Welcome to Hillsborough Community College.

I am pleased to offer you the 2008-2009 Course Catalog. You join the tens of thousands of students who, for over forty years, have taken this exciting leap to further their education. I feel confident that we have a course or program that will suit your needs – be it personal enrichment or professional development. The uniqueness of our offerings and the knowledge that you will gain undoubtedly will help you fulfill your educational goals.

HCC’s faculty, staff, and administration are committed to bringing you the highest quality of instruction and the best support services available. Our course content is continually reviewed to ensure its currency in meeting the needs of the business community and preparing our students for further study as well. Our classrooms house state-of-the-art technology which will keep you engaged while on campus. We also work diligently to ensure that our classes meet at convenient times and offer a variety of teaching modalities to accommodate both our students’ learning styles and busy schedules.

I also hope that you will challenge yourself to become an active member of our college community. Become engaged with the faculty and your fellow students. Spend time getting to know the staff as well. Their knowledge and experiences, as well as those of your fellow classmates, will serve to enrich your time with us. The counselors and advisors within our Student Services Divisions are specifically here to help guide you and offer their support and encouragement any time that you may need it. Additionally, each campus has countless extracurricular activities, and I encourage you to participate in as many of them as you can. I believe that by becoming a fully engaged member of our student body, your enthusiastic participation will enhance your academic success in college.

Best wishes for a successful academic year, and I look forward to having you on one of our campuses.

Gwendolyn W. Stephenson, Ph.D.
President
Board of Trustees 2008-2009

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

Nancy H. Watkins, Chair

Thomas Huggins III, Vice Chair

Daniel Coton

Andrew Graham

Rod Jurado
Vision
Hillsborough Community College will deliver education of the highest standards enabling a diverse community of life-long learners to achieve their maximum potential in a global society.

Mission
Hillsborough Community College, a public, comprehensive institution of higher education, empowers students to excel through its superior teaching and service in an innovative learning environment.

Values

• Visionary, Ethical Leadership that upholds participatory decision-making; that acknowledges the contributions of others; and that creates a culture of openness, inclusion, trust, fairness, respect, loyalty, and appreciation.

• Academic Quality and Integrity that maintain the highest standards for providing the educational experiences that will ensure student achievement in current and future endeavors.

• Accountability that responds to the college’s internal and external community. The college will provide a work environment that fulfills its mission, and it will continually monitor results and review its strategic plans.

• Community Relations that include collaborative partnerships, shared resources, and continuous communication. The college commits itself to community forums, advisory committees, and other means of participation.

• Educational Support Services that provide broad access for students through excellent staffing, modern materials, and technological resources. The college will promote student completion of desired programs. Support services aim to enhance student diversity, development, and growth.

• A Learning Environment that offers creative delivery of programs and advances opportunities and successes through the use of traditional and nontraditional student-centered instruction.

• Fiscal Responsibility that demonstrates sound management, long-range planning, and comprehensive participation in the budget process.

• Development Opportunities that focus employees’ work toward students and that motivates employees to maintain high standards.

• Cultural Diversity that celebrates individual talents and experiences that enrich one another’s lives as well as improve the college’s curricular and extracurricular offerings.

• Strategic Planning that not only responds to internal and external needs, but also assesses and anticipates strengths, weaknesses, and opportunities. This planning will be practical, comprehensive, and visionary in its approaches.
Equal Access/ Equal Opportunity and Educational Equity

HCC 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 or marital status or any other bias that is or may be prohibited by law. In addition, the college does not discriminate in our employment practices or in the admission and treatment of students. HCC is committed to equitable treatment of all students and employees and to working towards 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 and fully supports the Americans with Disabilities Act.

HCC’s Assistant to the President ensures compliance with federal and state laws prohibiting discrimination. Individuals who believe they have been a victim of discrimination or sexual harassment should contact:

The Assistant to the President
District Administrative Offices
39 Columbia Drive
Tampa, FL 33606
Telephone: 253-7037
General Information

Hillsborough Community College is a public, comprehensive community college that has provided a high-quality, contemporary education to a large and diverse community since 1968. Now embarking on its 40th year, HCC serves more than 42,000 students and ranks fifth in size among the state’s 28 community colleges.

Studies demonstrate that education increases lifetime earnings. According to a recent economic impact study, the student who leaves with a two-year college degree will earn $337,127 more over a lifetime, than someone with a high school diploma or GED.

Students

HCC serves students of all ages and ethnic backgrounds. Based on recent enrollment statistics, our student population is 56 percent white, 20 percent African-American, 21 percent Hispanic, and four percent Asian. The average student age is 24.

Faculty

One of HCC’s greatest assets is its distinguished and diverse faculty. Approximately 96 percent of full-time faculty members hold advanced degrees. Based on our most recent statistics, 81 percent of HCC’s faculty is white, eight percent African-American, eight percent Hispanic, and two percent Asian.

Locations

Campuses are located in Tampa, Brandon, Plant City and Ybor City. HCC’s Education Center at MacDill Air Force Base serves both military and civilians, and the SouthShore Center expands HCC’s service in south Hillsborough County. HCC’s District Office Building and The Corporate Training Center are on Davis Island, near downtown Tampa.

Student Services

Educational counseling and career planning, academic advising, tutoring, services for the disabled and a financial aid program help make it possible for many HCC students to achieve their academic goals. HCC created an Associate in Arts Transfer Center to assist students who earn an associate in arts degree to transfer to four-year colleges and universities to pursue a bachelor’s degree. Although the Transfer Center is located on the Dale Mabry Campus, all other campuses are able to provide transfer information.

HCC’s “open door” admissions policy encourages students of diverse educational backgrounds to enroll. Preparatory courses are available to help students reach a level of proficiency that will enable them to successfully complete a postsecondary education.
HCC offers the following academic programs:

**University Transfer Program**

**Associate in Arts (AA)**

This program offers the first two years of a traditional four-year program leading to the bachelor’s degree. Students who successfully complete the program will be awarded an associate in arts degree and may transfer as juniors to state four-year colleges and universities and to most private institutions.

**Technical Programs**

**Associate in Science (AS) and Associate in Applied Science (AAS)**

A broad range of technical programs is available for students who plan to pursue technical careers or careers as paraprofessionals. Associate in science degrees are awarded to students who successfully complete these programs.

Some associate in science degrees and courses are transferable to individual four-year institutions through articulation agreements. AAS degrees are terminal degrees providing entry-level job skills and are not transferable to four-year institutions.

**Advanced Technical Certificates (ATC)** are advanced specialized programs of studies for people with degrees in selected technical programs. Students must have earned an AS degree in order to qualify for the ATC.

**College Credit Certificates (CCC)** are offered for those who seek to learn new skills or to refresh or upgrade their present skills.

**Applied Technology Diplomas (ATD)** are awarded at either the college credit level or vocational credit level depending on the programs. The college credit ATD is an integral part of the AS or AAS degree.

**Postsecondary Adult Vocational (PSAV)**

The postsecondary adult vocational certificate is a non-college credit job preparatory program.

**Continuing Education**

The Hillsborough Community College Continuing Education Department provides a comprehensive educational experience which advances the Tampa Bay area’s economic growth and global competitiveness through education, training, and services that contribute to continuous workforce improvement.

Short courses, seminars, workshops and other academic activities are available for adults who have specific training needs, such as upgrading computer skills, but not seeking a degree. Some courses are designed to prepare students for licensure or recertify students in fields such as insurance, real estate, nursing and CPR, as well as teacher’s certification.

In addition, special interest and leisure classes are offered in such areas as arts and crafts, business and finance, and child care and parenting. Some continuing education classes award Continuing Education Units (CEUs). The CEU is a nationally recognized standard of measurement earned for participation in qualified programs. One unit is awarded for every 10 hours of instruction. HCC maintains continuing education records and will forward copies of those records to persons authorized by the student.
Accreditation

Hillsborough Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, Telephone 404-679-4501) to award associate degrees, diplomas, and certificates.

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

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 career programs:

• The Counseling and Human Services program by the Council for Standards in Human Services Education
• The Dental Hygiene and Dental Assisting programs by the American Dental Association Commission on Accreditation
• The Diagnostic Medical Sonography program by the Joint Review Committee on Education in Diagnostic Medical Sonography in cooperation with the Commission on Accreditation of Allied Health Education Programs (CAAHEP)
• The Nuclear Medicine Technology program by the Joint Review Committee for Educational Programs in Nuclear Medicine Technology
• The Nursing (Associate Degree) R.N. program by the Florida State Board of Nursing and National League for Nursing Accrediting Commission
• The Opticianry program by the Commission on Opticianry Accreditation
• The Paramedic program by the Committee on Accreditation of Educational Programs for EMS Professionals (CoAEMSP) in cooperation with the Commission on Accreditation of Allied Health Education Programs (CAAHEP)
• The Radiography program by the Joint Review Committee on Education in Radiologic Technology
• The Radiation Therapy program by the Joint Review Committee on Education in Radiologic Technology
• The Respiratory Care program by the Committee on Accreditation for Respiratory Care

Memberships

Hillsborough Community College is a member of many national, regional, state and local organizations including, but not limited to, the following:

• American Association of Community Colleges
• American Association for Paralegal Education
• American Council on Education
• American Culinary Federation
• American Hotel and Lodging Association
• American Mathematical Association of Two-Year Colleges
• American Student Government Association
• American Veterinary Medical Association
• Associated Collegiate Press
• Association of Collegiate Schools of Architecture
• Association on Higher Education
• Association for the Promotion of Campus Activities
• Association of Veterinary Technician Educators
• Columbia Scholastic Press Association
• Community Colleges for International Development
• Consortium of College and University Media Centers
• Council for Standards in Human Service Education
• Florida Aquaculture Association
• Florida Association of Colleges and Universities
• Florida Association of Emergency Medical Services Educators
• Florida Collegiate Honors Council
• Florida Community College Activities Association
• Florida Community College Early Childhood Educator’s Network
Advisory Committees

HCC strives to provide the community with up-to-date, postsecondary educational opportunities. The college’s programs are designed to meet the demands of today’s society, including the employment needs of business and industry.

In order to stay informed of current trends and new developments in business and industry, HCC uses citizen advisory committees. Advisory committees are composed of community leaders, human resources specialists, training managers, and employers from the professions, crafts, and trades. HCC faculty and administrators meet regularly with the Committees to ensure that those who graduate from HCC’s career programs possess up-to-date, marketable skills.

Committees include the following:

- Aquaculture Technology
- Architectural Design and Construction Technology
- Autobody Collision Technology
- Business Administration Technology
- Computer Science Technology
- Counseling/Human Services Technology
- Credit Union Technology
- Criminal Justice Technology
- Dental Programs
- Dietetic Technician
- Diagnostic Medical Sonography Technology
- Digital Television and Media Production
- Emergency Medical Services Technology
- Environmental Science Technology
- Hospitality/Tourism/Culinary Management Technology
- Landscape and Horticulture Technology
- Manufacturing Technology
- Nuclear Medicine Technology
- Nursing Technology
- Office Administration Technology
- Opticianry Technology
- Legal Assisting Technology
- Radiation Therapy Technology
- Radiography Technology
- Respiratory Care Technology
- Sign Language Interpretation Technology
- Veterinary Technology
**College Calendar**

**Important Dates for Students**
**Applies to Regular Term Length Classes, 2008-2009**

<table>
<thead>
<tr>
<th>EVENT</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web and Campus Registration (Web Registration available 5:00am-midnight)</td>
<td>Apr 1 - Aug 27</td>
<td>Nov 1 - Jan 13</td>
<td>Apr 1 - May 15</td>
</tr>
<tr>
<td>Intersession</td>
<td>N/A</td>
<td>Dec 15-31¹</td>
<td>N/A</td>
</tr>
<tr>
<td>Financial Aid Priority Awarding Due Date (Due date for submitting all financial aid documents to ensure financial aid awarding by first day of classes)</td>
<td>May 15</td>
<td>Oct 15</td>
<td>Mar 16</td>
</tr>
<tr>
<td>Delayed Payment Due Date (After this date you must pay for classes on the day you register)</td>
<td>July 22</td>
<td>Dec 16</td>
<td>Apr 21</td>
</tr>
<tr>
<td>First Day for Transient &amp; Cross-Enrolled Students to Register</td>
<td>Aug 14</td>
<td>Jan 5</td>
<td>May 4</td>
</tr>
<tr>
<td>Last Day to Register Without Penalty</td>
<td>Aug 20</td>
<td>Jan 6</td>
<td>May 10</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Aug 21</td>
<td>Jan 7</td>
<td>May 11</td>
</tr>
<tr>
<td>Drop/Add</td>
<td>Aug 21-22 &amp; 25-27</td>
<td>Jan 7-9 &amp; 12-13</td>
<td>May 11-15</td>
</tr>
<tr>
<td>Deadline for Refund</td>
<td>Aug 27</td>
<td>Jan 13</td>
<td>May 15</td>
</tr>
<tr>
<td>Last Day to Apply for Degree</td>
<td>Sept 5</td>
<td>Jan 23</td>
<td>May 8 (Mar 6)⁴</td>
</tr>
<tr>
<td>Last Day to Register for CLAST</td>
<td>Sept 5</td>
<td>Jan 23</td>
<td>May 8</td>
</tr>
<tr>
<td>Non-Class Days</td>
<td>Sept 1 LbD</td>
<td>Jan 19 MLKD</td>
<td>May 25 MemD</td>
</tr>
<tr>
<td></td>
<td>Oct 17 ACD</td>
<td>Feb 16 PresD²</td>
<td>July 3 IndD</td>
</tr>
<tr>
<td></td>
<td>Nov 11 VtD</td>
<td>Mar 2 StD³</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nov 27-28 ThD</td>
<td>Mar 16-20 MtB</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dec 12-Jan 4 WB</td>
<td>Apr 10 SpD</td>
<td></td>
</tr>
<tr>
<td>College Closed (staff)</td>
<td>Dec 22-Jan 4 WB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLAST</td>
<td>Oct 4</td>
<td>Feb 21</td>
<td>June 6</td>
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<tr>
<td>Credit by Exam Test Date</td>
<td>Sept 17</td>
<td>Feb 4</td>
<td>June 2</td>
</tr>
<tr>
<td></td>
<td>Oct 28</td>
<td>Mar 3</td>
<td></td>
</tr>
<tr>
<td>Last Day to Withdraw Without Grade¹</td>
<td>Oct 28</td>
<td>Mar 15</td>
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<td>Classes End</td>
<td>Dec 11</td>
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<tr>
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<td>Dec 14</td>
<td>May 8</td>
<td>Aug 17</td>
</tr>
</tbody>
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**NOTE:** Commencement Friday, May 1, 2009 (TENTATIVE)

¹ Courses that have starting and ending dates that differ from the regular schedule will have individually determined drop and withdrawal deadlines. If financial aid students withdraw prior to these dates, student will owe the repayment of financial aid received.

² President’s Day – Dale Mabry, Ybor City, MacDill, Brandon, & SouthShore campuses and District Office closed

³ Strawberry Festival Day – Plant City Campus closed

⁴ Deadline for name to appear in Commencement Program.

www.hccfl.edu
### Weekend College Schedule, 2008-2009

<table>
<thead>
<tr>
<th>EVENT</th>
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<td>Intercess</td>
<td>N/A</td>
<td>Dec 15-31&lt;sup&gt;1&lt;/sup&gt;</td>
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<td>Jan 9</td>
<td>May 15</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Aug 23</td>
<td>Jan 10</td>
<td>May 16</td>
</tr>
<tr>
<td>Saturday Drop/Add Registration on First Day</td>
<td>Aug 23 &amp; 25-29</td>
<td>Jan 10 &amp; 12-16</td>
<td>May 16 &amp; 18-22</td>
</tr>
<tr>
<td>Deadline for Refund</td>
<td>Aug 29</td>
<td>Jan 16</td>
<td>May 22</td>
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<td>July 4-5 IndD</td>
</tr>
<tr>
<td></td>
<td>Oct 25 Guavaween&lt;sup&gt;2&lt;/sup&gt;</td>
<td>Apr 11-12 SpD</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nov 29-30 ThD</td>
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1. Courses that have starting and ending dates that differ from the regular schedule will have individually determined drop and withdrawal deadlines. If financial aid students withdraw prior to these dates, student will owe the repayment of financial aid received.
2. Guavaween – Ybor City Campus Only
3. Deadline for name to appear in Commencement Program.
# FINAL EXAM SCHEDULE

## FALL TERM 2008

### For MONDAY/WEDNESDAY/FRIDAY classes

The Exam Day is Friday, December 5, 2008 or Monday, December 8, 2008.

<table>
<thead>
<tr>
<th>If your class meets MWF at:</th>
<th>Exam Date</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 8:50 a.m.</td>
<td>Friday, December 5</td>
<td>8:00 – 9:50 a.m.</td>
</tr>
<tr>
<td>9:00 – 9:50 a.m.</td>
<td>Monday, December 8</td>
<td>8:00 – 9:50 a.m.</td>
</tr>
<tr>
<td>10:00 – 10:50 a.m.</td>
<td>Friday, December 5</td>
<td>10:00 – 11:50 a.m.</td>
</tr>
<tr>
<td>11:00 – 11:50 a.m.</td>
<td>Monday, December 8</td>
<td>10:00 – 11:50 a.m.</td>
</tr>
<tr>
<td>12:00 – 12:50 p.m.</td>
<td>Friday, December 5</td>
<td>12:00 – 1:50 p.m.</td>
</tr>
<tr>
<td>1:00 – 1:50 p.m.</td>
<td>Monday, December 8</td>
<td>12:00 – 1:50 p.m.</td>
</tr>
<tr>
<td>2:00 – 2:50 p.m.</td>
<td>Friday, December 5</td>
<td>2:00 – 3:50 p.m.</td>
</tr>
<tr>
<td>3:00 – 3:50 p.m.</td>
<td>Monday, December 8</td>
<td>2:00 – 3:50 p.m.</td>
</tr>
<tr>
<td>4:00 – 5:15 p.m.</td>
<td>Friday, December 5</td>
<td>4:00 – 5:50 p.m.</td>
</tr>
<tr>
<td>5:30 – 6:45 p.m.</td>
<td>Monday, December 8</td>
<td>5:00 – 6:50 p.m.</td>
</tr>
</tbody>
</table>

### For MONDAY/WEDNESDAY classes

The Exam Day is Monday, December 8, 2008 or Wednesday, December 10, 2008.

<table>
<thead>
<tr>
<th>If your class meets MW at:</th>
<th>Exam Date</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 9:15 a.m.</td>
<td>Monday, December 8</td>
<td>8:00 – 9:50 a.m.</td>
</tr>
<tr>
<td>9:30 – 10:45 a.m.</td>
<td>Wednesday, December 10</td>
<td>9:30 – 11:20 a.m.</td>
</tr>
<tr>
<td>11:00 – 12:15 p.m.</td>
<td>Monday, December 8</td>
<td>11:00 a.m. – 12:50 p.m.</td>
</tr>
<tr>
<td>12:30 – 1:45 p.m.</td>
<td>Wednesday, December 10</td>
<td>12:30 – 2:20 p.m.</td>
</tr>
<tr>
<td>2:00 – 3:15 p.m.</td>
<td>Monday, December 8</td>
<td>2:00 – 3:50 p.m.</td>
</tr>
<tr>
<td>3:30 – 4:45 p.m.</td>
<td>Wednesday, December 10</td>
<td>4:00 – 5:50 p.m.</td>
</tr>
<tr>
<td>5:30 – 6:45 p.m.</td>
<td>Monday, December 8</td>
<td>5:00 – 6:50 p.m.</td>
</tr>
</tbody>
</table>

### For TUESDAY/THURSDAY classes

The Exam Day is Tuesday, December 9, 2008 or Thursday, December 11, 2008.

For TUESDAY ONLY classes, the Exam Day is Tuesday, December 9, 2008.

For THURSDAY ONLY classes, the Exam Day is Thursday, December 11, 2008.

<table>
<thead>
<tr>
<th>If your class meets MWF at:</th>
<th>Exam Date</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 9:15 a.m.</td>
<td>Tuesday, December 9</td>
<td>8:00 – 9:50 a.m.</td>
</tr>
<tr>
<td>9:30 – 10:45 a.m.</td>
<td>Thursday, December 11</td>
<td>9:30 – 11:20 a.m.</td>
</tr>
<tr>
<td>11:00 – 12:15 p.m.</td>
<td>Thursday, December 11</td>
<td>11:00 a.m. – 12:50 p.m.</td>
</tr>
<tr>
<td>12:30 – 1:45 p.m.</td>
<td>Tuesday, December 9</td>
<td>12:30 – 2:20 p.m.</td>
</tr>
<tr>
<td>2:00 – 3:15 p.m.</td>
<td>Thursday, December 11</td>
<td>2:00 – 3:50 p.m.</td>
</tr>
<tr>
<td>3:30 – 4:45 p.m.</td>
<td>Tuesday, December 9</td>
<td>4:00 – 5:50 p.m.</td>
</tr>
<tr>
<td>5:30 – 6:45 p.m.</td>
<td>Thursday, December 11</td>
<td>5:00 – 6:50 p.m.</td>
</tr>
</tbody>
</table>

### For WEEKEND (SATURDAY/SUNDAY) classes

The Exam Day is Saturday, December 6, 2008

<table>
<thead>
<tr>
<th>If your class meets MWF at:</th>
<th>Exam Date</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 10:55 a.m.</td>
<td>Saturday, December 6</td>
<td>8:00 – 10:55 a.m.</td>
</tr>
<tr>
<td>11:05 – 2:00 p.m.</td>
<td>Saturday, December 6</td>
<td>11:05 a.m. – 2:00 p.m.</td>
</tr>
</tbody>
</table>

The EXAM time for night and weekend classes will be during the last scheduled class period.

Final exams for classes that do not meet at any of the above times will be scheduled by the instructor and should not conflict with the above schedule.
### SPRING TERM 2009

#### For MONDAY/WEDNESDAY/FRIDAY classes

The Exam Day is Friday, May 1, 2009 or Monday, May 4, 2009

<table>
<thead>
<tr>
<th>If your class meets MWF at:</th>
<th>Exam Date</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 8:50 a.m.</td>
<td>Friday, May 1</td>
<td>8:00 – 9:50 a.m.</td>
</tr>
<tr>
<td>9:00 – 9:50 a.m.</td>
<td>Monday, May 4</td>
<td>8:00 – 9:50 a.m.</td>
</tr>
<tr>
<td>10:00 – 10:50 a.m.</td>
<td>Friday, May 1</td>
<td>10:00 – 11:50 a.m.</td>
</tr>
<tr>
<td>11:00 – 11:50 a.m.</td>
<td>Monday, May 4</td>
<td>10:00 – 11:50 a.m.</td>
</tr>
<tr>
<td>12:00 – 12:50 p.m.</td>
<td>Friday, May 1</td>
<td>12:00 – 1:50 p.m.</td>
</tr>
<tr>
<td>1:00 – 1:50 p.m.</td>
<td>Monday, May 4</td>
<td>12:00 – 1:50 p.m.</td>
</tr>
<tr>
<td>2:00 – 2:50 p.m.</td>
<td>Friday, May 1</td>
<td>2:00 – 3:50 p.m.</td>
</tr>
<tr>
<td>3:00 – 3:50 p.m.</td>
<td>Monday, May 4</td>
<td>2:00 – 3:50 p.m.</td>
</tr>
<tr>
<td>4:00 – 5:15 p.m.</td>
<td>Friday, May 1</td>
<td>4:00 – 5:50 p.m.</td>
</tr>
<tr>
<td>5:30 – 6:45 p.m.</td>
<td>Monday, May 4</td>
<td>5:00 – 6:50 p.m.</td>
</tr>
</tbody>
</table>

#### For MONDAY/WEDNESDAY/ classes

The Exam Day is Wednesday, April 29, 2009 or Monday, May 4, 2009

<table>
<thead>
<tr>
<th>If your class meets MW at:</th>
<th>Exam Date</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 9:15 a.m.</td>
<td>Monday, May 4</td>
<td>8:00 – 9:50 a.m.</td>
</tr>
<tr>
<td>9:30 – 10:45 a.m.</td>
<td>Wednesday, April 29</td>
<td>9:30 – 11:20 a.m.</td>
</tr>
<tr>
<td>11:00 – 12:15 p.m.</td>
<td>Monday, May 4</td>
<td>11:00 a.m. – 12:50 p.m.</td>
</tr>
<tr>
<td>12:30 – 1:45 p.m.</td>
<td>Wednesday, April 29</td>
<td>12:30 – 2:20 p.m.</td>
</tr>
<tr>
<td>2:00 – 3:15 p.m.</td>
<td>Monday, May 4</td>
<td>2:00 – 3:50 p.m.</td>
</tr>
<tr>
<td>3:30 – 4:45 p.m.</td>
<td>Wednesday, April 29</td>
<td>4:00 – 5:50 p.m.</td>
</tr>
<tr>
<td>5:30 – 6:45 p.m.</td>
<td>Monday, May 4</td>
<td>5:00 – 6:50 p.m.</td>
</tr>
</tbody>
</table>

#### For TUESDAY/THURSDAY classes

The Exam Day is Thursday, April 30, 2009 or Tuesday, May 5, 2009

For TUESDAY ONLY classes, the Exam Day is Tuesday, May 5, 2009

For THURSDAY ONLY classes, the Exam Day is Thursday, April 30, 2009.

| 8:00 – 9:15 a.m. | Thursday, April 30 | 8:00 – 9:50 a.m. |
| 9:30 – 10:45 a.m. | Tuesday, May 5 | 9:30 – 11:20 a.m. |
| 11:00 – 12:15 p.m. | Thursday, April 30 | 11:00 a.m. – 12:50 p.m. |
| 12:30 – 1:45 p.m. | Tuesday, May 5 | 12:30 – 2:20 p.m. |
| 2:00 – 3:15 p.m. | Thursday, April 30 | 2:00 – 3:50 p.m. |
| 3:30 – 4:45 p.m. | Tuesday, May 5 | 4:00 – 5:50 p.m. |
| 5:30 – 6:45 p.m. | Thursday, April 30 | 5:00 – 6:50 p.m. |

#### For WEEKEND (SATURDAY/SUNDAY) classes

The Exam Day is Saturday, May 2, 2009

<table>
<thead>
<tr>
<th>Exam Date</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 10:55 a.m.</td>
<td>Saturday, May 2</td>
</tr>
<tr>
<td>11:05 – 2:00 p.m.</td>
<td>Saturday, May 2</td>
</tr>
</tbody>
</table>

The EXAM time for night and weekend classes will be during the last scheduled class period.

Final exams for classes that do not meet at any of the above times will be scheduled by the instructor and should not conflict with the above schedule.
Glossary of Terms

Articulation: The process of establishing formal educational agreements between educational institutions usually for the purpose of allowing seamless transitions for student transfers.

Associate in Arts Degree (AA): This degree is designed for transfer to a four-year institution. Two academic years at HCC plus two academic years at a university result in students receiving a bachelor’s degree.

Associate in Science Degree (AS): This degree, which focuses on technical skills, is designed for students who want to enter a specific employment field, although some AS programs and courses are transferable to a four-year institution. (There are some exceptions.) See page 44 under Articulation Agreements.

Associate in Applied Science Degree (AAS): This degree, which focuses on technical skills, is designed for students who want to enter a specific employment field. AAS degrees are not designed to transfer to a four-year institution.

Advanced Technical Certificates (ATC) are advanced specialized programs of studies for people with degrees in selected technical programs. Students must have earned an AS degree in order to qualify for the ATC.

Applied Technology Diplomas (ATD) are awarded at either the college credit level or vocational credit level depending on the programs. The college credit ATD is an integral part of the AS or AAS degree.

Audit: Classes taken for no credit. Usually used as a refresher course.

Bursar: The cashier’s office where students pay tuition, fees and other financial obligations.

CLAST (College Level Academic Skills Test): This test is required by the state to measure student achievement in reading, writing and computation. Students must earn passing scores to receive an AA degree or satisfy one of the CLAST exemption alternatives approved by the state.

Corequisite: A course that must be taken in conjunction with another course during the same term.

College Credit Certificate (CCC): A certificate awarded for programs of less than two years in selected technical areas leading to an Associate in Science degree. The CCCs are designed to prepare students for entry into a particular field or to upgrade the skills of those already employed in the field.

College Preparatory Program: This program, a combination of placement testing and mandatory special courses, is designed to ensure that students have college-level reading, writing, or math skills prior to attempting college-level courses.

Course Load: The number of credit hours being attempted. A full-time course load is 12 credit hours or more of work in a 16-week semester; six semester hours in a summer term.

CPT (Computerized Placement Test): The CPT is the state-approved entry-level test required for first-time-in-college students.

Drop/Add: A designated time period during which students can drop or add classes and make adjustments in their schedule without penalty or cost.

Learning Community: Courses that are thematically linked and integrated across different subjects or disciplines with the purpose of enhancing student learning and success. Typically, students are concurrently enrolled in two or more courses and they participate in group study sessions, career exploration, community service, and personal/professional development activities.

Matriculation: The act of enrolling or registering in courses at the college and progressing toward a degree.

Moratorium: The academic curriculum process of formally suspending enrollment in a program while allowing those students previously enrolled in the same program to complete their program requirements.

Postsecondary Adult Vocational (PSAV): The classification for non-college credit job preparatory courses. A certificate is awarded when the student completes the coursework.

Prerequisite: A course or placement score requirement that must be satisfactorily completed before taking the next higher level in a related course.
1. Brandon Campus
2. Dale Mabry Campus
3. Plant City Campus
4. Ybor City Campus
5. District Offices
6. HCC-MacDill Center
7. HCC-SouthShore Center
Directory of Services

Call the campus you plan to attend for the following:

Course Adjustments, Admissions
Requirements and information regarding
International Students, Registration,
Transcripts, Transfer, and Veterans

Area Code (813)
Brandon ........................................... 253-7801
Dale Mabry ....................................... 253-7201
Plant City ........................................ 757-2103
Ybor City ........................................ 253-7601
HCC-MacDill Center .......................... 840-0660

Advising, Counseling, Career Resource Center,
Graduation Requirements

Brandon ........................................... 253-7802
Dale Mabry ....................................... 253-7202
Plant City ........................................ 757-2102
Ybor City ........................................ 253-7602
HCC-MacDill Center .......................... 840-0660
HCC-SouthShore Center ..................... 672-5190

Disability Services

Brandon ........................................... 253-7914
  TDD ............................................ 253-7858
Dale Mabry ....................................... 259-6035
  TDD ............................................ 253-7035
Plant City ........................................ 757-2209
  TDD ............................................ 253-7035
Ybor City ........................................ 253-7757
  TDD ............................................ 253-7788
HCC-MacDill Center .......................... 757-2209
  TDD ............................................ 757-2166
HCC-SouthShore Center ..................... 253-7914
  TDD ............................................ 253-7858

Other Services

The Corporate Training Center ............... 259-6010
Continuing Education ........................ 253-7980
Distance Learning ............................. 259-6530
Dual Enrollment ................................ 253-7121
Health Science Programs, Admission Information .......................... 253-7231

For more information, visit our website: www.hccfl.edu

Call for information:

Athletics
Dale Mabry ....................................... 253-7446

Bookstore
Brandon ........................................... 253-7815
Dale Mabry ....................................... 253-7217
Plant City ........................................ 757-2118
Ybor City ........................................ 253-7615

Bursar (Payments)
Brandon ........................................... 253-7848
Dale Mabry ....................................... 253-7220
Plant City ........................................ 757-2114
Ybor City ........................................ 253-7620

Financial Aid
Brandon ........................................... 253-7835
Dale Mabry ....................................... 253-7235
Plant City ........................................ 757-2105
Ybor City ........................................ 253-7635

HCC Foundation, Inc. ......................... 253-7014

Honors Institute ............................... 253-7894

Library
Brandon ........................................... 253-7803
Dale Mabry ....................................... 253-7381
Plant City ........................................ 757-2163
Ybor City ........................................ 253-7645

Lost & Found/Security
All Campuses ................................... 253-7911
  or 220-7032 (Cellular)

Student Activities, Organizations & Student Government
Brandon ........................................... 253-7908
Dale Mabry ....................................... 253-7265
Plant City ........................................ 757-2201
Ybor City ........................................ 253-7665

Test Centers
Brandon ........................................... 253-7820
Dale Mabry ....................................... 253-7443
Plant City ........................................ 757-2168
Ybor City ........................................ 253-7723
DISTRICT ADMINISTRATIVE OFFICES

Location
39 Columbia Drive (Davis Island)
Tampa, Florida 33606

Mailing Address
Hillsborough Community College
District Administrative Office
P.O. Box 31127
Tampa, Florida 33631-3127

Directory
Main Number ..................... (813) 253-7000
Foundation ......................... 253-7114
Human Resources .................. 253-7030
Purchasing ......................... 253-7060
Student Services/Enrollment Management 253-7021
TDD ................................. 253-7174
The Corporate Training Center ........ 259-6010

HCC’s District Administrative Office Building is situated in a picturesque setting on the west bank of the Hillsborough River on Davis Island. Just moments from downtown Tampa, this eight-story building houses the President’s office and the Board of Trustees’ meeting room.

