will receive private instruction of one contact hour weekly. This course may be repeated once for credit.

Prerequisite: MVV 1311

Co-requisite: MUN 1310, MUS 1010

**MVW 1011****Pre-Principal Freshman Flute (A)**

2 Credits

This course is for the student who intends to be a music major, but who lacks the technique, music reading skills and/or performance experience proficiencies expected of a student wishing to register for the first semester college freshman level of applied music instruction. The course also serves those who are not music majors, but who wish to study an instrument on the college level. In such cases, enrollment is subject to space availability and instructor approval. Students may take two semesters, designated 'A' and 'B.'

Co-requisites: MUS 1010, MUT 1001

**MVW 1011****Pre-Principal Freshman Flute (B)**

2 Credits

This course is for the student who intends to be a music major, but who lacks the technique, music reading skills and/or performance experience proficiencies expected of a student wishing to register for the first semester college freshman level of applied music instruction. The course also serves those who are not music majors, but who wish to study an instrument on



the college level. In such cases, enrollment is subject to space availability and instructor approval. Students may take two semesters, designated 'A' and 'B.'

Co-requisite: MUS 1010

### **MVW 1012**

#### **Pre-Principal Freshman Oboe (A)**

2 Credits

This course is for the student who intends to be a music major, but who lacks the technique, music reading skills and/or performance experience proficiencies expected of a student wishing to register for the first semester college freshman level of applied music instruction. The course also serves those who are not music majors, but who wish to study an instrument on the college level. In such cases, enrollment is subject to space availability and instructor approval. Students may take two semesters, designated 'A' and 'B.'

Co-requisites: MUS 1010, MUT 1001

### **MVW 1012**

#### **Pre-Principal Freshman Oboe (B)**

2 Credits

This course is for the student who intends to be a music major, but who lacks the technique, music reading skills and/or performance experience proficiencies expected of a student wishing to register for the first semester college freshman level of applied music instruction. The course also serves those who are not music majors, but who wish to study an instrument on the college level. In such cases, enrollment is subject to space availability and instructor approval. Students may take two semesters, designated 'A' and 'B.'

Co-requisite: MUS 1010MVW 1013

### **MVW 1013**

#### **Pre-Principal Freshman Clarinet (A)**

2 Credits

This course is for the student who intends to be a music major, but who lacks the technique, music reading skills and/or performance experience proficiencies expected of a student wishing to register for the first semester college freshman level of applied music instruction. The course also serves those who are not music majors, but who wish to study an instrument on the college level. In such cases, enrollment is subject to space availability and instructor approval. Students may take two semesters, designated 'A' and 'B.'

Co-requisites: MUS 1010, MUT 1001

### **MVW 1013**

#### **Pre-Principal Freshman Clarinet (B)**

2 Credits

This course is for the student who intends to be a music major, but who lacks the technique, music reading skills and/or performance experience proficiencies expected of a student wishing to register for the first semester college freshman level of applied music instruction. The course also serves those who are not music majors, but who wish to study an instrument on the college level. In such cases, enrollment is subject to space availability and instructor approval. Students may take two semesters, designated 'A' and 'B.'

Co-requisite: MUS 1010

### **MVW 1014**

#### **Pre-Principal Freshman Bassoon (A)**

2 Credits

This course is for the student who intends to be a music major, but who lacks the technique, music reading skills and/or performance experience proficiencies expected of a student wishing to register for the first semester college freshman level of applied music instruction. The course also serves those who are not music majors, but who wish to study an instrument on the college level. In such cases, enrollment is subject to space availability and instructor approval. Students may take two semesters, designated 'A' and 'B.'

Co-requisites: MUS 1010, MUT 1001

### **MVW 1014**

#### **Pre-Principal Freshman Bassoon (B)**

2 Credits

This course is for the student who intends to be a music major, but who lacks the technique, music reading skills and/or performance experience proficiencies expected of a student wishing to register for the first semester college freshman level of applied music instruction. The course also serves those who are not music majors, but who wish to study an instrument on the college level. In such cases, enrollment is subject to space availability and instructor approval. Students may take two semesters, designated 'A' and 'B.'

Co-requisite: MUS 1010

### **MVW 1015**

#### **Pre-Principal Freshman Saxophone (A)**

2 Credits

This course is for the student who intends to be a music major, but who lacks the technique, music reading skills and/or performance experience proficiencies expected of a student wishing to register for the first semester college freshman level of applied music instruction. The course also serves those who are not music majors, but who wish to study an instrument on the college level. In such cases, enrollment is subject to space availability and instructor approval. Students may take two semesters, designated 'A' and 'B.'

Co-requisites: MUS 1010, MUT 1001

### **MVW 1015**

#### **Pre-Principal Freshman Saxophone (B)**

2 Credits

This course is for the student who intends to be a music major, but who lacks the technique, music reading skills and/or performance experience proficiencies expected of a student wishing to register for the first semester college freshman level of applied music instruction. The course also serves those who are not music majors, but who wish to study an instrument on the college level. In such cases, enrollment is subject to space availability and instructor approval. Students may take two semesters, designated 'A' and 'B.'

Co-requisite: MUS 1010

**MVW 1211****Secondary Freshman Flute**

1 Credit

This course is designed for the music major who wishes to study a secondary instrument, or for a student who has completed the MV\_ 10XX level but still does not meet the requirements for entry to the MV\_ 13XX level course. This course may be repeated once for credit.

Co-requisite: MUS 1010

**MVW 1212****Secondary Freshman Oboe**

1 Credit

This course is designed for the music major who wishes to study a secondary instrument, or for a student who has completed the MV\_ 10XX level but still does not meet the requirements for entry to the MV\_ 13XX level course. This course may be repeated once for credit.

Co-requisite: MUS 1010

**MVW 1213****Secondary Freshman Clarinet**

1 Credit

This course is designed for the music major who wishes to study a secondary instrument, or for a student who has completed the MV\_ 10XX level but still does not meet the requirements for entry to the MV\_ 13XX level course. This course may be repeated once for credit.

Co-requisite: MUS 1010

**MVW 1214****Secondary Freshman Bassoon**

1 Credit

This course is designed for the music major who wishes to study a secondary instrument, or for a student who has completed the MV\_ 10XX level but still does not meet the requirements for entry to the MV\_ 13XX level course. This course may be repeated 1 time for credit.

Co-requisite: MUS 1010

**MVW 1215****Secondary Freshman Saxophone**

1 Credit

This course is designed for the music major who wishes to study a secondary instrument, or for a student who has completed the MV\_ 10XX level but still does not meet the requirements for entry to the MV\_ 13XX level course. This course may be repeated 1 time for credit.

Co-requisite: MUS 1010

**MVW 1311****Principal Freshman Flute**

2 Credits

Students must audition for placement in this course and will receive private instruction of one contact hour weekly. This course may be repeated once for credit.

Co-requisite: MUS 1010

**MVW 1312****Principal Freshman Oboe**

2 Credits

Students must audition for placement in this course and will receive private instruction of one contact hour weekly. This course may be repeated once for credit.

Co-requisite: MUS 1010

**MVW 1313****Principal Freshman Clarinet**

2 Credits

Students must audition for placement in this course and will receive private instruction of one contact hour weekly. This course may be repeated once for credit.

Co-requisite: MUS 1010

**MVW 1314****Principal Freshman Bassoon**

2 Credits

Students must audition for placement in this course and will receive private instruction of one contact hour weekly. This course may be repeated once for credit.

Co-requisite: MUS 1010

**MVW 1315****Principal Freshman Saxophone**

2 Credits

Students must audition for placement in this course and will receive private instruction of one contact hour weekly. This course may be repeated once for credit.

Co-requisite: MUS 1010

**MVW 2221****Secondary Sophomore Flute**

1 Credit

This course is a continuation of MV\_ 222X and is designed for the music major who wishes to study a secondary instrument, or for a student who has completed the MV\_ 10XX level but still does not meet the requirements for entry to the MV\_ 13XX level course. This course may be repeated 1 time for credit.

Co-requisite: MUS 1010

**MVW 2222****Secondary Sophomore Oboe**

1 Credit

This course is a continuation of MV\_ 222X and is designed for the music major who wishes to study a secondary instrument, or for a student who has completed the MV\_ 10XX level but still does not meet the requirements for entry to the MV\_ 13XX level course. This course may be repeated 1 time for credit.

Co-requisite: MUS 1010

**MVW 2223****Secondary Sophomore Clarinet**

1 Credit

This course is a continuation of MV\_ 222X and is designed for the music major who wishes to study a secondary instrument, or for a student who has completed the MV\_ 10XX level but still does not meet the requirements for entry to the MV\_ 13XX

level course. This course may be repeated 1 time for credit.

Co-requisite: MUS 1010

### **MVW 2224**

#### **Secondary Sophomore Bassoon**

1 Credit

This course is a continuation of MV\_ 222X and is designed for the music major who wishes to study a secondary instrument, or for a student who has completed the MV\_ 10XX level but still does not meet the requirements for entry to the MV\_ 13XX level course. This course may be repeated 1 time for credit.

Co-requisite: MUS 1010

### **MVW 2225**

#### **Secondary Sophomore Saxophone**

1 Credit

This course is a continuation of MV\_ 222X and is designed for the music major who wishes to study a secondary instrument, or for a student who has completed the MV\_ 10XX level but still does not meet the requirements for entry to the MV\_ 13XX level course. This course may be repeated 1 time for credit.

Co-requisite: MUS 1010

### **MVW 2321**

#### **Principal Sophomore Flute**

2 Credits

Students must audition for placement in this course and will receive private instruction on one contact hour weekly. This course may be repeated once for credit.

Prerequisite: MVW 1311

Co-requisite: MUS 1010

### **MVW 2322**

#### **Principal Sophomore Oboe**

2 Credits

Students must audition for placement in this course and will receive private instruction of one contact hour weekly. This course may be repeated once for credit.

Prerequisite: MVW 1312

Co-requisite: MUS 1010

### **MVW 2323**

#### **Principal Sophomore Clarinet**

2 Credits

Students must audition for placement in this course and will receive private instruction of one contact hour weekly. This course may be repeated once for credit.

Prerequisite: MVW 1313

Co-requisite: MUS 1010

### **MVW 2324**

#### **Principal Sophomore Bassoon**

2 Credits

Students must audition for placement in this course and will receive private instruction of one contact hour weekly. This course may be repeated once for credit.

Prerequisite: MVW 1314

Co-requisite: MUS 1010

### **MVW 2325**

#### **Principal Sophomore Saxophone**

2 Credits

Students must audition for placement in this course and will receive private instruction of one contact hour weekly. This course may be repeated once.

Prerequisite: MVW 1315

Co-requisite: MUS 1010

### **NMT 1002**

#### **Introduction to Nuclear Medicine Technology**

2 Credits

Provides an overview of the field of nuclear medicine. Focuses on medical terminology, the history of nuclear medicine, basic concepts of radiochemistry, the production of radionuclides, medical law, and hospital administration. Field trips to nuclear medicine training facilities are included.

Prerequisite: NMT 1705L (Nuclear Medicine Tech I Lab)

Co-requisite: NMT 1705L

### **NMT 1103**

#### **Patient Care**

2 Credits

Covers concepts of patient care with an overview of proper patient management. Addresses issues of ethics as they relate to patient care, healthcare, and the profession of nuclear medicine.

Prerequisite: NMT 1002

Co-requisite: NMT 1706L (Nuclear Medicine Tech Lab II)

### **NMT 1312**

#### **Radiation Safety and Health Physics**

3 Credits

Covers proper techniques in the safe handling of radioactive materials, with an emphasis on proper receipt, usage, storage and disposal of radioactive materials. Topics include rules, standards, regulations and biological effects of radiation.

Prerequisite: NMT 1613

### **NMT 1534**

#### **Instrumentation, Quality Control and Quality Assurance**

3 Credits

Covers the operation and design principles of radiation detection and imaging instruments used in nuclear medicine, computed tomography scanners, magnetic resonance, imaging scanners, medical informatics and computers used in imaging. Also includes quality control of instruments and quality assurance programs.

Prerequisite: NMT 1613

Co-requisite: NMT 1706L

### **NMT 1534L**

#### **Nuclear Instrumentation Lab**

1 Credit

Accompanies NMT 1534. Laboratory exercises include plotting gamma spectra, instrument calibration, detector resolution, simultaneous and radio nuclide quantification.

Co-requisite: NMT 1543

**NMT 1613**  
**Nuclear Physics and Instrumental Applications**

3 Credits

Covers the basic concepts of quantum theory and radiation physics with an emphasis on radioactive decay and the interaction of radiation with matter. Basic radiation safety, the physics of nuclear medicine instruments health physics, and dosimetry.

Prerequisite: Admission to Nuclear Medicine Technology program.

Co-requisite: NMT 1705L, NMT 1714

**NMT 1705L**  
**Nuclear Medicine Laboratory I**

1 Credit

Introduces student to radio-pharmacy and nuclear medicine department settings. Laboratory exercises include proper identification of equipment and use, radiation detection, radiation safety and shielding, instrument calibration, and proper instrumentation technique. Students will be required to pass practical competencies.

Prerequisite: Admission to Nuclear Medicine Technology program.

Co-requisites: NMT 1002, NMT 1613, NMT 1713

**NMT 1706L**  
**Nuclear Medicine Laboratory II**

1 Credit

Prepares students for practicum courses and clinical applications in nuclear medicine by practicing patient transport and transfer, patient positioning, patient care skills, venipuncture, image processing and analysis, principles of radiation safety, and daily applications in the field of nuclear medicine technology. Laboratory exercises also include radiation detection, instrument calibration, detector resolution, instrument quality control, trouble-shooting, and proper technique. Students will be required to pass practical competencies. Completion of practical competencies is required.

Prerequisite: NMT 1705L

Co-requisites: NMT 1103, NMT 1534, NMT 1723, NMT 2430

**NMT 1713**  
**Nuclear Medicine Methodology I**

3 Credits

Comprehensive study of nuclear medicine procedures with special emphasis on radiochemistry, radio-pharmacy, preparation and properties of radiopharmaceuticals and routine imaging techniques. Imaging topics include skeletal, pulmonary, and endocrine systems. Includes case studies and image review.

Prerequisite: Admission to Nuclear Medicine Technology program.

Co-requisite: NMT 1705L, NMT 1714

**NMT 1714**  
**Pathology and Immunology for the NMT**

3 Credits

Introduces the student to human immunology and pathological conditions with an emphasis on those commonly seen in the field of nuclear medicine. Basic anatomy is reviewed in

correlation to the pathophysiology of disease. Descriptions of how diseases are classified, diagnosed and treated, as well as the natural course/prognosis of these diseases are presented.

Prerequisite: Admission to the Nuclear Medicine Technology program.

Co-requisite: NMT 1713

**NMT 1723**  
**Nuclear Medicine Methodology II**

3 Credits

Comprehensive study of nuclear medicine procedures with special focus on cardiovascular, gastrointestinal, and genitourinary systems. Emphasis is given to radiopharmaceuticals, routine imaging techniques, ancillary pharmacology, and quantitative analysis. Includes image review and case studies.

Prerequisite: NMT 1002

Co-requisite: NMT 1706L

**NMT 1804**  
**Nuclear Medicine Practicum I**

3 Credits

Allows students to apply knowledge gained in lectures and laboratories to clinical situations. Consists of up to 32 hours per week of clinical training in affiliate nuclear medicine departments. Under the guidance of registered technologists and physicians, students experience in the clinical setting. Competencies required.

Prerequisites: NMT 1706L, NMT 1723

**NMT 1814**  
**Nuclear Medicine Practicum II**

4 Credits

Continuation of NMT 1804L. Consists of up to 32 hours per week of clinical training in affiliate nuclear medicine departments. Under the guidance of registered technologists and physicians, students gain experience in the clinical setting. Competencies on imaging and non-imaging procedures are required.

Prerequisite: NMT 1804

**NMT 2051L**  
**Nuclear Medicine Data Analysis**

1 Credit

Correlated review and comprehensive testing of mathematics and data analysis associated with nuclear medicine.

Prerequisite: NMT 2733

Co-requisite: NMT 2061C

**NMT 2061C**  
**Nuclear Medicine Seminar**

2 Credits

Correlated review and comprehensive testing in preparation for professional certification examinations. Students are required to complete oral presentations, and participate in professional activities.

Prerequisites: NMT 2733, NMT 2910

**NMT 2430**  
**Radiation Safety and Biology**

3 Credits

Focuses on the interaction of ionizing radiation with physiological systems, genetics, radiation injury, and radiation dosimetry with an emphasis on the principles of radiation safety. Includes proper techniques in the safe handling of radioactive materials, proper receipt, usage, storage and disposal of radioactive materials. Topics include rules, standards, and regulations.

Prerequisites: NMT 1002, NMT 1613

Co-requisite: NMT 1534

**NMT 2733**  
**Nuclear Medicine Methodology III**

4 Credits

Continues the comprehensive study of nuclear medicine procedures with special emphasis on infection, the central nervous system, oncology, hematopoietic, radioimmunoassay, and therapies. Includes radiopharmaceuticals, pharmacology, image analysis, case studies and image review.

Prerequisite: NMT 1723

**NMT 2775C**  
**PET/CT and Cross Sectional Anatomy**

3 Credits

Comprehensive study of positron emission, computed tomography and fusion imaging procedures. Emphasis is given to radiotracer methodology, preparation and properties of positron emission radiopharmaceuticals, routine imaging techniques, ancillary pharmacology including contrast agents, and quantitative analysis. Includes anatomy and pathology in cross-sectional planes for SPECT, PET, CT, and MRI using case studies and image review. Laboratory assignments and competencies also included.

Prerequisites: NMT 1103, NMT 2714, NMT 2430

Co-requisite: NMT 1814

**NMT 2824**  
**Nuclear Medicine Practicum III**

4 Credits

Continuation of NMT 1814L. Consists of up to 32 hours per week of clinical training in affiliate nuclear medicine departments. Under the guidance of registered technologists and physicians, students gain experience in the clinical setting. Competencies on imaging and non-imaging procedures are required.

Prerequisite: NMT 1814

**NMT 2905**  
**Directed Independent Study: Advanced Clinical**

4 Credits

Supervised sessions in computed tomography, PET and or SPECT/CT with specific assignments and case studies to include math problems, instrumentation, and quality control. Clinical rotations through a variety of specialty areas including nuclear medicine fusion studies with PET/CT and or SPECT/CT and computed tomography departments to complete required exams and competencies of various patient age

groups (pediatric/geriatric) and pathologies. Experience in the clinical environment for 36 hours per week for 16 weeks.

Prerequisites: NMT 1312, NMT 2061C, NMT 2733.

**NMT 2910**  
**Advanced Topics and Research Methods**

2 Credits

Covers research methods and ethics as it relates to medical research and scientific writing techniques. Includes review of current research as it relates to the field of nuclear medicine and molecular imaging. Students are required to complete a research paper and present research in written and oral form.

Prerequisites: NMT 1103, NMT 1714, NMT 2430

**NUR 1000**  
**Introduction to Basic Healthcare Concepts**

1 Credit

This course will introduce transition students (LPN/RN) to the nursing process and the role of the associate in arts degree nurse, utilizing previous knowledge and skills. Nursing history and theorists will be introduced. Emphasis will be placed on the role changes. The program threads of legal/ethical issues, communication, patient education, and cultural diversity will be introduced.