Departments such as Human Resources and Purchasing, which provide services to all HCC campuses, are also housed in this building.

Adjacent to the District Administrative Office Building is the Gordon Keller Conference Center where The Corporate Training Center is headquartered.
**BRANDON CAMPUS**

**Location**
10414 E. Columbus Dr.
Tampa, FL 33619

**Mailing Address**
Hillsborough Community College
Brandon Campus
10414 E. Columbus Dr.
Tampa, Florida 33619-7856

**Directory**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advising/Counseling</td>
<td>(813) 253-7802</td>
</tr>
<tr>
<td>TDD</td>
<td>253-7858</td>
</tr>
<tr>
<td>Bookstore</td>
<td>253-7815</td>
</tr>
<tr>
<td>Dean of Student Services</td>
<td>253-7880</td>
</tr>
<tr>
<td>Disability Services</td>
<td>253-7914</td>
</tr>
<tr>
<td>Financial Aid Office</td>
<td>253-7835</td>
</tr>
<tr>
<td>Registration</td>
<td>253-7802</td>
</tr>
<tr>
<td>HCC-SouthShore Center</td>
<td>672-5190</td>
</tr>
<tr>
<td>Test Center</td>
<td>253-7820</td>
</tr>
</tbody>
</table>

The Brandon Campus offers an array of credit classes, including those needed to earn an associate in arts degree. The main campus is located on an 82-acre site off Falkenburg Road, between SR 60 and Hwy. 574.

Primarily serving the central portion of Hillsborough County and the developing corporate-industrial corridor along Interstates 75 and 4, the contemporary campus was designed to meet the needs of the community far into the future.
DALE MABRY CAMPUS

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

Mailing Address
Hillsborough Community College
Dale Mabry Campus
P.O. Box 30030
Tampa, Florida 33630-3030

Directory
Advising/Counseling ................. (813) 253-7202
Bookstore .......................... 253-7217
Dean of Student Services .......... 253-7311
Disability Services .................. 259-6035
Financial Aid Office ................. 253-7235
Health Science & Nursing
  Admissions Inquiries ............ 253-7231
  Registration ....................... 253-7201
Test Center .......................... 253-7443
Workforce Development .............. 253-7275

HCC’s largest campus is located at Dale Mabry Highway and Tampa Bay Blvd., across the street from Raymond James Stadium. The campus specializes in health sciences and technology and offers the required courses for both the associate in arts and the associate in science degrees. A wide variety of continuing education and distance learning courses are also available.

The campus’ four-story, state-of-the-art Technology Building houses the health science and technical programs. Other facilities include the Science, Gymnasium, Humanities, Library, the Student Services Building and the Social Science building.

The campus is also home to a tennis and racquetball facility.

Students and visitors are invited to visit the Dale Mabry campus web page at: www.hccfl.edu/dalemabry/dalemabry.htm.

Hawks Landing is an apartment community serving the students of HCC. Hawks Landing offers furnished units including fully-equipped kitchens. Community amenities include a clubhouse with on-site management offices, an activity room, computer lab, a fitness center, a resort-style pool and outdoor recreation. Hawks Landing is a gated community located at 4010 North Lois Avenue, Tampa, Florida, adjacent to the Dale Mabry Campus. For more information, visit the website at: HCCStudentHousing.com.
PLANT CITY CAMPUS

Location
1206 North Park Road
Plant City, FL 33563

Mailing Address
Hillsborough Community College
Plant City Campus
1206 North Park Road
Plant City, FL 33563-1540

Directory
Advising/Counseling ................. (813) 757-2102
TDD ........................................ 757-2166
Bookstore ............................... 757-2118
Dean of Student Services ............. 757-2156
Disability Services ..................... 757-2209
Financial Aid Office .................... 757-2105
Registration ............................. 757-2103
Test Center .............................. 757-2168
Workforce Development .............. 253-7275

The Plant City Campus is situated on a 93.5-acre site on Park Road, one-half mile south of Interstate 4 off Exit 22, in Plant City. A full range of university transfer and technical courses is offered. In addition, a large variety of continuing education courses are available on campus and at numerous locations throughout this eastern Hillsborough County community.

This campus also houses the college’s Environmental Science Technology program and the Landscape and Horticulture Technology program with its horticultural greenhouse. The Campus’ unique Institute of Florida Studies program features community-based environmental programming at the college’s three Environmental Studies Centers and continuing education courses for environmental professionals. In addition, the Plant City Campus offers a full complement of general education offerings as well as apprenticeship programs in plumbing, pipefitting and heating/ventilation/air conditioning/refrigeration (HVACR). The apprenticeship programs, which are cooperatively offered with the United Association Local Union 123, offer students a well-paying career option in the trades.

The John R. Trinkle Building on the Plant City Campus offers over 20,000 square feet of meeting space with state-of-the-art technology, sound, and lighting. In addition to the 11,963-square-foot multipurpose room, there are six break-out rooms, each with its own drop-down screen, projector, DVD player, and VHS player. The outdoor courtyard and the lobby, which contains three plasma screen TVs, make excellent pre-event gathering areas. The Trinkle Building is available, at fair market rates, to the general public, both private and corporate.
YBOR CITY CAMPUS

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

Mailing Address
Hillsborough Community College
Ybor City Campus
P.O. Box 5096
Tampa, FL 33675-5096

Directory
Advising/Counseling ................. (813) 253-7602
TDD ........................................ 253-7788
Bookstore ............................... 253-7615
Dean of Student Services ............ 253-7680
Disability Services ...................... 253-7757
Financial Aid Office ................... 253-7635
Registration ............................. 253-7601
Test Center .............................. 253-7723

The Ybor City Campus is situated in the heart of Tampa's Historic Latin Quarter. Interspersed with the existing historic structures in Ybor City, the campus buildings were architecturally designed to blend with the surroundings.

The campus is minutes away from downtown Tampa and easily accessible to all sections of the county via Interstate 4, State Highway 60, and the Lee Roy Selmon Expressway.

The Ybor City Campus specializes in the program areas of childcare, business management, computer programming, office education, fire science, art, drama, music and criminal justice training. Also available is a full complement of general education offerings.

HCC’s fine arts complex, which features studios, classrooms, a gallery, a theatre and an auditorium, is located here. The campus also boasts an administration building, a faculty building and a learning resource center.
HCC-MACDILL CENTER

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

Directory
(813) 840-0015 or 840-0660
TDD (813) 757-2166

HCC’s Education Center at MacDill AFB is open to both civilians and military personnel; however, active duty military are always given priority in registering for classes.

The program at MacDill is based on five 8-week terms per academic year. Classes are held at noon, in the evenings and on weekends in Base-provided classrooms.

Students may register for classes at any HCC campus or via the web. Military personnel and dependents may register at the Base. Students may take classes at MacDill while enrolled in regular-term classes at other HCC campuses.

Fees must be paid by check, credit card or money order. Cash payments are not accepted at MacDill. Books may be purchased at MacDill prior to the first class of each term.

To gain entrance to the Base, civilian students must secure a Base pass form when registering at an HCC campus. This form will enable the civilian student to obtain a photo ID at the Visitor’s Screening Facility.
HCC-SouthShore Center

Mailing Address
Sun Point Shopping Center
3052 College Avenue East
Ruskin, FL 33570

Directory
(813) 672-5190
TDD (813) 253-7858
www.hccfl.edu/SouthShore

HCC-SunPoint Center is the forerunner of what will become SouthShore, HCC’s fifth campus. The Center, conveniently located in Ruskin just off I-75, serves the needs of the rapidly growing southern area of the county. The student body is reflective of the population of the SouthShore area.

HCC-SouthShore will open for fall 2008 classes. It features state-of-the-art sustainable building design and uses construction materials and technologies for an environmentally-responsive 21st century college campus.

HCC-SouthShore offers general credit classes as well as courses in business and education.

Credit classes are offered on site and online, making HCC-SouthShore accessible to everyone.

Non-credit courses are offered through continuing education for personal enrichment, and the Corporate Training Center offers courses for area businesses.
**Educator Preparation Institute**

HCC, like most of the other community colleges in Florida, has initiated an Educator Preparation Institute (EPI) to help alleviate the statewide teacher shortage. The institute will offer a certificate program that will allow previous college graduates an alternative avenue to begin teaching in Florida schools. Graduates of the certificate program will be:

2. Qualified to take the Professional Education Competency Exam.
3. Further prepared to become a K-12 teacher in Florida.

For further information about the Educator Preparation Institute, please contact the office at the following address:

Educator Preparation Institute
Hillsborough Community College
10414 E. Columbus Drive
Tampa, Florida 33619
(813) 253-7980 (office) or (813) 253-7989 (fax)
Email: epi@hccfl.edu

**Distance Learning**

**Directory**

- Voice (813) 259-6530
- Fax (813) 259-6536

**Visit our website for more information:**
www.hccfl.edu/Distancelearning

HCC students may complete most of the courses needed for an associate in arts degree through the HCC Distance Learning Program. The flexibility and convenience of HCC distance learning courses makes them the perfect learning alternative for students with demanding work and family responsibilities.

**WebCourses**

HCC has developed several WebCourses in which lectures, assignments, and discussions with other students are conducted over the internet through Online@HCC; the college’s learning management system. In WebCourses, students obtain their assignments from class web pages and use internet resources, computer applications and traditional textbooks to meet class objectives.

WebCourse meeting requirements vary by course and instructor. Please check the printed schedule and the distance learning website for course meeting details.

**Multimode**

A distance learning hybrid class combines different technologies with on-campus meetings in order to meet course objectives. Some of these delivery methods may include: video conferencing, web pages, email, discussion boards, videotapes, chat, and streaming media. Students are in the presence of the instructor less than 50% of class hours.

**Registration**

Students register for distance learning courses the same way they do for traditional on-campus classes. Distance learning courses are listed in the distance learning section of the college credit schedule. Register for distance learning courses online or on campus during regular registration periods using the five-digit course section number.

Course information is available online at www.hccfl.edu/Distancelearning two weeks prior to the start of classes.
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 to the following program goals:

- Create an atmosphere of scholarly inquiry
- Emphasize critical research and writing in a major documented paper or project
- Cultivate the higher-level cognitive processes including application, analysis, synthesis, and evaluation
- Experiment with alternative learning strategies
- Foster an environment of creative interaction and intellectual flexibility
- Explore personal attitudes and values
- Form an ethical canon with which to meet the challenge of a world in transition

**Advantages**

- Additional scholarship opportunities
- Honors advising
- Priority registration
- Small classes
- Honors study lounges
- Cultural and social activities
- Advanced university preparation
- Extended library privileges at USF
- Travel opportunities
- Special recognition at graduation
- Honors designation on diploma and transcripts

**Admission Procedure**

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.

**Admission Criteria**

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

- A high school GPA of 3.5 or higher on a 4.0 scale or
- A high school GPA of 3.4 (unweighted) 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, or CPT score of 90 or above in reading and 92 or above in writing or
- Completion of 12 hours of dual enrollment courses with a 3.8 GPA or
- A cumulative GPA of 3.3 or higher with a minimum of six semester hours of college-level courses (for university or college students)

**Graduation with Honors Institute Distinction**

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.

**Honors Certificate Option**

Honors students who do not fulfill all Honors Institute credit requirements but complete at least 12 hours of honors courses with a minimum overall GPA of 3.0 and complete honors requirements will be awarded honors certificates.

For more information about the HCC Honors Institute, call 253-7894 or 253-7974 or 253-7986 or log on to www.hccfl.edu/honors.

**Honors Courses**

Honors courses have been designed to ensure students have opportunities for creative interaction and intellectual flexibility. Honors courses are not regular courses with additional work, papers, tests and projects; rather, honors courses use alternative learning methodologies to provide students with the experiences necessary for developing critical thinking skills. 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 from among the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH 1010H</td>
<td>Honors Early American History</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AMH 1020H</td>
<td>Honors Modern American History</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AML 2010H</td>
<td>Honors American Literature to 1885</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AML 2020H</td>
<td>Honors American Literature: 1885 to Present</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AST 1002H</td>
<td>Honors Astronomy</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BSC 1011H</td>
<td>Honors Biological Science II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BSC 1011L</td>
<td>Honors Biological Science Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>DEP 1004H</td>
<td>Honors Developmental Psychology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ENC 1101H</td>
<td>Honors English Composition I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ENC 1102H</td>
<td>Honors English Composition II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ENL 2012H</td>
<td>Honors British Literature: 1800 to Present</td>
<td>3 cr.</td>
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<tr>
<td>ENL 2022H</td>
<td>Honors British Literature</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ESC 1000H</td>
<td>Honors Earth Science</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>
ESC 1000L Honors Earth Science Laboratory 1 cr.
EUH 1000H Honors The Western World: Origins To Early Modern Europe 3 cr.
EUH 1001H Honors The Western World: Modern Europe 3 cr.
HIS 2206H Honors Selected Topics in History 3 cr.
HUM 2210H Honors World Humanities: Prehistory to Early Modern Era 3 cr.
HUM 2230H Honors Humanities: Early Modern to Contemporary 3 cr.
HUM 2410H Honors Asian Humanities 3 cr.
IDH 2931H Honors Leadership 3 cr.
IDS 1152H Honors Environmental Science 3 cr.
LIN 1670H Honors English Grammar and Usage 3 cr.
LIT 2110H Honors World Literature to 1650 3 cr.
LIT 2120H Honors World Literature: 1650 to Present 3 cr.
MAC 2311H Honors Calculus & Analytic Geometry I 5 cr.
MAC 2312H Honors Calculus & Analytic Geometry II 5 cr.
MGF 1107H Honors Mathematics for Liberal Arts II 3 cr.
OCB 2000H Honors Marine Biology 3 cr.
OCB 2000L Honors Marine Biology Laboratory 1 cr.
PHI 1010H Honors Introduction to Philosophy 3 cr.
PHI 1600H Honors Ethics 3 cr.
PSY 2012H Honors General Psychology 3 cr.
SPC 1600H Honors Public Speaking 3 cr.
SPN 1120H Honors Spanish I 3 cr.
SPN 1121H Honors Spanish II 3 cr.
SYG 2000H Honors Introduction to Sociology 3 cr.
SYG 2010H Honors Social Problems 3 cr.
SYG 2930H Honors Selected Topics in Sociology 3 cr.
THE 1000H Honors Introduction to Theatre Arts 3 cr.

Service Learning

HCC now offers service learning courses — an exciting way to combine volunteer community service with classroom teaching and course content. The course structure allows students to explore the course material in the classroom, volunteer a minimum of 10 hours per semester at a local agency or at HCC on a special project, and then, reflect on how course content connects to the community experience. Students experience a significant increase in their awareness of community issues and also benefit by the ability to apply what they have learned in the classroom. For students attracted to the idea of gaining a better understanding of what they learn in the classroom, of improving their self-esteem and sense of personal satisfaction, of adding to their experiences when transferring to a four-year university or when preparing their resumes, of making new friends and contacts, and of contributing to a real community need, call 253-7344.

NOTE: Some service learning courses may require an additional fee.
The First Year Experience

The First Year Experience (FYE) program is designed specifically for students who are new to HCC. Supported by a Title III grant, FYE’s goal is to enhance student achievement by focusing on the skills and strategies needed for a successful college experience. The First Year Experience offers:

- Faculty mentors dedicated to aiding students with their academic goals.
- A specialized three-credit elective course (SLS 1501: College Success) focusing on note-taking, time management, study skills, memory, and other success strategies.
- Career exploration activities with faculty mentor.

Admission Procedure

Students interested in joining First Year Experience should register for an SLS 1501 course labeled for First Year Experience during their new student orientation sessions.

Admission Criteria

Students interested in joining FYE should:

- Enroll as first semester college students or
- Have completed fewer than 30 college credit hours.

For more information about First Year Experience, contact FYE’s Student Information Coordinator at 259-6412.

Environmental and Technical Outreach Programs

The HCC Plant City Campus Division of Environmental and Technical Programs sponsors several community-based educational programs which examine the ecology, biology, earth sciences, history and natural history of Florida. The purpose of these programs is to promote a greater understanding and appreciation of the biological, economic, recreational and aesthetic importance of environmental systems and of the natural history of Florida through education, information and research.

The Division provides non-credit programs for schools, the general public and for families of the Tampa Bay area. These programs include non-credit courses in ecology, biology, recreation and nature appreciation. Facilities include nature centers at Cockroach Bay in Ruskin, at Upper Tampa Bay Park in northwest Hillsborough County and at English Creek in eastern Hillsborough County.

In addition, continuing workforce education courses are provided for those employed in the environmental occupations. The Division also hosts the Annual Conference on Ecosystems Restoration and Creation, which draws national participation. The Division maintains strong ties with the University of Florida Institute of Food and Agricultural Sciences and private agricultural stakeholder groups such as the Florida Strawberry Association and the Tampa Bay Wholesale Growers Association. These ties enable the co-sponsorship of many continuing education activities for individuals who earn their livelihood in agriculture.

Criminal Justice Training Institute

The Criminal Justice Training Institute operates under the auspices of the Criminal Justice Standards and Training Commission. Enrollment in the Institute is open to law enforcement, corrections and correctional probation officers and qualified applicants interested in becoming officers. Course offerings include basic training for officer applicants as well as advanced training, career development, and specialized training for law enforcement, corrections and correctional probation officers.
HCC Alumni Activities and Alumni Clubs

HCC’s alumni programs and activities are coordinated through the HCC Foundation and are designed to support students and the college’s academic programs. The alumni programs raise the visibility of HCC in the community. HCC graduates are woven into the diverse fabric that makes up Hillsborough County. They are in every area and in every profession—they may be the nurses who care for our well being, the police officers or fire fighters that protect us and the opticians that fit us with our glasses. In addition, they may be the architects that design our homes and office buildings, or the hospitality managers of our resorts and restaurants.

The goal of the Alumni Association is to keep graduates and friends informed of the college’s programs, achievements and activities. Periodically, members of the Alumni Association will receive communications and invitations to participate in HCC’s various cultural, athletic and academic events. For more information and to join, visit the alumni section of the college’s website at www.hccfl.edu or call the HCC Foundation Office at 253-7114.

40 Distinguished Alumni of 2008

Identifying just 40 alumni to recognize from among thousands of illustrious HCC graduates was a difficult task; however, in honor of HCC’s 40th Anniversary, 40 individuals were selected to represent a cross-section of our community just as our students do.

Dode Ackey
Assistant Vice-President, Citigroup

Stephanie Agliano
Director of Community Relations, Tampa Electric Company

Donna Allen
Director of Marketing (retired), Hillsborough Community College

Reinaldo Bulnes
Deputy Director of Construction, Tampa International Airport

Peter Cirak
Senior Quality Engineer, Palmer Manufacturing Company

Steve Cona
President/CEO, Associated Builders and Contractors, Inc.

Bill Davis
Division Commander, Hillsborough County Sheriff’s Office

Michael Dove
Vice-President/Operations Manager, Bank of America

Keith Ellis
President/CEO, Ellis Construction Company, Inc.

The Honorable Jack Espinosa, Jr.
Circuit Judge, State of Florida Juvenile Delinquency Division

The Honorable Peter Estrada
Circuit Judge, 10th Judicial Circuit

Jeanette LaRussa Fenton
Urban Development Manager, City of Tampa

Teresa Galloway
English Instructor, Hillsborough Community College

Brenda Geoghan
Director of Public Information & Community Relations, Tampa International Airport

Irene Guy
Director of Government Relations, Verizon

Julianne Holt, Esq.
Public Defender, Office of the Public Defender

Cheryl Johnson
Property Manager, Tampa Electric Company

Dennis Jones
Chief, City of Tampa Fire Rescue

Rod Jurado
Managing Director/Owner, The Profitable Group

Tom Lee
Vice-President, Sabal Homes

Dottie Burger MacKinnon
Chair, Kids Charity of Tampa Bay

Bryan McDonald
Senior Vice-President/CFO, Lifelink

Bruce Meeks
Inspector General, Florida State Board of Administration

The Honorable Charlie Miranda
City Councilman, City of Tampa

Tony Morejon
Hispanic Affairs Liaison, Hillsborough County

William Nesmith
Chief, Hillsborough County Fire Rescue

Thomas Newkirk
Founding Partner, Pender, Newkirk, & Company LLP

The Honorable Denise A. Pomponio
Circuit Judge, State of Florida Juvenile Delinquency Division

Sarah Prugh, Esq.
Senior Staff Attorney, State of Florida Legal Department

The Honorable Betty Reed
Representative, State of Florida Legislature

Aileen Rodriguez
Gulf Coast Regional Director, Office of Senator Mel Martinez

Carol Scheafnocker
Chief Marketing Officer, Hamilton Engineering & Surveying, Inc.

Randy Sears
General Manager, Hillsborough County Water Resources Services

Deborah Springborn
Consulting Manager, Alliance Data Systems

Roberta Starks
Manager (Water Quality Monitoring Program) Southwest Florida Water Management District
HCC Foundation, Inc.

Founded in 1974 as the direct support organization of the college, the HCC Foundation is a non-profit 501(c)(3) tax-exempt entity. Oversight is provided by a board of directors comprised of community leaders who are HCC supporters and serve as goodwill ambassadors to the community.

Funds raised by the Foundation are used to provide students with scholarships based on both need and merit. Special instructional projects and other institutional programs designed to achieve academic excellence are also funding priorities. Many of these worthy projects are endowed and qualify for state matching funds, which the Foundation diligently pursues.

For information on making an investment in the future of HCC that can benefit both the institution and donor, please call 253-7114. For more information, please visit www.hccf.edu/dao/foundation/.

HCC Foundation Board of Directors

Executive Committee

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Vice Chair ........................ Alyson Horn
Treasurer ........................ Susan Casper
BOT Liaison ........................ Rod Jurado
President’s Liaison ............ Barbara Larson
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The Corporate Training Center @ HCC

Improving Your Performance is Our Business

The Corporate Training Center @ HCC (TCTC@HCC) – the area’s foremost training and business solutions provider – serves the training needs of individuals and corporations throughout Tampa Bay. TCTC@HCC offers a broad selection of over 350 programs, using flexible learning platforms, state-of-the-art technology, and custom-tailored training programs.

TCTC@HCC focuses its programming to address the professional development, employee performance needs, and consultative service needs with the expected objective of furthering its audience’s learning, performance improvement, and professional development.

TCTC@HCC offers the following training solutions services:

- General “pooled” enrollment courses
- Customized and contract training services
- Testing, evaluation and assessment services
- Business consultation
- Conference programming
- Meeting management and service support

Enhancing Business and Individual Performance

TCTC@HCC’s value-added programs zero in on critical areas such as Business and Management, Communication Skills and Computer and Information Technology. Dynamic, customized training and certification programs as well as seminars and workshops are targeted to the specialized needs of the community.

Information Technology

- Computer basics
- Desktop publishing and graphics
- Business applications
- Imaging and illustration
- Information and network security
- Multimedia
- Internet/Intranet
- Database management
- Operating systems and environments
- Programming
- Seven information technology/computer certification tracks

Business, Management & Leadership Skills

- Contemporary workplace issues
- Finance and accounting
- Organization and business development
- Human resources and labor relations
- Effective leadership and management
- Finance, employee benefits and payroll
- Human resources and labor relations
- Customer outreach

Communication and Presentation Effectiveness

- Verbal communication
- Presentation skills
- Written communication
- Presentation skills
- Negotiation skills
- Conversational languages

Certification and Professional Education Opportunities

- American Payroll Association (APA)
- Certified Employee Benefits Specialist (CEBS)
- Certified Information Systems Security Professional
- Project Management
- Microsoft MCSE, MCSA, and many other professional certifications

For more information visit our website: www.TampaTraining.com or call (813) 259-6010.
Steps for Admission

1. Admissions
2. Financial Aid
3. Academic Assessment
4. Orientation and Registration

For more information and to apply online, go to www.hccfl.edu/student/services/outerservices.html.
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

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:

- 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.

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. Please check the webpage at www.hccfl.edu/depts 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.

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 curricula are constantly reviewed and are often revised. HCC does not guarantee that the college will continue to offer previously required courses made unnecessary by changes in programs.
Transfer Students

If students have attended other postsecondary institutions, they may be admitted as a transfer student. Within 30 days of the beginning of the term, students must provide their high school transcript and transcripts from all colleges previously attended.

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 an HCC 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 should submit this information via the transient form at www.facts.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 and must obtain written permission from the appropriate campus dean of student services or his/her designee. Forms are available in each campus advising/counseling office.

International Students

HCC admits foreign students who meet the admission requirements for international students and follow the admission procedures specified below.

To be considered for admission as an international student, a student must (1) demonstrate competency in the English language; (2) document sufficient funds to cover educational costs; and (3) apply at least three months prior to the term of entry.

In addition, the student must complete or meet the following specific admissions criteria:

- Submit an HCC application for admission, along with the $50 international student application fee, at least three months prior to the term of entry.
- Provide a statement of financial responsibility, which documents funds to cover the cost of tuition, room and board, books, personal expenses, health insurance and travel for at least one year.
- Submit proof of health insurance coverage for one year.
- Obtain a score of 500 or higher on the paper version of TOEFL (Test of English as a Foreign Language) or a score of 173 or higher on the computerized version or a score of 61 on the TOEFL (internet-based test), level “109” on the E.L.S., or level “6” on the A.L.A.
- Documentation of high school graduation or an equivalent level of education.

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). A document-by-document evaluation is required for high school transcripts. A course-by-course evaluation is required for college and university transcripts. Students can obtain the names and addresses of approved providers of this service from the HCC website at www.hccfl.edu or from any campus office of admissions, records and registration.

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 (F.S. 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
(F.S. 1007.27, F.S. 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 AA or AS 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:

- 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 Florida college placement test (CPT).
- 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:

- 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 Florida college placement test (CPT).
- 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 intend to take through the dual enrollment program.
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, AS, or AAS degree, HCC will not include any courses students complete while they are dually enrolled.

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**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.

The following test scores are required for college-level courses (SBE 6A.10.0315(7):

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<th>ACT Enhanced</th>
<th>CPT</th>
<th>FCELPT</th>
<th>SAT I</th>
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<tr>
<td>Mathematics</td>
<td>19</td>
<td>72</td>
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</tbody>
</table>

NOTE: The minimum required scores on the Florida College Entry-Level Placement Test are subject to change. Students testing into college preparatory course work are subject to certain regulations regarding registration.

Transcripts

HCC must have official transcripts on file from the high school attended and all colleges previously attended. Students admitted without transcripts, or whose transcripts do not arrive within 30 days of the beginning of the regular term, will not be eligible for financial assistance, veterans, or other benefits, or eligible for future registration.

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

A first-time college student should request that final high school transcripts or GED scores be sent to the appropriate campus office of admissions, registration and records. Applicants who completed a home education program must provide a signed affidavit affirming completion to the appropriate campus Office of Admissions, Registration and Records. Transfer students should request that transcripts from all postsecondary schools attended be sent to the HCC Transcript Office, P.O. Box 31127, Tampa, FL 33631-3127.

IMPORTANT: If students have completed high school and postsecondary work outside of the United States, they must provide certified English translations, official transcripts, and evaluations of their high school and postsecondary transcripts from a service recognized by the National Association of Credential Evaluations Services (NACES). A course-by-course evaluation is required for all postsecondary transcripts. A document-by-document evaluation is required for high school transcripts. Students can obtain the names and addresses of approved providers of this service from the HCC website at www.hccfl.edu or from any campus office of admissions, records and registration.

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

NOTE: A final, official high school transcript is one that includes the official graduation date.
**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 admission requirements will be admitted. At times, however, 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:

1. Returning students
2. New students who are Florida residents
   a. First-time-in-college students
   b. Transfer students
3. New out-of-state students
   a. First-time-in-college students
   b. Transfer students
4. International students

**NOTE:** Currently enrolled students will be allowed to register for classes before new students.

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 Program**

Students attending college 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 CPT, FCELPT, 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.

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.

Students admitted as non-degree-seeking are exempt from the testing requirement until 12 credit hours have been attempted unless testing is required by specific course prerequisites.

**Residency Requirements**

For purposes of assessing registration fees in public community colleges and universities, students are classified as Florida residents or non-Florida residents per F.S. 1009.21 and SBE Rule 6A-10.044. Questions regarding classification should be directed to the campus Admission, Registration and Records Office.

To qualify as a Florida resident for tuition purposes, students must be U.S. citizens, permanent resident aliens, legal aliens granted indefinite stay by the Immigration and Naturalization Service, or non-resident aliens holding one of the visa types approved by the Florida legislature for in-state tuition rates. Furthermore, students or, if students are dependents, their parent(s) or legal guardians must have established and maintained legal residence in Florida for the 12 consecutive months immediately prior to the first day of classes of the students' first terms of enrollment. (Term of enrollment refers to regular term dates.)

Florida law requires each public community college and university to determine if a student is independent (provides more than 51% of his or her support as identified on the most current income tax form) or is dependent upon parent(s) or legal guardian(s) for support. Two pieces of documentation will be required to support the student’s status.

Dependent students are persons for whom 50 percent or more of their support is provided by a parent or legal guardian as defined by the Internal Revenue Service. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents.

Living in or attending school in Florida will not, in itself, establish legal residence. Residence in Florida must be for the purpose of establishing a permanent home and not merely incidental to enrollment at a community college or university. Any period of time in which the student resides in
Florida for educational purposes may not normally be counted towards residency status.

In determining residency, HCC may require documented evidence such as:

- Proof of purchase of a permanent home in Florida in which the student resides with documentation of the filing of Homestead Exemption.
- Proof of full-time, non-temporary employment in Florida.
- Florida professional (occupational) license issued 12 months prior to the first day of classes of the regular term.
- Florida driver’s license issued 12 months prior to the first day of classes of the regular term (original issue or history).
- Florida voter’s registration issued 12 months prior to the first day of classes of the regular term.
- Florida vehicle registration issued 12 months prior to the first day of classes of the regular term (original issue or vehicle registration history).
- Florida incorporation.

**NOTE:** Rent receipts, leases, tax returns, driver’s licenses, and Florida school records may be used to establish proof of physical presence in Florida but are not in themselves proof of legal residency.