Co-requisite: NUR 1260C

**NUR 1060**  
**Health Assessment**

3 Credits

Provides the student with the basic skills needed for health assessment. In simulated laboratory setting clients will be assessed physically, psychologically, and socially across the life span. Topics include the health history, objective physical examination and subjective client information coordinated within the framework of the nursing process. The student will be able to differentiate common deviations from the norm.

**NUR 1141**  
**Pharmacology in Nursing**

3 Credits

This course will introduce basic concepts of pharmacology related to the actions of drugs, therapeutic and adverse effects, and food and interactions of these drugs used in the treatment of acute and chronic diseases. Drug classification will be presented based on body system and disease process format. Emphasis is placed on nursing implications and patient education in collaboration with other treatment modalities needed in patient care. Legal aspects of drug administration including safety and precautionary measures will be included. Calculation of medication doses and various routes of administration will be discussed. Students will be able to apply this knowledge in subsequent nursing courses as they care for clients across the lifespan.

Prerequisite: NUR 1213C

**NUR 1213C**  
**Nursing Process I**

10 Credits

Focuses on nursing theory and application of the nursing process, including the understanding and setting of priorities in

health care. Students will participate in simulated laboratory learning and will perform guided patient care in various health care settings. Class work will emphasize basic nursing care for clients with common health problems affecting oxygenation, circulation, elimination, neurosensory and musculoskeletal systems. Also included are concepts related to pharmacology, communication, teaching, legal/ethical and computer literacy. Prerequisite: Acceptance into the Nursing program, BSC 2086.

**NUR 1260C**  
**Nursing Process II**

10 Credits

Focuses on the nursing theory and application of the nursing process for clients experiencing chronic health problems. Students will build on prior knowledge as they plan and implement care in the laboratory and clinical settings for clients dealing with chronic renal, cardiac/respiratory, psychiatric and neuromuscular disorders. Class work will emphasize the unique bio psycho social needs of this population. Content will continue to enhance the students understanding of pharmacology, communication, teaching, legal/ ethical and computer literacy concepts.

Prerequisite: NUR 1213C

**NUR 2243C**  
**Nursing Process IV**

10 Credits

Focuses on advanced nursing theory, the nursing process and techniques involved in caring for the adult client with complex health problems. Decision making and management theory will be emphasized. Selected clinical experiences will complement the class work. A portion of the clinical time will allow students to work with an RN preceptor to implement nursing care for groups of individuals in the acute care area.

**NUR 2412C**  
**Nursing Process III**

10 Credits

Focuses on the nursing theory and application of the nursing process of the childbearing family and children from conception through the adolescence period of development. Students will be building on prior knowledge as they plan and implement care in the laboratory and clinical settings for clients dealing with related common, chronic and complex problems. Class work will emphasize the unique bio psycho social needs of this population. Content will continue to enhance the students understanding of pharmacology, communication, teaching, legal/ethical, and computer literacy concepts.

Prerequisite: NUR 1213C

**NUR 2413C**  
**Nursing Process III Transition Option**

9 Credits

This course focuses on the physical, emotional and psychosocial needs of the family. The nursing process is applied to the special needs of the childbearing family. This course includes nursing care of the childbearing mother and family and care of the infant through adolescence. The learner will build on specific cognitive and psychomotor skills acquired from their

practical nurse education and demonstrate competent performance in the clinical setting.

Prerequisite: NUR 1000, NUR 1260C

Co-requisite: NUR 2521C

**NUR 2521C**  
**Mental Health Nursing**

2 Credits

This course emphasizes the role of the professional nurse in assessing, planning and implementing care of clients with psychiatric disorders that require hospitalization. An overview of psychopathology and treatment modalities is included. The clinical experience will focus on the nursing process in the planning and care of these clients.

Prerequisites: NUR 1213C, NUR 1260C

Co-requisite: NUR 2412C or NUR 2413C

**NUR 2650C**  
**Transcultural Nursing: Study of Healthcare in an International Setting**

3 Credits

Provides the student the opportunity to experience a direct relationship with healthcare providers and recipients from various cultural backgrounds in an international setting. The students will learn transcultural healthcare concepts related to health belief systems, major health issues across the life span, epidemiological rates of health issues, nutrition and environmental issues affecting health. Healthcare delivery systems and healthcare professions, including required education, will be examined. Students will learn and practice cross cultural communications skills. The students will travel to a supervised site for theoretical concepts as well as clinical experiences. The students will gain valuable components of learning process relating to culturally diverse communities with emphasis on holistic care.

Prerequisites: Nursing Student or Licensed Nurse. College level reading, writing and math skills required.

**OCB 2000**  
**Marine Biology**

3 Credits

An introductory course covering the complexities of the marine environment. Topics include an introduction to marine habitats, marine organisms, ecological interactions and methods used by oceanographers and marine biologists.

Prerequisites: College level reading, writing and math skills required.

Co-requisite: OCB 2000L

**OCB 2000H**  
**Honors Marine Biology**

3 Credits

Same as OCB 2000 with honors content. Honors Institute permission required.

Co-requisite: OCB 2000L

**OCB 2000L**  
**Honors Marine Biology Laboratory**

1 Credit

Accompanies OCB 2000H; same as OCB 2000L with honors content. Honors Institute permission required.

Co-requisite: OCB 2000H

**OCB 2000L**  
**Marine Biology Laboratory**

1 Credit

Accompanies OCB 2000; the emphasis is on experiments and field trips.

Co-requisite: OCB 2000

**OCE 2001C**  
**Introduction to Oceanography**

3 Credit

This course provides a study of the ocean and survey of the basic principles and procedures of physical, biological, chemical, and geological oceanography. This interdisciplinary approach to understanding ocean processes and ecosystems explores: the origins of the oceans, the physical and chemical features of seawater and ocean sediments; ocean basins, plate tectonics, climate; waves, tides, ocean currents, and oceanic ecosystems. The course introduces the oceanic lifestyles of plankton, benthos, and nekton; and it explores the importance of ocean resources in relation to policy, economics, and society. The laboratory component may include field trips.

**OPT 1000**  
**Ophthalmic Orientation**

1 Credit

Presents an introduction to the field of vision care, including opticianry, optometry, ophthalmology and optical manufacturing. Topics include ophthalmic history, legal and ethical principles, patient history, terminology and abbreviations.

**OPT 1155**  
**Ophthalmic Lens I**

3 Credits

Provides a brief history of the development of glass and plastic lenses, the various sphere, cylinder and prism powers, the use of optical cross, flat and toric transposition, and the aberrations of lenses.

**OPT 1156**  
**Ophthalmic Lens II**

3 Credits

This course continues the study of optical theory. Topics include: prism notation; vertical imbalance and methods of correcting for it; vertex power; luminance; reflection and absorption; diffraction; third order lens aberrations, and lens tilt; anisometropia, and spectacle magnification.

**OPT 1225**  
**Low Vision**

3 Credits

Provides a definition of visual impairment and methods used to measure its severity. A description of the most common

causes of visual impairment will be presented. Treatment plans including optical and non-optical aids will be reviewed.

**OPT 1400L**  
**Ophthalmic Laboratory I**

3 Credits

Introduces the student to terms, instruments, lenses, frames, and materials to be used in the surfacing and finishing of ophthalmic prescription eyewear.

**OPT 1430L**  
**Ophthalmic Laboratory II**

3 Credits

Introduces the student to terms, instruments, lenses, frames and materials to be used in the finishing process and hand-work of ophthalmic prescription eyewear. This course is a continuation of Ophthalmic Laboratory I.

**OPT 1460**  
**Ophthalmic Dispensing I**

3 Credits

This course introduces the student to the skills necessary for becoming a dispensing optician. Included are the history of the profession, patient/client measurements, frame and lens materials, frame and lens selection, prescription, prescription analysis, and adjustment techniques.

**OPT 1460L**  
**Ophthalmic Dispensing Laboratory I**

3 Credits

Designed to introduce the students to the practical dispensing of optical products. The students will perform competencies related to the neutralization of single vision lenses and multi focal lenses for duplication, measurement of frames and mountings, and the measurement of PD's.

**OPT 1666**  
**Safety and Sports Vision**

3 Credits

Opticians are constantly requested to provide eyewear that will better protect, improve and enhance vision for occupational and recreational activities. This course will present the visual requirements for common occupations and sports. It will also discuss spectacle, contact lens, and non-optical solutions to safety and sports vision problems.

**OPT 2030**  
**Ophthalmic Board Review**

1 Credit

Provides a comprehensive review and update of opticianry dispensing in preparation for the Florida State Board of Opticianry examination.

**OPT 2204**  
**Anatomy and Physiology of the Eye**

3 Credits

Investigates the anatomical structure of the eye and the function of its parts as they pertain to the process of vision.

**OPT 2375  
Refractometry**

2 Credits

Designed to instruct the students in the theory of refractometry and testing for visual acuity. It will include identifying ametropias, the etiology and distribution of refractive errors and anomalies of binocular vision. The steps in performing retinoscopy, objective and subjective refraction procedures will be covered.

**OPT 2375L  
Refractometry Laboratory**

2 Credits

Continuation of OPT 2375 designed to introduce the students to the procedures of an objective and subjective refraction. Students will perform competencies related to retinoscopy, patient history, binocular balance and subjective testing for visual acuity. Primarily a hands on course. The students will gain practice in testing VA (cc and sc), retinoscopy, subjective refraction and binocular balancing in a clinically safe environment.

**OPT 2376L  
Refractometry Laboratory II**

1 Credit

Continuation of OPT 2375L. Designed to fine tune the procedures of objective and subjective refractions. Students will perform competencies related to measuring visual acuity and taking a patient history, retinoscopy (review), confrontations and EOM's, pupillary functions, balance and binocular/ phoria/tropia testing. Primarily a hands-on course to help the students gain speed and accuracy in performing objective and subjective refractions.

**OPT 2461  
Ophthalmic Dispensing II**

3 Credits

This course presents ophthalmic instruments and devices; analysis of absorptive lenses; computing and compensation of vertical imbalance; discussion of ethics and legal issues; record keeping and communications; optical salesmanship, and visual impairment.

**OPT 2461L  
Ophthalmic Dispensing Laboratory II**

3 Credits

Designed to introduce students to the practical aspects of frame alignments and adjustments, and the insertion and removal of lenses from various frames. Includes further instruction and practice on neutralization of lenses for verification and duplication of an Rx order, measure and callipering of lenses and frames, the facial measurements of orders (PD and seg heights), frame repair and the identification of various types of lenses.

**OPT 2463L  
Ophthalmic Skills Laboratory I**

2 Credits

This course is designed to educate students in the technical skills of performing various procedures within the ophthalmic visual assessment area of a dispensary. The course will present

technical equipment procedures, maintenance and use, as well as the skills needed in assisting Optometrists and patients with various procedures such as administering medicines and pharmacology identification and uses.

**OPT 2500  
Contact Lens Theory I**

3 Credits

This course includes a historical review as well as theory; design and optical principle of contact lenses; indications and contraindications for contact lens wear; patient evaluation; discussion of lens types and availability; fundamental techniques and fitting philosophies including the role of the biomicroscope, keratometer and radiuscope; patient education on care, cleaning, insertion and removal of contact lenses.

**OPT 2500L  
Contact Lens I Laboratory**

2 Credits

Students will perform competencies related to the handling of instruments and charts used in the fitting and designing of contact lenses, and the handling and evaluation of contact lenses by the fitter and the patient.

**OPT 2501  
Contact Lens Theory II**

2 Credits

Emphasizes contact lens verification, dispensing, and follow up care. The fitting of astigmatic, presbyopic, and special needs patients will also be covered.

**OPT 2501L  
Contact Lens II Laboratory**

2 Credits

Students will perform competencies related to the design, inspection, modification, evaluation and dispensing of spherical contact lenses. The fitting of astigmatic, presbyopic, and other special contact lens patients will also be covered.

**OPT 2502L  
Contact Lens III Laboratory**

1 Credit

Advanced hands-on experience in fitting contact lenses. Prerequisite: OPT 2501L.

**OPT 2800L  
Vision Care Clinical I**

2 Credits

This course is designed to allow students to apply knowledge gained in lectures and laboratories to clinical situations. Depending on the placement, the student may utilize skills related to management, fabrication, dispensing, contact lenses or visual assessment.

**OPT 2801L  
Vision Care Clinical II**

2 Credits

This course is designed to allow students to apply knowledge gained in lectures and laboratories to clinical situations. De-



pending on the placement, the student may utilize skills related to management, fabrication, dispensing, contact lenses or visual assessment.

**OPT 2802L****Vision Care Clinical III**

2 Credits

This course is designed to allow students to apply knowledge gained in lectures and laboratories to clinical situations. Depending on the placement, the student may utilize skills related to management, fabrication, dispensing, contact lenses or visual assessment.

**OPT 2803L****Vision Care Clinical IV**

2 Credits

This course is designed to allow students to apply knowledge gained in lectures and laboratories to clinical situations. Depending on the placement, the student may utilize skills related to management, fabrication, dispensing, contact lenses or visual assessment.

**OPT 2910****Directed Research**

3 Credits

Covers the research, planning and development of an optical dispensary. Topics include the type, size, location and design, as well as financing, business structure, taxes, licenses and equipment.

**ORH 1002****Turf and Landscape Maintenance**

3 Credits

Focuses on the care of turf grass and landscape plants on residential and commercial properties. Topics will include the maintenance of trees, shrubs, the diagnosis of landscape problems and landscape structure repair.

**ORH 1304****Low Volume Irrigation Systems**

3 Credits

This course will focus on low volume irrigation systems and their function in the landscape. Topics covered will include fittings, pipes, layout, installation, cost estimation, water resources, maintenance, troubleshooting and problems associated with low volume systems. Students will get hands-on exercises in low volume irrigation systems. Areas to be covered include irrigation for lawn and landscape, crops, topography, soil, watering frequency, climate, backflow prevention, advantages and disadvantages of low volume irrigation in the landscape and greenhouses.

**ORH 1510****Plant Identification**

3 Credits

Focuses on the identification of woody ornamental plants, trees, grasses, foliage, flowering and annual bedding plants common to Florida.

**ORH 1523****Native Upland Plants**

2 Credits

This course includes the identification of approximately 100 plants and plant groups native or naturalized in the higher ground habitats of South Florida. The application of these plants as in situ, mitigation or landscape materials in the ecological and esthetic situations of this area will be an additional objective. Most instruction will be done in the field utilizing local passive and active-use parks.

**ORH 1524****Native Wetland Plants**

2 Credits

A continuation of ORH 1523, Native Upland Plants, and includes the identification of approximately 100 plants and plant groups native or naturalized in the fresh and salt water wetlands of South Florida. The application of these plants as in situ and mitigation species in ecological, landscape and esthetic situations will also be discussed. Most instruction will be done in the field.

**ORH 1830****Landscape Design**

3 Credits

Focuses on the use and planting of appropriate plants for particular area. Emphasizes the development of a sound basic knowledge of proper plant materials, height, spread, flowers, fruit, soil requirements and insects. Also addresses the drawing skills needed for the presentation of design, and sales training techniques.

**OST 1100****Beginning PC Typing**

3 Credits

Introduces the techniques of touch typing and speed development on the personal computer, with an emphasis on business letter styles, centering, and manuscript formatting. A minimum of one hour per week in the lab is required.

**OST 1110****Intermediate PC Typing**

3 Credits

Covers advanced letter writing, tabulation and manuscript typing with an emphasis on developing speed and skills. A minimum of one hour per week in the laboratory is required. Prerequisite: OST 1100

**OST 1142****Keyboarding I**

1 Credit

Provides instruction in the touch system of typing on the personal computer.

**OST 1143****Keyboarding II**

1 Credit

Provides instruction in the touch system of keyboarding with an emphasis on speed and accuracy. Prerequisite: OST 1142

**OST 1330  
Business English**

3 Credits

Provides an in-depth review of grammar, punctuation and spelling with an emphasis on proofreading and editing. Topics include numbers usage, word division, possessives, grammatical context, use of secretarial reference books, formatting, and transcription procedures.

**OST 1335  
Business Communications**

3 Credits

Presents an overview of business communications, including international considerations, and focuses on constructing proper business letters, with an emphasis on various styles, such as sales, claims, credit reference, collection, requests, order and refusal. Preparation for and formatting of proposals and business reports is also included.

**OST 1741  
Word Processing I**

1 Credit

Provides hands-on experience in a specific word processing software. Students may select more than one software by repeating the course three times for credit. However, only one credit hour will apply toward meeting program graduation requirements.

Prerequisite: OST 1100

**OST 1813  
Desktop Publishing**

3 Credits

Uses a page layout software program to cover the basic skills required for the preparation of flyers, brochures, and newsletters in camera ready form, with an emphasis on composition, type styles, and layout. Students must take noted prerequisite or obtain permission of instructor.

Prerequisite: CGS 1000

**OST 1825  
Desktop Design**

3 Credits

Using a variety of popular computer software, this course focuses on preparing professional quality, camera-ready designs and layouts for newsletters, brochures and print advertisements. Topics include printing terms and requirements and selecting paper stock. Students must note prerequisite or obtain permission of instructor.

Prerequisite: OST 1813

**OST 1831  
Introduction to Windows I**

1 Credit

Covers basic commands of Windows software.

**OST 1832  
Introduction to Windows II**

1 Credit

Intermediate course covering Windows commands.

Prerequisite: OST 1831 or permission of instructor.

**OST 1941  
OST Internship**

3 Credits

On-the-job training related to the coursework completed at HCC in the Office Systems Technology Department. Involves a "learning by doing" educational approach. Paid or unpaid internships will be provided at HCC and Tampa area businesses.

**OST 2135  
Medical Office Procedures**

3 Credits

Uses a medical software program to input patient information, schedule appointments, and process insurance claims and billing. A minimum of one hour per week in the laboratory is required.

Prerequisite: OST 1741

**OST 2145  
Data Entry Applications**

3 Credits

Covers data entry skills, with an emphasis on dexterity and accuracy. Topics include point of sale, sale invoices, questionnaires, auto insurance applications, auto registration and inventory.

**OST 2357  
Electronic Records Management**

3 Credits

Develops managerial and decision-making techniques for the records manager. Involves the study of systems analysis, forms development, archival administration, personnel development, and the establishment of a records management program.

**OST 2501  
Office Administration**

3 Credits

Focuses on organizing, planning and controlling office operations with an emphasis on motivation and productivity. Topics include human resources, work environment and information systems.

**OST 2742  
Word Processing II**

1 Credit

Focuses on more complex technical procedures on the software studied in Word Processing I. Students may select more than one software application by repeating the course three times for credit. However, only one credit hour will apply toward meeting program graduation requirements.

Prerequisite: OST 1741

**OST 2743  
Word Processing III**

1 Credit

Continues with more complex technical procedures on the software studied in Word Processing II. Students may select more than one software application by repeating this course three times for credit. However, only one credit hour will apply toward meeting program graduation requirements.

Prerequisite: OST 2742

**OST 2854C**  
**Office Applications for Business**

3 Credit

This is a beginning to intermediate office application course. Students will learn how to employ current productivity software in a Windows Operating System environment to solve business problems. Students will learn to create and edit documents using word processing, spreadsheet, database, presentation and personal information management software. Video conferencing software common in business environments will be applied. College reading and writing skills required.