Students who do not meet the 12-month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the special categories authorized by the Florida legislature.

Change in residency status must be presented prior to the last day of drop/add for the regular 16-week term. Two forms of documentation must be presented to establish residency.

Residency information is available at the campus admissions, registration and records office. More residency information can be found on the FACTS ORG website at [www.facts.org/html_sw/residency-Guidelines.html](http://www.facts.org/html_sw/residency-Guidelines.html).

### Special Category Exemptions

Students may be classified as Florida residents even though they do not meet the 12-month legal residence requirement if they are:

- Married to legal Florida residents if they are domiciled in Florida and intend to make Florida a permanent home. Students in this category must provide a copy of the marriage license and two documents from the list above to meet the 12-month legal residency requirement for the State of Florida.
- Active duty members (and their spouses and children) of the armed services stationed in Florida or military personnel not stationed in Florida whose home of record or state of legal residence certificate, DD Form 2058, is Florida. Retired military may use DD Form, DD 214.
- Full-time instructional and administrative (and spouse/dependent children) employees of the state public school system, community colleges and other institutions of higher education.
- Dependents that have resided for at least five years with adult relatives other than their parent(s) or legal guardian(s). Two documents from the list above must be provided to meet the 12-month legal residency requirement for the State of Florida.
- Dependent children whose parents are divorced, separated, or otherwise living apart if either parent is a legal resident of Florida.
- Students from Latin America and the Caribbean who attend, on a full-time basis, a Florida institution of education and receive scholarships from the federal or state government.
- United States’ citizens and their spouses and dependent children living on the Isthmus of Panama who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch.
- Graduate students of the Southern Regional Board’s Academic Common Market attending Florida’s state universities.
- Full-time employees of state agencies or political subdivision of the state when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.
- Qualified beneficiaries under the Florida Pre-Paid Postsecondary Expense Program per F.S. 1009.97.
- McKnight Doctoral Fellows who are United States citizens or were enrolled previously at a Florida institution of higher education as Florida residents for tuition purposes who reenrolled at a Florida public institution within 12 months.
- United States citizens living outside the United States who are teaching at a Department of Defense Dependent School or in an American International School and who enroll in a graduate level education program which leads to a Florida teaching certificate.
- Active duty members of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) agreement, and their spouses and dependent children, attending a community college or state university within 50 miles of the military establishment where they are stationed.
• Active duty members of a foreign nation’s military who are serving as liaison officers and are residing or stationed in this state, and their spouses and dependent children, attending a community college or state university within 50 miles of the military establishment where the foreign liaison officer is stationed.

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. Therefore, applicants must provide official transcripts from each postsecondary institution they have attended. Applicants should bring unofficial transcripts or grade slips with them for advising and registration purposes.

For courses taken at accredited institutions, transfer credit will be awarded for courses in which a grade of “D” or better has been earned. Failing grades will be included when calculating grade point averages.

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

Academic committees conduct the reviews of courses completed at non-regionally accredited institutions. If the committees find that courses have academic merit and are relevant to applicants’ programs of study, applicants will be awarded the appropriate number of credits.

The Transcript Office notifies students when evaluations are complete.

U.S. citizens who have attended postsecondary institutions outside of the U.S. should review the information provided in the admissions procedures transcripts section for “International Students.”
Registration

Registration is held each term. Students may register through the HCC web page at www.hccfl.edu. Students who are unable to complete registration successfully through the Internet may seek assistance from any campus admissions, records and registration 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 first week of the term (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. (Senior citizens who audit courses do not need to meet course prerequisites.)
- 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. A three-credit lecture course meets 150 minutes each week during the terms. 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 provide a written request, the campus office of admissions, registration, and records will inform employers, insurance agencies, and others of their enrollment status. 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 course 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 (adjustment) period. The dates for the drop/add period are listed in the HCC operational calendar, on the webpage at www.hccfl.edu/csched-

ule and in the credit course schedule. Students enrolled for classes that meet on a non-traditional calendar/schedule should ask for the drop/add dates at the time of registration.

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 without academic penalty by submitting an adjustment form to the campus AR&R office by the mid-point of the semester. There is an official withdrawal deadline date for each semester. The withdrawal deadlines are listed in the college’s operational calendar and in the credit course schedule. For classes that meet on a non-traditional calendar/schedule, the deadline to withdraw is at sixty per-

cent of the class. Students who officially withdraw before that deadline but after the drop/add period are given a “W” grade.

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 dead-
line, 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.

Students are permitted to withdraw from a course only twice. If they register for a course a third time, they will not be permitted to withdraw, and will receive a grade for the course.

Instructors can recommend to the office of ad-
missions, registration and records that students be withdrawn from a class for disciplinary reasons or for non-attendance. The college will notify students whom the faculty has recommended, and the stu-
dents 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 with-
drawals). 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.
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.facts.org.

Certified Professional Secretary
HCC will award 12 semester hours of credit to students who have passed the Certified Professional Secretary Examination and earned the designation “CPS.” (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 or who has previously completed a course, even though the grade earned was an “F,” is not eligible for CLEP credit for that course. 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.facts.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.

If a student has applied to graduate at the end of the term and intends to take one or more courses through credit-by-examination, that student must notify the graduation clerk in the campus office of admissions, registration and records (AR&R). In order for credit earned through examination to be used in meeting graduation requirements, a student must submit documentation of the passing grade to the appropriate AR&R office three weeks prior to the end of the academic term.

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.facts.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.facts.org.

Experiential Credit

The college provides for the award of experiential credit in a limited number of technical programs: Associate Degree Nursing - transition option, Emergency Medical Services Associate Degree, Optical Management, Radiography - ARRT option, and Industrial Management. 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:

Associate Degree Nursing Program Enrollees

Applicants for the LPN 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. Applicants for the Paramedic transition option must have the following: a valid, current Florida paramedic license; current CPR advanced life support; and 6 months full-time employment as a paramedic during the last three years.

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.

Radiography Program: ARRT Option Enrollees

Students admitted to the Radiography Program - ARRT option must provide a copy of their certification as radiographers in good standing from the American Registry of Radiologic Technologists. Students will be awarded 53 credit hours of radiography courses.
**Paramedic - Emergency Medical Services Associate Degree Program Enrollees**

Students who have completed paramedic training at a CoAEMSP 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).

**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 33 credit hours toward an associate in applied science degree in Industrial Management.

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

**Articulation Agreements**

Articulation agreements are established to provide for the smooth transfer of credits between member institutions so that students can attain their educational objectives as efficiently and effectively as possible. Although the associate in arts (AA) degree remains the basic transfer degree of community colleges, a statewide articulation agreement has been established for specified associate in science (AS) programs, which in past were classified as “terminal degrees.” This AS to BA/BS agreement allows students who successfully complete specified AS degrees to enter into any university in the State University System. However, just as with the AA degree, not all AS degree coursework counts as elective credit or will transfer should the student lack the completed degree.

Individual articulation agreements may be established with senior institutions, both public and private, for specified AS programs that are not included in the statewide AS to BA/BS articulation agreement.

Articulation agreements are not limited to arrangements between the two-year degrees and senior institutions. HCC participates in the Hillsborough County District Articulation agreement and has established a number of Career Pathways articulation agreements with high school programs in Hillsborough County and in other Florida counties. The following pages describe the articulation agreements that HCC has established or participates in.

**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.fact.org.

**Associate in Arts Articulation**

Graduates of community college AA degree programs are guaranteed certain rights under the State Board of Education Rule 6A-10.024, the state articulation agreement, which governs the transfer of students from Florida community colleges into the state university system.

The articulation agreement also specifies the associate in arts degree will be awarded upon:

- Completion of at least 60 semester hours of college credit courses, including a general education core curriculum of at least 36 semester hours in the liberal arts and sciences. (Courses not accepted by the state university system are excluded.)
• An overall GPA of at least 2.0 in all courses attempted. Only the final grade received in courses repeated by the student will be used in computing the average. The grade of “D” will transfer and count toward the baccalaureate in the same way as “D” grades earned by state university students. The university department decides whether “D” grades in the major satisfy requirements.
• Completion of the Gordon Rule requirements.
• Achievement of the minimum standards on the College Level Academic Skills Tests (CLAST).

General Admission
• Community college AA degree graduates are guaranteed admission to one of the 11 state universities, but not necessarily to their university of choice or to a limited access program, a teacher certification program, or a major program requiring an audition or portfolio.
• Upon transferring to a state university, AA graduates will be awarded at least 60 credits toward the baccalaureate degree.
• The university catalog in effect the year the AA degree-seeking students first enrolled at the community college will remain the governing catalog for the students’ programs, provided the students maintain continuous enrollment as defined in that catalog.
• Students who have been certified as completing the general education core, whether or not they have earned an associate in arts degree, will not be required to take additional general education courses.
• With certain state specified exceptions, a receiving institution must accept all courses taken at the sending institution, if the sending institution offers the same course with the same course number in the Statewide Course Numbering System (SCNS).
• Credits earned through accelerated mechanisms (CLEP; AP; early admissions; International Baccalaureate, and dual enrollment courses) within the AA degree will be transferable to a state university.
• Students without an AA degree seeking admission to a state university are not protected by the articulation agreement and may be denied admission or lose credit when transferring. In most cases, students without an AA degree will have to meet university freshman admissions standards.

Program Admission

General
The universities determine the courses and prerequisites that must be taken to receive a baccalaureate degree. Although all credits earned toward an AA degree will transfer to a university, not all credit earned will meet program prerequisites or course requirements for a baccalaureate degree. Therefore, students must assume responsibility for knowing the course requirements of their intended program and taking the appropriate courses while pursuing their AA degree.

Limited Access
Due to limited resources, some university programs have admission requirements that are more restrictive than the university’s general admissions requirements. These program requirements might include grade point average, test scores, prerequisite courses, auditions, and portfolios.

Guarantees
AA graduates are not guaranteed admission to limited access programs. They are guaranteed:
• The same opportunity to enroll as native university students.
• Selection and enrollment criteria will be established and published in catalogs, counseling manuals and appropriate publications.
• Changes in programs will be published sufficiently in advance to allow prospective students time to adjust to the revised criteria.

Appeals
If any of the aforementioned guarantees are denied, students have the right to appeal. Each state postsecondary institution has established appeal procedures that are available from the institution’s articulation officer.
**Independent Colleges and Universities of Florida (ICUF) Articulation Agreement**

The intent of the ICUF articulation agreement is to establish an effective and orderly transfer process for students entering a state community college, completing an associate in arts degree, and transferring to an independent college or university. Under this agreement, community college students holding an associate in arts degree are guaranteed junior standing, recognition of the general education core, and the application of a minimum of 60 credit hours toward the baccalaureate degree.

**Members of the ICUF are:**
- Barry University  
- Beacon College  
- Bethune-Cookman College  
- Clearwater Christian College  
- Eckerd College  
- Edward Waters College  
- Embry-Riddle Aeronautical University  
- Flagler College  
- Florida College  
- Florida Hospital College of Health Sciences  
- Florida Institute of Technology  
- Florida Memorial University  
- Florida Southern College  
- Hodges University  
- Jackson College  
- Jacksonville University  
- Lynn University  
- Nova Southeastern University  
- Palm Beach Atlantic College  
- Ringling School of Art and Design  
- Rollins College  
- Saint Leo University  
- Saint Thomas University  
- Southeastern University  
- Stetson University  
- University of Miami  
- The University of Tampa  
- Warner Southern College  
- Webber International University

**Hillsborough County District Articulation Agreement**

Hillsborough Community College has a joint articulation agreement with the School District of Hillsborough County and the University of South Florida.

The agreement between HCC and SDHC specifies the guidelines and procedures for the Dual Enrollment Program, early admissions and the awarding of college credit applicable to the associate in applied science degree for tech-prep programs completed at high schools or at Tampa Bay, Brewster, Erwin, or Leary Technical Centers. (See dual enrollment and early admission of high school students under Admissions Policies in this catalog.)

The following programs are articulated with the HCC associate in science or associate in applied science degree:

**Brewster Technical Center ...............HCC**

- Automotive Technology/Industrial Management  
- Early Childhood Education/Early Childhood Management  
- Practical Nursing/Nursing associate degree RN (ADN Transition Option)

**Erwin Technical Center ..................HCC**

- Commercial Foods and Culinary Arts ....Culinary Management  
- Commercial Foods and Culinary Arts ....Restaurant Management  
- Computer Aided Drafting ...............Architectural Design and Construction Technology  
- Court Reporting .......................Office Administration  
- Legal Assisting .......................Office Administration  
- Practical Nursing .......................Nursing associate degree RN (ADN Transition Option)

**Learey Technical Center ..............HCC**

- Child Care Provider ...............Early Childhood Management

**Tampa Bay Technical Center ..........HCC**

- Practical Nursing ...............Associate in science degree in Nursing
Career Pathways Articulation Agreements

The following high school programs may be articulated with the HCC associate in science, associate in applied science degree, college credit certificate, or PSAV program:

Hillsborough District School System ...... HCC

Academy of Finance .................. Accounting Technology
Academy of Finance .................. Business Administration
Academy of Finance .................. Business Administration-International Business
Academy of Finance .................. Credit Union – College Credit Certificate
Academy of International Business .... Business Administration
Academy of International Business .... Business Administration-International Business
Accounting .......................... Computer Information Administrator
Accounting .......................... Office Administration
Accounting .......................... Office Administration-Office Management
American Sign Language ............... Sign Language Interpretation
Aquaculture .......................... Aquaculture
Business Management .................. Computer Information Administrator
Business Management .................. Office Administration
Business Supervision and Management .. Business Administration
Carpentry Skills ....................... Architectural Design/Construction Technology
Culinary Operations ................... Restaurant Management
Culinary Operations ................... Culinary Management
Culinary Operations ................... Dietetic Technician
Culinary Operations ................... Hospitality and Tourism Management
Dental Laboratory Assisting ............ Dental Assisting - PSAV
Diversified Career Culinary Technology .. Culinary Management
Drafting ............................ Architectural Design/Construction Technology
Drafting/Illustrative Design Technology .. Architectural Design/Construction Technology
Early Childhood Education ............. Early Childhood Management
Electricity .......................... Architectural Design and Construction Technology
Electricity .......................... Computer Engineering Technology
Electricity .......................... Electronics Engineering Technology
Engineering Technology ............... Manufacturing Technology
Environmental Horticulture ............. Landscape and Horticulture Technology
Environmental Studies ................ Environmental Science Technology
Forestry/Natural Resources ............. Environmental Science Technology
Science & Service Cluster ............. Landscape and Horticulture Technology
PC Support .......................... Computer Engineering Technology
Technology Studies ................... Architectural Design/Construction Technology
Technology Studies ................... Manufacturing Technology
Vision Care Assisting ................ Opticianry
Web Design .......................... Digital Media/Multimedia Technology

HCC/Collier County School District

The following Collier County high school program is articulated with the HCC associate in applied science degree:

Aquaculture .......................... AAS Aquaculture or CCC Aquaculture Technology

HCC/Hardee County School District

The following Hardee County high school program is articulated with the HCC associate in applied science degree:

Sign Language Interpretation ............ Sign Language Interpretation
**HCC/Pinellas County District School Board (PCDSB)**

The following PCDSB high school programs are articulated with the HCC associate in applied science degree:

<table>
<thead>
<tr>
<th>Pinellas County District School Board</th>
<th>HCC</th>
</tr>
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<tbody>
<tr>
<td>Child Care Center Operations</td>
<td>Early Childhood Management</td>
</tr>
<tr>
<td>Child Care Provider/Infant Toddler Specialization</td>
<td>Early Childhood Management</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>Early Childhood Management</td>
</tr>
<tr>
<td>Child Care Provider/Preschool Specialization</td>
<td>Early Childhood Management</td>
</tr>
<tr>
<td>Child Development Specialist</td>
<td>Early Childhood Management</td>
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**HCC/University of South Florida**

Hillsborough Community College has joint academic and technical articulation agreements with the University of South Florida (USF). These agreements specify the guidelines and procedures for the associate in arts degree program and the cross-enrollment program and the awarding of university credit for students completing an associate in science (AS) degree (the AS to BS Program).

The associate in arts degree program articulation agreement complies with the statewide Articulation Agreement 6A-10.024. The agreement addresses both general admission to USF and program admission.

The cross-enrollment program allows students from each institution to enroll for credit at the other. Students will then have access to courses not normally offered at their home institutions. Students must obtain permission from their home institutions before cross enrolling. After completing a course, students must ask the host institution to send an official transcript to their home institution.

HCC students who cross-enroll at USF will pay USF tuition for courses they take. Fees for parking on the USF campus are charged separately. HCC students should contact their counselor or advisor for more information or for assistance completing a Cross-Enrollment Form.

HCC students denied admission to USF may not enroll at USF under this agreement.

To cross-enroll at USF, an HCC student must:
1. Have an HCC cumulative GPA of at least 2.0.
2. Have completed 24 or more credits at HCC.
3. Unless the student is graduating, enroll for at least two courses (six credit hours) at HCC.

International students (F-1 Visa) enrolled at HCC must attend HCC full-time during any term in which they wish to cross-enroll.

USF students must have a signed approval from their counselor/advisor before they can register at HCC.

Both HCC and USF students must adhere to the rules and regulations of the host institution.

USF offers a bachelor’s degree program designed for AS degree graduates from a Florida public community college. Students admitted to the bachelor of science in applied science (BSAS) program will have an AS degree from a public Florida community college and will have completed a minimum of 18 credit hours of transferable general education coursework, which should include writing and math courses that meet Gordon Rule requirements. The USF BSAS degree includes the following areas of concentration: behavioral healthcare, business administration, criminal justice, gerontology, public administration and urban policy.

**Other Agreements**

**Florida A & M University** and HCC have an articulated pharmacy program and a construction engineering program. The first two years of the baccalaureate degree will be taught at HCC. See an advisor or counselor for information.

**Florida Gulf Coast University** will accept in transfer a maximum of 72 credit hours from an HCC student’s associate in science degree in legal assisting/paralegal studies and general education coursework.

**The Institute of Spanish Studies**, Miami, Florida, has agreed to accept HCC students for the express purpose of Spanish language studies in accordance with the articulation agreement. For more information, contact an HCC counseling or advising office.

**National Louis University**, Tampa, Florida, has agreed to accept associate degree graduates into its accelerated bachelor’s degree program in accordance with the terms of an articulation agreement.
agreement. For more information, contact an HCC counseling or advising office.

**Northwood University of West Palm Beach, Florida** will accept associate in science fire science graduates into its business administration - fire science management baccalaureate program. Northwood will award up to 60 credit hours toward the baccalaureate degree.

**Nova Southeastern University** allows HCC students receiving an associate in arts degree in education the opportunity to apply and be admitted for admission to its Elementary Education and Exceptional Student Education programs.

**St. Leo University** allows HCC students receiving an associate in science degree in human services to transfer into the bachelor of social work or bachelor of arts degree.

**St. Petersburg College** allows HCC students receiving an associate degree (associate in arts or associate in science depending on the program) to transfer into a bachelor of applied science degree program. Within the education area of concentration, the following tracks are available: elementary education with infused ESOL, exceptional student education with infused ESOL, secondary mathematics education, secondary science education, technical teacher education and business technologies teacher education.

**Strayer University** allows community college students who transfer with an associate in arts degree to enter with junior standing and all credit awarded will transfer to Strayer University which includes a minimum of 60 credits earned at the community college.

**The University of North Florida** allows HCC students receiving an associate in science degree in diagnostic medical sonography to enroll in the bachelor of science in health sciences.

**The University of Phoenix** has agreed to accept associate in arts degree graduates into its baccalaureate program in accordance with the terms of the articulation agreement. For more information, contact an HCC counseling or advising office.

**The University of Tampa**, a private institution, will accept into its Honors program HCC Honors Institute graduates who have completed the associate in arts degree and have been admitted to UT. For more information, contact the HCC Honors Institute. The University of Tampa allows HCC’s associate in arts degree graduates to transfer there as juniors. Additionally, students graduating from HCC with an associate in science degree in nursing are eligible to transfer into the University of Tampa’s bachelor of nursing program.

For more information about these articulation agreements, contact any HCC campus counseling or advising office.

**Affiliation Agreements**

HCC’s health sciences and nursing programs have affiliation agreements with various local facilities to provide clinical education. These agreements stipulate the guidelines by which students will be educated at each facility.

**Linkage Programs**

The Linkage system is a cooperative agreement among five community colleges in the Tampa Bay Area - Hillsborough Community College, Manatee Community College, Pasco-Hernando Community College, Polk Community College and St. Petersburg College.

The Linkage system offers HCC students the opportunity to enter technical educational programs at the other colleges through a quota-based arrangement. Some courses appropriate to the respective programs may be taken at HCC, but students admitted to a linkage program will be required to conform to all program requirements, institutional policies, and procedures of the linkage college.

You can obtain additional information on Linkage Programs by contacting an HCC counselor.

**The following institutions offer linkage programs:**

- Dental Hygiene – Hillsborough CC, Pasco-Hernando CC, St. Petersburg College
- Diagnostic Medical Sonography Technology – Hillsborough CC
- Funeral Services – St. Petersburg College
- Health Information Management – St. Petersburg College
- Medical Laboratory Technology – St. Petersburg College
- Nuclear Medicine Technology – Hillsborough CC
- Occupational Therapy Assistant – Manatee CC, Polk CC
- Physical Therapist Assisting – Manatee CC, Polk CC, St. Petersburg College
- Radiation Therapy – Hillsborough CC
- Respiratory Care – Hillsborough CC, St. Petersburg College
- Veterinary Technology – St. Petersburg College
Service Members Opportunity College (SOC)

HCC is an institutional member of SOC, a group of over 1350 colleges and universities providing voluntary post-secondary education to members of the military. As an SOC member, HCC recognizes the unique nature of military life. HCC is committed to facilitating the transfer of course credits, providing flexible academic residency requirements and awarding appropriate credits for military training and experience. Accordingly, HCC has committed to:

• Applying liberal entrance requirements. Applicants awarded a standard high school diploma or equivalency certificate by any department of education, or through the Armed Forces Test of General Education Development, may enroll in credit courses.

• Offering evening, weekend, and distance learning classes.

• Permitting completion of courses through the following non-traditional methods:
  • College Level Examination Program - CLEP (maximum credit allowable without overlap is 45 semester hours of general and subject examinations combined).
  • College Proficiency Examinations - Credit by Examination is available in many courses (maximum of 45 semester hours allowable).
  • DANTES courses that are relevant to a student’s program of study up to a maximum of 45 semester hours may be granted credit.
  • Credits earned through the community college of the U.S. Air Force that are applicable to any degree at HCC must be transferred.

• In recognizing the advanced academic and technical content of many military education experiences, HCC may grant credit for military education that has been evaluated and recommended as suitable for postsecondary credit by the American Council on Education’s Guide to the Evaluation of Educational Experiences in the Armed Services. After enrolling, a student must request such credit by providing appropriate documentation as determined by the college. Recommendations in the ACE Guide are advisory in nature and are not binding upon the college.

• Granting service personnel and their dependents in-state residency.

• Limiting the academic residency requirement to no more than 25 percent of the degree with no “final semester” residency requirement.

Reserve Officers’ Training Corps

The Department of Military Science for Army Reserve Officers Training Corps (ROTC) selects and prepares students to serve as officers in the Regular and Reserve components of the United States Army. The curriculum is designed to develop students’ leadership potential, and to improve the students’ planning, organizational, and managerial skills. HCC students may participate in the ROTC programs conducted through University of South Florida or Florida Southern College.

Enrollment is open to male and female qualified students at all levels. Army ROTC training provides free uniforms and textbooks. Financial assistance in the form of ROTC Scholarships is awarded on a competitive basis to students in all academic majors. The scholarships cover the costs of tuition, books, lab fees, and other academic expenses.
FINANCIAL INFORMATION

Fees
Financial Aid
Refunds
Return of Title IV Funds
Scholarships
Standards of Academic Progress
Veterans’ Benefits
Financial Information

State appropriations, tuition and fees provide financial support for the college.

Fees for Credit Courses

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

Fees are subject to change.

All fees are due and payable in full by the payment deadline or at registration if the deadline has passed. Students may pay tuition and fees with a personal check, cashier’s check, money order, Master Card, VISA, and cash.

NOTE: If students have an outstanding financial obligation to HCC, they will not be permitted to register. In addition, their transcripts and grades will be withheld until the obligation is satisfied.

For some courses special fees may be required to cover supplies, materials, equipment, instruction or facilities. Courses requiring these fees are listed in the credit course schedule published prior to each term.

To cover the cost of liability insurance, laboratory fees are charged for all clinical courses in the allied health curriculum.

Fees may be adjusted when courses or programs are offered in cooperation with other community agencies and when courses have higher than normal costs due to the use of special facilities, equipment and/or personnel. In certain courses, fees are charged to cover all direct expenses.

Credit Courses:

Florida Residents (In-State)*

<table>
<thead>
<tr>
<th>Item</th>
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<tr>
<td>Tuition</td>
<td>$59.05</td>
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<tr>
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<td>Student Activity Fee</td>
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<tr>
<td>Capital Improvement</td>
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<tr>
<td>Total Per Credit Hour</td>
<td>$73.16</td>
</tr>
</tbody>
</table>

Non-Florida Residents (Out-of-State)

<table>
<thead>
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<th>Item</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
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</tr>
<tr>
<td>Student Financial Aid**</td>
<td>11.82</td>
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<tr>
<td>Student Activity Fee</td>
<td>5.91</td>
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<tr>
<td>Capital Improvement</td>
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</tr>
<tr>
<td>Total Per Credit Hour</td>
<td>$261.39</td>
</tr>
</tbody>
</table>

* See residency requirements in this section.

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

Non-Credit Courses:

Per Credit Hour Equivalent

Florida Residents (In-State)

Postsecondary Adult Vocational........... $55.13

Non-Florida Resident (Out-of-State)

Postsecondary Adult Vocational........... $220.50
Special Fees and Charges:

- Application Fee (non-refundable) ........ $20
- Application for Graduation Fee .......... $10
- Child Care:
  - Full Day per Child ...................... $120 per week
  - Half Day per Child ..................... $60 per week
- College Placement Test
  - Retake Fee ............................... $10 per section
- Credit-by-Examination Fee ............... $20
- Credits Earned by Examination .......... $20/credit hour
- Distance Learning Fee ..................... $30
- Experiential Credit Processing Fee ...... $15
- HCC ID Card Replacement Fee .......... $5
- Health Science Application Fee ........ $53
- Application for Additional
  - Health Science area .................... $10
- International Student Application Fee .. $50
- Laboratory Fee .............................. various
- Late Registration Fee*** (non-refundable) ... $25
- OneCard Replacement Fee ............... $20
- Returned Check Fee ........................ $20
- Service Learning Course Fee ............ $23
- Test Proctoring Fee ....................... $50 (for non-HCC students)
- Transcript Fee .............................. $5 each

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

***Hillsborough Community College charges a $25 late registration fee. This fee applies to students whose initial registration for the term occurs on or after the first day of class. It also applies to students who re-register after being deleted from classes for non-payment. The late registration fee only applies to regular 16-week courses.

Payments by Check

Checks returned for any reason will be charged a $20 fee and will be referred to the State Attorney’s office for collection.

If students pay their student bill with a check written in excess of the amount due and/or with a check drawn on a foreign or out-of-state bank, the check will be processed as authorized by the Vice President for Administration/CFO. First, the college will deposit the check. When the check has cleared, a credit balance will be created on the student account. Once the schedule adjustment period has ended and the bill for the semester is fixed, the college will refund any credit balance remaining on the student account.

Refund of Fees

Tuition and fees are refunded to students who drop courses during the published registration and adjustment (drop/add) periods. Regular registration and drop/add periods are listed in the operational calendar for the current year.

Students enrolled for courses that do not follow a regular term will receive a refund if they drop courses according to the identified drop/add date. This information is available in the admissions, registration, and records office at each campus, and on the HCC website.

Outstanding financial obligations to HCC are deducted from refunds.

Refunds may also be made to students who drop courses due to circumstances found by HCC to be exceptional and beyond the control of students such as serious illnesses, extended jury duty or involuntary call to active military duty. To receive a refund for such a condition, students must file a Request for Refund and furnish proper documentation. Request for Refund forms are available in campus advising and counseling offices.

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

Effective January 2006, students receive financial refunds via the HCC OneCard. The OneCard (a debit card) will be mailed to the student’s home address (current mailing address on file with the college). Students must VERIFY the accuracy of their address at the Admissions, Records and Registration window to ensure receipt of refunds.

Each registered student will receive an HCC OneCard. To receive your refund, you must activate your HCC OneCard. 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 HCC One Account. Activate your HCC Debit Card and make your refund selection online at www.HCCOneCard.com.

NOTE: The cost to replace a OneCard is $20.00.

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.

Tuition Waivers for Senior Citizens

A state fee waiver program allows Florida residents (as defined by F.S. 1009.21)* aged 60 and over to enroll the first day of class on a space-available basis in any course at HCC. Students registering under the fee waiver program enroll as auditing students and do not pay registration, application and related fees. They will not receive academic credit for these courses. Senior citizens who want academic credit must pay all applicable fees.

To register as a senior citizen using a fee waiver, applicants must:

• Complete an HCC application for admission.
• Complete a registration form.
• Complete a fee waiver form.
• Present these forms to the campus Admissions, Registration, and Records office.
• Show proof of age to the registration clerk who will then sign the fee waiver form and provide a copy of the student’s class schedule.
• Give the signed fee waiver form to the campus bursar who will complete the process and provide the student with a paid receipt.

For further information regarding tuition waivers for senior citizens, contact any HCC advising and counseling office.


The TIPS Plan

To help meet your educational expenses, Hillsborough Community College is pleased to provide the tuition payment plan, TIPS. TIPS is available at all campuses and to all students at HCC.

TIPS allows you to pay your tuition in monthly payments. The earlier you enroll, the more payment options you have. You may enroll in the TIPS plan or review the available payment plans online at www.hccfl.edu/tips/.

TIPS is administered for HCC by FACTS/Nelnet Business Solutions., Lincoln, NE. Enrollment in TIPS is provided online by using the FACTS e-cashier.
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 US citizens or nationals, or residents of the Marshall Islands, the Federated States of Micronesia, Palau, or be eligible non-citizens.
• Have high school diplomas or GEDs.
• 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.
• Not have received four-year degrees (except for Stafford 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. Awards range from $200 to $4,310 per year. A valid Student Aid Report (SAR) must be electronically received by the campus financial aid office. Appropriate income tax returns 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
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 Academic Competitiveness Grant (ACG)
In order to be eligible for this grant, students must be a U.S. citizen, completed rigorous classes in high school, graduated as of 2005, completed a Free Application for Federal Student Aid (FAFSA) application, and enrolled in college full-time. Students who are at the first year college level (0 – 23 credit hours) may receive an annual award of $750 ($375 per semester) and $1,300 ($650 per semester) for the second year college level (24 or more credit hours). Students are entitled to receive the ACG award one time at the first year college level and one time at the second year college level. Second year students must also have earned a cumulative GPA of 3.0.

Home schooled students may be eligible for this award. Transfer students are eligible if they met the requirements at their previous school and they have the minimum GPA of 3.0. Summer awards may be available to eligible students. For more information, contact a campus financial aid office.

Federal Work-Study (FWS)
Students are paid an hourly wage for working on campus for 15 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. The assignments vary and are contingent upon the skill level of students. Refer to the “Earn While You Learn” section for more details.

Federal Subsidized Stafford Loan
This is a long-term loan repayable at a variable interest rate up to 8.25 percent. 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 30 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. This loan is available through private lending institutions, and applications for this loan are available at the campus financial aid office. A minimum enrollment of six credit hours per term is required.