**PCB 1730C**  
**Human Reproduction and Inheritance**

3 Credits

Intended for those not majoring in the biological sciences or in allied health. Focuses on the various aspects of human reproduction. Topics include the male and female reproductive systems, embryology, birth control, sexually transmitted infections and heredity. Combined and integrated with a hands-on laboratory component. A special fee will be charged for this course.

Prerequisites: College reading, writing and math skills are required.

**PEL 1121**  
**Golf**

2 Credits

Teaches the skills of recreational golf. This course may be repeated twice for credit.

**PEL 1321**  
**Volleyball**

2 Credits

Teaches the skills and strategies of recreational volleyball.

**PEL 1341**  
**Beginning Tennis**

2 Credits

Teaches the skills of recreational tennis on the elementary level. This course may be repeated two times for credit.

**PEL 1621**  
**Basketball**

2 Credits

Teaches the skills and strategies of recreational basketball.

**PEM 1101**  
**Fitness and Conditioning**

2 Credits

Focuses on applying the basic principles of movement, figure and fitness control, exercise and diet.

**PEM 1121**  
**Beginning Yoga**

2 Credits

This course will focus on the forms of yoga training emphasizing flexibility and stress relief. Emphasis will be given to flexibility, breathing and relaxation techniques.

**PEM 1122**  
**Intermediate Yoga**

2 Credits

This course is designed to be an extension of PEM 1121. The focus will be on the appreciation of yoga in everyday life. Emphasis will be on performing postures that are more challenging and remaining in the postures for longer. This course may be repeated twice for credit.

Prerequisite: PEM 1121

**PEM 1131**  
**Weight Training**

2 Credits

Presents an overview of weight training, with an emphasis on procedures, safety and theory. Men will focus on high resistance strength producing exercise and women will focus on high repetition, endurance and toning. This course may be repeated twice for credit.

**PEM 1405C**  
**Self-Defense**

2 Credits

An activity course designed to provide knowledge of basic self-defense techniques and skills.

**PEM 1954**  
**Intercollegiate Athletics**

1 Credit

Limited to students on HCC varsity teams. This course may be repeated four times for credit.

**PEM 2930**  
**Ballroom Dance**

2 Credits

This course is intended to be an introduction to ballroom dance for students with little or no previous ballroom dance training. Students will learn the dance steps to the fox trot, cha cha, waltz, swing, and tango. Participants will experience valuable enrichment as they progress at their own individual pace beginning to intermediate. Each student will receive personal attention and beneficial feedback. Dancers will learn routines to showcase their artistry. This course may be repeated twice for credit.

**PEN 1136C**  
**Open Water Diver**

2 Credits

This is an extensive course for training persons in open water recreational diving. Satisfactory completion of this course leads to internationally recognized scuba certification. Students must demonstrate satisfactory swimming ability, physical stamina and emotional stability to instructor at the first lab. Medical certificate may be required.

**PGY 2401C**  
**Photography I**

3 Credits

Provides a basic understanding of the technical aspects of black and white photography involving camera operation, exposure control, film processing, print enlarging and finishing. The students will become familiar with photographic materials, as well as artistic composition and design.

**PGY 2404C**  
**Photography II**

3 Credits

Presents advanced technical problems introducing the students to various manipulative techniques both in the camera and in the darkroom. The students will deal with refinement of the silver print, toning, hand coloring, collaging, and the production of a cohesive exhibition quality body of work.

Prerequisite: PGY 2401C

**PGY 2405C**  
**Photography III**

3 Credits

Provides an opportunity for continued personal development through assigned advanced projects, theory and practice of photography as an art form. Emphasis on production of an advanced photographic portfolio of exhibition quality.

Prerequisite: PGY 2404C

**PGY 2801C**  
**Digital Photography I**

3 Credits

This course is intended to introduce students to the basic concerns in digital photography as a fine art medium, and the computer as a darkroom. Includes digital imaging techniques of scanning, color correction, retouching, composition, content, and more. Hardware, image input and output processes, and software are also discussed. May be repeated once for credit.

Prerequisite: PGY 2401C

**PGY 2802C**  
**Digital Photography II**

3 Credits

This course is intended to enable students to continue the exploration of concerns in digital photography as a fine art medium through the use of the computer as a darkroom. Includes advanced digital imaging techniques of scanning, color correction, retouching, composition, content, and more. Hardware, image input and output processes, materials, and software are also discussed. May be repeated once for credit.

Prerequisite: PGY 2801C

**PGY 2905**  
**Directed Independent Study**

3 Credits

Designed to establish a framework for further self-learning in various areas of photography, for the advanced student. The students will shape the course to fit their needs by planning activities and preparing a contract coordinated with an art faculty member. The contract will specifically outline a specific

project, or a particular set of goals and requirements that the student wishes to achieve. The contract must be satisfactorily completed and reviewed by the assigned faculty member. May be taken four times for credit.

**PGY 2930C**  
**Selected Topics in Photography**

3 Credits

Selected Topics in Photography is a studio course centered around topics of special interest to the class and professor. Topics or focus will be based on the needs and areas of interest, which may vary from semester to semester. Exceptions to the prerequisite will be considered by the instructor. Transfer credit is the prerogative of the receiving institution.

Prerequisite: PGY 2401C or PGY 2404C

**PHC 2040**  
**Foundations in Epidemiology**

3 Credits

This course explores the basic principles and methods of the epidemiological approach to understanding the distribution and determinants of health and disease and how this knowledge informs public health practice and policy.

**PHC 2100**  
**Introduction to Public Health**

3 Credits

This course will serve as an introduction to the study of public health. It will provide students with an overview of various topics pertinent to the discipline. The core principles of public health will be discussed.

**PHC 2321**  
**Environmental Concepts in Public Health**

3 Credits

This course introduces students to the major topic areas of environmental health science. It examines the sources, routes, media, and health outcomes associated with biological, chemical and physical agents to the environment. It will cover how these agents affect disease, water and air quality, food safety, and land resources in community and occupational settings.

**PHI 1010**  
**Introduction to Philosophy**

3 Credits

Introduces the study of our human capacity to reflect consciously and critically on our experience and our routines. It introduces several basic concepts in philosophy such as the idea of being, the nature and criteria of knowledge claims, ethical foundations, free will, the existence of God, and methods of philosophical inquiry with selected applications to practice.

Prerequisites: College reading and writing skills are required.

**PHI 1010H**  
**Honors Introduction to Philosophy**

3 Credits

Same as PHI 1010 with honors content. Honors Institute permission required.

Prerequisites: College reading and writing skills are required.

**PHI 1100**  
**Elementary Logic**

3 Credits

A study of the principles of reasoning involving the detection of fallacies, analysis and criticism of arguments and concepts of formal proof.

Prerequisites: College reading and writing skills are required.

**PHI 1600**  
**Ethics**

3 Credits

Covers several major ethical theories in philosophy and their applications, including contemporary issues.

Prerequisites: College reading and writing skills are required.

**PHI 1600H**  
**Honors Ethics**

3 Credits

Prerequisites: College reading and writing skills are required.

**PHY 1020C**  
**Conceptual Physics**

3 Credits

This course is a general education course for non-science majors. The course emphasizes conceptual understanding of physics through real-life applications and laboratory experiments and is designed as an introductory survey of physics.

The use of mathematics is kept to a minimum. Topics include mechanics, properties of matter, heat, sound, electricity, magnetism and light. College level reading, writing and math skills are required.

**PHY 1025**  
**Fundamentals of Physics**

3 Credits

Emphasizes the principles of physics; the use of mathematics is kept to a minimum. Topics include mechanics, properties of matter, heat, sound, electricity, magnetism, light, relativity, atomic and nuclear physics. Designed for students without the physics background needed for General Physics or other science courses.

Prerequisites: College reading, writing skills and math skills are required.

Co-requisite: PHY 1025L

**PHY 1025L**  
**Fundamentals of Physics Laboratory**

1 Credit

A physics laboratory course designed primarily for students lacking laboratory experience who need the background prior to taking PHY 2053L or other laboratory science courses. Topics include: measurement techniques, graphical analysis of data, study of bodies at rest or in motion, heat, sound, light, and electrical experiments, and introduction to computer applications.

Prerequisites: College reading, writing skills and math skills are required.

Co-requisite: PHY 1025

**PHY 2048**  
**Physics with Calculus I**

4 Credits

First semester of a two semester sequence of general physics (mechanics, wave motion, sound, thermodynamics, geometrical and physical optics, electricity and magnetism, selected topics from modern physics) and laboratory for physics majors and engineering students.

Prerequisite: MAC 2311 and either PHY 1025 or passing score on physics exemption test.

Co-requisite: PHY 2048L

**PHY 2048L**  
**Physics with Calculus I Laboratory**

1 Credit

Prerequisites: College level reading, writing and math skills are required.

Co-requisite: PHY 2048

**PHY 2049**  
**Physics with Calculus II**

4 Credits

Second semester of general physics and laboratory for physics majors and engineering students.

Prerequisites: MAC 2312, PHY 2048, PHY 2048L

Co-requisite: PHY 2049L

**PHY 2049L**  
**Physics with Calculus II Laboratory**

1 Credit

Prerequisites: MAC 2312, PHY 2048, PHY 2048L

Co-requisite: PHY 2049

**PHY 2053**  
**General Physics I**

3 Credits

Focuses on the fundamental concepts of natural physical laws as they apply to mechanics and thermodynamics. Topics include kinematics and dynamics, energy and momentum, properties of matter, rotational motion of rigid bodies, vibration motion, kinetic theory and thermal physics.

Prerequisites: PHY 1025 or passing score on physics exemption test and either MAC 1114 or MAC 1147.

Co-requisite: PHY 2053L

**PHY 2053L**  
**Physics I Laboratory**

1 Credit

Students are provided with physical experiments to enable them to strengthen understanding developed in PHY 2053. Students will perform experiments, record data, perform assigned calculations and interpret results in terms of the principles and concepts developed in PHY 2053.

Prerequisites: PHY 1025L. College level math skills are required.

Co-requisite: PHY 2053

**PHY 2054  
General Physics II**

3 Credits

Focuses on the fundamental concepts of natural physical laws as they apply to electricity, magnetism, electromagnetic radiation, optics, relativity, atomic and nuclear physics.

Prerequisites: PHY 2053, PHY 2053L

Co-requisite: PHY 2054L

**PHY 2054L  
Physics II Laboratory**

1 Credit

Students are provided with physical experiments to enable them to strengthen understanding developed in PHY 2054. Students will perform experiments, record data, perform assigned calculations, and interpret results in terms of the principles and concepts developed in PHY 2054.

Prerequisites: PHY 2053, PHY 2053L

Co-requisite: PHY 2054

**PLA 1003  
Introduction to the Paralegal Profession**

3 Credits

Provides an overview of the training and purpose of paralegals. Examines the role of the lawyer and legal assistant in modern society and ethical and professional practice standards.

Prerequisite: College level reading and writing skills are required.

**PLA 1104  
Writing and Research I**

3 Credits

Provides an in-depth exploration of the law library, legal research and writing legal memoranda.

Prerequisite: PLA 1003

**PLA 1203  
Litigation Procedures I**

3 Credits

Covers the Florida Rules of Civil Procedures, Criminal and Appellate Procedures and related matters.

Prerequisite: PLA 1003

**PLA 1271  
Tort Law**

3 Credits

This course provides a general perspective of areas of law relating to persons and property through civil law. Topics that may be included are Intentional Torts, Negligence, Product Liability, Defamation and other relevant civil law areas.

**PLA 1433  
Business Organizations**

3 Credits

Covers procedural information and basic law as it applies to corporations, partnerships and other business vehicles.

**PLA 1600  
Administration of Wills, Trusts and Probate**

3 Credits

Presents a survey of estate planning and administration including the preparation of wills, trusts, probate forms and guardianship procedures.

**PLA 1611  
Real Estate Law and Property Transactions I**

3 Credits

Covers common real estate transactions and drafting documents such as deeds, leases and contracts.

**PLA 1700  
Legal Ethics and Professional Responsibility**

3 Credits

Introduces the student to the types of ethical situations and dilemmas they may encounter in the legal workforce. Students will learn applicable disciplinary rules for both the lawyer and the paralegal, in order to understand how to function responsibly as a legal professional. The content and course work is geared not only to the paralegal student, but also to the practicing paralegal and other legal professionals.

Prerequisite: PLA 1003

**PLA 1949  
Paralegal Internship**

3 Credits

The internship program augments the paralegal curriculum by placing the student in a legal work environment under the supervision of an attorney. It provides the student with the opportunity to gain practical experience as a paralegal in a private law firm, governmental agency or corporation.

Prerequisite: Program manager permission required.

**PLA 2114  
Writing and Research II**

3 Credits

An advanced course in legal writing and research.

Prerequisite: PLA 1104

**PLA 2223  
Litigation Procedures II**

3 Credits

Covers advanced litigation procedures law to including interviewing techniques, preparing and organizing courtroom materials, compiling documentary evidence, applying investigative procedures and taking effective courtroom notes.

Prerequisite: PLA 1203

**PLA 2303  
Criminal Litigation**

3 Credits

This course provides students with a survey of the criminal justice system. Substantive and procedural aspects of criminal law are studied. Course content includes the nature of different crimes, and the penalties involved. Also covered are the pre-trial procedures, the discovery process, the plea bargaining process, and the problems involved in the conduct of trial proceedings.

**PLA 2421**  
**Contract Law**

3 Credits

Covers the basic principles of contract law including both common law contract concepts and uniform commercial code concepts when applicable.

**PLA 2460**  
**Bankruptcy Law**

3 Credits

Examines the principles and procedures for filing bankruptcy and reorganizations, including the preparation of forms.

**PLA 2531**  
**Elder Law**

3 Credits

Covers the various aspects of law that have particular applications to the elderly client. The course is designed to familiarize the student with the practical and theoretical aspects of elder law.

Prerequisites: College level reading and writing skills are required.

**PLA 2612**  
**Real Estate Law and Property Transactions II**

3 Credits

Advanced training in common real estate transactions and the preparation of documents such as deeds and leases.

Prerequisite: PLA 1611

**PLA 2732**  
**Law Office Computer Applications**

3 Credits

This course introduces the student to the law office work environment and is designed to provide the student with an introduction to the different administrative functions that are most commonly used in a law office. Using the computer and various applications software, the student will learn to perform various legal related business tasks commonly used on the job. The student will prepare many of the common legal office documents. Methods of records management, basic computer file management, scheduling and other administrative duties will be explored. Ethical issues associated with computers and information systems will be explored, as will the importance of the procedures used in the legal office to protect attorney/client confidentiality. Students should have basic computer application skills before taking this course.

Prerequisite: CGS 1000

**PLA 2763**  
**Law Office Management**

3 Credits

Covers managerial responsibility, effective planning and use of financial resources.

**PLA 2800**  
**Family Law**

3 Credits

Covers such topics as marriage dissolution, separation, custody, legitimacy, adoption, change of name, guardianship, support, court procedures and separation agreements.

**PMT 1250C**  
**Computer Numerical Control (CNC) I**

3 Credits

This course teaches the development of CNC machine programming methods, blueprint reading, gauging, statistical process control (SPC), and set-up and operation of drilling, milling and turning. College level reading, writing, and math skills are required.

**PMT 2254C**  
**Computer Numerical Control (CNC) II**

3 Credits

Topics covered include tool and fixture offsets, plus outside programming from CAD/CAM software. Students will operate CNC machines in the advanced manufacturing lab. Students will perform complete part fabrication from the beginning stage, write an M & G code program, verify the tool path and then operate the CNC machine to complete fabrication. College level reading, writing, and math skills are required.

Prerequisite: PMT 1250C

**POS 1001**  
**Introduction Political Science**

3 Credits

Covers the basic concepts and theories of government and politics.

Prerequisites: College level reading and writing skills are required.

**POS 2041**  
**American Government**

3 Credits

Covers the structure and function of the American government, the dynamics of political change and contemporary issues.

Prerequisites: College level reading and writing skills are required.

**POS 2041H**  
**Honors American Government**

3 Credits

This course covers the structure and function of the American government, the dynamics of political change and contemporary issues with honors content.

Prerequisites: College level reading and writing skills are required.

**POS 2112**  
**State and Local Government**

3 Credits

Covers the mechanics of state and local governments, public participation and current political issues. Topics include the

role of the governor, cabinet, legislature, courts, interest groups, voters and political parties.

**PSC 1515**  
**Energy and the Environment**

3 Credits

Focuses on the basic scientific principles related to energy and their application to society. Topics include fossil fuel resources, environmental impact of energy usage, energy conversions, electricity, resource depletion, alternative forms of energy and energy conservation; intended for non-science majors.

Prerequisites: College level reading, writing and math skills are required.

Co-requisite: PSC 1515L

**PSC 1515L**  
**Energy and the Environment Laboratory**

1 Credit

Accompanies PSC 1515. Topics include an understanding of solar energy, nuclear energy, fossil fuels and electricity, through exercises and experiments. Addresses computer applications to energy problems.

Prerequisites: College level reading, writing and math skills are required.

Co-requisite: PSC 1515

**PSY 2012**  
**General Psychology**

3 Credits

An introduction to modern scientific psychology and its application to human behavior. Topics include perception, motivation, learning, thinking, remembering, emotion, intelligence, personality development and the scientific methods used in psychology.

Prerequisites: College level reading and writing skills are required.

**PSY 2012H**  
**Honors General Psychology**

3 Credits

Same as PSY 2012 with honors content. Honors Institute permission required.

Prerequisites: College level reading and writing skills are required.

**PSY 2933**  
**Selected Topics in Psychology**

3 Credits

Focuses on an in-depth coverage of specialized aspects of psychology not covered in introductory courses. The course content varies according to the interests of the students and faculty. This course may be repeated once for credit. College level reading and writing skills are required.

Prerequisite: PSY 2012.

**PUR 2003**  
**Introduction to Public Relations**

3 Credits

The underlying theory and professional practice of public relations within corporate and institutional structures and its vital role in society; ethical standards of practice; relationships of the practice to the public media; and public relations problem-solving process.

Prerequisite: MMC 2000

**RAT 1614**  
**Radiation Therapy and Physics I**

2 Credits

Provides the students with the fundamentals of physics and its importance to the field of Radiography in general and Radiation Therapy specifically. A review of mathematics as applied to radiology and radiation therapy is completed. Fundamentals principles, concepts and terminology are discussed.

**RAT 1618**  
**Radiation Therapy and Physics II**

2 Credits

Provides the students with the fundamentals of physics and its importance to the field of radiography in general and radiation therapy specifically. A review of mathematics as applied to radiology and radiation therapy is completed. Fundamentals principles, concepts and terminology are discussed.

Prerequisite: RAT 1614

**RAT 1800**  
**Introduction to Radiation Therapy Clinic**

1 Credit

Clinical experience designed to allow the students to apply knowledge gained in the classroom and lab to the clinical situation. Clinical will enable the students to understand and relate the role of all medical imaging working as a team in the diagnosis and treatment of malignant process. The students will clinically utilize those lab skills learned related to monitoring equipment (IVs, catheters, chest tubes, wheelchairs, stretchers, etc.) and patient contact. Students will also become familiar with the radiation therapy simulator and utilization of such.