**Federal Unsubsidized Stafford Loan**

This is a long-term loan that can substitute for or be awarded in addition to the Federal Subsidized Stafford Loan. Interest payment begins immediately, however principal deferments are available. Interest accrues at a variable rate up to 8.25 percent while the student is attending college. For detailed information regarding loan amounts, students should contact a campus financial aid office. A minimum enrollment of six credit hours per term is required.

**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. PLUS Loans have a variable interest rate, not to exceed 9 percent per year. 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 PLUS loan application online at www.opennet.salliemae.com. 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 prior to submitting the Loan Request Form. Students may complete this requirement by accessing HCC’s website and clicking on “Current Students; Financial Aid; and Entrance/Exit Loan Counseling.”

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. Students may fulfill this requirement by accessing HCC’s website and clicking on “Current Students; Financial Aid; and Entrance/Exit Loan Counseling.”

**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 between 15-20 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 – the joy that comes from helping others.

**Florida Work Experience Program**

The Florida Work Experience Program (FWEP) provides students with the opportunity to work 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.
State Financial Aid Requirements

To apply for state financial aid, students must:

• Be permanent residents of Florida for at least one year.
• Be accepted for enrollment at HCC as degree-seeking undergraduate students. Students working towards a certificate are not eligible for state financial aid except for the Florida Vocational Gold Seal Endorsement Scholarship.
• Be enrolled for a minimum of six credit hours each semester.
• Be U.S. citizens or nationals or eligible non-citizens.
• Have high school diplomas or GEDs.
• Demonstrate financial need.
• Not have earned a bachelor’s degree.
• 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. The scholarship pays for tuition and fees as long as the student is enrolled for a minimum of six credit hours per term. It will not pay for tuition and fees for preparatory courses. Bright Futures Scholarships include the following:

• Florida Academic Scholars’ Fund
  Covers full cost of tuition, fees and a stipend books award, excluding preparatory courses.

• Florida Vocational Gold Seal Scholarship
  Covers 75 percent of tuition and fees, excluding preparatory courses.

• Florida Merit Scholarship
  Covers full cost of tuition and fees for students enrolled in AA and AS programs, excluding preparatory courses. Covers 100 percent of tuition and fees for students enrolled in PSAV or college credit certificate programs, excluding preparatory courses.

Florida Student Assistance Grant

Florida Student Assistant Grant (FSAG) is a grant of between $200 and $1,300 that doesn’t need to be repaid. Application priority deadline is August 28. 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. The student will also need to complete an HCC Institutional Scholarship Application and request consideration for the First Generation Scholarship program.

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.

Florida Teacher Scholarship and Forgivable Loan Program, known as the “Chappie James Most Promising Teacher Scholarship/Loan”

Students must apply through their high schools. Students who teach in the state for four years do not have to repay the award.

Florida Work Experience Program

This program is a need-based program providing eligible Florida students with work experience at off-campus, approved private businesses, educational and recreational facilities that will complement and reinforce their educational and career goals. Hourly wages are flexible and contingent upon the assigned location and the students’ unmet need.

Students must complete the FAFSA application and meet the State of Florida’s financial aid requirements. Students interested in working under the
Florida Work Experience Program should contact a campus financial aid office to confirm eligibility and available assignments.

**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
- Latin American Caribbean Basin Scholarships
- Minority Need & Incentive Scholarships
  - African-Americans
  - Asian Americans
  - Hispanic Americans
  - American Indians
- 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 still 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.

**Other Scholarships**

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

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. 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 Return (1040A/1040EZ/1040):** If so stated on the SAR, students must submit copies of their and their parents’ income tax returns for the most recent year, and students must complete institutional verification forms.

- **Student Agreement and Acknowledgement Form:** Students applying for the Federal Pell Grant, Stafford Loans, College Work-Study, and other need-based financial aid awards are required to complete the Student Agreement and Acknowledgement Form. The form is available at the campus financial aid office. Students may access the Student Agreement and Acknowledgement form also on the college’s website at www.hccf.edu. The student will need to click on the Future Student menu and click on the Financial Aid page. The student should then click on the Forms listed in the menu located in the left margin.

- **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. Students must follow the website access instructions listed in the Student Agreement and Acknowledgement Form paragraph listed above. They may also pick up the form at their campus financial aid office.

- **Student Loan Request Form:** (optional) Students choosing to borrow a Stafford (subsidized and/or unsubsidized) Loan must complete an Institutional Loan Request Form. They may access the Loan Request Form from the college’s website. They will need to follow the website access instructions listed in the Student Data Form paragraph listed above. They may also pick up the form at their campus financial aid office.

- **Entrance Counseling-Online Session:** All first-time borrowers at HCC or students re-entering the college after two years of non-attendance must complete the federally required Entrance Interview Session. Students are required to complete an Entrance Counseling Session online by accessing the college’s website at www.hccfl.edu. From the main menu, the student should click on “Current Student,” then onto “Financial Aid” which brings them to the financial aid web page. From the financial aid web page, students click on “Counseling” and then onto “Entrance Counseling.” After reading through the information and completing the entrance counseling quiz, students must print the “Entrance Counseling Complete” page and submit a copy to their campus financial aid office.

**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 eight weeks prior to the beginning of the term. The last day to complete the FAFSA application for the 2008-09 academic year is June 30, 2009.

**Priority Awarding:** Students whose financial aid files are complete by May 15 for the upcoming fall semester may qualify for additional need-based financial aid awards. Students whose financial aid files are complete by October 15 for the upcoming spring semester may qualify for additional need-based financial aid awards.
**Stafford Load Requests:** Students are required to have a successfully processed Student Aid Report and financial aid files completed prior to the financial aid office determining student’s Federal Stafford Loan eligibility. Students are also required to complete the Institutional Loan Request Form and submit it to their campus financial aid office at least six weeks prior to the beginning of the semester in order to ensure the college’s receipt of the student’s loan check by the first week of the semester.

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.

**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, Federal Subsidized or Unsubsidized Stafford Loan, 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 Stafford 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 HCC OneCard or other disbursement method as selected by the student. For students awarded on or before the semester’s drop/add date, the remaining balance will be available 14 days from the first day of classes. For students awarded after the semester’s 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.

Florida Student Assistance Grants cannot be used to pay for tuition and fees at registration. These funds are sent to students during the 4th week of the academic term.

**Students with less than 30 hours and who have not borrowed previously will not receive funds until the 31st day of classes.**

**What are the required credit hours?**

<table>
<thead>
<tr>
<th>Financial Aid Programs</th>
<th>Minimum Hours Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Competence Grant</td>
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</tr>
<tr>
<td>Federal Pell Grant</td>
<td>Contingent upon eligibility (most students: 1-12)</td>
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<tr>
<td>FSEOG</td>
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<tr>
<td>Federal Stafford Loans</td>
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<td>Federal Work Study</td>
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<tr>
<td>First Generation Matching Grant</td>
<td>6-12</td>
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<td>Florida Bright Futures</td>
<td>6</td>
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<tr>
<td>Florida Student Assistance Grant (FSAG)</td>
<td>6-12</td>
</tr>
<tr>
<td>HCC’s Presidential Scholarship</td>
<td>12</td>
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<tr>
<td>HCC’s Board of Trustees Scholarship</td>
<td>12</td>
</tr>
<tr>
<td>HCC’s Incentive &amp; Need Based Scholarship</td>
<td>6</td>
</tr>
<tr>
<td>HCC’s Athletic Scholarships</td>
<td>12</td>
</tr>
<tr>
<td>Public Work Experience</td>
<td>6</td>
</tr>
</tbody>
</table>

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

Once the Financial Aid Office receives the results of the student’s FAFSA, the completed Student Agreement and Acknowledgement Form, and other documents requested, the student will receive an official Award Notification Letter. This document will specify the type and the amount of financial aid the student is qualified to receive.

Check the status of your financial aid award on the web at www.hccfl.edu/hawknet.

**ATTENTION:**

Withdrawal 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 = the days the student completed divided by the total days in the enrollment period.

B. The percent unearned = 100 percent minus the percent earned.

C. The amount of Title IV Aid earned = the percent earned (A) multiplied by the student’s Title IV Aid.

D. The amount of Title IV Aid unearned = the percent unearned (B) multiplied by the student’s Title IV Aid.

E. The amount the college must return = 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 = 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 courses they attempt. 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 probation for one term. If after one probationary term students are not making satisfactory progress, they will lose their eligibility for financial assistance. In order to regain eligibility, students must meet the satisfactory progress standards.
Financial aid pays tuition and fees for the following:

All associate in arts, associate in science, and associate in applied science programs

College credit certificates
Computer Programming
Drafting
Information Technology Management
Internet Services Technology E-Commerce Support
Internet Services Technology Web Development
Specialist - Designer
Internet Services Technology Web Development
Specialist - Developer
Medical Office Management
Office Administration Specialist - Medical
Information Coder/Biller: Medical Coder
Office Management
Office Management - Human Resource Management
Office Management - Records Management
Office Management - Software Applications
Radiation Therapy Specialist

Postsecondary Adult Vocational (PSAV)
Advance Water Treatment
Auto/Collision Repair and Refinishing
Dental Assisting
Law Enforcement

Financial Aid Offices
Each HCC campus has a financial aid office and 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 degrees 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 106 (Selected Reserve).

To be eligible, veterans must have any discharge other than a dishonorable discharge 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, 35, or 106 will have, upon request, 60 days after the first day of classes to pay registration fees. One deferment per academic year is allowed.

**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. Students who receive an FX (Failure-Stopped Attending) grade will be reported to the VA with their last date of attendance. The DVA requires repayment of benefits received for such courses unless students submit documentation of mitigating circumstances.

**NOTE:** An FX grade appears on the transcript as an “F” 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.
College Level Academic Skills Test (CLAST)

Veteran students who, because they fail the CLAST, do not earn a degree after completing all other graduation requirements will be reported to the DVA as making unsatisfactory progress. The DVA will then determine whether the student may continue to receive benefits.

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 Appeals
Academic Progress
Academic Support Services
Attendance Audit
CLAST
GPA
Grading Policies
Academic Policies

**Academic Year**

HCC’s academic year consists of the Fall, Spring, and Summer terms.

**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.

Instructors will keep attendance records in official HCC grade books.

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 HawkNet (http://hccadvisor.hccfl.edu/datatel/openweb/index.html) or via the FACTS website (www.facts.org) at the end of each term (see calendar). Only the final grade appears on the student’s transcript which is posted on the FACTS website. Students may also get grade information via the HCC 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
- Incomplete admissions records
- 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.

**Grades used in computing GPA:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretation</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>FX</td>
<td>Failure – Stopped Attending</td>
<td>0</td>
</tr>
</tbody>
</table>

**Note:** FX – Means stopped attending and will be treated like an “F” grade. The last date of attendance must be recorded whenever the FX is awarded. FX grade appears as an “F” grade on the transcript.

**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:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>3</td>
<td>A</td>
<td>12</td>
</tr>
<tr>
<td>CGS 1100</td>
<td>3</td>
<td>C</td>
<td>6</td>
</tr>
<tr>
<td>HUM 2210</td>
<td>3</td>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>PEM 1954</td>
<td>1</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>10</strong></td>
<td><strong>Total Points</strong></td>
<td><strong>21</strong></td>
</tr>
</tbody>
</table>

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-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** — initiated by instructors and awarded to students who have not attended during the first 10 class days of a regular term. The student is financially responsible for the 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.

**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, the student must earn a 3.5 or higher term GPA for six or more semester hours in a summer term or 12 or more hours in the fall or spring terms.
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

Gold seals will be placed on the diplomas of honors graduates and an honors statement will be placed on their transcripts.

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.”

Academic Warning
Students will be placed on academic warning if the students’ cumulative grade point averages (cumulative GPA) are less than 2.0, and the students have not been warned previously.

To regain satisfactory academic standing, students must raise their cumulative GPAs to 2.0 or better after their next period of enrollment.

Academic Probation
Students on academic warning who fail to regain satisfactory academic standing (cumulative GPA of 2.0) at the end of their next period of enrollment will be placed on academic probation. Students on academic probation must consult with and obtain the approval of a counselor or academic advisor before they may register.

To regain satisfactory academic standing, students must raise their cumulative GPAs to 2.0 or better.

Final Academic Probation
Students on academic probation who fail to achieve a term GPA of 2.0 will be placed on final academic probation. Students on final academic probation must consult with and obtain the approval of a counselor or academic advisor before they may register.

In addition, students on final academic probation may enroll for no more than six credit hours per term. Students on final academic probation who earn a term GPA of at least 2.0 and who fail to regain satisfactory academic standing (cumulative GPA of 2.0) will remain on final academic probation.

Academic Suspension
Students on final academic probation who fail to attain a term GPA of 2.0 or better will be placed on academic suspension for one Fall or Spring term.

Students who have been academically suspended may not register for classes.

Readmission of Students on Academic Suspension
Students who have been academically suspended must petition the Academic Standards Committee for readmission. Students on academic suspension must see a counselor to begin the petition process.

Lack of Progress by Students Readmitted after a One-Term Suspension
Students readmitted from a one-term suspension will be suspended for one academic year if they fail to earn a term GPA of 2.0 in any period of enrollment before they regain satisfactory academic standing.

Readmission of Students Suspended for One Year
Students who are academically suspended from the college for a one-year period must petition for readmission and appear before the Academic Standards Committee. Students on academic suspension must see a counselor to begin the petition process. Those students readmitted by the committee will be readmitted with the status of final academic probation.

Students readmitted after a one-year suspension must meet regularly with a counselor to discuss their academic and career plans. In addition, students readmitted after a one-year suspension must earn a term GPA of 2.0 or higher during all periods of enrollment until they regain satisfactory academic standing.

Academic Dismissal
Students readmitted after a one-year suspension who fail to earn a term GPA of 2.0 or higher during all periods of enrollment before they regain satisfactory academic standing will be academically dismissed from the college.

After a period of three years, students who have been academically dismissed may petition the Academic Standards Committee for readmission. They must appear in person before the committee
and must present clear and decisive evidence that past poor academic performance has been remedied.

Students readmitted by the Academic Standards Committee are readmitted with the status of final academic probation.

**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.

**College Level Academic Skills Test (CLAST)**

The CLAST measures the communication and computation skills generally associated with successful collegiate performance. (CLAST campus coordinators can provide a list of skills that are measured by CLAST.) Florida Statutes and the Rules of the Florida State Board of Education require satisfactory completion of the CLAST test or successful completion of the required CLAST exemption alternatives before an AA degree can be awarded. The State Board of Education establishes passing scores on the CLAST.

Students who are completing an associate in arts degree program usually take the CLAST in the semester prior to graduating. Students in associate in science degree programs who are seeking admission to upper division programs in state universities must also take the CLAST. In order to be awarded an associate in arts degree and/or be eligible for admission to the upper division at a state university, students must have passed the CLAST or been granted a special waiver or exemption. Students who are granted a CLAST exemption need to check with the catalog requirements of the institution to which they are transferring to be sure that an exemption is acceptable; certain programs may require the student to complete the CLAST successfully.

The CLAST is offered at least three times each academic year. In order to be eligible to take the CLAST, students must complete at least 18 semester hours, or the equivalent. In addition, students must meet one of the following state standards:

- Be seeking an AA degree.
- Be seeking admission to the upper division at a Florida public university.
- Be enrolled in a state university under the provision that they take CLAST in order to remain enrolled beyond one term.
- Complete at least 60 credits applicable to an AA or bachelor’s degree and meet all eligibility standards for a state of Florida financial aid award.

**In addition, students must meet all of the following HCC standards in order to take the CLAST:**

- Be eligible to graduate from HCC at the end of the term following the term in which CLAST is taken.
- Have submitted an application for an HCC degree.
- Have registered for the CLAST by the state deadline.
- Have a cumulative GPA of at least 2.0.
- Have completed ENC 1101, ENC 1102, and either MGF 1106, MGF 1107, MAC 1105 or any higher level math courses.

**CLAST Waiver**

CLAST waiver requests must be supported by significant educational and/or medical data and must be submitted prior to start of the semester in which the student intends to graduate. Students must meet with a counselor or academic advisor to prepare waiver requests and obtain verification of data supporting their requests.

Students who have demonstrated proficiency through completing courses but who have failed a CLAST subtest four times may request a waiver for the subtest. Students should submit requests for waivers through the appropriate campus dean of students to the CLAST Waiver Committee.

Students with disabilities who wish to submit requests for accommodations or waivers should request the assistance of the appropriate campus coordinator of services for students with disabilities. Requests and supporting documentation should be submitted to the coordinator when applying to HCC or immediately upon admission.
**CLAST Exemption Requirements**

Students who meet state-established criteria are exempt from the CLAST requirement. Students should review their course and test records with an academic advisor or counselor to determine if the students qualify for CLAST exemptions.

**NOTE:** Students seeking teacher certification may not qualify for CLAST exemptions and should contact the college of education at their intended universities.

**Passing scores on CLAST exam:**

<table>
<thead>
<tr>
<th>Effective Dates</th>
<th>Reading</th>
<th>Writing</th>
<th>Computation</th>
<th>Essay</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/1/84-7/31/86</td>
<td>260</td>
<td>265</td>
<td>260</td>
<td>4</td>
</tr>
<tr>
<td>8/1/86-7/31/89</td>
<td>270</td>
<td>270</td>
<td>275</td>
<td>4</td>
</tr>
<tr>
<td>8/1/89-9/30/91</td>
<td>295</td>
<td>295</td>
<td>285</td>
<td>4</td>
</tr>
<tr>
<td>10/1/91-9/30/92</td>
<td>295</td>
<td>295</td>
<td>290</td>
<td>5</td>
</tr>
<tr>
<td>10/1/92 &amp; thereafter</td>
<td>295</td>
<td>295</td>
<td>295</td>
<td>6</td>
</tr>
</tbody>
</table>

**Application for Degree and Transcripts**

**Application for Degree**

Students must apply for a degree in the campus advising office upon nearing graduation and prior to the deadline published in the current catalog and credit course schedule. Students who wish to receive a diploma must pay a $10 fee at the time they apply for graduation. Students applying for multiple degrees must pay $10 for each diploma requested. This fee covers graduation costs for two consecutive semesters.

If as part of the degree requirements students are required to take the CLAST, they must register by the deadline published in the current catalog and credit course schedule.

**Transcript Request**

Students may request that their HCC transcripts be sent to another organization or individual by submitting a written request to any campus admissions, registration and records office. They must pay a $5 fee for each request.

Their request should include their full name, social security number or student ID number, and the name and address of the institution or party to whom the transcript is to be sent. If their names have changed since their last period of enrollment, both their present and former names should be provided. The college will try to respond to transcript requests within 10 working days.

For students attending HCC after fall 1998, unofficial transcripts may be viewed and printed via the Internet on the FACTS website at www.facts.org.

**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 program.

Academic Support Centers

Academic support is located at centers throughout the college. Tutorial centers offering a wide variety of tutorial services are available at each campus. Writing centers are available at the Dale Mabry and Brandon Campuses to assist students with all English and Gordon Rule assignments. The Plant City Campus has a Success Center that provides academic support in several ways, including peer tutoring, access to an open computer lab, and study group areas.

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 commonly referred to as HawkNet. These technologies include programs such as WebAdvisor for student registration activities, the college portal for communication and supplemental learning through Campus Cruiser, Online@HCC for distance learning courses, online 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 HawkNet, or other technologies to complete homework assignments, course assessments and testing, or other learning activities as assigned by instructors. In case you do not have a computer and internet access at your home, each campus has technology available to use in the libraries and computer labs.

The college also provides helpdesk support for students with problems accessing HawkNet resources. If you are unable to access HawkNet 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. HawkNet 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.
**Independent Study**

Independent study can be arranged with instructors for a number of courses. In an independent study course, students work directly with faculty to meet the course objectives in creative and challenging ways.

**Libraries/Learning Resources Centers (LRC)**

Each campus has a Library/LRC that provides materials to support the college curriculum. The collections include circulating and reference books, current periodicals, archived publications, indexes, and audio-visual programs. An on-line catalog, LINCC, identifies both HCC and statewide library holdings. LINCC serves as the information gateway to indexes, specialty databases, and the Internet. In addition, many of LINCC’s services are available through the Internet to students with a valid HCC student identification card.

- Each LRC houses an audiovisual laboratory, containing programs, compact discs, audio and videotapes, filmstrips and slides.
- Each Library/LRC maintains a reserve collection that includes materials identified by HCC instructors for students’ attention.
- Campus librarians provide reference assistance and one-on-one instruction on locating information.
- Library/LRC hours vary by campus and are posted at each site.

**Web Services**

Web services at HCC provide the student with a tremendous amount of information and services. HawkNet offers course selection, scheduling information, registration and email. Faculty web pages contain assignment and course information. The library web pages allow access to a number of academic databases and other resource services.
STUDENT SERVICES & ACTIVITIES

Advising & Counseling
Career Resource Centers
Clubs & Organizations
Disability Services
Sports
Test Centers
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 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 (AR&R) 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 AR&R 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 & Information

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

Catalog

Published annually, the catalog includes descriptions of all credit courses and summaries of all academic policies, procedures, rules, regulations, programs and graduation requirements. The catalog is also available on the HCC homepage at www.hccfl.edu under Student Services.

In order to keep up to date on college policies, students are expected to read the catalog and meet with their advisor on a regular basis.

Student Handbook

Published annually, the handbook includes general information about the college, student rights and responsibilities, policies and procedures affecting student life, the Student Government Constitution, and information the college is required to provide as part of its participation in the Title IV, HEA Programs.

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 tape
• Assistive computer hardware and software on campus
• Visual magnifier
• Alternative testing arrangement
• Petitions for course substitutions and CLAST waivers will be considered

How to Apply

A student or prospective 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 us 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, HCC-Sunpoint Center,
BADM 217 .......................... 253-7914
Dale Mabry, DSTU 208 .................. 259-6035
Plant City, HCC-MacDill Center,
Bldg. 5, Rm 101C ....................... 757-2209
Ybor City, YPST 230 .................. 253-7757
Telecommunications Devices for the Deaf (TDD)

TDDs are located at the district offices and on each campus so that individuals with hearing and/or speech impairments can obtain general information about the college, get information about activities, programs, services for students with disabilities.

TDD Directory

<table>
<thead>
<tr>
<th>Department/Campus</th>
<th>TDD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions/DAO</td>
<td>253-7174</td>
</tr>
<tr>
<td>Advising/BR</td>
<td>253-7858</td>
</tr>
<tr>
<td>Advising/PC</td>
<td>757-2166</td>
</tr>
<tr>
<td>Sign Language/DM</td>
<td>253-7427</td>
</tr>
<tr>
<td>Library/YC</td>
<td>253-7761</td>
</tr>
<tr>
<td>Human Resources/DAO</td>
<td>253-7552</td>
</tr>
<tr>
<td>Switchboard/DAO</td>
<td>253-7195</td>
</tr>
<tr>
<td>Disability Services/DM</td>
<td>253-7035</td>
</tr>
<tr>
<td>Disability Services/YB</td>
<td>253-7788</td>
</tr>
</tbody>
</table>

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 fast-food facilities at the Plant City campus are open during posted hours, and 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. Please ask a student services staff member for rental information.

ID Cards

HCC identification cards may be issued. Students are required to show their ID card whenever they use college services or attend college-sponsored events. Cards that are lost, stolen or damaged may be replaced for a $5.00 fee. Contact the campus student services office for instructions.
**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 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.

**Information Centers**

Official bulletin boards are placed in at least one location in each building. Information about upcoming cultural events, job openings, student activities, financial aid and athletic events are posted on these bulletin boards.

**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.

Disabled students 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.

**Transfer Centers**

Transfer centers are available in the student services office at each campus. Academic advisors are there to help students research, investigate, and ultimately choose a four-year institution to pursue their baccalaureate.

**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, AAS, 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 253-7234.
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 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 specific information, students should call the Gallery office at 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 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.
Sports

Gymnasium, Weight Room and Outdoor Sports Complex

HCC’s outdoor sports complex, an innovative joint project between HCC, the City of Tampa, and Hillsborough County, 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. At other times, students pay a special rate when they present their HCC ID card or semester’s receipt. The public may rent the facilities according to a published fee schedule.

Tennis and racquetball courts are available for educational and recreational use by HCC students and the community. Hourly reservations are required and reservations for tennis and racquetball courts must be made 24 hours in advance. Further details are available by phoning 348-1173.

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

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 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 253-7446. 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. 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 complete list of clubs and organizations offered at each campus.
STUDENT POLICIES

ADA
Drug & Alcohol
Hazing
Records
Religious Observances
Safety & Security
Smoking
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.

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.

NOTE: Most buildings also have information centers where official HCC notices and announcements are posted.
**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 advisor or through the office of the appropriate campus of dean of student services.

**Children on Campus**

For safety reasons, HCC requires that 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 appropriate 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.

**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. A copy of this handout is available on the HCC website at www.hccfl.edu.

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.

The college will also provide prospective 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.

**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 administrative offices. 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.
Safety and Security

The HCC Office of Security is available to assist all students and employees. The Security 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 Security 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 regulations; 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 Security Department is responsible for monitoring compliance with these laws and many of the college’s rules and procedures.

**Responsible students or employees should:**
- Inform the Security 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 or call 253-7911. After hours call 220-7032.**

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/student/services.

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.

Smoking Policy

HCC complies with the Florida Indoor Clean Air Act. Smoking is not permitted in college buildings or classrooms, enclosed hallways, or adjacent to exit and entrance doors. Smoking is only permitted in outdoor unenclosed areas. Campuses have designated smoking areas.

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

Pay phones are located on each campus for student use. 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 textbooks.
- 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.)

**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, eligible parents or guardians. However, there are exceptions. HCC will release directory information on students unless students submit written requests to the appropriate campus admissions, registration & 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

Upon request, HCC will prepare and certify statements relating to students’ degrees earned, GPA, enrollment dates, etc. If students do not provide forms on which to report the information, it will be reported in a letter signed by a college official. 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.
ACADEMIC PROGRAMS

Associate Degrees
College Preparatory Curriculum
English for Academic Purposes
Graduation Requirements
The College Preparatory Curriculum is designed to improve students’ performance in reading, writing, and mathematics. Students earning scores below the state-mandated minimum scores on the college placement test 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. In addition, 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, or c) SLS 1101 and SLS 1533 before moving on to college-level courses.

Students whose diagnostic tests indicate they need instruction in English for Academic Purposes (EAP) will be enrolled in the alternate EAP series of courses. Students who test into college preparatory reading must meet the appropriate reading requirement before beginning the mathematics sequence (REA 0001 before MAT 0012 and REA 0002 before MAT 0024).

Students who have not completed all of their college preparatory courses by the time they have earned 12 hours of college-level credit must register simultaneously for their required preparatory courses and any college-level credit courses for which they are eligible to take. These students may enroll in no more than two college preparatory courses per semester and in no more than 13 credit hours per term.

Students attempting a college preparatory course for the third time will be charged the full cost of instruction (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 satisfactorily complete a preparatory course within three attempts will not be allowed to register again for that course. However, the College encourages such students to enroll in continuing education courses or private vendor programs that are designed to improve students’ college-entry skills. Students who can document that they have completed such courses/programs may retake the placement test (F.S. 1008.30).

College Preparatory Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 0010</td>
<td>College Preparatory Writing Skills I</td>
<td>4 cr.</td>
</tr>
<tr>
<td>ENC 0020</td>
<td>College Preparatory Writing Skills II</td>
<td>4 cr.</td>
</tr>
<tr>
<td>REA 0001</td>
<td>College Preparatory Reading Skills I</td>
<td>4 cr.</td>
</tr>
<tr>
<td>REA 0002</td>
<td>College Preparatory Reading Skills II</td>
<td>4 cr.</td>
</tr>
<tr>
<td>MAT 0012</td>
<td>Pre-Algebra</td>
<td>4 cr.</td>
</tr>
<tr>
<td>MAT 0024</td>
<td>Beginning Algebra</td>
<td>4 cr.</td>
</tr>
<tr>
<td>SLS 1101</td>
<td>Orientation</td>
<td>1 cr.</td>
</tr>
<tr>
<td>REA 1605</td>
<td>College Study Skills</td>
<td>2 cr.</td>
</tr>
</tbody>
</table>

Suggested electives to take with preparatory course work:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1500</td>
<td>Applied Word Processing</td>
<td>1 cr.</td>
</tr>
<tr>
<td>CLP 1000</td>
<td>Psychology of Personal Growth</td>
<td>3 cr.</td>
</tr>
<tr>
<td>FIN 1100</td>
<td>Personal Finance</td>
<td>3 cr.</td>
</tr>
<tr>
<td>OST 1142</td>
<td>Keyboarding I</td>
<td>1 cr.</td>
</tr>
<tr>
<td>OST 1143</td>
<td>Keyboarding II</td>
<td>1 cr.</td>
</tr>
<tr>
<td>OST 1741</td>
<td>Word Processing</td>
<td>1 cr.</td>
</tr>
<tr>
<td>*REA 1105</td>
<td>College Reading</td>
<td>3 cr.</td>
</tr>
<tr>
<td>*REA 2505</td>
<td>Vocabulary Improvement</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SLS 1301</td>
<td>Career Decision-Making</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SLS 1501</td>
<td>College Success</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SLS 1533</td>
<td>Math Study Skills</td>
<td>1 cr.</td>
</tr>
</tbody>
</table>

* Based on completion of College Preparatory Reading Skills
English For Academic Purposes (EAP)

(formerly known as ESL/ENS)

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:

**College Preparatory 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 12 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 1600 Speech/Listening VI 3 cr.
EAP 1600L Speech/Listening VI Lab 1 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.

For more information about the EAP program, call 253-7744.

The Associate Degree

Hillsborough Community College offers associate in arts (AA), associate in science (AS), and associate in applied science (AAS) 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.

The AAS degree is also awarded to students who complete a technical program. However, the AAS degree is designed to be an entry-level, job-preparation degree. It is not designed for transfer to a four-year institution.

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.

Time to Degree and Common Prerequisites

Florida statutes require that associate in arts degrees require no more than 60 credit hours. Those statutes also mandate that the general education courses required for the associates in arts degrees 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, an AS, or an AAS 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 that immediately precedes 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 is required to meet the graduation requirements of the catalog in effect during the semester that begins the period of continuous enrollment that immediately precedes the semester in which the student applies for graduation.

• 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.

• Students may apply only 12 hours of EAP college-level credits toward a degree.
• Students must have a 2.0 cumulative GPA, and their GPA in HCC courses must be 2.0.

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

• Students must complete the capstone course 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.”

• Students must earn appropriate CLAST scores for the AA degree (see CLAST) or satisfy one of the approved CLAST exemption alternatives.

• Candidates must complete an application for graduation before the deadline (see the College operational calendar). Students who wish to receive a diploma must pay a $10 fee at the time they apply for graduation. Students applying for multiple degrees must pay $10 for each diploma requested.

• Candidates must fulfill all financial obligations to HCC.

Programs are subject to change.

Students are advised to obtain current information from an HCC Counseling and Advising office prior to registering for classes.
Capstone Course Requirements

General Education Requirements

Gordon Rule Requirements

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.

Other components of the community college to university transfer process include the College Level Academic Skills Test (CLAST) and, in some cases, foreign language requirements. (See this section for specific details.)

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 or in the counseling and advising offices. These guides can be adapted to a specific university major including, but not limited to:

- Agriculture
- Architecture
- Art
- Building Construction
- Business Administration
- Computer Information Systems
- Computer Science (Engineering)
- Dance
- Dramatic Arts
- Education and Teacher Preparation
- Engineering
- Graphic Design
- Hospitality Administration Management
- Liberal Arts and Sciences
- Mass Communications
- Medical Science
- Music
- Pharmacy

Sample course sequences for the AA degree tracks can be viewed on the following pages.

Catalogs from colleges and universities are available from the student services office at each campus. In addition, advising guides for each major at a state university and most of Florida’s regionally accredited private colleges are available from any campus advising and transfer office. Many are available online.

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 lies 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

Communications

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>English Composition II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Public Speaking</td>
<td>3 cr.</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>9 cr.</strong></td>
</tr>
</tbody>
</table>

Humanities: 6 credits required

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AML 2010</td>
<td>American Literature to 1885</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AML 2020</td>
<td>American Literature: 1885 to Present</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AML 2600</td>
<td>African-American Literature</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ARH 1000</td>
<td>Understanding Visual Art</td>
<td>3 cr.</td>
</tr>
<tr>
<td>DAN 2100</td>
<td>Introduction to Dance</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ENL 2012</td>
<td>British Literature to 1800</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ENL 2022</td>
<td>British Literature: 1800 to Present</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HUM 2210</td>
<td>World Humanities: Prehistory to Early Modern Era</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HUM 2230</td>
<td>World Humanities: Early Modern to Contemporary</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HUM 2410</td>
<td>Asian Humanities</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HUM 2420</td>
<td>African Humanities</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HUM 2461</td>
<td>Latin-American Humanities</td>
<td>3 cr.</td>
</tr>
<tr>
<td>LIT 2110</td>
<td>World Literature to 1650</td>
<td>3 cr.</td>
</tr>
<tr>
<td>LIT 2120</td>
<td>World Literature: 1650 to Present</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MUL 1010</td>
<td>Introduction to Music</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PHI 1010</td>
<td>Introduction to Philosophy</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PHI 1100</td>
<td>Elementary Logic</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PHI 1600</td>
<td>Ethics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>REL 2300</td>
<td>Introduction to Religion</td>
<td>3 cr.</td>
</tr>
<tr>
<td>THE 1000</td>
<td>Introduction to Theatre</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

Group II – Mathematics and Natural Science: 12 credits required

Math: 6 credits required*

Students may choose two of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MGF 1106</td>
<td>Liberal Arts Math I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MGF 1107</td>
<td>Liberal Arts Math II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Elementary Statistics</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

*(May take any courses of higher content to substitute)

Science: 6-8 credits required

General education requirement in science may be met through any one of the following three options:

Option I [7 credit hours total]

Students must select at least one course in biological science and one course in physical science from the following list of courses. The selection must include at least one lecture course with its co-requisite laboratory in biological science or physical science.
<table>
<thead>
<tr>
<th>Biological Science</th>
<th>Physical Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 1010 Biological Science I 3 cr.</td>
<td>AST 1002C Astronomy 3 cr.</td>
</tr>
<tr>
<td>BSC 1010L Biological Science I Laboratory 1 cr.</td>
<td>CHM 1020C Chemistry and Society 3 cr.</td>
</tr>
<tr>
<td>BSC 1005C Biological Foundations (non-science majors) 3 cr.</td>
<td>CHM 1032 Chemistry for Health Sciences 3 cr.</td>
</tr>
<tr>
<td>BSC 1025 Nutrition and Drugs 3 cr.</td>
<td>CHM 1032L Chemistry for Health Sciences Laboratory 1 cr.</td>
</tr>
<tr>
<td>BSC 1023L Nutrition and Drugs Laboratory 1 cr.</td>
<td>ESC 1000 Earth Science 3 cr.</td>
</tr>
<tr>
<td>BSC 1085 Human Anatomy and Physiology I 3 cr.</td>
<td>ESC 1000L Earth Science Laboratory 1 cr.</td>
</tr>
<tr>
<td>BSC 1085L Human Anatomy and Physiology I Laboratory 1 cr.</td>
<td>GLY 1010 Physical Geology 3 cr.</td>
</tr>
<tr>
<td>BSC 1092C Human Biology 3 cr.</td>
<td>GLY 1010L Physical Geology Laboratory 1 cr.</td>
</tr>
<tr>
<td>IDS 1152C Environmental Science 3 cr.</td>
<td>MET 2010C Meteorology 3 cr.</td>
</tr>
<tr>
<td>OCB 2000 Marine Biology 3 cr.</td>
<td>PHY 1053 General Physics I 3 cr.</td>
</tr>
<tr>
<td>OCB 2000L Marine Biology Laboratory 1 cr.</td>
<td>PHY 1053L General Physics I Laboratory 1 cr.</td>
</tr>
<tr>
<td>PCB 1730 Human Reproduction and Inheritance 3 cr.</td>
<td>PSC 1515 Energy and the Environment 3 cr.</td>
</tr>
<tr>
<td>PCB 1730L Human Reproduction and Inheritance Laboratory 1 cr.</td>
<td>PSC 1515L Energy and the Environment Laboratory 1 cr.</td>
</tr>
</tbody>
</table>

**Option II (8 credit hours total)**

Students intending to pursue a major in the sciences, health care, or a related field, may wish to fulfill the general education requirement by selecting a biological science and a physical science with their co-requisite laboratories from the following list of courses:

<table>
<thead>
<tr>
<th>Biological Science</th>
<th>Physical Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 1010 Biological Science I 3 cr.</td>
<td>CHM 1045 College Chemistry I 3 cr.</td>
</tr>
<tr>
<td>OCB 2000 Marine Biology 3 cr.</td>
<td>OCB 2000L Marine Biology Laboratory 1 cr.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Behavioral Science (3 credits required)</th>
<th>History (3 credits required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 2000 Introduction to Anthropology 3 cr.</td>
<td>AMH 1010 Early American History 3 cr.</td>
</tr>
<tr>
<td>PSY 2012 General Psychology 3 cr.</td>
<td>AMH 1020 Modern American History 3 cr.</td>
</tr>
<tr>
<td>SYG 2000 Introduction to Sociology 3 cr.</td>
<td>EUH 1000 The Western World: Origins to Early Modern Europe 3 cr.</td>
</tr>
<tr>
<td>EUH 1001 The Western World: Modern Europe 3 cr.</td>
<td>AMH 1010 Early American History 3 cr.</td>
</tr>
<tr>
<td>POS 2041 American Government 3 cr.</td>
<td>AMH 1020 Modern American History 3 cr.</td>
</tr>
<tr>
<td>PSY 2012 General Psychology 3 cr.</td>
<td>EUH 1000 The Western World: Origins to Early Modern Europe 3 cr.</td>
</tr>
<tr>
<td>SYG 2000 Introduction to Sociology 3 cr.</td>
<td>EUH 1001 The Western World: Modern Europe 3 cr.</td>
</tr>
</tbody>
</table>

**Behavioral Science, History, Political Science (3 credits required)**

<table>
<thead>
<tr>
<th>Behavioral Science, History, Political Science (3 credits required)</th>
<th>History (3 credits required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH 1010 Early American History 3 cr.</td>
<td>AMH 1010 Early American History 3 cr.</td>
</tr>
<tr>
<td>AMH 1020 Modern American History 3 cr.</td>
<td>AMH 1020 Modern American History 3 cr.</td>
</tr>
<tr>
<td>ANT 2000 Introduction to Anthropology 3 cr.</td>
<td>EUH 1000 The Western World: Origins to Early Modern Europe 3 cr.</td>
</tr>
<tr>
<td>EUH 1000 The Western World: Origins to Early Modern Europe 3 cr.</td>
<td>EUH 1000 The Western World: Origins to Early Modern Europe 3 cr.</td>
</tr>
<tr>
<td>POS 2041 American Government 3 cr.</td>
<td>EUH 1001 The Western World: Modern Europe 3 cr.</td>
</tr>
<tr>
<td>POS 2041 American Government 3 cr.</td>
<td>AMH 1010 Early American History 3 cr.</td>
</tr>
<tr>
<td>PSY 2012 General Psychology 3 cr.</td>
<td>AMH 1020 Modern American History 3 cr.</td>
</tr>
<tr>
<td>SYG 2000 Introduction to Sociology 3 cr.</td>
<td>EUH 1000 The Western World: Origins to Early Modern Europe 3 cr.</td>
</tr>
</tbody>
</table>

**NOTE:** MGF 1119, Introductory Mathematics with Applications, may substitute as the math requirement in the associate in applied science degree.
**Computers**

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. 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 2110, CONNECTIONS: The Capstone Course Requirement**

The capstone course (IDS 2110, 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.”

**State University Language Requirement**

Although a student who has not earned two credits of sequential foreign language at the secondary level is not required to take a foreign language to graduate from HCC, a student must successfully complete 8 to 10 hours of one foreign language at the college level for undergraduate admission to a state university. Thus, if students intend to transfer to a four-year university, they should consider completing their foreign language requirement at HCC. Two years of American Sign Language at the secondary level or 8 to 10 credits at the postsecondary level also satisfy the language admission requirement.
AA • ASSOCIATE IN ARTS DEGREE

Students may pursue any combination of university transfer programs, but only one AA degree will be awarded. 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 www.hccfl.edu or any campus advising office.

AA • AGRICULTURE

AA.AGR (60 credit hours)

This pre-major 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.

General Education Requirements 36 cr.

Recommended Courses/Electives 24 cr.

NOTE 1: The list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this pre-major, or consult the appropriate advising guide on the HCC website (www.hccfl.edu).

NOTE 2: IDS 2110, Connections is required for graduation.

Recommended Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 1011</td>
<td>Biological Science II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BSC 1011L</td>
<td>Biological Science II Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>CHM 1046</td>
<td>College Chemistry II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CHM 1046L</td>
<td>College Chemistry II Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Macroeconomics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>Principles of Microeconomics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PHY 1053</td>
<td>General Physics I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PHY 1053L</td>
<td>General Physics I Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Elementary Statistics</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

NOTE 3: 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.
AA • ARCHITECTURE

AA.ARC (72 credit hours)

This pre-major 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.

General Education Requirements 36 cr.
Recommended Courses/Electives 24 cr.

NOTE 1: The list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this pre-major, or consult the appropriate advising guide on the HCC website (www.hccfl.edu).

NOTE 2: IDS 2110, Connections is required for graduation.

Recommended Courses

ARC 1211 The Building Arts 3 cr.
*ARC 1301 Architectural Design I 4 cr.
ARC 1302 Architectural Design II 4 cr.
*ARC 1701 Survey of Architectural History I 3 cr.
ARC 2201 Theory of Architecture 3 cr.
ARC 2303 Architectural Design III 5 cr.
ARC 2304 Architectural Design IV 5 cr.
ARC 2461 Materials and Methods I 3 cr.
ARC 2501 Architectural Structure I 4 cr.
MAC 2233 Calculus for Business 3 cr.
PHY 1053 General Physics I 3 cr.
PHY 1053L General Physics I Laboratory 1 cr.

* Recommended course(s) for the first semester.

NOTE 3: 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.

AA • ART

AA.ART (60 credit hours)

This pre-major 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.

General Education Requirements 36 cr.
Recommended Courses/Electives 24 cr.

NOTE 1: The list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this pre-major, or consult the appropriate advising guide on the HCC website (www.hccfl.edu).

NOTE 2: IDS 2110, Connections is required for graduation.

Recommended Courses

ART 1201C Design Foundations 3 cr.
ART 1203C Three Dimensional Design 3 cr.
ART 1300C Drawing I 3 cr.
ART 1301C Drawing II 3 cr.
ARH 1050 Art History I 3 cr.
ARH 1051 Art History II 3 cr.
Art Related Electives 6 cr.

NOTE 3: 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.
**AA • BUILDING CONSTRUCTION**

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

This pre-major 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.

**General Education Requirements**  
36 cr.

**Recommended Courses/Electives**  
24 cr.

**NOTE 1:** The list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this pre-major, or consult the appropriate advising guide on the HCC website (www.hccfl.edu).

**NOTE 2:** IDS 2110, Connections is required for graduation.

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**Recommended Courses**

- ACG 2021 Introduction to Financial Accounting 3 cr.
- ARC 2501 Architectural Structures I 4 cr.
- BCN 1210 Construction Materials and Processes 3 cr.
- BCN 1250 Introduction to Graphic Technology 3 cr.
- BUL 1241 Business Law I 3 cr.
- CGS 1000 Introduction to Computers and Technology 3 cr.
- ECO 2013 Principles of Microeconomics 3 cr.
- ENC 1151 Technical English I 3 cr.
- MAC 2233 Calculus for Business & Social Sciences 3 cr.
- PHY 1053 General Physics I 3 cr.
- PHY 1053L General Physics I Laboratory 1 cr.
- PHY 1054 General Physics II 3 cr.
- PHY 1054L General Physics II Laboratory 1 cr.
- STA 2023 Elementary Statistics 3 cr.

**NOTE 3:** The associate in arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the above planned track in order to transfer into a similar program at senior institutions.

---

**AA • BUSINESS ADMINISTRATION**

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

This pre-major 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.

**General Education Requirements**  
36 cr.

**Recommended Courses/Electives**  
24 cr.

**NOTE 1:** The list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this pre-major, or consult the appropriate advising guide on the HCC website (www.hccfl.edu).

**NOTE 2:** IDS 2110, Connections is required for graduation.

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**Recommended Courses**

- ACG 2021 Introduction to Financial Accounting 3 cr.
- ACG 2071 Managerial Accounting 3 cr.
- CGS 1000 Introduction to Computers and Technology 3 cr.
- ECO 2013 Principles of Microeconomics 3 cr.
- ECO 2023 Principles of Macroeconomics 3 cr.
- MAC 2233 Calculus for Business 3 cr.
- STA 2023 Elementary Statistics 3 cr.
- Business Related Electives 3 cr.

**NOTE 3:** 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.
**AA • COMPUTER INFORMATION SYSTEMS**

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

This pre-major 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.

**General Education Requirements** 36 cr.

**Recommended Courses/Electives** 24 cr.

**NOTE 1:** The list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this pre-major, or consult the appropriate advising guide on the HCC website (www.hccfl.edu).

**NOTE 2:** IDS 2110, Connections is required for graduation.

**Recommended Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2021</td>
<td>Introduction to Financial Accounting</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ACG 2071</td>
<td>Managerial Accounting</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 1000</td>
<td>Introduction to Computers and Technology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>COP 1120</td>
<td>COBOL, Beginning</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Macroeconomics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>Principles of Microeconomics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MAC 2233</td>
<td>Calculus for Business</td>
<td>3 cr.</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Elementary Statistics</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

**NOTE 3:** 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.

**AA • COMPUTER SCIENCE (ENGINEERING)**

**AA.COMP (65 credit hours)**

This pre-major 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.

**General Education Requirements** 36 cr.

**Recommended Courses/Electives** 24 cr.

**NOTE 1:** The list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this pre-major, or consult the appropriate advising guide on the HCC website (www.hccfl.edu).

**NOTE 2:** IDS 2110, Connections is required for graduation.

**Recommended Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC 2311</td>
<td>Calculus and Analytic Geometry I</td>
<td>5 cr.</td>
</tr>
<tr>
<td>MAC 2312</td>
<td>Calculus and Analytic Geometry II</td>
<td>5 cr.</td>
</tr>
<tr>
<td>MAC 2313</td>
<td>Calculus and Analytical Geometry</td>
<td>5 cr.</td>
</tr>
<tr>
<td>PHY 2048</td>
<td>General Physics with Calculus I</td>
<td>4 cr.</td>
</tr>
<tr>
<td>PHY 2048L</td>
<td>General Physics with Calculus I Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>PHY 2049</td>
<td>General Physics with Calculus II</td>
<td>4 cr.</td>
</tr>
<tr>
<td>PHY 2049L</td>
<td>General Physics with Calculus II Laboratory</td>
<td>1 cr.</td>
</tr>
</tbody>
</table>

**NOTE 3:** The associate in arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the above planned track in order to transfer into a similar program at senior institutions.
AA • DANCE

AA.DAN (63 credit hours)
This pre-major is for students who wish to pursue a four-year degree in dance. Careers include performing, teaching, and choreographing.

General Education Requirements 36 cr.
Recommended Courses/Electives 24 cr.

NOTE 1: The list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this pre-major, or consult the appropriate advising guide on the HCC website (www.hccfl.edu).

NOTE 2: IDS 2110, Connections is required for graduation.

Recommended Courses
DAA 1101 Modern Dance I 2-4 cr.*
DAA 1104 Modern Dance II 2-4 cr.*
DAA 2105 Modern Dance III 2-4 cr.*
DAA 2106 Modern Dance IV 2-4 cr.*
DAA 1200 Ballet I 2-4 cr.*
DAA 1204 Ballet II 2-4 cr.*
DAA 2205 Ballet III 2-4 cr.*
DAA 2206 Ballet IV 2-4 cr.*
DAA 1610L Dance Composition I 2 cr.
DAA 1680L Dance Ensemble 1 cr.
DAN 1600C Music for Dance 2 cr.
DAN 2100 Introduction to Dance 3 cr.
Specified Elective 1 cr.

Recommended Courses
DAA 1101 Modern Dance I 2-4 cr.*
DAA 1104 Modern Dance II 2-4 cr.*
DAA 2105 Modern Dance III 2-4 cr.*
DAA 2106 Modern Dance IV 2-4 cr.*
DAA 1200 Ballet I 2-4 cr.*
DAA 1204 Ballet II 2-4 cr.*
DAA 2205 Ballet III 2-4 cr.*
DAA 2206 Ballet IV 2-4 cr.*
DAA 1610L Dance Composition I 2 cr.
DAA 1680L Dance Ensemble 1 cr.
DAN 1600C Music for Dance 2 cr.
DAN 2100 Introduction to Dance 3 cr.
Specified Elective 1 cr.

* 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).

NOTE 3: 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.

AA • DRAMATIC ARTS

AA.THE (60 credit hours)
This pre-major is for students who wish to pursue a four-year degree in drama or theatre. Careers include performing, teaching, writing, and directing.

General Education Requirements 36 cr.
Recommended Courses/Electives 24 cr.

NOTE 1: The list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this pre-major, or consult the appropriate advising guide on the HCC website (www.hccfl.edu).

NOTE 2: IDS 2110, Connections is required for graduation.

Recommended Courses
THE 1000 Introduction to Theatre 3 cr.
TPP 1110 Acting I 3 cr.
TPP 1111 Acting II 3 cr.
TPA 1290 Performance Workshop 3 cr.
TPA 1200 Stagecraft 3 cr.
TPA 1248 Make-up for the Stage 3 cr.
The 1304 Script Analysis 3 cr.
TPP 1160 Voice and Movement Techniques 3 cr.

NOTE 3: 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.
AA•EDUCATION/TEACHER PREPARATION

AA.EDE/AA.EVT/AA.ESE/AA.PE (60 credit hours)

This pre-major is for students who want to pursue a four-year degree in education. Consult the appropriate advising guide on the HCC website at www.hcc.fl.edu.

**General Education Requirements** 36 cr.
**Specified Electives** 9 cr.
**Electives** 9 cr.
**Diversity/International Focused Electives** 6 cr.

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 pre-major, or consult the appropriate advising guide on the HCC website (www.hcfl.edu).

**NOTE 2:** IDS 2110, Connections is required for graduation.

**Specified Electives** 24 cr.
EDF 1005 Introduction to Education 3 cr.
EDG 2701 Teaching Diverse Populations 3 cr.
EME 2040 Introduction to Education Technology 3 cr.
Electives* 9 cr.

Select 6 credit hours from the following international or diversity focused courses:**
AFA 1000 Introduction to Black Studies 3 cr.
ANT 2000 Introduction to Anthropology 3 cr.
ARH 1000 Understanding Visual Art 3 cr.
ANT 2410 Cultural Anthropology 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.
REL 2300 Introduction to Religion 3 cr.
LAH 1020 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.
SYG 2000 Introduction to Sociology 3 cr.
THE 1000 Introduction to Theatre Arts 3 cr.

**NOTE 3:** 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.

*Students should select these electives based on common program prerequisites for the intended upper division major.

**Any approved general education course previously listed, but not used to satisfy another general education requirement may be used to fulfill this area.
AA • ENGINEERING

AA.ENG (60 credit hours)
This pre-major 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.

General Education Requirements 36 cr.
Recommended Courses/Electives 24 cr.

NOTE 1: The list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this pre-major, or consult the appropriate advising guide on the HCC website (www.hccfl.edu).

NOTE 2: IDS 2110, Connections is required for graduation.

Recommended Courses
MAC 2311 Calculus and Analytic Geometry I 5 cr.
MAC 2312 Calculus and Analytic Geometry II 5 cr.
MAC 2313 Calculus and Analytic Geometry III 5 cr.
MAP 2302 Differential Equations 3 cr.
PHY 2048 General Physics with Calculus I 4 cr.
PHY 2048L General Physics with Calculus I Laboratory 1 cr.
PHY 2049 General Physics with Calculus II 4 cr.
PHY 2049L General Physics with Calculus II Laboratory 1 cr.
CHM 1045 College Chemistry I 3 cr.
CHM 1045L College Chemistry I Laboratory 1 cr.

NOTE 3: 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.

AA • GRAPHIC DESIGN

AA.GRA (60 credit hours)
This pre-major 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.

General Education Requirements 36 cr.
Recommended Courses/Electives 24 cr.

NOTE 1: The list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this pre-major, or consult the appropriate advising guide on the HCC website (www.hccfl.edu).

NOTE 2: IDS 2110, Connections is required for graduation.

Recommended Courses
ARH 1050 Art History I or ARH 1051 Art History II 3 cr.
ART 1201C Design Foundations 3 cr.
ART 1300C Drawing I 3 cr.
GRA 1111C Graphic Design 3 cr.
GRA 1156C Graphic Design: Fundamentals 3 cr.
PGY 1401C Photography I Electives 3 cr.
Specified Electives Specified Electives 3 cr.

NOTE 3: 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.
**AA • HOSPITALITY ADMINISTRATION MANAGEMENT**

**AA.HOS.ADMIN.MGMT (60 credit hours)**

This pre-major 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.

**General Education Requirements** 36 cr.

**Recommended Courses/Electives** 24 cr.

**NOTE 1:** The list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this pre-major, or consult the appropriate advising guide on the HCC website (www.hccfl.edu).

**NOTE 2:** IDS 2110, Connections is required for graduation.

**Recommended Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2021</td>
<td>Financial Accounting</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ACG 2071</td>
<td>Managerial Accounting</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 1000</td>
<td>Introduction to Computers &amp; Technology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Macroeconomics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>Principles of Microeconomics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HFT 1000</td>
<td>Lodging Management</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MAC 2233</td>
<td>Calculus for Business</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

**NOTE 3:** 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.

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**AA • LIBERAL ARTS AND SCIENCES**

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

This pre-major 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.

**General Education Requirements** 36 cr.

**Recommended Courses/Electives** 24 cr.

**NOTE 1:** Consult an advisor or counselor for general education and recommended courses/electives for this pre-major, or consult the appropriate advising guide on the HCC website (www.hccfl.edu).

**NOTE 2:** IDS 2110, Connections is required for graduation.

**NOTE 3:** 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.
AA • MASS COMMUNICATIONS

AA.MMC (60 credit hours)

This pre-major 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.

General Education Requirements 36 cr.
Recommended Courses/Electives 24 cr.

NOTE 1: The list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this pre-major, or consult the appropriate advising guide on the HCC website (www.hccfl.edu).

NOTE 2: IDS 2110, Connections is required for graduation.

Recommended Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMC 2000</td>
<td>Introduction to Mass Communication</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MMC 2100</td>
<td>Writing for Mass Communication</td>
<td>3 cr.</td>
</tr>
<tr>
<td>POS 2041</td>
<td>American Government</td>
<td>3 cr.</td>
</tr>
<tr>
<td>POS 2112</td>
<td>State and Local Government</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SYG 2000</td>
<td>Introduction to Sociology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>6 cr.</td>
</tr>
</tbody>
</table>

NOTE 3: 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.

AA • MEDICAL SCIENCES: DENTAL, MEDICAL AND VETERINARY

AA.DENT; AA.MED; AA.VET (61 credit hours)

This pre-major 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.

General Education Requirements 36 cr.
Recommended Courses/Electives 24 cr.

NOTE 1: The list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this pre-major, or consult the appropriate advising guide on the HCC website (www.hccfl.edu).

NOTE 2: IDS 2110, Connections is required for graduation.

Recommended Courses

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 1011</td>
<td>Biological Science II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BSC 1011L</td>
<td>Biological Science II Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>CHM 1046</td>
<td>College Chemistry II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CHM 1046L</td>
<td>College Chemistry II Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>CHM 2210</td>
<td>Organic Chemistry I</td>
<td>4 cr.</td>
</tr>
<tr>
<td>CHM 2210L</td>
<td>Organic Chemistry I Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>CHM 2211</td>
<td>Organic Chemistry II</td>
<td>4 cr.</td>
</tr>
<tr>
<td>CHM 2211L</td>
<td>Organic Chemistry II Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>MAC 2311</td>
<td>Calculus and Analytic Geometry I</td>
<td>5 cr.</td>
</tr>
<tr>
<td>MAC 2312</td>
<td>Calculus and Analytic Geometry II</td>
<td>5 cr.</td>
</tr>
</tbody>
</table>

NOTE 3: The associate in arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the above planned track in order to transfer into a similar program at senior institutions.
AA • MUSIC

**AA.MUSIC (65 credit hours)**

This pre-major 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, audio and sound technician.

**General Education Requirements**  36 cr.

**Recommended Courses/Electives**  29 cr.

**NOTE 1:** The list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this pre-major, or consult the appropriate advising guide on the HCC website (www.hccfl.edu).

**NOTE 2:** IDS 2110, Connections is required for graduation.

**Recommended Courses**

* MUT 1111 Theory I  3 cr.
* MUT 1112 Theory II  3 cr.
* MUT 2116 Theory III  3 cr.
* MUT 2117 Theory IV  3 cr.
* MUT 1241L Sight Singing and Ear Training I  1 cr.
* MUT 1242L Sight Singing and Ear Training II  1 cr.
* MUT 2246L Sight Singing and Ear Training III  1 cr.
* MUT 2247L Sight Singing and Ear Training IV  1 cr.
* MUN _____ Performance Courses (1 cr. hr. ea.)  4 cr.
** MUS 1010 Recital Attendance Courses  0 cr.
* MV _____ Applied Music Courses  8 cr.

**NOTE:** Specific performance and applied music course numbers vary by term. Consult the schedule for the current course number.

**NOTE:** Students interested in a music education track should take:

* EDF 1005 Introduction to Education  3 cr.
* EDG 2701 Teaching Diverse Populations  3 cr.
* EME 2040 Introduction to Educational Technology  3 cr.

* Recommended course(s) for the first semester.

** Required of all students enrolled in applied music courses.

**NOTE 3:** The associate in arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the above planned track in order to transfer into a similar program at senior institutions.
AA.PHAR (66 credit hours)

This pre-major is for students who want to pursue a degree in pharmacy.

General Education Requirements 36 cr.
Recommended Courses/Electives 24 cr.

NOTE 1: The list is a guideline. Consult an advisor or counselor for general education and recommended courses/electives for this pre-major, or consult the appropriate advising guide on the HCC website (www.hccfl.edu).

NOTE 2: IDS 2110, Connections is required for graduation.

Recommended Courses

BSC 1011 Biological Science II 3 cr.
BSC 1011L Biological Science II Laboratory 1 cr.
CHM 1046 College Chemistry II 3 cr.
CHM 1046L College Chemistry II Laboratory 1 cr.
CHM 2210 Organic Chemistry I 4 cr.
CHM 2210L Organic Chemistry I Laboratory 1 cr.
CHM 2211 Organic Chemistry II 3 cr.
CHM 2211L Organic Chemistry II Laboratory 1 cr.
MAC 2311 Calculus and Analytic Geometry I 5 cr.
PHY 1053 General Physics I 3 cr.
PHY 1053L General Physics I Laboratory 1 cr.
PHY 1054 General Physics II 3 cr.
PHY 1054L General Physics II Laboratory 1 cr.

NOTE 3: The associate in arts degree may be awarded upon satisfactory completion of 60 credit hours. Students are advised to complete the above planned track in order to transfer into a similar program at senior institutions.
ASSOCIATE IN SCIENCE DEGREE/ASSOCIATE IN APPLIED SCIENCE DEGREE

Advanced Technical Certificate

Applied Technology Diploma

College Credit Certificate

Occupational Programs

Postsecondary Adult Vocational Certificate
Hillsborough Community College will award an associate in science (AS) degree or an associate in applied science (AAS) 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.

Other AS degrees may be transferred to a variety of four-year colleges and universities under individual agreements. Consult an academic advisor for details.

**College Credit Certificate**

College credit programs are offered for those who seek to learn new skills or to refresh or upgrade their present skills.

**Advanced Technical Certificate**

This short-term certificate provides students with advanced training above the associate in science degree.