Prerequisites: HSC 1220.

Additional Prerequisite: Admission to the Radiation Therapy or Radiation Therapy Specialist programs.

**RAT 1810**  
**Introduction to Radiation Therapy Clinic II**

2 Credits

The clinical experience is designed to give the student the ability to apply the knowledge gained in the classroom and lab in the practical experience. Students will work directly with radiation therapists and patients applying radiation therapy treatments.



**RAT 2001C****Introduction to Radiation Therapy**

2 Credits

Designed to instruct the students in patient care, medical terminology and an introduction to the radiation therapy department and profession. Includes self-directed medical terminology section.

Prerequisite: Admission to the Radiation Therapy program.

**RAT 2021****Radiation Therapy Treatment Planning**

3 Credits

Factors involved in the development of a treatment plan are explained and what measurements are reviewed for each anatomical site that is routinely treated with external beam irradiation. Time, dose fractionation schedules are given for all sites with variations (hyperfractionation and accelerated fractionation) are discussed. Tissue radiosensitivity as related to side effects are given as well as other modifiers of radiosensitivity.

Prerequisites: RAT 2001C, RAT 2621

Co-requisite: RAT 2902L

**RAT 2023****Principles and Practices in Radiation Therapy I**

3 Credits

Content designed to provide an overview of cancer and the specialty of radiation therapy. The medical, biological and pathological aspect as well as the fundamentals of oncology including the terminology, behaviors of malignant disease, and review of the cell and the cell cycle.

**RAT 2061****Radiation Therapy Seminar**

2 Credits

Provides the students with the opportunity to evaluate their cumulative retention of the radiation therapy curriculum content. Some areas may be identified as areas that require more reinforcement and study.

**RAT 2242****Principles and Practices in Radiation Therapy II**

4 Credits

Provides the students with content designed to examine and evaluate the management of malignant conditions, etiology, epidemiology, diagnosis, staging/grading, regional spread, lymphatic involvement and the treatment methods utilized in the management and treatment of the disease. The radiation therapist responsibility in patient care, prognosis, treatment results and the effect of using combined modalities will be presented. Various treatment methods and technical components or treatment will be integrated with the histological types of disease and the area of the body in which they occur will be linked to the skills required to analyze complex issues.

**RAT 2303****Psychosocial Aspects in Oncology**

2 Credits

Describes the effects of cancer and its treatments on patients, family and medical staff. It will examine the behavioral and psychological components of cancer, including its effects on psychological, social and physical functions. Participants will

explore their own responses to cancer and their patients. Participants will learn how their role as medical professional interacts with other health care professionals as part of a multidisciplinary team member. Coping strategies and typical crisis points for patients and families will be discussed. Included in this will be managing the consequences of treatment and receiving a terminal prognosis.

Prerequisite: ENC 1101

**RAT 2619L****Computer Applications in Treatment Planning**

2 Credits

Provides the students with the development of treatment plans utilizing radiation therapy treatment planning computers. All parameters of the plan are explained including isocenter, multiple fields' utilization, tumor normalization minimization methods.

Prerequisites: RAT 2021, college level reading, writing and math skills are required.

**RAT 2620****Radiation Therapy Physics III**

3 Credits

Provides the student with the fundamentals of the physics involved with radiation protection, practical applications of dose calculations, the physics involved in generating isodose distributions and factors that influence dose distributions, the structure of matter, nuclear transformations, production of X-rays and clinical radiation generators. A review of mathematics as applied to radiology and radiation therapy will be included.

Prerequisite: RAT 1618

**RAT 2621C****Radiation Therapy Physics IV**

3 Credits

Provides the students with the fundamentals of the physics involved with radiation protection, nuclear transformation and the interaction of radiation with matter. The measurement of ionizing radiation, the quality of radiation, measurement and calculations of absorbed doses will be covered. Integration of individual practical experiences in radiation therapy measurements and calculation of radiation doses. Students will perform data collection and analysis using radiation detection devices including ionization chambers, diodes, use of film densitometry and the various methods of dose measurements and clinical application of dose and beam data. Beam data collection, quality assurance and radiation safety labs will be integrated with didactic portion of the class.

**RAT 2804****Radiation Therapy Clinical I**

3 Credits

The clinical experience is designed to allow the students to apply the knowledge gained in the classroom and laboratory toward developing the skills necessary to accurately treat and simulate the patient. Students must successfully complete the required competencies to obtain proficiency. Successful completion of all clinical courses demonstrates competence in the field of radiation therapy at the entry level position.

Prerequisite: RAT 1810

**RAT 2814**  
**Radiation Therapy Clinical II**

3 Credits

The clinical experience is designed to allow the students to apply the knowledge gained in the classroom towards developing the skills and understanding necessary to accurately apply ionizing radiations for the treatment of malignant neoplasms.

Prerequisite: RAT 2804

Co-requisite: RAT 2901L

**RAT 2824**  
**Radiation Therapy Clinical III**

3 Credits

The clinical experience is designed to allow the students to apply the knowledge gained in the classroom toward developing the skills and understanding necessary to accurately apply ionizing radiations for the treatment of malignant neoplasms. Students will refine that behavior which demonstrates competence in the field of radiation therapy at the level of job entry radiation therapists.

Prerequisite: RAT 2814

**RAT 2901**  
**Simulation Lecture I**

1 Credit

Provides the student with the knowledge of simulation in preparation for the practical application in the simulation lab. All parameters of simulation and CT simulation of the virtual patient from simple to intermediate complexity will be discussed. Simulation parameters such as TAD/TSD, field size, custom shielding, tumor dose, critical structure and field arrangement will be discussed. Content in sectional anatomy and CT will be discussed.

Co-requisite: RAT 2901L

**RAT 2901L**  
**Simulation Laboratory I**

1 Credit

The simulation lab is designed to give the students individual hands on experience with a radiation therapy simulator and a general knowledge of the typical treatment methods for the types of cancers treated with external beam radiation therapy. Each student will use the simulator to perform simulated treatment areas on an anthropomorphic phantom, "Pixie." Each treatment area is reviewed in the simulation lecture to include the treatment technique, field arrangement, treatment parameters, dose prescription, and adjacent critical normal tissues with their tolerance doses and side effects.

Prerequisite: Admission to the Radiation Therapy and Radiation Therapy Specialist programs.

Co-requisite: RAT 2901

**RAT 2902**  
**Simulation Lecture II**

1 Credit

Content is designed to provide the student with the knowledge of simulation in preparation for the practical application in the simulation lab. All parameters of simulation including CT simulation of the virtual patient utilizing complex

situations which required advanced thinking skills. Co-requisite: RAT 2902L

**RAT 2902L**  
**Simulation Laboratory II**

1 Credit

The simulation laboratory is designed to give the students individual hands on experience with a radiation therapy simulator. Each student will use the simulator to perform simulated treatment areas on a phantom. Each treatment area is reviewed to include the techniques, treatment borders, dose prescription, adjacent normal structures and their tolerance doses and treatment side effects.

Prerequisite: RAT 2901L

**REA 0018**  
**Developmental Reading**

2 Credits

This course combines the skills of REA0007 and REA 0017 in a co-requisite format. Topics develop vocabulary and critical thinking through three levels of comprehension: literal, inferential, and applied. This course will be paired with a general education course to enhance the skill level necessary for success in general education coursework. It does not satisfy general education requirements and generates compensatory credit only.

Co-requisite: Any general education course

**REA 0019**  
**Developmental Reading**

4 Credits

This course is a preparatory course and was recently modified under State Board of Education Rule 1720. It is meant to prepare students for college level reading and to enhance skills that are taught in writing courses. This course does not satisfy general education requirements and generates compensatory credit only.

**REA 0055**  
**Developmental Reading Module I**

1 Credit

This course combines the skills of REA 0007 and REA 0017 in modular format. Topics develop vocabulary and critical thinking through three levels of comprehension: literal, inferential, and applied. Students will take a diagnostic test to identify skills that have not been mastered and to determine placement into the appropriate module. Module 1 addresses topic, stated main ideas, implied main ideas, supporting details, and vocabulary in context. This course does not satisfy General Education requirements and generates compensatory credit only.

**REA 0057**  
**Developmental Reading Module II**

1 Credit

This course combines the skills of REA 0007 and REA 0017 in modular format. Topics develop vocabulary and critical thinking through three levels of comprehension: literal, inferential, and applied. Students will take a diagnostic test to identify

skills that have not been mastered and to determine placement into the appropriate module. Module 2 addresses relationships, patterns of organization, transitions, purpose, tone, and vocabulary in context. This course does not satisfy General Education requirements and generates compensatory credit only.

**REA 0058**  
**Developmental Reading Module III**

1 Credit

This course combines the skills of REA 0007 and REA 0017 in modular format. Topics develop vocabulary and critical thinking through three levels of comprehension: literal, inferential, and applied. Students take a diagnostic test to identify skills that have not been mastered and to determine placement into the appropriate module. Module 3 addresses inferences, argument, critical thinking skills including fact/opinion and bias, and vocabulary in context. This course does not satisfy General Education requirement and generates compensatory credit only.

**REA 1105**  
**Critical Reading Techniques**

3 Credits

This course is designed to develop efficient reading skills for purposeful application. Emphasis is on development of vocabulary, comprehension, reading techniques, and critical analysis of text. Instruction is presented through a lecture-participation approach.

Prerequisites: REA 0017, or REA 0018, or REA 0019, or REA 0055, REA 0057, REA 0058, or exemption from preparatory reading, or appropriate placement test score

**REA 1605**  
**College Study Skills**

2 Credits

This course prepares students for successful college careers through the development of efficient study skills, critical reading and thinking skills, effective test taking and effective management of test anxiety. It introduces students to college culture and the college environment and provides students with the opportunity to explore academic and career goals.

**REA 2505**  
**Vocabulary Improvement**

3 Credits

Focuses on improving vocabulary through contextual practice and word usage. Topics include word analysis, context clues, affixes, specialized vocabularies, connotation/denotation and analogies.

**REL 1210**  
**Old Testament Survey**

3 Credits

A study of the history and writings of the Hebrew people through a review of the background, purpose and setting of books in the Old Testament.

Prerequisites: College level reading and writing skills are required.

**REL 1240**  
**New Testament Survey**

3 Credits

A study of the background of the New Testament, the life and teachings of Jesus, the expansion of Christianity by early missionaries and an overview of the major Christian teachings.

Prerequisites: College level reading and writing skills are required.

**REL 2300**  
**Introduction to Religion**

3 Credits

An introductory course which explores such topics as the nature of religion, features shared in world religions, differences among world religions, the relationship between belief and behavior, and methods and problems associated with classifying and studying religion.

Prerequisites: College level reading and writing skills are required.

**RET 1024C**  
**Introduction to Respiratory Care**

8 Credits

Provides an introduction to the Respiratory Care profession including licensure and credentialing. The course work includes basic cardiopulmonary anatomy and physiology, patient assessment skills, infection control and basic respiratory therapy procedures. Lab is included to allow for skills practice. The student will attend a clinical rotation in a hospital setting.

**RET 1274C**  
**Basic Respiratory Care**

6 Credits

Provides instruction of advanced cardiopulmonary anatomy and physiology. Course work includes basic theory of respiratory care procedures including airway care and arterial blood gas puncture and analysis. The lab portion of the course allows for hands on instruction in a controlled setting to acquire skills prior to performance in a clinical setting.

**RET 1350**  
**Pharmacology for Respiratory Care**

3 Credits

Provides a comprehensive understanding of the pharmacologic agents used in the practice of respiratory care and provides a fundamental understanding of other drugs used in anesthesia and critical care which involve the cardiopulmonary system.

**RET 1503**  
**Cardiopulmonary Pathophysiology**

3 Credits

Provides a study of the causes, characteristics and treatments of the most commonly encountered cardiopulmonary diseases.

Prerequisites: College level reading writing and math skills are required.

**RET 1832  
Respiratory Care Clinic I**

2 Credits

Provides the student with an opportunity to perform basic respiratory care procedures in the clinical setting.

Prerequisites: College level reading writing and math skills are required.

**RET 1833  
Respiratory Care Clinic II**

1 Credit

Provides an introduction to the practice of respiratory care in the intensive care environment. Advanced patient care skills are emphasized. The skills included are life support, physiologic monitoring, mechanical ventilation and communication skills.

Prerequisites: College level reading writing and math skills are required.

**RET 2264C  
Principles Mechanical Ventilation**

5 Credits

Instruction of the basic theory of mechanical ventilation including indications for artificial ventilation, classification of ventilators and monitoring patients on a ventilator. Provides hands-on laboratory experience with different ventilators to prepare the student for clinical practice.

**RET 2283  
Respiratory Intensive Care**

3 Credits

Focuses on theory and application of respiratory care in the critical care unit. Coursework includes ventilator management, ECG interpretation and advanced assessment techniques.

**RET 2413C  
Pulmonary Diagnostics**

2 Credits

A focus on respiratory care theory and application in pulmonary function testing and interpretation. The course includes testing for volumes and ventilation, pulmonary distribution and diffusion, exercise physiology, cardiovascular stress testing and equipment maintenance. Lab will include performing pulmonary functions and interpretation of results.

**RET 2533C  
Advanced Respiratory Care**

8 Credits

The coursework focuses on areas to prepare students for the last term prior to graduation. Areas will include new areas as well as content areas that are important and/or have been determined to be weak in the present cohort's understanding. This includes but is not limited to: New Areas - Medical reimbursement, ethics and administration, home care and rehabilitation of the cardiopulmonary patient, chest tubes, and clinical laboratory tests (homological). Review Areas - Cardiac and hemodynamic monitoring, renal physiology, sleep apnea, ABG's & patient management, mechanical ventilation. Students will be certified in AHA Advanced Cardiac Life Support during the lab portion of this course.

**RET 2714C  
Pediatric and Neonatal Respiratory Care**

3 Credits

Focuses on fetal development, neonatal and pediatric patient; assessment, treatment of cardiopulmonary disorders, mechanical ventilation, and homecare. Lab will be included for skills practice prior to clinical practice.

**RET 2834  
Respiratory Clinic III**

2 Credits

Continuation of advanced respiratory care practice in the intensive care environment. Advanced patient care skills are emphasized. The skills included are life support, physiologic monitoring, mechanical ventilation and communications skills. Rotations through specialty areas such as pediatrics, neonatal, pulmonary function, management and arterial blood gas lab will also be included.

**RET 2835  
Respiratory Care Clinic IV**

2 Credits

Continuation of advanced respiratory care practice in the intensive care environment. Advanced patient care skills are emphasized. The skills included are life support, physiologic monitoring mechanical ventilation and communication skills. Rotations through specialty areas such as pediatrics, neonatal, pulmonary function, management and arterial blood gas lab will also be included.

Prerequisites: College level reading writing and math skills are required.

**RET 2836  
Respiratory Care Clinic V**

1 Credit

Continuation of advanced respiratory care practice in the intensive care environment. Advanced patient care skills are emphasized. The skills included are life support, physiologic monitoring, mechanical ventilation and communication skills. Rotation will include a complete evaluation of afferent, cognitive, and motor skills.

Prerequisites: RET 1832, RET 1833, RET 2834, RET 2835

**RET 2930  
Respiratory Care Seminar**

3 Credits

Includes an overview of advance respiratory care skills and preparation for the NBRC exams. Self-assessment exams will be taken. A case study presentation will be required.

Prerequisites: College level reading, writing and math skills are required.

**RTE 1000  
Introduction to Radiography**

1.5 Credits

Covers all aspects of radiographic image production from the x-ray tube to the image receptor with emphasis on basic radia-

tion protection practices. Radiographic formulae are introduced and fundamental concepts of radiation interactions are addressed.

Co-requisite: HSC 1220

**RTE 1111**  
**Introduction to Radiography Patient Care**

1.5 Credits

Designed to introduce the first year Radiography students to basic medical terminology/medical abbreviations, patient care procedures and general body mechanics needed for effective patient transfers (wheelchair/stretcher). Emphasis is placed on the importance of obtaining accurate patient information and the necessary required confidentiality as expressed in the Patient's Bill of Rights.

Co-requisites: RTE 1000, HSC 1220

**RTE 1157**  
**Medical Imaging of the Human Structure**

3 Credits

Focuses on examining the body through medical imaging, with an emphasis on nuclear medicine, sonography, radiography, thermography and the applications of radiation therapy.

Prerequisites: RAT 1614, RAT 2001C

**RTE 1308**  
**Radiation Protection and Safety**

2 Credits

Focuses on radiation safety/protection practices for both patients and personnel. Laboratory exercises are included in this course.

Prerequisite: Admission to the Radiography program, RTE 1000.

**RTE 1418**  
**Principles of Radiographic Exposure I**

3 Credits

Covers the principles of radiographic exposure to include prime factors, radiographic quality, latent image formation, intensifying screens, tube rating charts and radiographic accessory devices. Admission to Radiography program required

Prerequisites: RTE 1000, RTE 1607

Co-requisite: RTE 1418L

**RTE 1418L**  
**Principles of Radiographic Exposure I Laboratory**

1 Credit

Provides the students the opportunity to radiographically demonstrate Viz lab exercises exposure concepts as delivered in lectures. Admission to the Radiography program required.

Prerequisites: RTE 1000, RTE 1607

Co-requisite: RTE 1418

**RTE 1457**  
**Principles Radiographic Exposure II**

1 Credit

Focuses on darkroom chemistry, processor design and sensitometry used to monitor processor conditions.

Prerequisites: RTE 1418, RTE 1418L

**RTE 1503**  
**Radiographic Positioning I**

3 Credits

Focuses on proper positioning for various projections of the chest, abdomen and skeletal system.

Prerequisite: Admission to the Radiography program.

Co-requisite: RTE 1503L

**RTE 1503L**  
**Radiographic Positioning I Laboratory**

1 Credit

Designed to give the students the opportunity to practice positioning skills introduced in the lectures dealing with radiography of the chest, abdomen and skeletal system.

Prerequisite: Admission to the Radiography program.

Co-requisite: RTE 1503

**RTE 1513**  
**Radiographic Positioning II**

3 Credits

Focuses on radiographic procedures and anatomical identification, with an emphasis on the urinary, biliary and gastrointestinal systems, as well as the vertebral column. Topics include the use, composition and effects of contrast media on the human body.

Prerequisite: RTE 1503

Co-requisite: RTE 1513L

**RTE 1513L**  
**Radiographic Positioning II Laboratory**

1 Credit

Designed to coincide with the lecture material of RTE 1513.

This will give the student an opportunity to practice positioning techniques, which have been covered in RTE 1513. It also enables the student to become more familiar with film evaluation and identification.

Prerequisites: RTE 1503, RTE 1503L

Co-requisite: RTE 1513

**RTE 1523**  
**Radiographic Positioning III**

3 Credits

Focuses on radiographic procedures and anatomical identification, with an emphasis on the skull and facial bones.

Prerequisites: RTE 1513, RTE 1513L

Co-requisite: RTE 1523L

**RTE 1523L**  
**Radiographic Positioning III Laboratory**

1 Credit

Provides experience in positioning the skull phantom to demonstrate various projections of the skull and facial bones.

Prerequisites: Admission to the Radiography program, RTE 1513, RTE 1513L.

Co-requisite: RTE 1523

**RTE 1590C****Principles of Computed Tomography I**

4 Credits

Introduction to the methodology of computed tomography. Topics include but are not limited to computed tomography physics and instrumentation, quality control, patient care, contrast agents, radiation safety and dosimetry, cross-section anatomy and pathology, and CT procedures.

Prerequisites: Current certification in ARRT (R), (T), (N), or CNMT and FL licensure.

**RTE 1607****Radiographic Science Principles**

1 Credit

Focuses on the basic natural laws, metric conversions, atomic structure and mathematical formulae.

Prerequisite: Admission to the Radiography Program.

**RTE 1613****Radiographic Physics I**

3 Credits

Includes the fundamental of electrical and radiation physics and basic principles underlying the operation of x-ray equipment and auxiliary devices.

**RTE 1782****Pathology of Medical and Surgical Diseases**

3 Credits

Focuses on terminology, the nature of diseases and their effect on tissues and organs. Prerequisite: Admission to the Diagnostic Medical Sonography, Nuclear Medicine Technology, Occupational Therapy Assistant, Radiation Therapy, or Radiography programs.

**RTE 1800****Introduction to Radiography Practicum**

2 Credits

Designed to introduce the entering first year radiography students to the clinical education settings and associated patient care methodologies.

Prerequisite: Admission to the Radiography program.

**RTE 1804****Radiography Practicum I**

3 Credits

See the description for RTE 2844.

Prerequisites: Admission to the Radiography program, HSC 1220, RTE 1800

**RTE 1805****CRT Clinical Education I**

3 Credits

Hands-on experience in the clinical setting performing computed tomography procedures under the direct supervision of a CT technologist. Requires completion of a minimum of 50 competencies to be applied towards American Registry of Radiologic Technologists computed tomography eligibility requirements.

Prerequisite: Admission the AS degree Radiography Program

**RTE 1814****Radiography Practicum II**

3 Credits

See course description for RTE 2844.

Prerequisite: Admission to the Radiography program, RTE 1804.

**RTE 1824****Radiography Practicum III**

3 Credits

See the description for RTE 2844.

Prerequisite: Admission to the Radiography program, RTE 1814.

**RTE 1949****Radiography Internship**

3 Credits

A coordinated work study course involving class work and field experience. Objectives determined by the students and teacher coordinator will be used to evaluate the students. Additional prerequisite: Successful completion of one half of all clinical competencies to include all contrast studies and must have earned a grade of "C" on all previous radiology internship sections. Co-op/Independent Study. This course may be taken four times for credit.

**RTE 2815****CT Clinical Education II**

3 Credits

Hands-on experience in the clinical setting performing computed tomography procedures under the direct supervision of a CT technologist. Required completion of remaining competencies totaling 125 in accordance with American Registry of Radiologic Technologists computed tomography eligibility requirements.

Prerequisites: RTE 1590C, RTE 1805

**RTE 2596****Principles of Computed Tomography II**

4 Credits

Advanced methodology of computed tomography. Topics include but are not limited to computed tomography instrumentation, quality control and assurance, advanced patient care specific to CT, applied radiation safety and dosimetry, cross-sectional anatomy and pathology, CT procedures, data acquisition, image processing and reconstruction, image quality, and medical informatics.

Prerequisites: RTE 1590C, RTE 1805

**RTE 2061****Radiographic Seminar**

2 Credits

Provides the students a comprehensive review of all aspects of the Radiography Program.

Prerequisites: Admission to Radiography program, RTE 1613, RTE 2385

**RTE 2385  
Radiation Biology**

3 Credits

Focuses on the interaction of radiation with physiological systems, genetics, radiation injury, and radiation dosimetry with emphasis on the principles of radiation safety.

Prerequisite: Admission to the Nuclear Medicine Technology, Radiation Therapy, Radiation Therapy Specialist, or Radiography programs.

**RTE 2473L  
Quality Assurance**

1 Credit

Covers all aspects of quality assurance. Laboratory exercises are included.

Prerequisite: Admission to the Radiation Therapy, Radiation Therapy Specialist, or Radiography programs

**RTE 2563  
Special Radiographic Processes**

2.5 Credits

Focuses on special radiographic and angiographic procedures with an emphasis on procedural tasks and anatomical structures.

Prerequisites: Admission to the Radiography program, RTE 1523, RTE 1523L.

**RTE 2834  
Radiography Practicum IV**

3 Credits

See the description for RTE 2844.

Prerequisites: Admission to the Radiography program, RTE 1824.

**RTE 2844  
Radiography Practicum V**

1.5 Credits

Focuses on hands on experience in radiographic procedures through clinical rotations designed for radiography students only. Practicums require 24 hours per week. Designed to meet the requirements of the American Registry of Radiologic Technologists. Includes potentially strenuous skills such as lifting and carrying.

Prerequisite: Admission to the Radiography program, RTE 2834.

**RTV 1530  
Electronic Field Production**

3 Credits

The course will provide an opportunity for students to create a variety of video productions, allowing them to express personal creativity while developing the ability to conceptualize story ideas and effectively translate them into video productions.

**RTV 1941  
Radio and TV Internship I**

3 Credits

An opportunity to study and gain experience by working on-the-job with a broadcast film, or multimedia organization. Designed for students enrolled in the Digital Television and Media Production program.

Prerequisites: RTV 2000, RTV 1530, RTV 2510, RTV 2560

**RTV 2000  
Introduction to Broadcasting**

3 Credits

This is an introductory course in principles, tools, and skills involved in the broadcasting field today.

**RTV 2460  
Broadcasting Practicum**

3 Credits

A course that allows the student to get hands-on experience in producing actual programming for radio, television or the Internet.

Prerequisites: RTV 2510, RTV 2000, RTV 2560, RTV 2630, RTV 1530

**RTV 2510  
Broadcasting Techniques**

3 Credits

An introduction to multi-camera television studio production with an emphasis on directing. Students will learn to direct a "live" three-camera studio production as well as assume studio crew positions. Students will learn about and act as a technical director, assistant director, lighting director, audio director, floor director, and camera operator.

Prerequisite: RTV 2000

**RTV 2512  
Advanced TV Studio Production**

3 Credits

This course is designed to provide students with more practical experience in producing live and live-to-tape three-camera television studio productions from pre to post production.

Prerequisite: RTV 2510

**RTV 2532  
Advanced Electronic Field Production**

3 Credits

This course builds on what the student has learned in the beginning electronic field production class. It a very practical approach toward learning the techniques of how to write, produce, direct and edit short form field productions such as the corporate demonstration, short documentary and fictional short.

Prerequisite: RTV 1530

**RTV 2560  
Radio Production and Programming**

3 Credits

This course covers the development of announcing and audio production skills for radio and other media. Students will learn to operate a professional audio console and use professional

multi-track audio software to produce content for the college radio station. Students will also study radio formats, learn how to analyze radio ratings, program a station, and build a station promotions campaign.

**RTV 2630**  
**Broadcast News**

3 Credits

Designed to increase student employment potential and to maintain job performance in news and documentaries for radio, television, or closed circuit through basic and practical familiarization with the mechanics and procedures of the news room. Adaptation of local and wire copy for audio and film, placement of commercials, approaches to information sources, methods of applying for work are discussed.

**RTV 2942**  
**Radio and TV Internship II**

3 Credits

The second Radio/TV internship allows the student an opportunity to work at another broadcast film, or media production company to gain more on the job practical experience and extend their professional network. Designed for students enrolled in the Digital Television and Media Production program.

Prerequisite: RTV 1941

**RTV 2944**  
**Radio and TV Internship III**

3 Credits

The final Radio/TV internship experience is designed to provide the Digital Television and Media Production student with an opportunity to develop entry level competence in the practical skills required for employment as a broadcast director.

**SBM 2000**  
**Small Business Management**

3 Credits

Introduces the fundamentals of small business management, including planning, choosing the types and forms of business, raising capital, using business information, managing employees, and marketing products and services. The course is oriented toward principles needed to operate a small business and is designed for those who may eventually have their own businesses or for those who desire to upgrade their skills in their present businesses. Students will prepare a feasibility study and present a comprehensive small business startup plan. Completion of ENT 1000 strongly recommended.

**SCC 1000**  
**Introduction to Security**

3 Credits

This course will examine the origins and development of security from medieval England to current times. The concept of security will be covered as a response to and a reflection of society's structure. This course will cover the various aspects of security to include community, retail, corporate, business, and industrial problems and concerns as well as the governmental and legal aspects of security. The use of security equipment and loss prevention will also be covered.

**SCC 1001**  
**Introduction to Private Investigation**

3 Credits

This course will provide students with an overview of the private investigation field. The course will focus on employment opportunities, history, evolution, methods, and management of private investigation, sources of information, investigative technology, and ethical, public policy, and legal considerations related to investigations in the private sector.

**SLS 1101**  
**Orientation**

1 Credit

An introduction to the campus facilities, student services and college policies and procedures. Provides assistance in planning a two-year program of study and offers guidance in transferring to other educational institutions.

**SLS 1106**  
**First Year Experience Orientation**

3 Credit

This course emphasizes early academic planning that aligns students' aptitudes, career interests, and life goals. In addition to the early development of a comprehensive academic life plan, first-time-in-college students will learn about HCC's support services and how to navigate toward successful completion of courses and programs. Moreover, students will engage with the College community in meaningful ways to help prepare them to realize their academic and career goals. Pedagogical approaches include lecture, faculty-advisor partnership, peer group collaboration, library research, self-exploration, written reflection, oral presentation, experiential learning, and other modalities.

**SLS 1261**  
**Personal Skills for Business**

3 Credits

Prepares students, business managers, and supervisors to meet the challenges of today's rapidly changing, technological world by helping them examine and perfect the personal skills required for an understanding of self and others on the job. Provides students with the skills necessary to recognize and cope with life's challenges. Emphasis is placed on making good business decisions goal setting, problem solving, time and stress management, and coping and leadership skills.

**SLS 1301**  
**Career Decision Making**

3 Credits

Emphasizes the development of decision-making skills needed to make realistic career choices in terms of values, interests, and educational goals, using the facilities of the Career Lab.

**SLS 1501**  
**College Success**

3 Credits

This interdisciplinary course empowers students by preparing them for a successful college experience and providing them with additional opportunities to develop intellectual potential



and life skills. It enhances student understanding of library resources, student services, and other areas of academic support. Topics include goal assessment, time management, power reading, creative and critical thinking, test taking, memory, note taking, and communication skill.

**SON 1000**  
**Basic Sonography**

3 Credits

Designed to present the fundamental principles of sonography to the entry level sonography student. The focus of the course will be the role of the sonographer in the health care environment, professionalism and the legal issues facing the health care provider. Students will be introduced to the relevance of sonography in abdominal, obstetrical and gynecologic imaging and basic sonographic physics and instrumentation.

Prerequisite: BSC 2085

Co-requisite: SON 1804C

**SON 1053**  
**Sonographic Imaging of Medical and Surgical Diseases**

1 Credit

Students shall review their knowledge base of gross anatomy, scan planes, patient positions and the proper terminology as related to sonographic imaging. This course prepares students for clinical practicum courses by reviewing disease processes as they appear on sonographic images. Students will review videotapes, paper printer images and transparency films, and correlated studies from other imaging modalities demonstrating medical and/or surgical diseases. In addition, students shall review clinical signs and symptoms and related lab tests associated with the disease processes.

Prerequisite: SON 1000

Co-requisites: RTE 1782, SON 1311

**SON 1100**  
**Sonographic Scanning Protocol I**

1 Credit

Students shall review their knowledge base of gross anatomy, scan planes, patient positions and the proper terminology as related to sonographic imaging. Designed to prepare students for the proper utilization of abdominal sonographic practicum courses. Quality images and techniques shall be discussed. Students shall be guided in how to adapt protocols to anatomical variations or in the demonstration of pathology. In addition, patient preparation, the application of appropriate measurements and equipment utilization will be discussed.

Prerequisites: SON 1000, SON 1804C.

Co-requisite: SON 1840

**SON 1101**  
**Sonographic Scanning Protocol II**

1 Credit

Students shall review their knowledge base of gross anatomy, scan planes, patient positions and the proper terminology as related to sonographic imaging. This course is designed to prepare students for the proper utilization of small parts, obstetrical, gynecology and vascular sonographic protocols during clinical practicum courses. Quality images and techniques shall

be discussed. Students shall be guided in how to adapt protocols to anatomical variations or in the demonstration of pathology. In addition, patient preparation, the application of appropriate measurements and equipment utilization will be discussed.

Prerequisite: SON 1100

Co-requisites: SON 1850

**SON 1171C**  
**Introduction to Vascular Technology**

2 Credits

This course will provide a thorough understanding of the cerebrovascular anatomy, physiology, and pathology. The clinical assessment of patients for cerebrovascular disease will be discussed to include normal and abnormal anatomy. This course will discuss non-invasive and invasive tests for cerebrovascular procedures. Patient factors and patient histories will be described. In addition, this course will provide a thorough understanding of the anatomy, physiology and pathology of the lower extremity venous procedures. The clinical assessment of patients with acute and chronic venous disease will be discussed. A description of non-invasive tests used to evaluate extremity venous vascular examinations will be discussed.

Prerequisite: SON 1210

Co-requisite: SON 1850

**SON 1210**  
**Introduction to Sonographic Physics and Instrumentation**

3 Credits

Designed to expand upon the basic physics and instrumentation concepts that were presented in Basic Sonography. Discussion will include how each component is interrelated and how all components contribute to the production of a sonographic image. Basic sonographic physics will be introduced. Introduction to computers hardware and software. An introductory computer literacy course for the Diagnostic Medical Sonography student with emphasis on current technology and the implications for and the effects on our society. Topics will include cyberspace; communications, including the impact of the Internet and World Wide Web; ethical, privacy, environmental, and health related issues. Software applications will include a brief introduction to Windows, word processing, spreadsheets, and graphics.

Prerequisites: SON 1000, SON 1804C

Co-requisite: SON 1840

**SON 1311**  
**Introduction to Cross Sectional Anatomy I**

1 Credit

Provides an introduction to sonographic representation of the abdominal/pelvic areas and developing fetus. Topics include scanning planes, patient positions and terminology.

**SON 1312**  
**Introduction to Cross Sectional Anatomy II**

1 Credit

Designed to introduce the student to the sonographic representation of the female pelvis and the developing fetus. Students

shall review their knowledge base of gross anatomy and embryological development. Students will then be introduced to scan planes, patient positions and the proper terminology associated with these concepts. Anatomical and sonographic relationships female pelvis and the developing fetus will be discussed extensively. From this basis, the course is then designed to assist the student in visualizing gross anatomy as it is represented sonographically.

Prerequisite: SON 1311  
Co-requisite: SON 1840

**SON 1313**  
**Introduction to Cross Sectional Anatomy III**

1 Credit

Students shall review their knowledge base of these structures. Students will then be introduced to scan planes, patient positions and the proper terminology associated with these concepts. This course is designed to introduce the student to the sonographic representation when imaging small parts, neonatal brains and vascular structures. Anatomical and sonographic relationships of these structures, vessels and organs will be discussed extensively. From this basis, the course is then designed to assist the student in visualizing gross anatomy as it is represented sonographically.

Prerequisites: SON 1312  
Co-requisites: SON 2814

**SON 1804C**  
**Introduction to Practicum I**

2 Credits

Introduction to the patient/sonographic role in a simulated environment. Designed to ease the student into the hospital situation by becoming familiar with the role and responsibilities of a sonographer and the basic fundamentals of a career such as darkroom chemistry, medical terminology and machine operations. Students will spend a minimum of 50 minutes per week in lecture and eight clock hours in simulated hospital/clinical experience each week in the on campus laboratory.

Prerequisite: BSC 2085.  
Co-requisite: SON 1000

**SON 1840**  
**Introduction to Practicum II**

1 Credit

Continues to explore the role of the sonographer in a simulated as well as an actual clinical environment. This course is designed to expose the student to the role and responsibilities of a clinical sonographer in the hospital situation by allowing observation of the sonographer in daily hospital routine. The student will begin the initial phase of instruction in scanning protocols. The student will spend eight clock hours a week in the clinical and/or laboratory setting.

Prerequisites: SON 1804C, SON 1000.  
Co-requisite: RTE 1782

**SON 1850**  
**Introduction to Practicum III**

1 Credit

Provides 8 hours per week of clinical sonographic experience in various health care settings. Topics include scanning protocols, sonographic equipment, terminology and patient care.

Prerequisite: SON 1840  
Co-requisite: SON 1101

**SON 2061**  
**Seminar in Sonography**

3 Credits

Provides a comprehensive review of all aspects of the sonography program to include abdominal, obstetrics, gynecology, physics and instrumentation, and miscellaneous small parts. Topics include quality assurance in sonography labs, bioeffects related to sonography, sonographic artifacts, an introduction to Doppler, an introduction to neurosonography, pediatric sonography and resume preparation and job hunting.

Prerequisites: SON 2122, SON 2211, SON 2112  
Co-requisite: SON 2834

**SON 2111**  
**Abdominal Sonography I**

3 Credits

Designed to give the student an understanding of the anatomy, physiology and pathology of the abdominal aorta, pancreas, biliary system and liver. Emphasis will be placed on sonographic features and characteristics of normal anatomy as well as the various disease processes that affect each organ. Remaining course content will integrate clinical procedures, diagnostic procedures, etc., common to all and specific to each organ.

Prerequisite: SON 1312  
Co-requisite: SON 2814

**SON 2112**  
**Abdominal Sonography II**

3 Credits

Designed to give the student an understanding of the anatomy, physiology and pathology of the liver urogenital system as well as the adrenal glands, spleen, neonatal brain, thyroid and breast.

Prerequisite: SON 2111  
Co-requisites: SON 2211, SON 2211L

**SON 2121**  
**Obstetrics and Gynecology Sonography I**

4 Credits

Designed to give the student an understanding of the anatomy, physiology and pathology of the female pelvis as well as its normal and abnormal sonographic appearance. Also introduces the student to the first trimester of pregnancy and its related anatomy, physiology and possible pathology and/or complications. Embryology, early fetal development, sonographic identification and imaging of the embryo and fetus, trans-abdominal and trans-vaginal scanning techniques will be covered.

Prerequisite: SON 1311 (waiver by permission of instructor).

**SON 2122**  
**Obstetrics and Gynecology Sonography II**

3 Credits

Designed to give the student detailed instruction in the role of sonography in the second and third trimesters of pregnancy. Fetal development, physiology, all major fetal anomalies, and maternal complications directly related to the second and third trimesters of pregnancy will be covered in detail.

Prerequisite: SON 2121

Co-requisites: SON 2211, SON 2211L

**SON 2175C**  
**Vascular Technology**

3 Credits

This course is a review of physiology and fluid dynamics, and is designated to give the student an understanding of the anatomy, physiology, and pathology of the arterial and the venous circulatory systems. This course will provide a thorough understanding of the lower and upper extremity arterial anatomy, physiology, and pathology. The clinical assessment of patients for peripheral vascular disease will be discussed. This course will discuss Doppler waveform analysis in the lower and upper extremities. Patient factors and patient histories will be described. This course will also provide a thorough understanding of Doppler segmental pressures in the lower and upper extremities, duplex scanning and color Doppler flow imaging of abdominal vessels, description of preoperative mapping procedures, Transcranial Doppler (TCD), and statistical profile and test correlation.