**Occupational Programs**

**Associate Degrees**

Accounting Technology - AAS (64 cr. hrs.)
Aquaculture - AS/AAS (60 cr. hrs.)
Architectural Design and Construction Technology - AS/AAS (66 cr. hrs.)
Business Administration - International Business - AS/AAS (64 cr. hrs.)
Business Administration and Management - AS (64 cr. hrs.)
Business Administration - Marketing - AAS (64 cr. hrs.)
Computer Engineering Technology - AS/AAS (68 cr. hrs.)
Computer Information Administrator - AS/AAS (63 cr. hrs.)
Computer Programming - AS/AAS (63 cr. hrs.)
Counseling and Human Services - AS/AAS (65 cr. hrs.)
Counseling and Human Services - Maternal and Child Services - AS/AAS (65 cr. hrs.)
Criminal Justice Technology - AS/AAS (64 cr. hrs.)
Culinary Management - AS/AAS (64 cr. hrs.)
Dental Hygiene - AS (88 cr. hrs.)
Diagnostic Medical Sonography Technology - AS/AAS (72 cr. hrs.)
Dietetic Technician - AS (64 cr. hrs.)
Digital Media/Multimedia Technology - AS/AAS (64 cr. hrs.)
Digital Television and Media Production - AS/AAS (64 cr. hrs.)
Early Childhood Management - AS/AAS (63 cr. hrs.)
Electronics Engineering Technology - AS/AAS (68 cr. hrs.)
Emergency Medical Services - AAS (73 cr. hrs.)
Environmental Science Technology - Advanced Water Treatment - AAS (64 cr. hrs.)
Environmental Science Technology - Environmental Technician - AS/AAS (64 cr. hrs.)
Environmental Science Technology - Laboratory Technician - AS/AAS (64 cr. hrs.)
Fire Science Technology - AS/AAS (60 cr. hrs.)
Hospitality and Tourism Management - AS (64 cr. hrs.)
Industrial Management Technology - Autobody - AAS (60 cr. hrs.)
Industrial Management Technology - Ford Asset - AAS (60 cr. hrs.)
Industrial Management Technology - TECO - AAS (60 cr. hrs.)
Information Technology Security – AS/AAS (63 cr. hrs.)
Internet Services Technology - Web Designer - AS/AAS (63 cr. hrs.)
Internet Services Technology - Web Developer - AS/AAS (63 cr. hrs.)
Landscape and Horticulture Technology - Horticulture – AS/AAS (64 cr. hrs.)
Landscape and Horticulture Technology - Landscape – AS/AAS (64 cr. hrs.)
Manufacturing Technology - AS/AAS (64 cr. hrs.)
Network Administrator - Cisco and Telecommunications - AS/AAS (63 cr. hrs.)
Network Administrator - General Networking - AS/AAS (63 cr. hrs.)
Network Administrator - Microsoft Certified Systems Engineer - AS/AAS (63 cr. hrs.)
Network Administrator - Unix/Linux System Administration - AS/AAS (63 cr. hrs.)
Nuclear Medicine Technology - AAS (75 cr. hrs.)
Nursing - AS (72 cr. hrs.)
Office Administration - Medical Office Administration - AAS (63 cr. hrs.)
Office Administration - Office Management - AS/AAS (63 cr. hrs.)
Office Administration - Office Systems Technology - AS/AAS (63 cr. hrs.)
Optical Management Technology - AAS (60 cr. hrs.)
Opticianry - AAS (72 cr. hrs.)
Paralegal Studies (Legal Assisting) - AS/AAS (64 cr. hrs.)
Radiation Therapy - AS (77 cr. hrs.)
Radiography - AS (77 cr. hrs.)
Respiratory Care - AAS (76 cr. hrs.)
Restaurant Management - AAS (64 cr. hrs.)
Sign Language Interpretation - AS/AAS (72 cr. hrs.)
Veterinary Technology - AS (73 cr. hrs.)
College Credit Certificates
Accounting Applications
Aquaculture Technology
AutoCad Foundations
Broadcast Production
Business Management
Business Operations
Business Specialist
Cable Installation
Cisco CCNA
Computer Programming
Computer Programming Specialist
Credit Union Management
Credit Union Operations
Credit Union Specialist
Crime Scene
Digital Media/Multimedia Authoring
Digital Media/Multimedia Instructional Technology
Digital Media/Multimedia Presentation
Digital Media/Multimedia Production
Digital Media/Multimedia Video Production
Digital Media/Multimedia Web Production
Digital Video Production
Drafting
Electronics Technician
Emergency Medical Technician
Eye Care Technician
Food and Beverage Management
Information Technology Analysis
Information Technology Management
Information Technology Support Specialist
Information Technology Technician
Internet Services Technology - Web Development
Specialist - Designer
Internet Services Technology - Web Development
Specialist - Developer
Irrigation Technology
Landscape and Horticulture Professional
Landscape and Horticulture Specialist
Landscape and Horticulture Technician
Microcomputer Repairer/Installer
Network Communications - LAN
Network Communications - WAN
Office Administration Specialist - Medical
Information Coder/Biller - Medical Biller
Office Administration Specialist - Medical
Information Coder/Biller - Medical Coder
Office Management - Medical Office Management
Office Management - Office Management
Office Management - Records Management
Office Management - Software Applications
Management
Office Management Human Resource Management
Office Specialist Medical Office Specialist
Office Specialist - Office Software Applications
Specialist
Office Specialist - Office Specialist
Office Specialist - Records Management Specialist
Office Support - Office Software Applications
Support
Office Support - Office Support
Office Support - Records Management Support
Ophthalmic Lab Technician
Paramedic
Radiation Therapy Specialist
Television Production
Unix/Linux System Administration
Video Editing and Post Production
Wireless Communications
Advanced Technical Certificate
Executive Fire Officer
Paralegal/Legal Assisting
Visual Assessment
Applied Technology Diploma
Family Health and Support Worker
Medical Records Transcription
Pest Control Operations
Postsecondary Adult Vocational Certificate
Advanced Water Treatment
Autobody Collision Repair and Refinishing
Automotive Service Technology
Bail Bonding
Correctional Officer
Dental Assisting
Early Childhood Education
Fire Fighting
Geriatric Care Assistant
Industrial Maintenance
Law Enforcement
Law Enforcement Auxiliary
Private Security Officer
Public Safety Telecommunications
HEALTH SCIENCES

Advanced Technical Certificate
Associate in Science Degree
Associate in Applied Science Degree
Applied Technology Diploma
College Credit Certificate
Health Sciences
Occupational Program Designations:

**AS • ASSOCIATE IN SCIENCE DEGREE**

**AAS • ASSOCIATE IN APPLIED SCIENCE DEGREE**

**AS/AAS • BOTH AS AND AAS DEGREES**

**ATC • Advanced Technical Certificate**

**ATD • Applied Technology Diploma**

**CCC • College Credit Certificate**

**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; 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 because of the limited number of clinical placements the College has available for students to gain practical experience.

Hillsborough Community College and its health science programs reserve the right to make changes in the regulations, offerings, requirements and any provision announced in this catalog at any time, as circumstances require.

For more information about health science program admissions, please call the Student Services Office, Dale Mabry Campus, at (813) 253-7364 or go to www.hccfl.edu/depts/healthsci.
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 nationally accredited by the Council for Standards in Human Service Education (CSHSE), PMB 703, 1050 Larrabee Avenue, Suite 104, Bellingham, WA 98225-7367, (360) 650-3531 or www.CSHSE.org. It is the only nationally accredited Counseling and Human Services program in the state of Florida.

NOTE: All graduates of this AS degree program shall be granted admission into the Social Work baccalaureate degree program at St. Leo University.
AS/AAS • Maternal and Child Services

AS.HUS.MCS/AAS.HUS.MCS (65 Credit Hours)

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.

General Education Requirements 19 cr.
- BSC 1025 Nutrition and Drugs and 3 cr.
- BSC 1025L Nutrition and Drugs Laboratory or 1 cr.
- BSC 1085 Human Anatomy & Physiology I and 3 cr.
- BSC 1085L Human Anatomy & Physiology I Laboratory or 1 cr.
- PCB 1730 Human Reproduction & Inheritance 3 cr.
- PCB 1730L Human Reproduction & Inheritance Laboratory 1 cr.
- ENC 1101 English Composition I 3 cr.
- MGF 1119 Introductory Mathematics w/Applications (non-transfer) or General Education Mathematics (transfer) 3 cr.
- PSY 2012 General Psychology 3 cr.
- SYG 2000 Introduction to Sociology 3 cr.
- Humanities General Education 3 cr.

Program Required Courses 46 cr.
- CGS 1000 Introduction to Computers and Technology 3 cr.
- HUS 1001 Introduction to Human Services 3 cr.
- HUS 1024 Abnormal Behavior: Etiology and Treatment 3 cr.
- HUS 1200 Introduction to Group Process 3 cr.
- HUS 1304 Interpersonal Skills in Human Services 3 cr.
- HUS 1406 Etiology and Treatment of Substance Use Disorders 3 cr.
- HUS 1540 Principles for Understanding and Working w/Families 3 cr.
- HUS 1550 Multicultural Perspective in Human Services 3 cr.
- HUS 2008 Psychotherapy: Theory and Practice 4 cr.
- HUS 2311 Strategies of Behavior Modification 3 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.
- HUS 2822 Human Services Practicum III 3 cr.
- HUS 2840 Field Placement in Maternal and Child Services 3 cr.

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
- HUS 1001 Introduction to Human Services 3 cr.
- HUS 1304 Interpersonal Skills in Human Services 3 cr.
- HUS 1540 Principles for Understanding and Working w/Families 3 cr.
- HUS 1550 Multicultural Perspective in Human Services 3 cr.
- HUS 2541 Working w/Families in the Perinatal Period: Impact on Mother, Child and Family 3 cr.
- HUS 2840 Field Placement in Maternal and Child Services 3 cr.

NOTE: Students who complete the Family Health and Support Worker ATD are eligible to transfer the 21 credits to the AAS degree in Counseling & Human Services, Maternal and Child Services Option.
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 American Dental Association Commission on Dental Accreditation.

**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 for Admission

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 1085</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BSC 1085L</td>
<td>Human Anatomy &amp; Physiology I Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra (transfer) or MGF 1106 Mathematics for Liberal Arts I (non-transfer)</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BSC 1086</td>
<td>Human Anatomy and Physiology II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BSC 1086L</td>
<td>Human Anatomy and Physiology II Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>CHM 1032</td>
<td>Chemistry for Health Sciences</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CHM 1032L</td>
<td>Chemistry for Health Sciences Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>MCB 1000</td>
<td>Microbiology and Human Disease</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MCB 1000L</td>
<td>Microbiology and Human Disease Laboratory</td>
<td>1 cr.</td>
</tr>
</tbody>
</table>

### General Education Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*PSY 2012</td>
<td>General Psychology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>*SPC 1600</td>
<td>Public Speaking</td>
<td>3 cr.</td>
</tr>
<tr>
<td>*SYG 2000</td>
<td>Introduction to Sociology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>*HUN 2201</td>
<td>Fundamentals of Human Nutrition</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

*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.

### Program Required Courses/Electives 54 cr.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEH 1002</td>
<td>Dental Hygiene Instrumentation</td>
<td>1 cr.</td>
</tr>
<tr>
<td>DEH 1002L</td>
<td>Dental Hygiene Instrumentation Laboratory</td>
<td>2 cr.</td>
</tr>
<tr>
<td>DEH 1130</td>
<td>Oral Embryology and Histology</td>
<td>2 cr.</td>
</tr>
<tr>
<td>DEH 1800C</td>
<td>Clinical Dental Hygiene I</td>
<td>5 cr.</td>
</tr>
<tr>
<td>DEH 1811</td>
<td>Dental Ethics, Jurisprudence</td>
<td>1 cr.</td>
</tr>
<tr>
<td>DEH 1802C</td>
<td>Clinical Dental Hygiene II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>DEH 2300</td>
<td>Pharmacology and Oral Medicine</td>
<td>2 cr.</td>
</tr>
<tr>
<td>DEH 2400</td>
<td>General and Oral Pathology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>DEH 2602</td>
<td>Periodontology</td>
<td>2 cr.</td>
</tr>
<tr>
<td>DEH 2702</td>
<td>Community Dental Health</td>
<td>2 cr.</td>
</tr>
<tr>
<td>DEH 2702L</td>
<td>Community Dental Health Practicum</td>
<td>1 cr.</td>
</tr>
<tr>
<td>DEH 2804C</td>
<td>Clinical Dental Hygiene III</td>
<td>5 cr.</td>
</tr>
<tr>
<td>DEH 2806C</td>
<td>Clinical Dental Hygiene IV</td>
<td>6 cr.</td>
</tr>
<tr>
<td>DES 1020</td>
<td>Oral, Head and Neck Anatomy</td>
<td>2 cr.</td>
</tr>
<tr>
<td>DES 1020L</td>
<td>Oral, Head and Neck Anatomy Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>DES 1100</td>
<td>Dental Materials</td>
<td>2 cr.</td>
</tr>
<tr>
<td>DES 1100L</td>
<td>Dental Materials Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>DES 1200</td>
<td>Dental Radiology</td>
<td>2 cr.</td>
</tr>
<tr>
<td>DES 1200L</td>
<td>Dental Radiology Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>DES 1801</td>
<td>Introduction to Clinical Procedures</td>
<td>2 cr.</td>
</tr>
<tr>
<td>DES 1801L</td>
<td>Introduction to Clinical Procedures Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>DES 1830C</td>
<td>Expanded Duties for Dental Hygienists</td>
<td>2 cr.</td>
</tr>
<tr>
<td>DES 2502</td>
<td>Office Management</td>
<td>1 cr.</td>
</tr>
<tr>
<td>DES 2934</td>
<td>Advanced Clinical Procedures</td>
<td>1 cr.</td>
</tr>
<tr>
<td><strong>HUN 2201</strong></td>
<td>Fundamentals of Human Nutrition</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

**NOTE:** Must be taken in the fall or spring term of the student’s first year.
AS/AAS • DIAGNOSTIC MEDICAL SONOGRAPHY TECHNOLOGY

AS.SON/AAS.SON (72 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 Joint Review Committee on Education in Diagnostic Medical Sonography in cooperation with the Commission of Allied Health Education Programs (CAAHEP), 2025 Woodlane Drive, St. Paul, MN 55125.

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 for Admission

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BSC 1085</td>
<td>Anatomy and Physiology I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BSC 1085L</td>
<td>Anatomy and Physiology I Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>MATH 1025</td>
<td>Mathematics General Education</td>
<td>3 cr.</td>
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<tr>
<td>PHY 1025</td>
<td>Fundamentals of Physics</td>
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<tr>
<td>PHY 1025L</td>
<td>Fundamentals of Physics Laboratory</td>
<td>1 cr.</td>
</tr>
</tbody>
</table>

General Education Requirements 16 cr.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3 cr.</td>
</tr>
<tr>
<td></td>
<td>Humanities General Education</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

Program Required Courses 56 cr.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 1086</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BSC 1086L</td>
<td>Human Anatomy &amp; Physiology II Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>RTE 1782</td>
<td>Pathology of Medical &amp; Surgical Diseases</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SON 1000</td>
<td>Basic Sonography</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SON 1053</td>
<td>Sonographic Imaging of Medical/Surgical Diseases</td>
<td>1 cr.</td>
</tr>
<tr>
<td>SON 1100</td>
<td>Sonographic Scanning Protocol I</td>
<td>1 cr.</td>
</tr>
<tr>
<td>SON 1101</td>
<td>Sonographic Scanning Protocol II</td>
<td>1 cr.</td>
</tr>
<tr>
<td>SON 1210</td>
<td>Introduction to Sonographic Physics and Instrumentation</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SON 1311</td>
<td>Introduction to Sonographic Cross Sectional Anatomy I</td>
<td>1 cr.</td>
</tr>
<tr>
<td>SON 1312</td>
<td>Introduction to Sonographic Cross Sectional Anatomy II</td>
<td>1 cr.</td>
</tr>
<tr>
<td>SON 1313</td>
<td>Introduction to Cross Sectional Anatomy III</td>
<td>1 cr.</td>
</tr>
<tr>
<td>SON 1804C</td>
<td>Introduction to Practicum I</td>
<td>2 cr.</td>
</tr>
<tr>
<td>SON 1840</td>
<td>Introduction of Practicum II</td>
<td>1 cr.</td>
</tr>
<tr>
<td>SON 1850</td>
<td>Introduction to Practicum III</td>
<td>1 cr.</td>
</tr>
<tr>
<td>SON 2061</td>
<td>Seminar in Sonography</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SON 2111</td>
<td>Abdominal Sonography I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SON 2112</td>
<td>Abdominal Sonography II</td>
<td>3 cr.</td>
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<tr>
<td>SON 2121</td>
<td>Obstetric and Gynecology in Sonography I</td>
<td>4 cr.</td>
</tr>
<tr>
<td>SON 2122</td>
<td>Obstetric and Gynecology in Sonography II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SON 2211</td>
<td>Sonographic Physics and Instrumentation</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SON 2211L</td>
<td>Sonographic Physics and Instrumentation Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>SON 2814</td>
<td>Sonographic Clinical Practicum I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SON 2824</td>
<td>Sonographic Clinical Practicum II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SON 2834</td>
<td>Sonographic Clinical Practicum III</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>
Emergency Medical Services Programs

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 Paramedic Program is accredited by the Committee on Accreditation of Educational Programs for EMS Professionals (CoAEMSP) 1248 Harwood Road, Bedford, Texas, 76021, in cooperation with the Commission on Accreditation of Allied Health Programs (CAAHEP), 1361 Park Street, Clearwater, Florida 33756.

This program provides paramedics with an opportunity to further their education by earning an associate in applied science degree. The student must first be accepted into the paramedic program or be certified or certification eligible to enroll in this program.

Statewide curriculum guidelines allow students who complete an ATD at a vocational technical center to be awarded 11 college credits upon enrolling at HCC. These credit hours will be applied toward an AAS degree in Emergency Medical Services.

General Education Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 1085</td>
<td>Human Anatomy and Physiology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BSC 1085L</td>
<td>Human Anatomy and Physiology Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3 cr.</td>
</tr>
<tr>
<td></td>
<td>Humanities General Education</td>
<td>3 cr.</td>
</tr>
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</table>

Program Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 1086</td>
<td>Anatomy and Physiology II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BSC 1086L</td>
<td>Anatomy and Physiology II Laboratory</td>
<td>1 cr.</td>
</tr>
</tbody>
</table>

Completion of EMT College Credit Certificate

11 cr.

Completion of Paramedic College Credit Certificate

42 cr.

EMT-Retracking

EMT Technician-Basic (EMT-B) students have one year to successfully complete all course work and one year from course completion to obtain state certification. Students who do not successfully complete the EMT-B program within one year or who do not obtain state certification within one year after course completion must retake all courses of the EMT-B program.
CCC • Paramedic

CCC.PARA (42 Credit Hours)

In addition to performing the skills of an EMT-Basic, 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 two admission dates per year (see the allied health admissions criteria and procedure section of this catalog). Classes are scheduled to accommodate the 24-48 hour work shifts.

Class work includes the most current courses required by the United States Department of Transportation as well as anatomy, physiology and advanced cardiac life support courses.

The Paramedic program is accredited by the Committee on Accreditation of Educational Programs for EMS Professionals (CoAEMSP) 1248 Harwood Road, Bedford, Texas, 76021, in cooperation with the Commission on Accreditation of Allied Health Programs (CAAHEP), 1361 Park Street, Clearwater, Florida 33756.

Program Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 2617C</td>
<td>Assessment - Based Management Proficiency</td>
<td>2 cr.</td>
</tr>
<tr>
<td>EMS 2621</td>
<td>Paramedic Phase I</td>
<td>7 cr.</td>
</tr>
<tr>
<td>EMS 2621L</td>
<td>Paramedic Phase I Practicum</td>
<td>4 cr.</td>
</tr>
<tr>
<td>EMS 2622</td>
<td>Paramedic Phase II</td>
<td>8 cr.</td>
</tr>
<tr>
<td>EMS 2622L</td>
<td>Paramedic Phase II Practicum</td>
<td>4 cr.</td>
</tr>
<tr>
<td>EMS 2623</td>
<td>Paramedic Phase III</td>
<td>6 cr.</td>
</tr>
<tr>
<td>EMS 2623L</td>
<td>Paramedic Phase III Practicum</td>
<td>2 cr.</td>
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<tr>
<td>EMS 2666</td>
<td>Paramedic Clinical I</td>
<td>3 cr.</td>
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<td>EMS 2667</td>
<td>Paramedic Clinical II</td>
<td>3 cr.</td>
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<tr>
<td>EMS 2668</td>
<td>Paramedic Clinical III</td>
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</table>

AAS • Nuclear Medicine Technology

AAS.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, 716 Black Point Road, P.O. Box 1149, Polson, MT 59860-1149, (406) 883-0003.

Clinical evaluations are used to assess a student's performance in the clinical environment.

Prerequisite Courses for Admission

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BSC 1085</td>
<td>Anatomy and Physiology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BSC 1085L</td>
<td>Anatomy and Physiology Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>CHM 1025</td>
<td>Modern Chemistry and CHM 1025L</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MGF 1119</td>
<td>Introductory Mathematics w/Applications (non-transfer) or General Education Mathematics (transfer)</td>
<td>3 cr.</td>
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</table>

General Education Requirements 16 cr.

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
</tr>
<tr>
<td></td>
<td>Humanities General Education</td>
</tr>
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</table>

Program Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 1086</td>
<td>Human Anatomy and Physiology II</td>
</tr>
<tr>
<td>BSC 1086L</td>
<td>Human Anatomy and Physiology II Laboratory</td>
</tr>
<tr>
<td>NMT 1002</td>
<td>Introduction to Nuclear Medicine Technology</td>
</tr>
<tr>
<td>NMT 1051</td>
<td>Nuclear Medicine Data Analysis</td>
</tr>
<tr>
<td>NMT 1103</td>
<td>Introduction to Patient Care</td>
</tr>
<tr>
<td>NMT 1312</td>
<td>Radiation Safety and Health Physics</td>
</tr>
<tr>
<td>NMT 1534</td>
<td>Nuclear Instrumentation</td>
</tr>
<tr>
<td>NMT 1534L</td>
<td>Nuclear Instrumentation Laboratory</td>
</tr>
<tr>
<td>NMT 1613</td>
<td>Nuclear Physics</td>
</tr>
<tr>
<td>NMT 1713</td>
<td>Nuclear Medicine Methodology I</td>
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<tr>
<td>NMT 1723</td>
<td>Nuclear Medicine Methodology II</td>
</tr>
<tr>
<td>NMT 1804</td>
<td>Nuclear Medicine Practicum I</td>
</tr>
<tr>
<td>NMT 1814</td>
<td>Nuclear Medicine Practicum II</td>
</tr>
<tr>
<td>NMT 2061</td>
<td>Nuclear Medicine Seminar</td>
</tr>
<tr>
<td>NMT 2733</td>
<td>Nuclear Medicine Methodology III</td>
</tr>
<tr>
<td>NMT 2824</td>
<td>Nuclear Medicine Practicum III</td>
</tr>
<tr>
<td>RTE 1782</td>
<td>Pathology of Medical/Surgical Diseases</td>
</tr>
<tr>
<td>RTE 2385</td>
<td>Radiation Biology</td>
</tr>
</tbody>
</table>
AS • NURSING: NURSING R.N.

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 program is approved by the Florida State Board of Nursing and accredited by the National League for Nursing Accrediting Commission. The Commission is located at 61 Broadway-33rd Floor, New York, New York, 10006, (212) 363-5555. 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 and the Plant City 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.

Students will be required to take nationally normed tests throughout the curriculum and to make a satisfactory score on such tests. In the last semester of the curriculum, students will be required to take a comprehensive exam and to make a satisfactory score on such an exam prior to graduation/taking the licensing 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 and Paramedic

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.
### AS • Nursing - Basic Option

**AS.NUR.NURB (72 Credit Hours)**

| General Education Requirements | 19 cr. |
| Program Required Courses/Electives | 53 cr. |

**Prerequisites for Admission**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 1085</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BSC 1085L</td>
<td>Human Anatomy &amp; Physiology I Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>BSC 1086</td>
<td>Human Anatomy and Physiology II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BSC 1086L</td>
<td>Human Anatomy and Physiology II Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra or MGF 1106 Mathematics for Liberal Arts I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MCB 1000</td>
<td>Microbiology and Human Disease</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MCB 1000L</td>
<td>Microbiology and Human Disease Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>SYG 2000</td>
<td>Introduction to Sociology</td>
<td>3 cr.</td>
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</table>

**General Education Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1102</td>
<td>English Composition II</td>
<td>3 cr.</td>
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**Program Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 1213C</td>
<td>Nursing Process I</td>
<td>10 cr.</td>
</tr>
<tr>
<td>NUR 1260C</td>
<td>Nursing Process II</td>
<td>10 cr.</td>
</tr>
<tr>
<td>NUR 2243C</td>
<td>Nursing Process IV</td>
<td>10 cr.</td>
</tr>
<tr>
<td>NUR 2460C</td>
<td>Nursing Process III</td>
<td>10 cr.</td>
</tr>
<tr>
<td>NUR 2520C</td>
<td>Mental Health Nursing</td>
<td>2 cr.</td>
</tr>
</tbody>
</table>

Select 3 specified elective credits from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 1025</td>
<td>Nutrition and Drugs</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BSC 1025L</td>
<td>Nutrition and Drugs Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>CHM 1032</td>
<td>Chemistry for Health Sciences</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CHM 1032L</td>
<td>Chemistry for Health Sciences Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>DEP 1004</td>
<td>Developmental Psychology of Life Span</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HUN 2201</td>
<td>Fundamentals of Human Nutrition</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PHI 1600</td>
<td>Ethics</td>
<td>3 cr.</td>
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<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>NUR 1060</td>
<td>Health Assessment</td>
<td>3 cr.</td>
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<th>Credits</th>
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<tbody>
<tr>
<td>MCB 1000L</td>
<td>Microbiology and Human Disease Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>SYG 2000</td>
<td>Introduction to Sociology</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

### AS • Nursing - ADN Transition Option

**AS.NUR.NURT (72 Credit Hours)**

| General Education Requirements | 19 cr. |
| Program Required Courses/Electives | 53 cr. |

**Prerequisites for Admission**

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>BSC 1085</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BSC 1085L</td>
<td>Human Anatomy &amp; Physiology I Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>BSC 1086</td>
<td>Human Anatomy and Physiology II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BSC 1086L</td>
<td>Human Anatomy and Physiology II Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra or MGF 1106 Mathematics for Liberal Arts I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MCB 1000</td>
<td>Microbiology and Human Disease</td>
<td>3 cr.</td>
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**General Education Requirements**

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<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>ENC 1102</td>
<td>English Composition II</td>
<td>3 cr.</td>
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</table>

**Program Required Courses**

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<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 1000</td>
<td>Introduction to Basic Healthcare Concepts</td>
<td>1 cr.</td>
</tr>
<tr>
<td>NUR 1004C</td>
<td>Basic Nursing Skills Procedures</td>
<td>6 cr.</td>
</tr>
<tr>
<td>NUR 1142</td>
<td>Introductory Mathematics and Pharmacology</td>
<td>1 cr.</td>
</tr>
<tr>
<td>NUR 1213C</td>
<td>Nursing Process I</td>
<td>10 cr.</td>
</tr>
<tr>
<td>NUR 1260C</td>
<td>Nursing Process II</td>
<td>10 cr.</td>
</tr>
<tr>
<td>NUR 2243C</td>
<td>Nursing Process IV</td>
<td>10 cr.</td>
</tr>
<tr>
<td>NUR 2462C</td>
<td>Nursing Process III for Transition Option</td>
<td>9 cr.</td>
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<tr>
<td>NUR 2520C</td>
<td>Mental Health Nursing</td>
<td>2 cr.</td>
</tr>
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<tr>
<td>BSC 1025L</td>
<td>Nutrition and Drugs Laboratory</td>
<td>1 cr.</td>
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<td>CHM 1032</td>
<td>Chemistry for Health Sciences</td>
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<td>DEP 1004</td>
<td>Developmental Psychology of Life Span</td>
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<td>General Psychology</td>
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</tr>
<tr>
<td>NUR 1060</td>
<td>Health Assessment</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

**Note:** 10 credit hours of articulated credit or experiential credit may be awarded to individuals who are licensed practical nurses.
The primary goal of this program is to prepare the student for a supervisory or a management position in the ophthalmic industry. Students will learn about such topics as safety and sports vision, customer service and merchandising.

General Education Requirements 15 cr.
ENC 1101 English Composition I 3 cr.
MGF 1119 Introductory Mathematics w/Applications (non-transfer) or General Education Mathematics (transfer) 3 cr.
Social Science General Education 6 cr.
Humanities General Education 3 cr.

Option 1
Experiential Credit* 12 cr.

Program Required Courses
CGS 1107 Introduction Computers 1 cr.
EVS 1001 Introduction to Environmental Science 3 cr.
GEB 1011 Introduction Business 3 cr.
MAN 1021 Principles of Management 3 cr.
MKA 1041 Introduction to Retailing 3 cr.
MKA 2103 Merchandising 3 cr.
MNA 1161 Human Relations and Customer Service 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 applied 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 1225 Low Vision 3 cr.
OPT 1666 Safety and Sports Vision 3 cr.
OPT 2204 Anatomy and Physiology of the Eye 3 cr.
OPT 2375 Refractometry 2 cr.
OPT 2375L Refractometry I Laboratory 2 cr.
OPT 2376L Refractometry II Laboratory 1 cr.
OPT 2910 Directed Research 3 cr.
AAS • OPTICIANRY

AAS.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 refractometry. 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 4342, Chapel Hill, North Carolina 27515.

General Education Requirements 15 cr.
ENC 1101 English Composition I 3 cr.
MGF 1119 Introductory Mathematics w/Applications (non-transfer) or General Education Mathematics (transfer) 3 cr.
Humanities General Education 3 cr.
Social Science General Education 6 cr.

Program Required Courses 57 cr.
OPT 1000 Ophthalmic Orientation 1 cr.
OPT 1155 Ophthalmic Lens I 3 cr.
OPT 1156 Ophthalmic Lens II 3 cr.
OPT 1400L Ophthalmic Laboratory I 3 cr.
OPT 1430L Ophthalmic Laboratory II 3 cr.
OPT 1460 Ophthalmic Dispensing I 3 cr.
OPT 1460L Ophthalmic Dispensing I Laboratory 3 cr.
OPT 2030 Ophthalmic Board Review 1 cr.
OPT 2204 Anatomy & Physiology of the Eye 3 cr.
OPT 2375 Refractometry 2 cr.
OPT 2375L Refractometry I Laboratory 2 cr.
OPT 2376L Refractometry II Laboratory 1 cr.
OPT 2461 Ophthalmic Dispensing II 3 cr.
OPT 2461L Ophthalmic Dispensing Laboratory II 3 cr.
OPT 2463L Ophthalmic Skills Laboratory I 2 cr.
OPT 2500 Contact Lens Theory I 3 cr.
OPT 2500L Contact Lens I Laboratory 2 cr.
OPT 2501 Contact Lens Theory II 2 cr.
OPT 2501L Contact Lens II Laboratory 2 cr.
OPT 2502L Contact Lens III Laboratory 1 cr.
OPT 2910 Directed Research 3 cr.
OPT 2800L Vision Care Clinical I 2 cr.
OPT 2801L Vision Care Clinical II 2 cr.
OPT 2802L Vision Care Clinical III 2 cr.
OPT 2803L Vision Care Clinical IV 2 cr.

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
OPT 1225 Low Vision 3 cr.
OPT 1666 Safety and Sports Vision 3 cr.
OPT 2375 Refractometry 2 cr.
OPT 2375L Refractometry Laboratory I 2 cr.
OPT 2376L Refractometry Laboratory II 1 cr.

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
OPT 1000 Ophthalmic Orientation 1 cr.
OPT 1155 Ophthalmic Lens I 3 cr.
OPT 1156 Ophthalmic Lens II 3 cr.
OPT 1225 Low Vision 3 cr.
OPT 1400L Ophthalmic Laboratory I 3 cr.
OPT 1460 Ophthalmic Dispensing I 3 cr.
OPT 1460L Ophthalmic Dispensing Laboratory I 3 cr.
OPT 2204 Anatomy & Physiology of the Eye 3 cr.
OPT 2375 Refractometry 2 cr.
OPT 2375L Refractometry Laboratory I 2 cr.
OPT 2376L Refractometry II Laboratory 1 cr.
OPT 2461 Ophthalmic Dispensing II 3 cr.
OPT 2461L Ophthalmic Dispensing Laboratory II 3 cr.
OPT 2463L Ophthalmic Skills Laboratory I 2 cr.
OPT 2500 Contact Lens Theory I 3 cr.
OPT 2500L Contact Lens I Laboratory 2 cr.
OPT 2501 Contact Lens Theory II 2 cr.
OPT 2501L Contact Lens II Laboratory 2 cr.
OPT 2502L Contact Lens III Laboratory 1 cr.
OPT 2910 Directed Research 3 cr.
OPT 2800L Vision Care Clinical I 2 cr.
OPT 2801L Vision Care Clinical II 2 cr.
OPT 2802L Vision Care Clinical III 2 cr.
OPT 2803L Vision Care Clinical IV 2 cr.
**** 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**

<table>
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<tr>
<th>Course</th>
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<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPT 1000</td>
<td>Ophthalmic Orientation</td>
<td>1 cr.</td>
</tr>
<tr>
<td>OPT 1155</td>
<td>Ophthalmic Lens I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>OPT 1156</td>
<td>Ophthalmic Lens II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>OPT 1400L</td>
<td>Ophthalmic Laboratory I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>OPT 1460</td>
<td>Ophthalmic Dispensing I</td>
<td>3 cr.</td>
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<tr>
<td>OPT 1460L</td>
<td>Ophthalmic Dispensing I Laboratory</td>
<td>3 cr.</td>
</tr>
<tr>
<td>OPT 2204</td>
<td>Anatomy &amp; Physiology of the Eye</td>
<td>3 cr.</td>
</tr>
<tr>
<td>OPT 2500</td>
<td>Contact Lens Theory I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>OPT 2800L</td>
<td>Vision Care Clinical I</td>
<td>2 cr.</td>
</tr>
</tbody>
</table>

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**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 as a vital member of the health care team directly administering patient care and 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 Wacker Drive, Suite 900, Chicago, IL (312) 704-5300.