Prerequisite: SON 2212

**SON 2211**  
**Sonographic Physics and Instrumentation**

3 Credits

Designed to present to the student a detailed explanation of ultrasound physics and instrumentation. The theory of physics principles and their practical applications, basic principles of instrumentation, and practical applications are presented.

Prerequisite: SON 1210

Co-requisite SON 2211L

**SON 2211L**  
**Sonographic Physics and Instrumentation Laboratory**

1 Credit

Designed to parallel the sonographic physics and instrumentation lecture course. The student will apply the concepts and mathematical calculations in clinical projects and various exercises.

Prerequisite: SON 1210

Co-requisite: SON 2211

**SON 2814**  
**Sonographic Clinical Practicum I**

3 Credits

Provides on campus instruction in scanning protocols of the abdominal aorta, pancreas and gallbladder. Patient care, the role and duties of the sonographer in the health care environment and instruction in the use of various types of ultrasound equipment will be discussed. Students receive instruction and

guidance in producing quality sonographic images and the parameters used to evaluate the images. Affiliate: Student rotation through clinical affiliates provides experience in the performance of ultrasound procedures in dynamic health care environments.

Prerequisites: SON 1850

Co-requisites: SON 2111, SON 2121

**SON 2824**  
**Sonographic Clinical Practicum II**

3 Credits

Provides on campus instruction in scanning protocols of the abdominal aorta, pancreas and gallbladder. Patient care, the role and duties of the sonographer in the health care environment and instruction in the use of various types of ultrasound equipment will be discussed. Students receive instruction and guidance in producing quality sonographic images and the parameters used to evaluate the images. Affiliate: Student rotation through clinical affiliates provides experience in the performance of ultrasound procedures in dynamic health care environments.

Prerequisite: SON 2814

Co-requisites: SON 2122, SON 2112

**SON 2834**  
**Sonographic Clinical Practicum III**

3 Credits

Provides on campus instruction in scanning protocols of the thyroid, female pelvis and the total abdomen. This course further expands upon the sonographer's role and responsibilities, and use of ultrasound equipment. The student receives additional instruction in film evaluation and image quality. Off campus: Student rotates through clinical affiliates gaining continued experience and knowledge in the performance of ultrasound procedures.

Prerequisite: SON 2824

Co-requisite: SON 2061

**SOP 1740**  
**Feminine Psychology**

3 Credits

Focuses on theories of feminine personality using a social psychological approach, with an emphasis on gender differences and roles, family, work and the socialization process.

**SPA 2001**  
**Survey of Communication Disorders**

3 Credits

Introduces beginning level students to speech, hearing and language characteristics of the deaf and hard-of-hearing population across varying levels of hearing loss. Hearing assessment, the use of amplification, speech and language development, and speech reading will be described as they relate to spoken and signed language competence. Language development in the normal hearing and hearing impaired will be discussed.

Prerequisites: ASL 1150C, ENC 1101 and ENC 1102

**SPC 1006  
Speech Improvement**

1 Credit

Focuses on the basic methods of speech presentation and critical listening. For those students that began prior to the fall term 2002 and have had continuous enrollment, this meets the speech component of the general education communication requirements.

**SPC 1065  
Business and Professional Speaking**

3 Credits

Focuses on analyzing interpersonal communications such as oral reporting, interviewing and conferences in complex business and professional organizations.

**SPC 1608  
Public Speaking**

3 Credits

Focuses on practical methods of speech composition organizational pattern and presentation; addresses the individual needs of students. Meets speech component of the general education communication requirement.

Prerequisites: College level reading and writing skills are required.

**SPC 1608H  
Honors Public Speaking**

3 Credits

Same as SPC 1608 with honors content. Honors Institute Program permission required.

**SPC 2300  
Interpersonal Communication**

3 Credits

Provides students with working definitions, conceptual knowledge and practical examples regarding the development and improving of interpersonal communication skills in personal and professional settings. Topics such as self-disclosure, verbal and non-verbal message sending and receiving, interpersonal and family relationships and conflict are addressed. While not designed to be therapeutic, the course offers practical, real world examples of interpersonal interactions.

Prerequisites: College level reading and writing skills are required.

**SPC 2300H  
Honors Interpersonal Communications**

3 Credits

Same as SPC 2300 with honors content. Honors Institute permission required.

**SPN 1015  
Spanish for Professional Programs**

3 Credits

Focuses on developing basic work-related vocabulary and conversational skills.

Prerequisites: College level reading and writing skills required.

**SPN 1120  
Elementary Spanish I**

4 Credits

Covers the fundamental of reading, writing, listening and speaking the Spanish language while developing an understanding of the Spanish and Hispanic cultures. Native speakers of Spanish will be asked to seek credit by exam.

Prerequisites: College level reading and writing skills are required.

**SPN 1121  
Elementary Spanish II**

4 Credits

Enhances skills learned in SPN 1120. Native speakers of Spanish will be asked to seek credit by exam.

Prerequisites: SPN 1120 with a minimum grade of "C" or instructor's permission. College level reading and writing skills are required.

**SPN 1340  
Spanish I for Heritage Speakers**

4 Credits

This course is designed for native Spanish speakers who lack knowledge of written and/or formal Spanish. Class is conducted entirely in Spanish with emphasis on the development of spelling, grammar, vocabulary, reading comprehension, writing, and oral skills. Special emphasis will be placed on the specific linguistic needs of Spanish heritage speakers. This course will also cover important aspects of the Hispanic World. College level reading and writing skills are required.

**SPN 1341  
Spanish II for Heritage Speakers**

4 Credits

This course is a continuation of SPN 1340. It is designed for native Spanish speakers without formal instruction in Spanish. This course will expand upon the skills learned in SPN 1340 by further developing reading and writing skills necessary to understand literary selections, business and technical documents, and journalistic writings. Students will learn to make oral presentations in Spanish for different purposes and for diverse audiences. They will demonstrate knowledge of the usage of regional, dialectical, and colloquial language appropriately, as well as cultural variances of Spanish. College level reading and writing skills are required.

**SPN 2220  
Intermediate Spanish I**

4 Credits

Designed to help students reach fluency in understanding, speaking, reading, writing, and cross-cultural awareness. Emphasis on written composition and oral presentation as well as values and ideas of the Spanish and Hispanic cultures.

Prerequisite: SPN 1121 with a minimum grade of "C" or instructor's permission.

**SPN 2221**  
**Intermediate Spanish II**

4 Credits

A continuation of SPN 2220, this course further develops fluency in the basic skills through systematic review. Continued emphasis on cross-cultural awareness as well as exposure to Spanish and Hispanic values and ideas.

Prerequisite: SPN 2220 with a minimum grade of "C" or instructor's permission. College level reading and writing skills are required.

**SPN 2240**  
**Intermediate Spanish Conversation**

3 Credits

Stresses the acquisition of greater fluency in the language with an emphasis on comprehension and communication in the Spanish language.

Prerequisite: SPN 1121 with a minimum grade of "C" or instructor's permission. College level reading and writing skills are required.

**STA 2023**  
**Elementary Statistics**

3 Credits

This course introduces the student to the concepts of statistical design and data analysis with emphasis on introductory descriptive and inferential statistics. Topics include data organization and analysis, probability, discrete and continuous probability distributions, confidence intervals, hypothesis testing, correlation and simple linear regression.

Prerequisite: MAT 0022, or MAT 0028, or MAT 0029, or MAT 0055 with a grade of 'S', or appropriate score on placement test.

**STA 2023H**  
**Honors Elementary Statistics**

3 Credits

Same as STA 2023 with honors content. Honors Institute permission required.

Prerequisite: MAT 0022, or MAT 0028, or MAT 0029, or MAT 0055 with a grade of 'S', or appropriate score on placement test.

**SUR 2000C**  
**Surveying I**

3 Credits

This course introduces students to the basic methods of plane surveying, use of field-measurement instruments, field-notes recording, and the development of a site plan for use in building and construction projects.

**SYG 2000**  
**Introduction to Sociology**

3 Credits

Emphasizes the scientific method in examining society. Topics include group structure, roles, social stratification, socialization, deviance, collective behavior, ethnic diversity and globalism.

Prerequisites: College level reading and writing skills are required.

**SYG 2000H**  
**Honors Introduction to Sociology**

3 Credits

Same as SYG 2000 with honors content. Honors Institute permission required.

Prerequisites: College level reading and writing skills are required.

**SYG 2010**  
**Social Problems**

3 Credits

Focuses on the description and analysis of current social problems, with an emphasis on cause and effect and possible solutions. Topics include racism, sexism, poverty, pollution, over population, crime, drugs, and other social issues.

**SYG 2010H**  
**Honors Social Problems**

3 Credits

Same as SYG 2010 with honors content. Honors Institute permission required.

**SYG 2012**  
**Introduction to Globalization**

3 Credits

Globalization is an umbrella term that encompasses changes in economies, politics, cultures, technologies and societies. The course will help students understand globalization and adopt a global perspective. Converging global institutions and cultures, and the consequences of global interdependence will be studied. Issues of poverty, food, energy, development and democratization will be assessed. Protests against western corporations and the challenges posed to small businesses and local cultures will be evaluated. The relationship between globalization and inequity, the fate of cultural diversity in a globalizing world, immigration trends, integration and xenophobia will be investigated. Challenges to environment and issues of social justice will also be identified. Finally, resistance movements to globalization that have helped steer it, but not retard it will be analyzed.

Prerequisite: SYG 2000

**SYG 2430**  
**Marriage and Family**

3 Credits

Focuses on marriage and the family, with an emphasis on changing values and structures. Topics include sex roles, love relationships, sexuality, dating, singlehood, parenthood, husband wife interaction, divorce and remarriage.

**SYG 2930**  
**Selected Topics in Sociology**

3 Credits

Provides an in-depth study of topics in Sociology not covered in other courses. May be repeated once for credit.

Prerequisite: SYG 2000

**SYG 2930H**  
**Honors Selected Topics in Sociology**

3 Credits

Same as SYG 2930 with honors content. Honors Institute permission required. This course may be repeated once for credit under a different topic.

Prerequisite: SYG 2000

**TAR 1120**  
**Architectural Drawing I**

3 Credits

An introduction to standard architectural drawing types and techniques using Revit computer software (CADD). Students will create plans, elevations, sections and detail drawings will explore the 3D and BIM design capabilities of Reit software on commercial scale projects. Completion of TAR 2055 and completion of or concurrent enrollment in ARC 2461 is recommended. Covers the basic fundamentals of architectural drawing, with an emphasis on geometric constructions, orthographics, perspectives and isometric projections. Topics include an introduction to forms, materials, vocabulary used in construction and elements of geometry. Completion of BCN 1250 and BCN 2272 strongly recommended. Students enrolled in a degree or college credit certificate program must complete all prerequisites.

Prerequisite: BCN 1250

**TAR 1122C**  
**Architectural Drawing II**

3 Credits

An architectural design course with a focus on building systems design using Revit MEP software. Topics include site and spatial design, HVAC, plumbing, electrical and structural systems. Completion of TAR 2055 and ARC 2461 is recommended.

**TAR 2053**  
**Introduction to CADD**

3 Credits

A first term course in the use of industry standard CADD software (AutoCad 2012) for the development of design and construction documents. Topics covered include advanced editing techniques, dimensioning, multi-view drawings and isometric drawings. Completion of BCN 1250 or prior drafting experience strongly recommended.

**TAR 2054**  
**Intermediate Computer Aided Design and Drafting**

3 Credits

A second level course in the use of industry standard CADD software (AutoCad 2012) for the development or design and construction documents. Topics covered include advanced editing techniques, dimensioning, multi-view drawings and isometric drawings. Completion of TAR 2053 or prior CADD experience strongly recommended.

**TAR 2055**  
**Advanced Computer Aided Design and Drafting**

3 Credits

An introduction to standard architectural drawing types and techniques using Revit computer software (CADD). Students will create plans, elevations, sections and detail drawings and will explore the 3D and BIM design capabilities of Revit software on residential scale projects. Completion of TAR 2054 and completion of or concurrent enrollment in ARC 2461 is recommended.

**TAX 2000**  
**Federal Tax Accounting I**

3 Credits

This course covers practice in the application of the Internal Revenue Code to determine individual income tax.

Prerequisite: ACG 2021 or APA 1111

**TAX 2010**  
**Federal Tax Accounting II**

3 Credits

This course covers practice in the application of the Internal Revenue Code to determine partnership and corporate income taxes.

Prerequisite: TAX 2000

**THE 1000**  
**Introduction to Theatre Arts**

3 Credits

Provides an orientation to theater as an art form, with an emphasis on reading and reviewing dramatic plays.

Prerequisites: College level reading and writing skills are required.

**THE 1000H**  
**Honors Introduction to Theatre Arts**

3 Credits

Same as THE 1000 with honors content. Permission of Honors Institute required.

Prerequisites: College level reading and writing skills are required.

**THE 1304**  
**Script Analysis**

3 Credits

Teaches the techniques of close reading of dramatic texts for the purpose of acting, directing and designing for the stage.

Prerequisite: THE 1000

**TPA 1200**  
**Stagecraft**

3 Credits

An introductory course in technical production including scenic construction, sound and properties, state lighting, and theatre organization.

**TPA 1248**  
**Makeup for the Stage**

3 Credits

The study of principles, materials, and applications of theatrical makeup.

**TPA 1290**  
**Performance Workshop**

3 Credits

Provides the opportunity for participation in a major theatrical production as an actor. This course may be repeated two times for credit.

**TPP 1110**  
**Acting I**

3 Credits

Emphasizes the basic techniques of acting, with an emphasis on the Stanislavsky system.

**TPP 1111**  
**Acting II**

3 Credits

Emphasizes the use of the Stanislavsky system in more advanced scenes. Additional prerequisite: consent of instructor. Prerequisite: TPP 1110

**TPP 1160**  
**Voice and Movement Techniques for the Stage**

3 Credits

An exploration of basic vocal skills. Exercises for self-awareness, physical strength, flexibility, and versatility for the actor. Required for all theatre majors. (Also open for non-majors.)

**WOH 1022**  
**World History Since 1500**

3 Credits

Examines the major political, economic, social, and cultural trends of the world since 1500. This material will be presented through a combination of lecture, reading the textbook, videos, internet research, and classroom discussion.

Prerequisites: College level reading and writing skills are required.

**ZOO 1010C**  
**General Zoology**

3 Credits

Basic course pertaining to the development, anatomy, physiology, genetics, ecology, and natural relationships of the animal kingdom combined and integrated with a hands-on laboratory component. A special fee will be charged for this course.

Prerequisites: College level reading, writing, and math skills are required.

**ZOO 1450**  
**Ichthyology**

3 Credits

Designed to provide an introduction to the study of fish. Topics introduced include fish anatomy, reproduction, physiology, nutrition, classification and differences among the families of fish.

Prerequisites: College level reading and writing skills are required.

Co-requisite: ZOO 1450L

**ZOO 1450L**  
**Ichthyology Lab**

1 Credit

Focuses on fish identification.

Prerequisites: College level reading and writing skills are required.

Co-requisite: ZOO 1450

## PSAV Course Descriptions

### AER 0014

#### Automotive Services Assistor

Vocational Credits 10

Clock Hours 300

A general introduction to the procedures related to automotive shop safety, tool and equipment orientation, hazardous waste handling and disposal, the use of service information, mathematical computations commonly used in the automotive industry, preventive maintenance services, employability, and communication skills.

### AER 0110

#### Engine Repair Technician

Vocational Credits 5

Clock Hours 150

An in-depth study of engine operations, engine components, construction and materials, engine problem diagnosis to include engine removal and replacement, engine disassembly, inspection and reassembly to manufacturer's specifications.

### AER 0172

#### Automotive Heating and Air Conditioning Technician

Vocational Credits 5

Clock Hours 150

Provides the student with an in depth examination of air conditioning and heating system operation including Title IV of the Clean Air Act. Students will receive hands-on instruction in industry accepted practices for recovery and recycling of refrigerants, service, repair, testing, and diagnosis of automotive air conditioning systems using state-of-the-art tools and equipment.

### AER 0257

#### Automatic Transmission and Transaxles Technician

Vocational Credits 5

Clock Hours 150

Student technicians will learn the theory of operation, inspection, testing, diagnosis, in-vehicle services, and overhaul of automatic transmissions and transaxles. Component analysis includes: planetary gears, multiple disc clutches, bands, hydraulic systems and controls, torque converters, electrical, and electronic controls.

### AER 0274C

#### Manual Drivetrain and Axel Technician

Vocational Credits 5

Clock Hours 150

A theoretical and practical application course of study that includes the diagnosis, service and repair of four and five speed manual transmissions and transaxles, mechanical and hydraulic clutch systems, front and rear wheel drive axles, all-wheel drive systems (AWD) and 4X4 transfer cases and drive systems.

### AER 0360

#### Automobile Electrical/Electronic System Technician

Vocational Credits 10

Clock Hours 300

This course provides an in-depth study of automotive electrical systems including interpreting wiring diagrams and using testing and diagnostic equipment. Specific component analysis includes batteries, starting systems, charging systems, lighting systems, gauges, and power accessories (windows, door locks, windshield wipers, etc.).

### AER 0418

#### Automotive Brake Systems Technician

Vocational Credits 5

Clock Hours 150

Students will learn the theory of operation, testing, diagnosis, and service of brake systems. Specific component analysis will include drum and disc brakes, hydraulic controls, power assist units, parking brakes, braking electrical circuits, and antilock braking systems.

### AER 0453

#### Automobile Suspension and Steering Technician

Vocational Credits 5

Clock Hours 150

Students will learn the design, components, theory of operation, inspection, diagnosis, and service of suspension and steering systems. Component analysis will include front and rear suspensions, steering linkages, steering gears, steering columns, wheels, tires, and alignment angle measurement and adjustment.

### AER 0503

#### Automotive Engine Performance Technician

Vocational Credits 10

Clock Hours 300

Provides an in-depth study of the fuel, ignition, and emission control systems of an automobile. Major topics include engine operation, solid state ignition, electronic fuel injection and the use of comprehensive engine systems tests to isolate and repair common engine performance and emission system malfunctions.

### AER 0949C

#### Auto Tech Co-Op Work Experience

Vocational Credits 5

Clock Hours 150

Designed to provide the student with on-the-job experience in all phases of the automotive service and repair industry.

### ARR 0020

#### Auto Collision Estimator

Vocational Credits 3.3

Clock Hours 100

Covers topics related to analyzing damage, creating a damage report using manual and computerized methodologies.



**ARR 0127****Automotive Refinishing**

Vocational Credits 10.8

Clock Hours 325

Covers topics related to safety and environmental practices, understanding automotive finishes, preparing the equipment, paint area and refinish materials, tinting, applying the finish, blending, solving paint application problems, finish defects causes and cures, and detailing.

**ARR 0210****Paint and Body Helper**

Vocational Credits 8.3

Clock Hours 250

Covers topics related to preparation, panel replacement and alignment, trim and hardware, metal straightening, body fillers, door skin and intrusion beam replacement, quarter panel replacement and moveable glass and hardware.

**ARR 0213****Paint and Body Assistant**

Vocational Credits 8.3

Clock Hours 250

The student will perform welding operations, prepare surfaces for refinishing, select appropriate paints and practice safety skills.

**ARR 0240****Automotive Body Repairer**

Vocational Credits 10.8

Clock Hours 325

Designed to provide students with the occupational experience of an auto collision repair technician on a daily and ongoing basis.

**ARR 0313****Frame and Body Repairman**

Vocational Credits 8.3

Clock Hours 250

Perform structural analysis, setup vehicle for measuring and pulling, inspect and repair frame type vehicle bodies.

**CJK 0001****Introduction to Law Enforcement**

Vocational Credits .33

Clock Hours 10

This chapter provides an overview of the law enforcement training program and the requirements for students to become sworn officers, gives students instruction on basic criminal justice values and ethics, defines sexual harassment and ways to avoid compromising interactions with other officers and the public, and emphasizes the command structure within a criminal justice agency. Students will also receive a basic understanding of the structure and components of the criminal justice system.

**CJK 0006****Introduction to Law Enforcement 1-6**

Vocational Credits 2.2

Clock Hours 67

This module includes units of instruction in the following topics: The Florida Criminal Justice System, Constitutional Law and Florida Statutes, Criminal Justice Values and Ethics, Communication and Interpersonal Skills, and Human Interaction.

**CJK 0012****Legal**

Vocational Credits 2.06

Clock Hours 62

To act properly and effectively as law enforcement officers without infringing on citizens' right, students must have an understanding of federal, state, and local laws. Students should also become familiar with case law and how it interprets and further explains enacted laws. Officers' duties include a variety of responsibilities, such as answering citizen calls, patrolling, determining violations of law, making arrests, using force, and conducting investigations, all of which require a foundational knowledge of the law and the ability to apply that law to specific incidents. This chapter will provide a solid legal foundation from which students may function as law enforcement officers.

**CJK 0013****Interactions in a Diverse Society**

Vocational Credits 1.33

Clock Hours 40

Law enforcement officers must be able to recognize the issues individuals in a diverse society face during a crisis and communicate with them. People facing difficult and stressful problems may choose to use drugs or alcohol, or display dangerous behaviors, such as attempting to commit suicide. Individuals with physical and developmental disabilities, mental illness, or mental retardation may require special assistance. There are also legal obligations when providing interventions, referral information, and transportation during a crisis situation. Additionally, an officer must be able to identify and deal with gangs and extremist groups with a diverse society.

**CJK 0014****Interviewing and Report Writing**

Vocational Credits 1.86

Clock Hours 56

This course covers interviewing and note taking ideology, and report writing principles and mechanics.

**CJK 0020****Vehicle Operations**

Vocational Credits 1.6

Clock Hours 48

This module includes instruction in the following topics: physiological and psychological factors which impact vehicle operation and control; legal considerations involved in the operation of emergency vehicles; civil and criminal liability; routine maintenance and inspection of police vehicles; vehicle dynamics; types of skids and their causes; and basic driving skills.

**CJK 0031  
CMS First Aid**

Vocational Credits 1.3

Clock Hours 40

This module includes instruction in the following topics: responding to medical emergencies; musculoskeletal and soft tissue injuries; medical related issues.

**CJK 0040  
Firearms, Module 4**

Vocational Credits 2.7

Clock Hours 80

This module includes instruction in the following topics: firearm familiarization; types of ammunition, fundamentals of marksmanship; drawing and holstering a weapon; loading and unloading a weapon; use of cover; weapon malfunctions; live fire exercises; weapon cleaning; qualification; and survival shooting.

**CJK 0051  
CMS Defensive Tactics**

Vocational Credits 2.7

Clock Hours 80

This course teaches prospective officers how to control subjects and defend themselves using appropriate defensive tactics in accordance with the recommended response to resistance matrix.

**CJK 0064  
Fundamentals of Patrol**

Vocational Credits 1.16

Clock Hours 35

This chapter provides an overview of the law enforcement techniques and tactics officers use while on patrol. It focuses on electronic communications, community oriented policing, officer safety and survival skills, and basic instruction on receiving a call, interacting with vehicles, and making an arrest.

**CJK 0065  
Calls for Service**

Vocational Credits 1.20

Clock Hours 36

At the end of this course, students will be able to respond to calls for service and determine if the call is of a criminal or non-criminal nature, and be able to complete the call according to Florida State Guidelines and Agency Operating Procedures.

**CJK 0077  
Criminal Investigations**

Vocational Credits 1.66

Clock Hours 50

An officer's first step in investigating any crime against a person is to determine if there are any injuries, provide first aid, and summon medical assistance if needed. The second step is to determine whether a crime has occurred and the type of crime. If no crime has occurred, the officer should provide assistance and complete the necessary reports as required by agency policy and procedure. If a crime has occurred, the officer should determine the type of crime and call for assistance, depending on the severity of the crime or injuries. Witnesses

must be located, identified, and separated and the offender identified and arrested if he or she is on the scene.

**CJK 0078  
Crime Scene to Court Room**

Vocational Credits 1.16

Clock Hours 35

There is a sequence of steps to take upon arriving at an incident or crime scene to protect all parties, gather information to identify, separate, and interview subjects, and successfully complete the initial investigation. An officer must be aware of how to conduct a warrantless legal search of a crime scene, know different search patterns, and understand how to identify types of evidence that might be present at a scene based on the evaluation of the incident or type of crime. An officer must also know how to get help in searching the scene when necessary. The single most significant part of the initial stage of a criminal investigation is processing the crime scene. An officer's first priority is to protect and preserve the scene to avoid contaminating evidence. Second, the officer must identify, protect, collect, preserve, and maintain the physical evidence, or the prosecution of the suspect may be in jeopardy. If the offender has fled, the officer should put out a be-on-the-look-out (BOLO). Detailed information about what happened should be obtained from the victim and any witnesses. Often, law enforcement officers think the arrest is the end of their role in a criminal case. However, the arrest is only a suspect's entrance into the criminal justice system; officers remain an integral part of the prosecution process until the case is resolved through entry of a plea, a conviction, or acquittal after trial.

**CJK 0084  
DUI Traffic Stops**

Vocational Credits 0.80

Clock Hours 24

This chapter will train officers to detect impaired driving, administer field sobriety tests, make arrests when appropriate, and record the evidence of a DUI violation.

**CJK 0087  
Traffic Stops**

Vocational Credits 1.00

Clock Hours 30

An officer's primary responsibility in making traffic stops is to help increase voluntary compliance with traffic laws and improve driver judgment. The end result of traffic stops should be public education and safer roads.

**CJK 0088  
Traffic Crash Investigations**

Vocational Credits 1.06

Clock Hours 32

Law enforcement officers conduct traffic crash investigations by following a step-by-step approach which encompasses the initial response to the scene, scene assessment and protection, identifying and analyzing information gathered from witnesses, evaluating physical evidence, thoroughly investigating and documenting the crash, and concluding with the appropriate law enforcement action.

**CJK 0090**  
**Tactical Applications, Module 11-14**

Vocational Credits 1.8

Clock Hours 54

This module includes units of instruction in the following topics: how courts relate to law enforcement; rules of court procedure; responsibilities of an officer in court proceedings; the first response to an emergency situation; recognition techniques for identifying bombs, explosives and weapons of mass destruction; and riot control procedures for parades, concerts, festivals and other public events.

**CJK 0092**  
**Critical Incidents**

Vocational Credits 1.46

Clock Hours 44

Officers must be prepared for many possible outcomes in the course of patrolling their assigned areas. This chapter provides an overview of law enforcement techniques and tactics focusing on ICS training, Active Shooter Scenarios, Natural Disasters, HAZMAT situations, bombs and explosives, and weapons of mass destruction.

**CJK 0096**  
**Physical Fitness**

Vocational Credits 2.0

Clock Hours 60

This course provides the student with the physical conditioning necessary to perform the essential functions of a police officer.

**CJK 0240**  
**Auxiliary Introduction**

Vocational Credits 0.9

Clock Hours 27

This course provides the student with the functions and duties of a law enforcement auxiliary officer.

**CJK 0241**  
**Auxiliary Patrol and Traffic**

Vocational Credits 0.6

Clock Hours 19

This course provides an overview of the law enforcement techniques and tactics officers use while on patrol. It focuses on community oriented policing, officer safety and survival skills, and basic instruction on receiving a call, interacting with vehicles, and making an arrest.

**CJK 0242**  
**Auxiliary Investigations**

Vocational Credits 0.6

Clock Hours 17

This course provides the student with the understanding of investigation procedures.

**CJK 0283**  
**Interpersonal Skills I**

Vocational Credits 2.1

Clock Hours 62

This course provides the students with the verbal skills necessary to communicate effectively with diverse inmate populations.

**CJK 0300**  
**Introduction to Corrections**

Vocational Credits 1.1

Clock Hours 32

This course provides the student with an overview of the correctional officer training program to include inmate rights.

**CJK 0305**  
**Communications**

Vocational Credits 1.3

Clock Hours 40

This course provides the student with practical skills for interpersonal communication, interviewing, note taking and report writing.

**CJK 0310**  
**Officer Safety**

Vocational Credits 0.5

Clock Hours 16

This course provides the student with practical skills to identify inmate threats, manipulations, deception and contraband.

**CJK 0315**  
**Facility and Equipment**

Vocational Credits 0.3

Clock Hours 8

This course provides the student with practical skills to issue, receive and inventory equipment used within a correctional facility.

**CJK 0320**  
**Intake and Release**

Vocational Credits 0.6

Clock Hours 18

This course provides the student with an overview of inmate intake, classification and release procedures.

**CJK 0325**  
**Supervising in a Correctional Facility**

Vocational Credits 1.3

Clock Hours 40

This course provides the student with practical skills to observe and supervise inmates conducting a variety of activities.

**CJK 0330**  
**Supervising Special Populations**

Vocational Credits 0.7

Clock Hours 20

This course provides the student with awareness of special inmate populations.

**CJK 0335****Responding to Incidents and Emergencies**

Vocational Credits 0.5

Clock Hours 16

This course prepares the student to use equipment, crime scene control and chain of custody procedures for responding to emergencies.

**CJK 0340****Officer Wellness and Physical Abilities**

Vocational Credits 1.0

Clock Hours 30

This course prepares the student for the physical demands of being a correctional officer through a wellness and fitness training program.

**CJK 0422****Dart Firing Stun Gun**

Vocational Credits 0.3

Clock Hours 8

Stun guns have been around since the 1960s. Technology has moved over the years from the basic hand-held stun gun to a weapon that now propels darts up to 35 feet and use electricity to incapacitate a non-compliant subject. The use of dart firing stun guns and their effects on the people who are stunned by them has recently been a frequent topic of discussion in the media, among law enforcement officers and administrators, and within the scientific and medical professions. This course will introduce you to the basics of both the stun gun and the dart-firing stun gun and give you some fundamental knowledge on this emerging tool in criminal justice.

**CJK 0771****Criminal Justice Legal II**

Vocational Credits 0.7

Clock Hours 22

This course covers a variety of legal topics to include constitutional law, evidence rules, arrest laws, search and seizure and crimes against persons.

**DEA 0130****Allied Dental Theory**

Vocational Credits 1.5

Clock Hours 45

Provides the student with fundamental knowledge of embryology and oral histology, microbiology, oral pathology, pharmacology, and nutrition. Students will research various topics related to each unit and provide a short, written report.

**DEA 0134****Dental Office Emergencies**

Vocational Credits 1.0

Clock Hours 30

Provides the student with theory and practice in basic emergency procedures to manage emergencies that may occur in the dental setting.

**DEA 0800****Clinical Practice I**

Vocational Credits 2.5

Clock Hours 75

This course is designed to introduce students to the basic theories and procedures involved in various dental specialties including restorative/cosmetic dentistry, endodontic, periodontics, pediatric dentistry, oral surgery, orthodontics, and fixed and removable prosthodontics. The course will also give the students additional time to practice chair-side skills.

**DEA 0800L****Clinical Practice I Lab**

Vocational Credits 5

Clock Hours 150

Designed to give the student closely supervised instruction and clinical experience involving patients and a dentist performing all functions required of a general dentistry chair-side assistant. The student will have additional responsibilities in the area of radiography, sterilization, patient management, expanded functions, and preventive oral hygiene care.

**DEA 0801L****Dental Practicum**

Vocational Credits 8.5

Clock Hours 254

Continuous practice in all the skill areas of the dental assisting curriculum. Included will be a supervised internship program utilizing the private dental offices and clinical settings. The student will apply all skills and competencies developed and increase her/his capabilities and proficiencies.

**DEA 0931****Dental Assisting in Orthodontics**

Vocational Credits 0.5

Clock Hours 15

This course includes instruction on the history of orthodontics, malocclusion, orthodontic vocabulary, photographs, bracket slot, wires, tooth movement, and all phases of bonding, wires, headgear, and retainer finishing. This course includes taking the State Expanded Functions Orthodontics Examination and is required for completion of the Dental Assisting Program.

**DEA 0931L****Dental Assisting Orthodontics Lab**

Vocational Credits 1.0

Clock Hours 30

This course includes instruction on the history of orthodontics, malocclusion, orthodontic vocabulary, photographs, bracket slot, wires, tooth movement, and all phases of bonding, wires, headgear, and retainer finishing. This course includes taking the State Expanded Functions Orthodontics Examination. This course is required for completion of the Dental Assisting Program.

**DES 0021****Head, Neck and Dental Anatomy**

Vocational Credits 1.5

Clock Hours 45

A study of the anatomy of the head and neck with emphasis on the maxilla and mandible. In addition, the anatomy of the deciduous and permanent dentitions and supporting structures is covered.

**DES 0021L****Head, Neck and Dental Anatomy Lab**

Vocational Credits 1.0

Clock Hours 30

This laboratory course provides the student an opportunity to use anatomical models and teeth to apply didactic information in a laboratory setting and begin to apply knowledge of anatomy to clinical dental practice.

**DES 0053****Dental Pharmacology and Pain Control**

Vocational Credits 1.0

Clock Hours 30

A study of agents used in dentistry for local anesthesia and pain control. Nitrous oxide sedation and its use will be covered.

**DES 0053L****Dental Pharmacology and Pain Control Lab**

Vocational Credits 0.5

Clock Hours 15

This course is a study of agents used in dentistry for local anesthesia and pain control. Nitrous oxide sedation and its use will be covered.

**DES 0103****Dental Materials**

Vocational Credits 1.5

Clock Hours 45

Provides the student with the theoretical knowledge of the composition, preparation, and application of materials commonly used in dentistry.

**DES 0103L****Dental Materials Lab**

Vocational Credits 1.5

Clock Hours 45

Designed to provide basic knowledge and laboratory practice necessary for the proper manipulation of dental materials commonly employed in dentistry.

**DES 0205****Dental Radiology**

Vocational Credits 1.5

Clock Hours 45

Provides the student with fundamental knowledge of the nature, physics, and biological effects of radiation to maximize understanding of proper control and safety precautions to be used in exposing, processing, mounting, and evaluating diagnostically acceptable radiographs.

**DES 0205L****Dental Radiology Lab**

Vocational Credits 1.5

Clock Hours 45

A co-requisite to DES 0200, this course provides the student with laboratory experience in exposing, processing, mounting, and critiquing diagnostically acceptable intraoral and extra-oral radiographs.

**DES 0300****Dental Psychology**

Vocational Credits 0.5

Clock Hours 15

Designed to introduce students to the basic theories of psychology to have a better understanding of behavioral patterns and how those patterns relate to dentistry.

**DES 0400****Dental Anatomy and Physiology**

Vocational Credits 1.5

Clock Hours 45

A study of the development of the human body along with a survey of the structure, growth, and function of the body's organ system.

**DES 0500****Computer Applications in Modern Dentistry**

Vocational Credits 1.0

Clock Hours 30

Introduces the student to basic computer and word processing concepts including dental software, file management, system back up, and equipment maintenance.

**DES 0501****Dental Office Management**

Vocational Credits 1.0

Clock Hours 30

This course enables the student to gain knowledge and proficiency in all procedures necessary for office management. The course includes telephone techniques, ordering supplies, recall system, appointment control, bookkeeping, billing, and insurance procedures.

**DES 0804****Introduction to Clinical Procedures I**

Vocational Credits 2.0

Clock Hours 60

This core course introduces the dental assisting and dental hygiene student to the basic concepts of clinical practice. Topics include the history of dentistry, dental health team members, professional organizations, medical/dental history, operation and maintenance of dental equipment, operator/patient, four handed techniques, oral evacuation, dental charting, cleaning of removable appliances, coronal polishing, and fluoride application techniques.

**DES 0804L****Introduction to Clinical Procedures I Lab**

Vocational Credits 1.0

Clock Hours 30

This core course is designed for the practical application of professionalism and clinical procedures. Development of introductory skills is practiced in the clinical setting. Demonstration of required procedures is evaluated using preset standards.

**DES 0830****Expanded Functions for Dental Auxiliaries**

Vocational Credits .5

Clock Hours 15

Designed to provide basic knowledge and clinical practice necessary for the dental assistant or hygienist to perform the expanded functions permitted by the Rules and Regulations of the Florida State Board of Dentistry.

**DES 0830L****Expanded Functions for Dental Auxiliaries Lab**

Vocational Credits 1.50

Clock Hours 45

This course is designed to provide basic knowledge and clinical practice necessary for the dental assistant to perform the expanded functions permitted by the Rules and Regulations of the Florida State Board of Dentistry.

**DES 0844****Preventive Dentistry**

Vocational Credits 1.0

Clock Hours 30

Students are introduced to the philosophy and principles of preventive dentistry. Emphasis is on the dental auxiliary's role in patient education and care. Topics include: development of plaque and calculus, development of carious lesions, plaque control techniques for the patient, fluorides, tooth stains, plaque indices, patient education and motivation, caries activity testing, and smoking cessation.

**DES 0936****Dental Seminar**

Vocational Credits 0.5

Clock Hours 15

This course is designed to provide students with a review for the Dental Assisting National Board Exam and to provide the student with an understanding of ethics, jurisprudence, and risk management as related to dentistry.

**DIM 0101****Diesel Engine Mechanic/Tech Helper**

Vocational Credits 5

Clock Hours 150

Prepares student with the knowledge to demonstrate competence on all safety procedures and injection control procedures. Instruction includes an introduction to shop organization, management, diesel components, tools, equipment, math, communication and technology occupations.

**DIM 0102****Diesel Electrical & Electronics Technician**

Vocational Credits 10

Clock Hours 300

Prepares student with the knowledge to demonstrate competence on electrical systems, diagnosis and repair procedures. Instruction includes an introduction to diagnosis and repair of electrical, battery, starting and charging systems.

**DIM 0104****Diesel Engine Technician I**

Vocational Credits 10

Clock Hours 300

Prepares student with the knowledge to demonstrate competence on general engine diagnosis and repair procedures. Instruction includes an introduction to diagnosis and repair of engines, cylinder heads and valve train, engine block. Lubrication, cooling, air induction, fuel, mechanical, electronic and engine brake systems.

**DIM 0105****Diesel Engine Technician II**

Vocational Credits 10

Clock Hours 300

Prepares student with the knowledge to demonstrate competence on general engine diagnosis and repair procedures. Instruction includes an introduction to diagnosis and repair of air supply, mechanical, parking brakes, hydraulic, power assists units, antilock brake systems (ABS) and automatic traction (ATC) systems.