Students’ performance will be based on didactic and clinical competencies.

**NOTE**: All graduates of this program who take the general education math will be eligible for admission into the University of South Florida bachelor of science in applied science (BSAS) degree program.

**Prerequisite Courses for Admission**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 1085</td>
<td>Anatomy and Physiology I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BSC 1085L</td>
<td>Anatomy and Physiology I Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra or higher mathematics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

**General Education Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1102</td>
<td>English Composition II</td>
<td>3 cr.</td>
</tr>
<tr>
<td></td>
<td>Humanities General Education</td>
<td>3 cr.</td>
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</table>

**Program Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 1086</td>
<td>Anatomy and Physiology II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BSC 1086L</td>
<td>Anatomy and Physiology II Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>RAT 1614</td>
<td>Radiation Therapy Physics I</td>
<td>2 cr.</td>
</tr>
<tr>
<td>RAT 1618</td>
<td>Radiation Therapy Physics II</td>
<td>2 cr.</td>
</tr>
<tr>
<td>RAT 1800</td>
<td>Introduction to Radiation Therapy Clinic I</td>
<td>1 cr.</td>
</tr>
<tr>
<td>RAT 1810</td>
<td>Introduction to Radiation Therapy Clinic II</td>
<td>2 cr.</td>
</tr>
<tr>
<td>RAT 2001C</td>
<td>Introduction to Radiation Therapy</td>
<td>2 cr.</td>
</tr>
<tr>
<td>RAT 2021</td>
<td>Radiation Therapy Treatment Planning</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RAT 2023</td>
<td>Principles and Practices of Radiation Therapy I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RAT 2061</td>
<td>Radiation Therapy Seminar</td>
<td>2 cr.</td>
</tr>
<tr>
<td>RAT 2242</td>
<td>Principles and Practices of Radiation Therapy II</td>
<td>4 cr.</td>
</tr>
<tr>
<td>RAT 2303</td>
<td>Psychosocial Aspects of Oncology</td>
<td>2 cr.</td>
</tr>
<tr>
<td>RAT 2619L</td>
<td>Computer Applications in Treatment Planning</td>
<td>2 cr.</td>
</tr>
<tr>
<td>RAT 2620</td>
<td>Radiation Therapy Physics III</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RAT 2621C</td>
<td>Radiation Therapy Physics IV</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RAT 2804</td>
<td>Radiation Therapy Clinic I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RAT 2814</td>
<td>Radiation Therapy Clinic II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RAT 2824</td>
<td>Radiation Therapy Clinic III</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RAT 2901</td>
<td>Simulation Lecture I</td>
<td>1 cr.</td>
</tr>
<tr>
<td>RAT 2901L</td>
<td>Simulation I Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>RAT 2902</td>
<td>Simulation Lecture II</td>
<td>1 cr.</td>
</tr>
<tr>
<td>RAT 2902L</td>
<td>Simulation II Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>RTE 1157</td>
<td>Medical Imaging of Human Structures</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RTE 1782</td>
<td>Pathology of Medical/Surgical Diseases</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RTE 2385</td>
<td>Radiation Biology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RTE 2473L</td>
<td>Quality Assurance in Radiation Therapy</td>
<td>1 cr.</td>
</tr>
</tbody>
</table>
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 Wacker Drive, Suite 2850, Chicago, IL (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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1107</td>
<td>Introduction to Computers</td>
<td>1 cr.</td>
</tr>
<tr>
<td>LIS 1004</td>
<td>Introduction to Internet Research</td>
<td>1 cr.</td>
</tr>
<tr>
<td>RAT 1810</td>
<td>Introduction to Radiation Therapy Clinic II</td>
<td>2 cr.</td>
</tr>
<tr>
<td>RAT 2021</td>
<td>Radiation Therapy Treatment Planning</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RAT 2023</td>
<td>Principles and Practices of Radiation Therapy I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RAT 2061</td>
<td>Radiation Therapy Seminar</td>
<td>2 cr.</td>
</tr>
<tr>
<td>RAT 2242</td>
<td>Principles and Practices of Radiation Therapy II</td>
<td>4 cr.</td>
</tr>
<tr>
<td>RAT 2303</td>
<td>Psychosocial Aspects of Oncology</td>
<td>2 cr.</td>
</tr>
<tr>
<td>RTE 2385</td>
<td>Radiation Biology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RTE 2473L</td>
<td>Quality Assurance in Radiation Therapy</td>
<td>1 cr.</td>
</tr>
<tr>
<td>RAT 2619L</td>
<td>Computer Applications in Treatment Planning</td>
<td>2 cr.</td>
</tr>
<tr>
<td>RAT 2620</td>
<td>Radiation Therapy Physics III</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RAT 2621C</td>
<td>Radiation Therapy Physics IV</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RAT 2804</td>
<td>Radiation Therapy Clinic I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RAT 2814</td>
<td>Radiation Therapy Clinic II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RAT 2824</td>
<td>Radiation Therapy Clinic III</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RAT 2901</td>
<td>Simulation Lecture I</td>
<td>1 cr.</td>
</tr>
<tr>
<td>RAT 2901L</td>
<td>Simulation I Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>RAT 2902</td>
<td>Simulation Lecture II</td>
<td>1 cr.</td>
</tr>
<tr>
<td>RAT 2902L</td>
<td>Simulation II Laboratory</td>
<td>1 cr.</td>
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</tbody>
</table>
**AS.RTE (77 Credit Hours)**

Radiographers perform diagnostic radiographic (X-ray) procedures under the direct supervision of a physician.

This program includes course work and practical experiences in area clinical educational settings. Graduates are eligible to take the American Registry of Radiologic Technologists certification examination and will also be eligible for a Florida Radiographer license. The State of Florida has established the AS degree in radiography as a transfer degree to any Florida public university with a Baccalaureate degree in Radiologic Science under the provisions of Rule 6A-10.024. HCC has changed this program to meet the requirements of this rule. If you would like an AS Radiology degree that will transfer to a Florida public university Baccalaureate degree in Radiography, please see an HCC counselor for current course and program information.

The Radiography program is accredited by the Joint Review Committee on Education Programs in Radiologic Technology, 20 Wacker Drive, Suite 2850, Chicago, IL, (312) 704-5300.

Radiography courses include strenuous physical activities, such as lifting and carrying. Clinical evaluations will be used to evaluate student performance in the clinical environment. Students will be placed on probation for an unsatisfactory clinical performance evaluation.

**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 for Admission**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 1085</td>
<td>Anatomy and Physiology I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BSC 1085L</td>
<td>Anatomy and Physiology I Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra or higher level math</td>
<td>3 cr.</td>
</tr>
<tr>
<td>FSY 2012</td>
<td>General Psychology</td>
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**General Education Requirements**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
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</thead>
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<tr>
<td>Humanities General Education</td>
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**Program Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 1086</td>
<td>Human Anatomy and Physiology II</td>
<td>3 cr.</td>
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<tr>
<td>BSC 1086L</td>
<td>Human Anatomy and Physiology II Laboratory</td>
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</tr>
<tr>
<td>CGS 1000</td>
<td>Introduction to Computers and Technology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HSC 1220</td>
<td>Introduction to Health Sciences</td>
<td>1 cr.</td>
</tr>
<tr>
<td>RTE 1000</td>
<td>Introduction to Radiology</td>
<td>1.5 cr.</td>
</tr>
<tr>
<td>RTE 1111</td>
<td>Introduction to Radiography Patient Care</td>
<td>1.5 cr.</td>
</tr>
<tr>
<td>RTE 1308</td>
<td>Radiation Protection and Safety</td>
<td>2 cr.</td>
</tr>
<tr>
<td>RTE 1418</td>
<td>Principles of Radiographic Exposure I</td>
<td>3 cr.</td>
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<tr>
<td>RTE 1418L</td>
<td>Principles of Radiographic Exposure I Laboratory</td>
<td>1 cr.</td>
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<tr>
<td>RTE 1457</td>
<td>Principles of Radiographic Exposure II</td>
<td>1 cr.</td>
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<tr>
<td>RTE 1503</td>
<td>Radiographic Positioning I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RTE 1503L</td>
<td>Radiographic Positioning I Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>RTE 1513</td>
<td>Radiographic Positioning II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RTE 1513L</td>
<td>Radiographic Positioning II Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>RTE 1523</td>
<td>Radiographic Positioning III</td>
<td>3 cr.</td>
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<tr>
<td>RTE 1523L</td>
<td>Radiographic Positioning III Laboratory</td>
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</tr>
<tr>
<td>RTE 1607</td>
<td>Radiographic Science Principles</td>
<td>1 cr.</td>
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<tr>
<td>RTE 1613</td>
<td>Radiographic Physics I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RTE 1782</td>
<td>Pathology of Medical/Surgical Disease</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RTE 1800</td>
<td>Introduction to Radiography Practicum</td>
<td>2 cr.</td>
</tr>
<tr>
<td>RTE 1804</td>
<td>Radiography Practicum I</td>
<td>3 cr.</td>
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<td>RTE 1814</td>
<td>Radiography Practicum II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RTE 1824</td>
<td>Radiography Practicum III</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RTE 2061</td>
<td>Radiographic Seminar</td>
<td>2 cr.</td>
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<tr>
<td>RTE 2385</td>
<td>Radiation Biology</td>
<td>3 cr.</td>
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<tr>
<td>RTE 2473L</td>
<td>Quality Assurance</td>
<td>1 cr.</td>
</tr>
<tr>
<td>RTE 2563</td>
<td>Special Radiographic Procedures</td>
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</tr>
<tr>
<td>RTE 2834</td>
<td>Radiography Practicum IV</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RTE 2844</td>
<td>Radiography Practicum V</td>
<td>1.5 cr.</td>
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</tbody>
</table>
AS • American Registry of Radiologic Technologists Option

AS.RTE.ARRT (76 Credit Hours)

Graduates of an approved hospital school of radiologic technology may earn an associate in science degree in this special program for registered radiologic technologists.

Students who present evidence of their graduation and proof of their current registration with the American Registry of Radiologic Technologists (A.R.R.T.) will be granted 53 credit hours and will be able to earn an AS degree by completing an additional 23 credit hours as listed here.

NOTE: All graduates of this program who take the general education math will be eligible for admission into the University of South Florida Bachelor of Science in Applied Science (BSAS) degree program.

General Education Requirements 15 cr.
ENC 1101 English Composition I 3 cr.
ENC 1102 English Composition II 3 cr.
PSY 2012 General Psychology 3 cr.
Humanities General Education 3 cr.
Mathematics General Education 3 cr.

Program Required Courses 8 cr.
CGS 1107 Introduction to Computers 1 cr.
PHY 1025 Fundamentals of Physics and
PHY 1025L Fundamentals of Physics Laboratory or
Higher level physics w/laboratory 4 cr.
SPC 1006 Speech Improvement 1 cr.
Electives 2 cr.

ARRT Option Transfer Credits 53 cr.
RTE 1000 Introduction to Radiology 1.5 cr.
RTE 1111 Introduction to Radiography Patient Care 1.5 cr.
RTE 1308C 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 1457 Principles of Radiographic Exposure II 1 cr.
RTE 1503 Radiographic Positioning I 3 cr.
RTE 1503L Radiographic Positioning I Laboratory 1 cr.
RTE 1513 Radiographic Positioning II 3 cr.
RTE 1513L Radiographic Positioning II Laboratory 1 cr.
RTE 1523 Radiographic Positioning III 3 cr.
RTE 1523L Radiographic Positioning III Laboratory 1 cr.
RTE 1607 Radiographic Science Principles 1 cr.
RTE 1613 Radiographic Physics I 3 cr.
RTE 1782 Pathology of Medical/Surgical Disease 3 cr.
RTE 1800 Introduction to Radiography Practicum 2 cr.
RTE 1804 Radiography Practicum I 3 cr.
RTE 1814 Radiography Practicum II 3 cr.
RTE 1824 Radiography Practicum III 3 cr.
RTE 2061 Radiographic Seminar 2 cr.
RTE 2385 Radiation Biology 3 cr.
RTE 2473L Quality Assurance 1 cr.
RTE 2563 Special Radiographic Procedures 2.5 cr.
RTE 2834 Radiography Practicum IV 3 cr.
RTE 2844 Radiography Practicum V 1.5 cr.
AAS • RESPIRATORY CARE

AAS.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.

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 Committee on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, Texas, 76021-4244, (800-874-5615). Clinical evaluations will be used to evaluate performance in the clinical environment.

Prerequisite Courses for Admission

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
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<td>BSC 1085</td>
<td>Anatomy and Physiology I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BSC 1085L</td>
<td>Anatomy and Physiology I Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>MGF 1119</td>
<td>Introductory Mathematics with Applications (non-transfer) or Mathematics General Education (transfer)</td>
<td>3 cr.</td>
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</table>

General Education Requirements: 16 cr.

<table>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
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</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3 cr.</td>
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</table>

Program Required Courses: 60 cr.

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<tr>
<td>BSC 1086</td>
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<td>3 cr.</td>
</tr>
<tr>
<td>BSC 1086L</td>
<td>Anatomy and Physiology II Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>EMS 2551C</td>
<td>Advanced Cardiac Life Support</td>
<td>2 cr.</td>
</tr>
<tr>
<td>MCB 1000</td>
<td>Microbiology and Human Disease</td>
<td>3 cr.</td>
</tr>
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<td>MCB 1000L</td>
<td>Microbiology Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>RET 1024C</td>
<td>Introduction to Respiratory Care</td>
<td>8 cr.</td>
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<tr>
<td>RET 1274C</td>
<td>Basic Respiratory Care</td>
<td>6 cr.</td>
</tr>
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<td>RET 1350</td>
<td>Pharmacology for Respiratory Care</td>
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</tr>
<tr>
<td>RET 1503</td>
<td>Cardiopulmonary Pathophysiology</td>
<td>3 cr.</td>
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<tr>
<td>RET 1832</td>
<td>Respiratory Care Clinic I</td>
<td>2 cr.</td>
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<tr>
<td>RET 1833</td>
<td>Respiratory Care Clinic II</td>
<td>1 cr.</td>
</tr>
<tr>
<td>RET 2264C</td>
<td>Principles of Mechanical Ventilation</td>
<td>5 cr.</td>
</tr>
<tr>
<td>RET 2283</td>
<td>Respiratory Intensive Care</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RET 2413C</td>
<td>Pulmonary Diagnostics</td>
<td>2 cr.</td>
</tr>
<tr>
<td>RET 2533C</td>
<td>Advanced Respiratory Care</td>
<td>6 cr.</td>
</tr>
<tr>
<td>RET 2714C</td>
<td>Pediatric and Neonatal Respiratory Care</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RET 2834</td>
<td>Respiratory Care Clinic III</td>
<td>2 cr.</td>
</tr>
<tr>
<td>RET 2835</td>
<td>Respiratory Care Clinic IV</td>
<td>2 cr.</td>
</tr>
<tr>
<td>RET 2836</td>
<td>Respiratory Care Clinic V</td>
<td>1 cr.</td>
</tr>
<tr>
<td>RET 2930</td>
<td>Respiratory Care Seminar</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

AAS • Respiratory Care - Transition

AAS.RET.TRAN (76 Credit Hours)

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 applied science degree in Respiratory Care.

Prerequisite Courses for Admission

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 1085</td>
<td>Anatomy and Physiology I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BSC 1085L</td>
<td>Anatomy and Physiology I Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>MGF 1119</td>
<td>Introductory Mathematics with Applications (non-transfer) or Mathematics General Education (transfer)</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

General Education Requirements: 16 cr.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3 cr.</td>
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Program Required Courses: 37 cr.

<table>
<thead>
<tr>
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<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BSC 1086</td>
<td>Anatomy and Physiology II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BSC 1086L</td>
<td>Anatomy and Physiology II Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>EMS 2551C</td>
<td>Advanced Cardiac Life Support</td>
<td>2 cr.</td>
</tr>
<tr>
<td>MCB 1000</td>
<td>Microbiology and Human Disease</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MCB 1000L</td>
<td>Microbiology Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>RET 2264C</td>
<td>Principles of Mechanical Ventilation</td>
<td>5 cr.</td>
</tr>
<tr>
<td>RET 2283</td>
<td>Respiratory Intensive Care</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RET 2413C</td>
<td>Pulmonary Diagnostics</td>
<td>2 cr.</td>
</tr>
<tr>
<td>RET 2533C</td>
<td>Advanced Respiratory Care</td>
<td>6 cr.</td>
</tr>
<tr>
<td>RET 2714C</td>
<td>Pediatric and Neonatal Respiratory Care</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RET 2834</td>
<td>Respiratory Care Clinic III</td>
<td>2 cr.</td>
</tr>
<tr>
<td>RET 2835</td>
<td>Respiratory Care Clinic IV</td>
<td>2 cr.</td>
</tr>
<tr>
<td>RET 2836</td>
<td>Respiratory Care Clinic V</td>
<td>1 cr.</td>
</tr>
<tr>
<td>RET 2930</td>
<td>Respiratory Care Seminar</td>
<td>3 cr.</td>
</tr>
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</table>

Experiential Credit Awarded: 23 cr.

<table>
<thead>
<tr>
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<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>RET 1024C</td>
<td>Introduction to Respiratory Care</td>
<td>8 cr.</td>
</tr>
<tr>
<td>RET 1274C</td>
<td>Basic Respiratory Care</td>
<td>6 cr.</td>
</tr>
<tr>
<td>RET 1350</td>
<td>Pharmacology for Respiratory Care</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RET 1503</td>
<td>Cardiopulmonary Pathophysiology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RET 1832</td>
<td>Respiratory Care Clinic I</td>
<td>2 cr.</td>
</tr>
<tr>
<td>RET 1833</td>
<td>Respiratory Care Clinic II</td>
<td>1 cr.</td>
</tr>
<tr>
<td>RET 2264C</td>
<td>Principles of Mechanical Ventilation</td>
<td>5 cr.</td>
</tr>
<tr>
<td>RET 2283</td>
<td>Respiratory Intensive Care</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RET 2413C</td>
<td>Pulmonary Diagnostics</td>
<td>2 cr.</td>
</tr>
<tr>
<td>RET 2533C</td>
<td>Advanced Respiratory Care</td>
<td>6 cr.</td>
</tr>
<tr>
<td>RET 2714C</td>
<td>Pediatric and Neonatal Respiratory Care</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RET 2834</td>
<td>Respiratory Care Clinic III</td>
<td>2 cr.</td>
</tr>
<tr>
<td>RET 2835</td>
<td>Respiratory Care Clinic IV</td>
<td>2 cr.</td>
</tr>
<tr>
<td>RET 2836</td>
<td>Respiratory Care Clinic V</td>
<td>1 cr.</td>
</tr>
<tr>
<td>RET 2930</td>
<td>Respiratory Care Seminar</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>
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 Edison College. HCC offers the general education portion of the degree and assists in the teaching of the cardiovascular courses. The degree is granted by Edison 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 Edison College campus. Some travel to Edison 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. Call Richard Palma, HCC Respiratory Care Manager, at (813) 253-7318 for further information.
ASSOCIATE DEGREE/TECHNICAL PROGRAMS

AAS • Associate in Applied Science Degree

AS/AAS • Both AS and AAS Degrees

AS • Associate in Science Degree
Associate in Science Degree/
Associate in Applied Science Degree

Occupational Program Designations:

<table>
<thead>
<tr>
<th>AS • ASSOCIATE IN SCIENCE DEGREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAS • ASSOCIATE IN APPLIED SCIENCE DEGREE</td>
</tr>
<tr>
<td>AS/AAS • BOTH AS AND AAS DEGREES</td>
</tr>
</tbody>
</table>

AAS • ACCOUNTING TECHNOLOGY

AAS.ACG.TECH (64 Credit Hours)

This program will prepare students for a position as an accountant or as an accounting para-professional 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.

General Education Requirements 15 cr.

- ENC 1101 English Composition I 3 cr.
- MGF 1119 Introductory Mathematics w/Applications (non-transfer) or Mathematics General Education (transfer) 3 cr.
- PSY 2012 General Psychology 3 cr.
- SYG 2000 Introduction to Sociology 3 cr.
- Humanities General Education 3 cr.

Program Required Courses 49 cr.

*ACG 2021 Financial Accounting 3 cr.
ACG 2071 Managerial Accounting 3 cr.
ACG 2100 Intermediate Accounting I 3 cr.
ACG 2110 Intermediate Accounting II 3 cr.
ACG 2340 Cost Accounting I 3 cr.
ACG 2350 Cost Accounting II 3 cr.
ACG 2450 Microcomputers in Accounting 3 cr.
CGS 1000 Introduction to Computers and Technology 3 cr.
CGS 2301 Management Information Systems 3 cr.
COP 1000 Programming Logic 3 cr.
ECO 1000 Introduction to Economics or ECO 2023 Principles of Microeconomics 3 cr.
FIN 2001 Principles of Finance 3 cr.
MAN 1021 Principles of Management 3 cr.
OST 1335 Business Communications 3 cr.
SPC 1006 Speech Improvement 1 cr.
TAX 2000 Federal Tax Accounting I 3 cr.
TAX 2010 Federal Tax Accounting II 3 cr.

* Recommended course(s) for the first semester.
AS/AAS • AQUACULTURE

AS.AQUA/AAS.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.

General Education Requirements 16 cr.
ENC 1101 English Composition I 3 cr.
ESC 1000 Earth Science and ESC 1000L and Earth Science Laboratory or
OCB 2000 Marine Biology and 3 cr.
OCB 2000L Marine Biology Laboratory 1 cr.
MGF 1119 Introductory Mathematics w/Applications (non-transfer) or Mathematics General Education (transfer) 3 cr.
Humanities General Education 3 cr.
Social Science General Education (ANT 2000 or PSY 2012 or SYG 2000) 3 cr.

Program Required Courses 44 cr.
CGS 1107 Introduction to Computers 1 cr.
CHM 1025 Modern Chemistry 3 cr.
CHM 1025L Modern Chemistry Laboratory 1 cr.
*FAS 1012C Aquacultural Organisms 3 cr.
FAS 1401L Aquacultural Laboratory Techniques 3 cr.
FAS 1404C Aquacultural Field Techniques 3 cr.
FAS 2240C Aquacultural Nutritional Techniques 3 cr.
FAS 2253 Aquacultural Disease Processes 3 cr.
FAS 2253L Aquacultural Disease Processes Laboratory 1 cr.
FAS 2263C Aquacultural Reproductive Techniques 3 cr.
FAS 2353C Aquacultural Management Practices 3 cr.
FAS 2941L Aquacultural Field Experience I 3 cr.
FAS 2942L Aquacultural Field Experience II 3 cr.
FAS 2943L Aquacultural Field Experience III 3 cr.
IDS 1152C Environmental Science 3 cr.
SPC 1006 Speech Improvement 1 cr.
*ZOO 1450 Ichthyology 3 cr.
*ZOO 1450L Ichthyology Laboratory 1 cr.
* Recommended course(s) for the first semester.

AS/AAS • ARCHITECTURAL DESIGN AND CONSTRUCTION TECHNOLOGY

AS. ADCT/AAS. 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.

General Education Requirements 15 cr.
ENC 1101 English Composition I 3 cr.
MGF 1119 Introductory Mathematics w/Applications (non-transfer) or Mathematics General Education (transfer) 3 cr.
Humanities General Education 3 cr.
Natural Science General Education or Humanities or Social Science General Education 3 cr.
Social Science General Education 3 cr.

Program Required Courses 51 cr.
ARC 2304 Architectural Design IV 5 cr.
ARC 2461 Materials and Methods I 3 cr.
ARC 2501 Architectural Structures I 4 cr.
*BCN 1210 Construction Materials and Processes 3 cr.
*BCN 1250 Introduction to Graphic Technology 3 cr.
*BCN 2272 Blueprint Reading 3 cr.
BCN 2291C Construction Materials Testing I 3 cr.
BCN 2942 Construction Internship 3 cr.
BCT 2770C Construction Estimating 3 cr.
CGS 1107 Introduction to Computers 1 cr.
SPC 1006 Speech Improvement 1 cr.
SUR 2000C Surveying I 3 cr.
TAR 1120 Architectural Drawing I 3 cr.
TAR 1122C Architectural Drawing II 3 cr.
TAR 2053 Introduction to Computer Aided Design and Drafting 3 cr.
TAR 2054 Intermediate Computer Aided Design and Drafting 3 cr.
TAR 2055 Advanced Computer Aided Design & Drafting 3 cr.
Elective 1 cr.
* Recommended course(s) for the first semester.
AS/AAS • BUSINESS ADMINISTRATION

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.

General Education Requirements 18 cr.

ENC 1101 English Composition I 3 cr.
ENC 1102 English Composition II 3 cr.
MAC 1105 College Algebra 3 cr.
SPC 1600 Public Speaking 3 cr.
STA 2023 Elementary Statistics 3 cr.

Program Required Courses 46 cr.

*ACG 2021 Financial Accounting 3 cr.
ACG 2071 Managerial Accounting 3 cr.
*CGS 1000 Introduction to Computers and Technology 3 cr.
ECO 2013 Principles of Macroeconomics 3 cr.
ECO 2023 Principles of Microeconomics 3 cr.
FIN 2001 Principles of Finance 3 cr.
*GEB 1011 Introduction to Business 3 cr.
MAC 2233 Calculus for Business & Social Science 3 cr.
MAN 1021 Principles of Management 3 cr.
MAR 1011 Principles of Marketing 3 cr.

Select 16 credit hours from the following:

BUL 2241 Business Law I 3 cr.
BUL 2242 Business Law II 3 cr.
CGS 1104 Accounting Applications 1 cr.
CGS 1160 Desktop Information Management 1 cr.
CGS 1510 Spreadsheet Applications 1 cr.
CGS 1540 Database Management I 1 cr.
CGS 2301 Management Information Systems 3 cr.
GEB 2350 Introduction to International Business Essentials 3 cr.

* Recommended course(s) for the first semester.

AS/AAS • Business Administration – International Business Management

AS.BUS.MAN.INT/AAS.BUS.MAN.INT (64 Credit Hours)

General Education Requirements 15 cr.

ANT 2000 Introduction to Anthropology 3 cr.
ENC 1101 English Composition I 3 cr.
PSY 2012 General Psychology 3 cr.

Select 3 credit hours from the following:

HUM 2230 World Humanities: Early Modern to Contemporary 3 cr.
HUM 2410 World Humanities: Prehistory to the Early Modern Era 3 cr.
HUM 2420 African Humanities 3 cr.

Select 3 credit hours from the following:

MGF 1106 Mathematics for Liberal Arts I (transfer) 3 cr.
MGF 1119 Introductory Mathematics w/ Applications (non-transfer) 3 cr.

Program Required Courses 49 cr.

*ACG 2021 Financial Accounting 3 cr.
BUL 2241 Business Law I 3 cr.
BUL 2242 Business Law II 3 cr.
CGS 1000 Introduction to Computers and Technology 3 cr.
ECO 1000 Introduction to Economics 3 cr.
FIN 2001 Principles of Finance 3 cr.
FIN 2051 International Financial Management 3 cr.
GEB 1011 Introduction to Business 3 cr.
GEB 2350 Introduction to International Business Essentials 3 cr.
GEB 2370 Introduction to International Business Policy Issues 3 cr.
MAN 1021 Principles of Management 3 cr.
MAN 1949 Management Internship 3 cr.
MAN 2604 Intercultural Relations in Business 3 cr.
MAR 1011 Principles of Marketing 3 cr.
MAR 2150 International Marketing 3 cr.
OST 1335 Business Communications 3 cr.
SPC 1006 Speech Improvement 1 cr.
## AAS • Business Administration

### Marketing

**AAS.BUS.MAR (64 Credit Hours)**

<table>
<thead>
<tr>
<th>General Education Requirements</th>
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<tbody>
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<td>ENC 1101 English Composition I</td>
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</tr>
<tr>
<td>ENC 1102 English Composition II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MAC 1105 College Algebra</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SPC 1600 Public Speaking</td>
<td>3 cr.</td>
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<tr>
<td>Humanities General Education</td>
<td>3 cr.</td>
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### Program Required Courses

<table>
<thead>
<tr>
<th>49 cr.</th>
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<tbody>
<tr>
<td>ACG 2021 Financial Accounting</td>
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<tr>
<td>ACG 2071 Managerial Accounting</td>
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<tr>
<td>*CGS 1000 Introduction to Computers and Technology</td>
</tr>
<tr>
<td>ECO 2013 Principles of Macroeconomics</td>
</tr>
<tr>
<td>ECO 2023 Principles of Microeconomics</td>
</tr>
<tr>
<td>MAC 2233 Calculus for Business &amp; Social Science</td>
</tr>
<tr>
<td>STA 2023 Elementary Statistics</td>
</tr>
</tbody>
</table>

*Recommended course(s) for the first semester.

### Select 28 credit hours from the following:

- CGS 1107 Introduction to Computers 1 cr.
- GEB 1011 Introduction to Business 3 cr.
- MAR 1011 Principles of Marketing 3 cr.
- MAR 2150 International Marketing 3 cr.
- MKA 1041 Introduction to Retailing 3 cr.
- MKA 1949 Marketing Internship 3 cr.
- MKA 2021 Salesmanship 3 cr.
- MKA 2103 Merchandising 3 cr.
- MKA 2105 Marketing Problems 3 cr.
- MKA 2162 Creative Selling 3 cr.

## AS/AAS • COMPUTER ENGINEERING TECHNOLOGY

### AS.CET.UNIV/AAS.CET (68 Credit Hours)

### AS • Computer Engineering Technology

**AS.CET.UNIV (68 Credit Hours)**

<table>
<thead>
<tr>
<th>General Education Requirements</th>
<th>22 cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101 English Composition I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ENC 1102 English Composition II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MAC 1105 College Algebra</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PHY 1053 General Physics I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PHY 1053L General Physics I Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>Humanities General Education</td>
<td>3 cr.</td>
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<tr>
<td>Social Science General Education</td>
<td>3 cr.</td>
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### Program Required Courses

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<tr>
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<tbody>
<tr>
<td>CET 1114C Basic Digital Systems</td>
</tr>
<tr>
<td>CET 1122C Introduction to Microprocessors</td>
</tr>
<tr>
<td>CET 2113C Digital Systems Analysis</td>
</tr>
<tr>
<td>CET 2152C Advanced Microprocessors</td>
</tr>
<tr>
<td>CET 2939 Computer Engineering Technology Capstone</td>
</tr>
<tr>
<td>CGS 1000 Introduction to Computers and Technology</td>
</tr>
<tr>
<td>*EET 1036C Basic AC and DC</td>
</tr>
<tr>
<td>EET 1037C Circuit Analysis</td>
</tr>
<tr>
<td>*EET 1083C Electronics Orientation</td>
</tr>
<tr>
<td>EET 1141C Solid State Devices</td>
</tr>
<tr>
<td>EET 1142C Solid State Circuits</td>
</tr>
<tr>
<td>EET 2155C Linear Integrated Circuits</td>
</tr>
<tr>
<td>MAC 1114 Trigonometry</td>
</tr>
</tbody>
</table>

*Recommended course(s) for the first semester.

### Select 4 credit hours from the following:

- EUH 1001 The Western World: Modern Europe 3 cr.
- POS 1001 Introduction to Political Science 3 cr.
- POS 2041 American Government 3 cr.

### Select 3 credit hours from the following:

- AMH 1010 Early American History 3 cr.
- AMH 1020 Modern American History 3 cr.
- ANT 2000 Introduction to Anthropology 3 cr.
- EUH 1000 The Western World: Origins to Early Modern Europe 3 cr.
AAS • Computer Engineering Technology

AAS.CET (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.