**DIM 0810****Transit Equipment Preventative Maintenance**

Vocational Credits 6.7

Clock Hours 200

The purpose of this course is to develop the competencies essential to the public transit bus technology industry. The competencies include understanding shop organization and management, demonstrating safety awareness and practices, and performing basic preventive maintenance procedures.

**DIM 0811****Transit Basic Electrical Systems**

Vocational Credits 4.0

Clock Hours 120

The purpose of this course is to develop the competencies essential to the public transit bus technology industry. These competencies include demonstrating shop and occupational safety procedures, maintaining and repairing transit bus electrical systems and components, and demonstrating the qualifications for employment.

**DIM 0812****Transit Wheelchair Lift/Ramp**

Vocational Credits 2.0

Clock Hours 60

The purpose of this course is to develop the competencies essential to the public transit bus technology industry. The competencies include demonstrating shop and occupational safety procedures, maintaining and repairing transit bus wheelchair

lift and ramp systems and components, and demonstrating the qualifications for employment.

**DIM 0813****Transit Diesel Engine Preventative Maintenance**

Vocational Credits 4.0

Clock Hours 120

The purpose of this course is to develop the competencies essential to the public transit bus technology industry. These competencies include demonstrating shop and occupational safety procedures, performing diesel engine preventive maintenance, and demonstrating the qualifications for employment.

**DIM 0814****Transit Steering and Suspension**

Vocational Credits 4.0

Clock Hours 120

The purpose of this course is to develop the competencies essential to the public transit bus technology industry. These competencies include demonstrating shop and occupational safety procedures, maintaining and repairing transit bus steering and suspension, and demonstrating the qualifications for employment.

**DIM 0820****Transit Hydraulics**

Vocational Credits 2.0

Clock Hours 60

The purpose of the course is to develop the competencies essential to the public transit bus technology industry. These competencies include demonstrating shop and occupational safety procedures, maintaining and repairing transit bus hydraulic systems and demonstrating the qualifications for employment.

**DIM 0821****Transit Diesel Electrical and Diesel Engine Electronics**

Vocational Credits 4.0

Clock Hours 120

The purpose of this course is to develop the competencies essential to the public transit bus technology industry. These competencies include demonstrating shop and occupational safety procedures, identifying and applying electronic principles related to diesel technology, maintaining and repairing electrical systems, and demonstrating the qualifications for employment.

**DIM 0822****Transit Drive Train**

Vocational Credits 4.0

Clock Hours 120

The purpose of this course is to develop the competencies essential to the public transit bus technology industry. These competencies include demonstrating shop and occupational safety procedures, maintaining and repairing transit bus alternative fuels systems and components, and demonstrating the qualifications for employment.

**DIM 0823****Transit Intermediate Electrical Systems**

Vocational Credits 4.0

Clock Hours 120

The purpose of this course is to develop the competencies essential to the public transit bus technology industry. These competencies include demonstrating shop and occupational safety procedures, maintaining and repairing electrical systems and components, and demonstrating the qualifications for employment.

**DIM 0824****Transit Brakes/Air System**

Vocational Credits 6.6

Clock Hours 200

The purpose of this course is to develop the competencies essential to the public transit bus technology industry. These competencies include demonstrating shop and occupational safety procedures, maintaining and repairing transit bus brake and air systems, and demonstrating the qualifications for employment.

**DIM 0830****Transit Alternative Fuels Systems**

Vocational Credits 4.0

Clock Hours 120

The purpose of this course is to develop the competencies essential to the public transit bus technology industry. These competencies include demonstrating shop and occupational safety procedures, maintaining and repairing transit alternative fuels systems, and demonstrating the qualifications for employment.

**DIM 0831****Transit Advanced Electrical Systems**

Vocational Credits 4.0

Clock Hours 120

The purpose of this course is to develop the competencies essential to the public transit bus technology industry. These competencies include demonstrating shop and occupational safety procedures, maintaining and repairing advanced electrical systems and components, and demonstrating the qualifications for employment.

**DIM 0832****Transit Heating and Air Conditioning**

Vocational Credits 6.7

Clock Hours 200

The purpose of this course is to develop the competencies essential to the public transit bus technology industry. These competencies include demonstrating shop and occupational safety procedures, maintaining and repairing transit heating and air conditioning systems, and demonstrating the qualifications for employment.

**DIM 0833****Transmission Diagnosis, Rebuild and Repair**

Vocational Credits 4.0

Clock Hours 120

The purpose of this course is to develop the competencies essential to the public transit bus technology industry. These competencies include demonstrating shop and occupational safety procedures, maintaining and repairing transit transmissions, and demonstrating the qualifications for employment.

**DIM 0834****Diesel Engine Diagnosis**

Vocational Credits 4.0

Clock Hours 120

The purpose of this course is to develop the competencies essential to the public transit bus technology industry. These competencies include demonstrating shop and occupational safety procedures, maintaining and repairing diesel engines systems, and demonstrating the qualifications for employment.

**EMS 0000****Public Safety Telecommunication**

Vocational Credits 7.7

Clock Hours 232

This program prepares students for employment as a Public Safety Dispatcher for Police, Fire and EMS agencies.

**EMS 0020****Intro Emergency Communications Professionals**

Vocational Credits 0.1

Clock Hours 4

Provides an overview of the emergency communications profession.

**EVS 0150****Certification Review**

Vocational Credits 1.5

Clock Hours 45

This course is the final preparation for students to pass state certification exams if the student chooses to work at a municipal drinking water facility. Drinking water laws are covered as well as all of the reviews necessary to prepare the student for obtaining a job in the industrial or municipal sectors. Many case studies, process flows and problem solving workshops are provided.

**EVS 0160****Advanced Membrane Monitoring**

Vocational Credits 1.5

Clock Hours 45

This course covers the advanced troubleshooting procedures and techniques for identifying and correcting common membrane unit problems, including probing, profiling, element replacements, element autopsies, chemical cleaning, and using mathematical calculations and/or computer software programs for trend analysis.

Prerequisite: EVS 0167

**EVS 0161****Conventional & Pretreatment Water Technologies**

Vocational Credits 1.5

Clock Hours 45

This course introduces the technologies required to produce safe drinking water as well as the pretreated water required for advanced technologies. Technologies covered include clarification, media filtration, cartridge filtration, bag filtration, membrane filtration, silt dispersants, biocides, acids, scale inhibitors, sulfite compounds, ultraviolet irradiation and softening.

Co-requisites: EVS 0163, EVS 0175

**EVS 0162****High Purity Water Technologies**

Vocational Credits 1.5

Clock Hours 45

This course covers the principles and operation of post ion exchange equipment including ultraviolet irradiation units, distillation units, final filters, and storage and distribution, as well as the minimization of dead legs and periodic disinfection of high purity water piping.

Co-requisite: EVS 0164

**EVS 0163****Introduction to Water Treatment Systems**

Vocational Credits 1.5

Clock Hours 45

This course serves to introduce the student to a career field in an advanced water treatment laboratory and water plant.

Co-requisites: EVS 0161, EVS 0175

**EVS 0164****Ion Exchange Technology**

Vocational Credits 1.5

Clock Hours 45

This course covers the characteristics of feed water contaminants and the fundamental principles of water purification using ion exchange technology. Strong acid cation, strong base anion, weak acid cation and weak base anion resins are covered as well as single bed units, dual bed units, mixed bed exchange units, full train units and electro deionization.

Co-requisite: EVS 0162

**EVS 0165****Membrane Technologies**

Vocational Credits 1.5

Clock Hours 45

This course covers the theory, process and equipment of common membrane water treatment technologies. This course covers the microfiltration, ultra-filtration, electro-dialysis, and electro-deionization membrane technologies. Some system design consideration and integration into water treatment systems are provided.



**EVS 0166**  
**Membrane Technologies II: Nanofilters and Reverse Osmosis**

Vocational Credits 1.5

Clock Hours 45

This course covers the theory, process and equipment of common membrane water treatment technologies. This course covers Nano filtration and reverse osmosis membrane water treatment. Some system design consideration and integration into water treatment systems are provided.

Prerequisite: EVS 0165

**EVS 0167**  
**Membrane Unit Monitoring and Troubleshooting**

Vocational Credits 1.5

Clock Hours 45

This course covers the initial monitoring and troubleshooting skills required to effectively operate and maintain a membrane water treatment system and to identify when scaling, fouling, chemical attack or other problem is occurring. Monitoring and troubleshooting of microfiltration, ultra-filtration, Nano filtration, reverse osmosis, and electro-deionization units are covered.

Prerequisite: EVS 0165

**EVS 0170**  
**Pretreatment Troubleshooting**

Vocational Credits 1.5

Clock Hours 45

This course covers the operation, monitoring and troubleshooting of membrane pretreatment equipment including multimedia filters and activated carbon beds, as well as how to prevent the common scaling, fouling, and chemical attack problems which membrane units may experience. This advanced pretreatment course builds on information previously learned.

Prerequisite: EVS 0161

**EVS 0171**  
**Water Analysis and Monitoring**

Vocational Credits 1.5

Clock Hours 45

This course covers the standard laboratory procedures and on stream analysis for the measurement of silica, organic compounds, ions, particles, and micro-organisms.

**EVS 0173**  
**Water Treatment Chemistry**

Vocational Credits 1.5

Clock Hours 45

This self-paced course provides the chemistry needed to understand the principles of advanced water treatment technologies. Topics include atoms, molecules, ions, silica, organics, gases, dissolved substances, polarity and instruments used to measure dissolved and suspended substances.

**EVS 0174**  
**Water Treatment Controllers**

Vocational Credits 1.5

Clock Hours 45

This self-paced course provides a basic understanding of how programmable logic controllers (PLCs) work to control water

treatment systems. Almost all newer water treatment systems are PLC controlled. Topics include basic electronics, electronic circuits and ladder logic.

**EVS 0175**  
**Water Treatment Plant Equipment**

Vocational Credits 1.5

Clock Hours 45

This course covers basic hand tools, equipment, chemical injections, safety and troubleshooting of water treatment systems. Students will also gain an understanding of piping and instrumentation diagrams. Hands-on experience with pumps, valves, gauges and meters is provided.

**FFP 0010**  
**Fire Fighting I**

Vocational Credits 6.9

Clock Hours 206

This course satisfies the requirement for NFPA Firefighter I certification. Topics of instruction include fire behavior, building construction, personal protective equipment, fire control, and wild land firefighting. This course follows the curriculum and standards from the Bureau of Fire Standard and Training.

**FFP 0020**  
**Fire Fighting II**

Vocational Credits 6.4

Clock Hours 192

This course satisfies the requirement for a NFPA Firefighter II certification. This course consists of advanced fire control, hazardous materials and extrication operations.

**FFP 0026**  
**Fire Fighting III**

Vocational Credits 1.2

Clock Hours 37

This course requires the student to demonstrate fire suppression skills and procedures learned in Fire Fighting I and II.

**FFP 0141**  
**Emergency Services First Responder**

Vocational Credits 1.8

Clock Hours 53

Trains individuals to accept and recognize medical standards in emergency first aid procedures to include medical, environmental, and trauma related emergencies.

**HEV 0108**  
**Child Abuse and Neglect**

Vocational Credits 0.1

Clock Hours 4

A continuation of the basic child care training required for all child care employees in the State of Florida.

**HEV 0111**  
**Child Growth and Development I**

Vocational Credits 0.2

Clock Hours 6

A continuation of the basic child care training required for all child care employees in the State of Florida.

**HEV 0114  
Rules and Regulations**

Vocational Credits 0.2

Clock Hours 6

Course provides the basic child care training required for all child care employees in the State of Florida.

**HEV 0126  
DAP/Children with Special Needs**

Vocational Credits 0.3

Clock Hours 10

A continuation of the basic childcare training required for all child care employees in the State of Florida. This course introduces the student to the appropriateness of providing quality care for children of all abilities.

**HEV 0130  
Child Growth and Development II**

Vocational Credits 0.3

Clock Hours 10

A continuation of child growth and development principles primarily focusing on the characteristics of school age children.

**HEV 0132  
Developmentally Appropriate Activities**

Vocational Credits 0.5

Clock Hours 15

Emphasizes the social, cognitive, emotional, physical and creative aspects of the child's developmental process. Incorporates activity ideas designed to enhance these developmental areas.

**HEV 0137  
Learning Environments I**

Vocational Credits 0.5

Clock Hours 15

Focuses on the elements of lesson planning for young children, and reviews various classroom designs. Also considers health and safety issues.

**HEV 0141  
Understanding and Guiding Children's Behavior**

Vocational Credits 0.3

Clock Hours 10

Student learns that children develop skill in knowing what behaviors are appropriate or acceptable by experiencing situations in which limits and realistic expectations are consistent and clearly and positively defined. Understanding and following simple rules help children develop self-control.

**HEV 0142  
Learning Environments II**

Vocational Credits 0.3

Clock Hours 10

Focuses on various instructional strategies and curricula designs for the early childhood classroom. Reviews goals, objectives and learning outcomes for children involved in early childhood education programs.

**HEV 0151  
DAP/Young Child (Ages 3-5)**

Vocational Credits 0.33

Clock Hours 10

A continuation of the basic childcare training required for all child care employees in the State of Florida. This course introduces the student to caring for the child ages 3-5 years in a specialized environment promoting individual learning styles and developmental readiness.

**HEV 0152  
The Early Childhood Professional**

Vocational Credits 0.3

Clock Hours 10

Presents an overview of early childhood career options and responsibilities as an early childhood professional. Covers ethical behaviors, family relations, and positive communication techniques.

**HEV 0163  
Leadership**

Vocational Credits 0.3

Clock Hours 10

Focuses on professional relationships, organizational skills, positive role modeling, community involvement, and other skills related to effective leadership qualities.

**HEV 0164  
Food and Nutrition**

Vocational Credits 0.3

Clock Hours 8

A continuation of the basic child care training required for all child care employees in the State of Florida.

**HEV 0172  
Behavior Observation and Screening C/C**

Vocational Credits 0.2

Clock Hours 6

This course is a continuation of the basic childcare training required for all childcare employees in the State of Florida. This course introduces the student to the purpose and key benefits of developmental screening in the childcare setting.

**HEV 0175  
DAP/Infants and Toddlers**

Vocational Credits 0.3

Clock Hours 10

A continuation of the basic child care training required for all child care employees in the State of Florida. This course introduces the participant to caring for infants and toddlers in a specialized environment promoting individual learning styles and developmental readiness.

**HEV 0181  
Observing and Recording Behaviors**

Vocational Credits 0.3

Clock Hours 10

Emphasizes various techniques and procedures used to observe children's behaviors. Also focuses on objectivity, confidentiality, and interpretations of data.

**HEV 0183  
Child Care Practicum I**

Vocational Credits 3.3

Clock Hours 100

Provides field experience to enable the practical application of concepts and techniques relating to teaching and guiding young children appropriately.

**HEV 0184  
Child Care Practicum II**

Vocational Credits 8.3

Clock Hours 250

A continuation of Child Care Practicum I. Emphasis is on design and implementation of appropriate schedules and activities for young children.

**HEV 0185  
Child Care Practicum III**

Vocational Credits 4.3

Clock Hours 130

A continuation of Child Care Practicum II. A minimum of 480 hours of direct involvement with young children (birth-age 8) in an early childhood education setting must be completed. Also, competence in all CDA areas must be demonstrated upon completion of this course.

**HEV 0195  
DAP/School Age Curriculum**

Vocational Credits 0.3

Clock Hours 10

A continuation of the basic childcare training required for all child care employees in the State of Florida. This course introduces the student to caring for children in after school settings.

**HSC 0003  
Fundamentals Allied Health Occupations**

Vocational Credits 0.5

Clock Hours 16

This course introduces the student to skills and procedures common to allied health occupations, including basic first aid and emergency care, safety, security, proper body mechanics, vital signs, wellness, disease control, blood borne pathogens and AIDS.

**PMT 0011  
Welder: Helper**

Vocational Credits 8.3

Clock Hours 250

This course prepares the student with knowledge of basic shop skills, gas cutting principles and practices with an understanding of basic math, science and employability skills.

**PMT 0012  
Welder: Shielded Metal Arc**

Vocational Credits 8.3

Clock Hours 250

This course prepares the student to apply intermediate Shielded Metal Arc Welding (SMAW), examination skills,

welding symbols, metal identification, cutting principles and practices.

Prerequisite: PMT 0011

**PMT 0013  
Welder: Gas Metal Arc**

Vocational Credits 4.16

Clock Hours 125

This course prepares the student to apply basic and intermediate Gas Metal Arc Welding (GMAW) skills.

Prerequisite: PMT 0012

**PMT 0014  
Welder: Flux Cored Arc Welding**

Vocational Credits 3.3

Clock Hours 100

This course prepares the student to perform safety inspections of equipment and accessories, make minor repairs and set up carbon steel FCAW operations.

Prerequisite: PMT 0013

**PMT 0015  
Welder: Gas Tungsten Arc**

Vocational Credits 5.8

Clock Hours 175

This course prepares the student to apply basic and intermediate Gas Tungsten Arc Welding (GTAW) skills.

Prerequisite: PMT 0014

**PMT 0016  
Welder: Pipe**

Vocational Credits 9

Clock Hours 270

This course prepares the student to fabricate and weld pipe joints.

Prerequisite: PMT 0015

**PMT 0070  
Welder Assistant I**

Vocational Credits 5

Clock Hours 150

This course prepares students for entry into the welding industry. Students explore career opportunities and requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the industry. Students study workplace safety and organization, basic manufacturing processes, metals identification, basic interpretation of welding symbols, and oxyfuel gas cutting practices.

**PMT 0071  
Welder Assistant II**

Vocational Credits 5

Clock Hours 150

This course is designed to build on the skills and knowledge students learned in Welder Assistant I for entry into the welding industry. Students explore career opportunities and requirements of a professional welder. Content emphasizes beginning skills key to success of working in the welding in-

dustry. Students study drawings and welding symbols, intermediate oxyfuel gas cutting practices, plasma arc cutting principles, and basic shielded metal arc welding (SMAW).

**PMT 0072****Welder, SMAW I**

Vocational Credits 5

Clock Hours 150

This course prepares students for entry into the welding industry as a basic shielded metal arc welder (SMAW). Students explore career opportunities and requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the welding industry. Students study basic shielded metal arc welding (SMAW), carbon arc gouging (CAG) principles and visual examination skills.

**PMT 0073****Welder: Pipe**

Vocational Credits 5

Clock Hours 150

This course is designed to build on the skills and knowledge students learned in Welder SMAW I for entry into the welding industry as a basic shielded metal arc welder (SMAW). Students explore career opportunities and requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the welding industry. Students study employability and welding careers, and intermediate shielded metal arc welding (SMAW).

**SCY 0010****Bail Bonds**

Vocational Credits 4.0

Clock Hours 120

In this course the student will learn how to apprehend and detain defendants, surrender defendants to the proper authorities, execute and sign bonds, handle collateral receipts, and deliver bonds to the proper authorities.

**SCY 0051****Private Investigation I**

Vocational Credits 0.8

Clock Hours 24

Prepares secondary and postsecondary students for the unarmed Private Investigation Intermediate, Class "CC" License.

**SCY 0052****Private Investigation II**

Vocational Credits 0.5

Clock Hours 16

Completes the training for a Private Investigator Intern to obtain a Class "CC" license.