General Education Requirements 16 cr.
ENC 1101 English Composition I 3 cr.
MGF 1119 Introductory Mathematics w/ Applications 3 cr.
PSC 1515 Energy and the Environment 3 cr.
PSC 1515L Energy and the Environment Laboratory 1 cr.
Humanities General Education 3 cr.
Social Science General Education 3 cr.

Program Required Courses 52 cr.
CEN 1300 Administering M/S Windows NT 3 cr.
*CET 1114C Basic Digital Systems 3 cr.
CET 1122C Introduction to Microprocessors 3 cr.
CET 1172C Computer Upgrade & Repair 3 cr.
CET 1174C Advanced Computer Repair 3 cr.
CET 1556C Structured Cabling 3 cr.
CET 2113C Digital Systems Analysis 3 cr.

Select at least 6 credit hours from the following:

CGS 1500 Applied Word Processing 1 cr.
CGS 1510 Spreadsheet Applications I 1 cr.
CGS 1540 Database Management I 1 cr.
CGS 1554 Internet Basics 1 cr.
CGS 1555 Introduction to Internet 3 cr.
COP 1000 Programming Logic 3 cr.
COP 1220 Programming in “C” 3 cr.
COP 1820 Visual BASIC, Beginning 3 cr.
COP 1821 Visual BASIC, Advanced 3 cr.
COP 2221 Advanced “C” 3 cr.
COP 2800 JAVA Programming 3 cr.
COP 2822 CGI Scripting for the Web 3 cr.

* Recommended course(s) for the first semester.

AS/AAS • COMPUTER INFORMATION ADMINISTRATOR

AS.CIA/AAS.CIA (63 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. Students who can demonstrate proficiency in CGS 1500, OST 1831, and OST 1832 can substitute an approved three credit hour selected elective course.

General Education Requirements 15 cr.
ENC 1101 English Composition I 3 cr.
ENC 1102 English Composition II or Social Science General Education 3 cr.
MGF 1119 Introductory Mathematics w/Applications (non-transfer) or Mathematics General Education (transfer) 3 cr.
Humanities General Education 3 cr.
Natural Science or Social Science General Education 3 cr.

Program Required Courses 48 cr.
CET 1172C Computer Upgrading and Repair 3 cr.
CET 1174C Advanced Computer Repair 3 cr.
*CGS 1000 Introduction to Computers and Technology 3 cr.
CGS 1550 Introduction to Networking 3 cr.
CGS 1555 Introduction to the Internet 3 cr.
CGS 1577 Presentations Systems 3 cr.
CGS 1761 Computer Operating Systems 3 cr.
CGS 2301 Management Information Systems 3 cr.
CGS 2541 Database Design 3 cr.
CIS 1931 Microcomputer Concepts 3 cr.
CIS 2321 Systems Analysis 3 cr.
CIS 2939 Computer Information Administrator Capstone 3 cr.
CNT 1401 Introduction to Network Security 3 cr.
COP 1000 Programming Logic 3 cr.
COP 1820 Visual BASIC, Beginning 3 cr.
Select at least 3 credit hours from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEN 1301</td>
<td>Microsoft Windows Server</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CEN 1305</td>
<td>Microsoft Windows Implementing and Supporting a Network</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CEN 1306</td>
<td>Exchange Server</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CEN 1310</td>
<td>Implementing and Supporting MS Windows Site Server</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CET 1556C</td>
<td>Structured Cabling</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 1160</td>
<td>Desktop Information Management</td>
<td>1 cr.</td>
</tr>
<tr>
<td>CGS 1510</td>
<td>Spreadsheet Applications I</td>
<td>1 cr.</td>
</tr>
<tr>
<td>CGS 1760</td>
<td>Introduction to UNIX</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 1871</td>
<td>Multimedia Authoring I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 2511</td>
<td>Spreadsheet Applications II</td>
<td>1 cr.</td>
</tr>
<tr>
<td>CGS 2512</td>
<td>Spreadsheet Applications III</td>
<td>1 cr.</td>
</tr>
<tr>
<td>CGS 2763</td>
<td>Unix/Linux Administration I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 2825</td>
<td>Web Site Management</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 2874</td>
<td>Multimedia Authoring II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CNT 2405</td>
<td>Advanced Internetworking Security</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CNT 2941</td>
<td>Computer Information Internship</td>
<td>3 cr.</td>
</tr>
<tr>
<td>COP 1821</td>
<td>Visual Basic, Advanced</td>
<td>3 cr.</td>
</tr>
<tr>
<td>COP 2823</td>
<td>Graphics Design for Multimedia/Internet</td>
<td>3 cr.</td>
</tr>
<tr>
<td>COP 2826</td>
<td>Advanced Graphics Design for Multimedia/Internet</td>
<td>3 cr.</td>
</tr>
<tr>
<td>OST 1142</td>
<td>Keyboarding I</td>
<td>1 cr.</td>
</tr>
<tr>
<td>OST 1335</td>
<td>Business Communications</td>
<td>3 cr.</td>
</tr>
<tr>
<td>OST 1741</td>
<td>Word Processing I</td>
<td>1 cr.</td>
</tr>
<tr>
<td>OST 1813</td>
<td>Desktop Publishing</td>
<td>3 cr.</td>
</tr>
<tr>
<td>OST 1825</td>
<td>Desktop Design</td>
<td>3 cr.</td>
</tr>
<tr>
<td>OST 1831</td>
<td>Introduction to Windows I</td>
<td>1 cr.</td>
</tr>
<tr>
<td>OST 1832</td>
<td>Introduction to Windows II</td>
<td>1 cr.</td>
</tr>
<tr>
<td>OST 2742</td>
<td>Word Processing II</td>
<td>1 cr.</td>
</tr>
</tbody>
</table>

* Recommended course(s) for the first semester.

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**AS/AAS • COMPUTER PROGRAMMING**

**AS.COP/AAS.COP (63 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.

**General Education Requirements** 15 cr.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>English Composition II or Social Science</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MGF 1119</td>
<td>Introductory Mathematics w/Applications (non-transfer)</td>
<td>3 cr.</td>
</tr>
<tr>
<td></td>
<td>Humanities General Education</td>
<td>3 cr.</td>
</tr>
<tr>
<td></td>
<td>Social Science General Education</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

**Program Required Courses** 48 cr.

*CGS 1000 Introduction to Computers and Technology 3 cr.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1760</td>
<td>Introduction to UNIX</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 1761</td>
<td>Computer Operation Systems</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 2301</td>
<td>Management Info. Systems</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 2541</td>
<td>Database Design</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CIS 2321</td>
<td>Systems Analysis</td>
<td>3 cr.</td>
</tr>
<tr>
<td>COP 1000</td>
<td>Programming Logic</td>
<td>3 cr.</td>
</tr>
<tr>
<td>COP 1120</td>
<td>COBOL, Beginning</td>
<td>3 cr.</td>
</tr>
<tr>
<td>COP 1220</td>
<td>Programming in “C”</td>
<td>3 cr.</td>
</tr>
<tr>
<td>COP 1812</td>
<td>Introduction to XML</td>
<td>3 cr.</td>
</tr>
<tr>
<td>COP 1820</td>
<td>Visual BASIC, Beginning</td>
<td>3 cr.</td>
</tr>
<tr>
<td>COP 2360</td>
<td>Programming in C#</td>
<td>3 cr.</td>
</tr>
<tr>
<td>COP 2800</td>
<td>JAVA Programming</td>
<td>3 cr.</td>
</tr>
<tr>
<td>COP 2805</td>
<td>JAVA, Advanced</td>
<td>3 cr.</td>
</tr>
<tr>
<td>COP 2939</td>
<td>Computer Programming Capstone</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

Select at least 3 specified elective credits from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDA 1162</td>
<td>Telecommunications</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 1550</td>
<td>Introduction to Networking</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 1936</td>
<td>Perl and CGI</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 2763</td>
<td>Unix/Linux Administration I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>COP 1821</td>
<td>Visual BASIC, Advanced</td>
<td>3 cr.</td>
</tr>
<tr>
<td>COP 2121</td>
<td>COBOL, Intermediate</td>
<td>3 cr.</td>
</tr>
<tr>
<td>COP 2224</td>
<td>Programming in C++</td>
<td>3 cr.</td>
</tr>
<tr>
<td>COP 2344</td>
<td>Shell Scripting</td>
<td>3 cr.</td>
</tr>
<tr>
<td>COP 2740</td>
<td>Introduction to Oracle/SQL</td>
<td>3 cr.</td>
</tr>
<tr>
<td>COP 2822</td>
<td>Scripting for the Web</td>
<td>3 cr.</td>
</tr>
<tr>
<td>COP 2940</td>
<td>Computer Programming Internship</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

* Recommended course(s) for the first semester.
AS • CRIMINAL JUSTICE TECHNOLOGY

AS.CJT (64 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.

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.

General Education Requirements 18 cr.
ENC 1101 English Composition I 3 cr.
PHI 1010 Introduction to Philosophy or PHI 1100 Elementary Logic or PHI 1600 Ethics 3 cr.
POS 2041 American Government 3 cr.
PSY 2012 General Psychology 3 cr.
SYG 2000 Introduction to Sociology 3 cr.
Mathematics General Education 3 cr.

Program Required Courses 46 cr.
**CCJ 1010 Introduction to Criminology 3 cr.
**CCJ 1020 Introduction to Criminal Justice 3 cr.
CCJ 1500 Juvenile Delinquency 3 cr.
CCJ 1935 Seminar on Criminal Justice Issues 3 cr.
CCJ 2910 Directed Research 3 cr.
CCJ 2940 Criminal Justice Internship 3 cr.
CJE 2004 Career Choices in Criminal Justice 1 cr.
CJL 1100 Criminal Law 3 cr.
CJL 1062 Constitutional Law 3 cr.
CJL 2130 Criminal Evidence and Procedure 3 cr.

Select 15 credit hours from the following:
CCJ 2013 Introduction to Victimology 3 cr.
CCJ 2191 Human Behavior in Criminal Justice 3 cr.
CCJ 2610 Introduction to Criminal Typologies 3 cr.
*CJC 1000 Introduction to Corrections 3 cr.
CJC 2162 Probation and Parole 3 cr.
*CJE 1000 Introduction to Law Enforcement 3 cr.
*CJE 1640 Introduction to Criminalistics 3 cr.
CJE 1642C Introduction to Crime Scene Technology 3 cr.
CJE 1643C Advanced Crime Scene Technology 3 cr.
CJE 1680 Introduction to Computer Crimes 3 cr.
CJE 2170 Comparative Police and Criminal Justice Systems 3 cr.
CJE 2233 Drug Abuse and Crime 3 cr.
CJE 2300 Police Administration & Organization 3 cr.
CJE 2400 Community Relations 3 cr.
CJL 1070 Legal Rights of Prisoners 3 cr.
*CJL 1300 Introduction to the Court System 3 cr.
CJL 2072 Civil Rights and Liability in Criminal Justice 3 cr.
CJL 2610 Courtroom Presentation of Scientific Evidence 3 cr.
CJT 2100 Criminal Investigation 3 cr.
DSC 1002 Introduction to Terrorism 3 cr.
DSC 1003 Introduction to Homeland Security 3 cr.
DSC 2033 Weapons of Mass Destruction 3 cr.
SCC 1000 Introduction to Security 3 cr.
SCC 1011 Introduction to Private Investigation 3 cr.

*May be taken if not previously chosen from the “Select 3 credit hours from the following” category.
**Recommended course(s) for the first semester.

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 articulated credit toward this degree. Refer to the Criminal Justice Technology website at www.hccfl.edu/yborcampus/cjt for specific details.
ASSOCIATE DEGREE/TECHNICAL PROGRAMS

AAS • CRIMINAL JUSTICE TECHNOLOGY

AAS.CJT.OFR (64 Credit Hours)

This program will give law enforcement and corrections officers, as well as law enforcement and corrections academy graduates, a path toward an associate degree. Law enforcement and corrections officers, as well as law enforcement and corrections academy graduates, will be given articulated credit for successfully completing a Florida academy. Students who want articulated credit should check with their academic advisors for more information.

NOTE 1: 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.

General Education Requirements 15 cr.
ENC 1101 English Composition I 3 cr.
PHI 1010 Introduction to Philosophy or PHI 1100 Elementary Logic or PHI 1600 Ethics 3 cr.
Mathematics General Education 3 cr.

Select 6 credit hours from the following Program Specified General Education Requirements:
POS 2041 American Government 3 cr.
PSY 2012 General Psychology 3 cr.
SYG 2000 Introduction to Sociology 3 cr.

Program Required Course
CJE 2004 Career Choices in Criminal Justice 1 cr.

Articulated Credit 48 cr.

Students who have successfully completed a Florida police or correction academy or both will be eligible for between 27 and 39 articulated credits toward this degree. Refer to the Criminal Justice Technology website at www.hccfl.edu/yborcampus/cjt for specific details.

The balance of the 48 articulated credits must be chosen from the following list of courses:

Group A: Select 6 credit hours from the following:
CCJ 1010 Introduction to Criminology 3 cr.
CCJ 1020 Introduction to Criminal Justice 3 cr.
CCJ 1500 Juvenile Delinquency 3 cr.
CJL 1062 Constitutional Law 3 cr.
CJL 1100 Criminal Law 3 cr.
CJL 2130 Criminal Evidence and Procedures 3 cr.

Group B: Select remaining credit hours from the following or any courses in Group A not already selected.
CCJ 1935 Seminar on Justice Issues 3 cr.
CCJ 2013 Introduction to Victimology 3 cr.
CCJ 2191 Human Behavior in Criminal Justice 3 cr.
CCJ 2610 Introduction to Criminal Typologies 3 cr.
CCJ 2910 Directed Research 3 cr.
CCJ 2940 Criminal Justice Internship 3 cr.
CJC 1000 Introduction to Corrections 3 cr.
CJC 2162 Probation and Parole 3 cr.
CJE 1000 Introduction to Law Enforcement 3 cr.
CJE 1640 Introduction to Criminalistics 3 cr.
CJE 1642C Introduction to Crime Scene Technology 3 cr.
CJE 1643C Advanced Crime Scene Technology 3 cr.
CJE 1680 Introduction to Computer Crimes 3 cr.
CJE 2170 Comparative Police and Criminal Justice Systems 3 cr.
CJE 2233 Drug Abuse and Crime 3 cr.
CJE 2300 Police Administration and Organization 3 cr.
CJE 2400 Community Relations 3 cr.
CJL 1070 Legal Rights of Prisoners 3 cr.
CJL 1500 Introduction to the Court System 3 cr.
CJL 2072 Civil Rights and Liability in Criminal Justice 3 cr.
CJL 2610 Courtroom Presentation of Scientific Evidence 3 cr.
CJT 2100 Criminal Investigation 3 cr.
DSC 1002 Introduction to Terrorism 3 cr.
DSC 1003 Introduction to Homeland Security 3 cr.
DSC 2033 Weapons of Mass Destruction 3 cr.
SCC 1000 Introduction to Security 3 cr.
SCC 1011 Introduction to Private Investigation 3 cr.
AS/AAS • CULINARY MANAGEMENT

AS.CUL.CULA/AAS.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.

General Education Requirements 15 cr.
ENC 1101 English Composition I 3 cr.
BSC 1005C Biological Foundations I 3 cr.
MGF 1119 Introductory Mathematics w/Applications (non-transfer) or Mathematics General Education (transfer) 3 cr.
Humanities General Education 3 cr.
PSY 2012 General Psychology 3 cr.

Program Required Courses 49 cr.
CGS 1107 Introduction to Computers 1 cr.
*FSS 1223 Food Preparation for Managers 4 cr.
FSS 1246C Food Specialty I (Baking) 3 cr.
*FSS 1248C Food Specialty II (Garde Manger I) 3 cr.
FSS 1249C Food Specialty III (Garde Manger II) 3 cr.
FSS 1500 Food and Beverage Control 3 cr.
FSS 1941 Food Practicum I 2 cr.
FSS 1942 Food Practicum II 2 cr.
FSS 1943 Food Practicum III 2 cr.
FSS 1944 Food Practicum IV 2 cr.
FSS 1945 Food Practicum V 2 cr.
FSS 1946 Food Practicum VI 2 cr.
*FSS 2110 Food Plan and Menu Preparation 3 cr.
FSS 2120 Food Purchasing and Storage 3 cr.
FSS 2271 Beverage Management Service 3 cr.
HFT 2210 Management of Hospitality Personnel 3 cr.
HFT 2840 Maitre d’ and Dining Room Service 3 cr.
HUN 2201 Fundamentals of Human Nutrition 3 cr.
SPC 1006 Speech Improvement 1 cr.
Elective 1 cr.

* Recommended course(s) for the first semester.
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.

General Education Requirements 15 cr.

BSC 1092C Human Biology 3 cr.
ENC 1101 English Composition I 3 cr.
MAC 1105 College Algebra 3 cr.
PSY 2012 General Psychology 3 cr.
Humanities General Education 3 cr.

Program Required Courses 49 cr.

APA 1321 Hospitality Accounting 3 cr.
CGS 1000 Introduction to Computers and Technology 3 cr.
DIE 2000 Introduction to Dietetics 3 cr.
DIE 2270 Clinical Nutrition I 3 cr.
DIE 2271 Clinical Nutrition II 3 cr.
DIE 2401 Nutrition Education and Interviewing 3 cr.
DIE 2419 Nutrition Education Practicum 2 cr.
DIE 2533 Clinical Practicum 2 cr.
FOS 1201 Sanitation and Safety Management 2 cr.
FSS 1223 Food Preparation for Managers 4 cr.
FSS 1941 Food Practicum I 2 cr.
FSS 2110 Food Plans and Menu Preparation 3 cr.
FSS 2120 Food Purchase and Storage 3 cr.
HFT 2210 Management of Hospitality Personnel 3 cr.
HSC 1531 Medical Terminology 3 cr.
HUN 2201 Fundamentals of Human Nutrition 3 cr.
MCB 1060 Food Microbiology 3 cr.
MCB 1060L Food Microbiology Laboratory 1 cr.

AS/AAS • DIGITAL MEDIA/MULTIMEDIA TECHNOLOGY

AS.MMT/AAS.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. Students who can demonstrate proficiency in CGS 1500, OST 1831, and OST 1832 can substitute an approved three credit hour specified elective course.

General Education Requirements 15 cr.

ENC 1101 English Composition I 3 cr.
ENC 1102 English Composition II or Social Science General Education 3 cr.
MGF 1119 Introductory Mathematics w/Applications (non-transfer) or Mathematics General Education (transfer) 3 cr.
MGT 1119 General Education 3 cr.
Humanities General Education 3 cr.
Social Science General Education 3 cr.

Program Required Courses 49 cr.

CAP 2939 Digital Media/Multimedia Technology 3 cr.
*CGS 1000 Introduction Computers and Technology 3 cr.
CGS 1500 Applied Word Processing or OST 1741 Word Processing I 1 cr.
*CGS 1555 Introduction to the Internet 3 cr.
CGS 1577 Presentation Systems 3 cr.
CGS 1871 Multimedia Authoring I 3 cr.
CGS 2820 Web Authoring - HTML 3 cr.
CGS 2874 Multimedia Authoring II 3 cr.
CGS 2876 Digital Audio/Video Design 3 cr.
COP 1000 Programming Logic 3 cr.
COP 2822 Scripting for the Web 3 cr.
COP 2823 Graphics Design for Multimedia/Internet 3 cr.
COP 2826 Advanced Graphics Design for Multimedia/Internet 3 cr.
OST 1813 Desktop Publishing 3 cr.
OST 1825 Desktop Design 3 cr.
OST 1831 Windows I 1 cr.

Select at least 5 specified elective credits from the following:

CAP 1023 Introduction to Game Development 3 cr.
CAP 2023 Game Design and Development 3 cr.
CAP 2024 Advanced Game Design and Development 3 cr.
CGS 1103 Project Management 3 cr.
CGS 1520 Business Graphics I 1 cr.
CGS 1521 Introduction to Computers Drawing/Painting 1 cr.
CGS 1760 Introduction to UNIX 3 cr.
CGS 2069 Electronic Commerce 3 cr.
CGS 2509 Introduction to Adobe Acrobat 1 cr.
CGS 2877 Digital Animation Design 3 cr.
OST 1335 Business Communications 3 cr.
OST 1142 Keyboarding I 1 cr.
OST 1832 Introduction to Windows II 1 cr.

* Recommended course(s) for the first semester.
AS/DIG.RTV/AAS.DIG.RTV (64 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.

General Education Requirements 18 cr.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>English Composition II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MGF 1119</td>
<td>Introductory Mathematics w/Applications (non-transfer) or MGF 1106 Mathematics for Liberal Arts I (transfer)</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology or SYG 2000 Introduction to Sociology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Public Speaking</td>
<td>3 cr.</td>
</tr>
<tr>
<td></td>
<td>Humanities General Education</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

Program Required Courses 46 cr.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*CGS 1000</td>
<td>Introduction to Computers and Technology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 1871</td>
<td>Multimedia Authoring I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 2877</td>
<td>Digital Animation Design</td>
<td>3 cr.</td>
</tr>
<tr>
<td>COP 2823</td>
<td>Graphics Design for Multimedia/Internet</td>
<td>3 cr.</td>
</tr>
<tr>
<td>*FIL 2931</td>
<td>Careers in Film and Video</td>
<td>1 cr.</td>
</tr>
<tr>
<td>RTV 1245</td>
<td>Electronic Field Production</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RTV 1941</td>
<td>Radio/TV Internship I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>*RTV 2000</td>
<td>Introduction to Broadcasting</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RTV 2201</td>
<td>Broadcasting Techniques</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RTV 2242</td>
<td>Advanced Television Studio Production</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RTV 2246</td>
<td>Advanced Electronic Field Production</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RTV 2270</td>
<td>Radio Production and Programming</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RTV 2300</td>
<td>Broadcast News</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RTV 2460</td>
<td>Broadcast Practicum</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RTV 2942</td>
<td>Radio/TV Internship II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>VIC 1202</td>
<td>Film and TV Graphics</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>
* Recommended course(s) for the first semester.
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 Child Development Associate Equivalency (CDA-E) for the State of Florida. The course work focuses on the development, care, guidance and education of young children.

**General Education Requirements 15 cr.**

- ENC 1101 English Composition I 3 cr.
- MGF 1119 Introductory Mathematics w/Applications (non-transfer) or Mathematics General Education (transfer) 3 cr.
- PSY 2012 General Psychology 3 cr.
- SYG 2000 Introduction to Sociology 3 cr.

**Program Required Courses 48 cr.**

- ACG 2021 Financial Accounting or APA 111 Basic Accounting 3 cr.
- CGS 1107 Introduction to Computers 1 cr.
- DEP 2102 Child Development 3 cr.
- *EDF 1005 Introduction to Education 3 cr.
- *EEC 1300 Planning the Early Childhood Program 3 cr.
- EEC 1308 Enhancing Intellectual Development in the Early Childhood Setting 3 cr.
- EEC 1311 Crafts in the Early Childhood Setting 3 cr.
- EEC 1401 The Family and Early Childhood Education 3 cr.
- *EEC 1521 Operation of the Early Childhood Center: Management 3 cr.
- EEC 1721 Enhancing Physical Development in the Early Childhood Setting 3 cr.
- EEC 1941 Child Care Practicum I* 3 cr.
- EEC 1943 Child Care Practicum II* 3 cr.

*Recommended course(s) for the first semester.

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/AAS degree in Early Childhood Management.

**FCCPC • Florida Child Care Professional Credential (15 Credit Hours)**

Hillsborough Community College's Child Care Management Program curriculum has been approved by the Florida Department of Children and Families as being equivalent to the FCCPC certificate. If students want to apply for the equivalency certificate, they should contact the program faculty.

In addition to the above avenue for acquiring the FCCPC equivalency, students may want to complete the following HCC child care management courses and then apply for the National CDA credential.

**Required Courses**

- EEC 1300 Planning the Early Childhood Program 3 cr.
- EEC 1308 Enhancing Intellectual Development in Early Childhood 3 cr.
- EEC 1521 Operation of the Early Childhood Center: Management 3 cr.
- EEC 1941 Child Care Practicum I* 3 cr.
- EEC 1943 Child Care Practicum II* 3 cr.

*This course will require 240 clock 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. Successful completion of these courses will fulfill the FCCPC requirement of 480 clock hours.

**NOTE:** Coursework may be applied to the two-year AAS degree Early Childhood Management Program.
AS/AAS • ELECTRONICS ENGINEERING TECHNOLOGY

AS.EET.UNIV/AAS.EET (68 Credit Hours)

AS • Electronics Engineering Technology
AS.EET.UNIV

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.

General Education Requirements 25 cr.
ENC 1101 English Composition I 3 cr.
ENC 1102 English Composition II 3 cr.
MAC 1105 College Algebra 3 cr.
PHY 1053 General Physics I 3 cr.
PHY 1053L General Physics I Laboratory 1 cr.
SPC 1600 Public Speaking 3 cr.
Humanities General Education 3 cr.
Social Science General Education 6 cr.

Program Required Courses 43 cr.
*CET 1114C Basic Digital Systems 3 cr.
CET 1122C Introduction to Microprocessors 3 cr.
CET 2113C Digital Systems Analysis 3 cr.
CGS 1000 Introduction to Computers and Technology 3 cr.
COP 1000 Programming Logic 3 cr.
*EET 1036C Basic AC and DC 3 cr.
EET 1037C Circuit Analysis 3 cr.
*EET 1083C Electronics Orientation 3 cr.
EET 1141C Solid State Devices 3 cr.
EET 1142C Solid State Circuits 3 cr.
EET 2155C Linear Integrated Circuits 3 cr.
EET 2939 Electronics Engineering Technology Capstone 3 cr.
MAC 1114 Trigonometry 3 cr.

Select 1 specified elective credit from the following (Group A):
CET 1172C Computer Upgrading and Repair 3 cr.
CET 1174C Advanced Computer Repair 3 cr.
CET 1556C Structured Cabling 3 cr.
CET 2152C Advanced Microprocessors 3 cr.
CET 2335C Microcomputer Systems 3 cr.
CGS 1500 Applied Word Processing 1 cr.
CGS 1510 Spreadsheet Applications 1 cr.
CGS 1520 Business Graphics I 3 cr.
CGS 1540 Database Management 1 cr.
CGS 1550 Introduction to Networking 3 cr.
CGS 1554 Internet Basics 1 cr.
COP 1220 Programming in “C” 3 cr.
ECO 2013 Principles of Macroeconomics 3 cr.
EET 1525C Industrial Controls I 3 cr.
EET 2215L Electronic Instruments 3 cr.
EET 2326C Communications Systems 3 cr.
EET 2526C Industrial Controls II 3 cr.
EST 1436C Biomedical Electronics Systems I 3 cr.
EST 2438C Biomedical Electronic Systems II 3 cr.
OST 1142 Keyboarding I 1 cr.

Select 3 specified elective credits from the following (Group B):
COP 1120 COBOL, Beginning 3 cr.
COP 1820 Visual BASIC, Beginning 3 cr.
COP 1821 Visual BASIC, Advance 3 cr.
COP 2800 JAVA Programming 3 cr.

* Recommended course(s) for the first semester.
AAS • Electronics Engineering Technology

AAS.EET

General Education Requirements 16 cr.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MGF 1119</td>
<td>Introductory Mathematics w/ Applications</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PSC 1515</td>
<td>Energy and the Environment</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PSC 1515L</td>
<td>Energy and the Environment Laboratory</td>
<td>1 cr.</td>
</tr>
</tbody>
</table>

Humanities General Education 3 cr.

Social Science General Education 3 cr.

Program Required Courses 52 cr.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1114C</td>
<td>Basic Digital Systems</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CET 1122C</td>
<td>Introduction to Microprocessors</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CET 2113C</td>
<td>Digital Systems Analysis</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 1107</td>
<td>Introduction to Computers</td>
<td>1 cr.</td>
</tr>
<tr>
<td>COP 1000</td>
<td>Programming Logic</td>
<td>3 cr.</td>
</tr>
<tr>
<td>*EET 1036C</td>
<td>Basic AC and DC</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EET 1037C</td>
<td>Circuit Analysis</td>
<td>3 cr.</td>
</tr>
<tr>
<td>*EET 1083C</td>
<td>Electronic Orientation</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EET 1141C</td>
<td>Solid State Devices</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EET 1142C</td>
<td>Solid State Circuits</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EET 2155C</td>
<td>Linear Integrated Circuits</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EET 2215L</td>
<td>Electronics Instrument</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EET 2326C</td>
<td>Communications Systems I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EET 2939</td>
<td>Electronics Engineering Technology Capstone</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MTB 1327</td>
<td>Electronics Mathematics</td>
<td>4 cr.</td>
</tr>
</tbody>
</table>

Select 5 specified elective credits from the following (Group A):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1172C</td>
<td>Computer Upgrading and Repair</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CET 1174C</td>
<td>Advanced Computer Repair</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CET 1556C</td>
<td>Structured Cabling</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CET 2152C</td>
<td>Advanced Microprocessors</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CET 2335C</td>
<td>Microcomputer Systems</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 1500</td>
<td>Applied Word Processing</td>
<td>1 cr.</td>
</tr>
<tr>
<td>CGS 1510</td>
<td>Spreadsheet Applications</td>
<td>1 cr.</td>
</tr>
<tr>
<td>CGS 1520</td>
<td>Business Graphics I</td>
<td>1 cr.</td>
</tr>
<tr>
<td>CGS 1540</td>
<td>Database Management</td>
<td>1 cr.</td>
</tr>
<tr>
<td>CGS 1554</td>
<td>Internet Basics</td>
<td>1 cr.</td>
</tr>
<tr>
<td>CGS 1550</td>
<td>Introduction to Networking</td>
<td>3 cr.</td>
</tr>
<tr>
<td>COP 1220</td>
<td>Programming in “C”</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Macroeconomics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EET 1325C</td>
<td>Industrial Controls I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EET 2215L</td>
<td>Electronic Instruments</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EET 2326C</td>
<td>Communications Systems</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EET 2526C</td>
<td>Industrial Controls II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EST 1436C</td>
<td>Biomedical Electronics Systems I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EST 2438C</td>
<td>Biomedical Electronic Systems II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>OST 1142</td>
<td>Keyboarding I</td>
<td>1 cr.</td>
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</table>

Select 3 specified elective credits from the following (Group B):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>COP 1120</td>
<td>COBOL, Beginning</td>
<td>3 cr.</td>
</tr>
<tr>
<td>COP 1820</td>
<td>Visual BASIC, Beginning</td>
<td>3 cr.</td>
</tr>
<tr>
<td>COP 1821</td>
<td>Visual BASIC, Advance</td>
<td>3 cr.</td>
</tr>
<tr>
<td>COP 2800</td>
<td>JAVA Programming</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

* Recommended course(s) for the first semester.

ENVIRONMENTAL SCIENCE TECHNOLOGY

AS.EVR.LAB/AS.EVR.ETEC/AAS.EVR.AWT/AAS.EVR.LAB/AAS.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.

AAS • Advanced Water Treatment

AAS.EVR.AWT

This program will prepare students with the skills necessary to enter the field of water technologies and resource management.

General Education Requirements 15 cr.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 1005C</td>
<td>Biological Foundations I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MGF 1106</td>
<td>Mathematics for Liberal Arts I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MGF 1106</td>
<td>Humanities General Education</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MTB 1327</td>
<td>Keyboarding I</td>
<td>1 cr.</td>
</tr>
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</table>

Program Required Courses 49 cr.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVS 1001</td>
<td>Introduction to Environmental Science</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EVS 1181</td>
<td>Conventional and Pre-Treatment Water</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EVS 1183</td>
<td>Water Treatment Technologies</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EVS 1185</td>
<td>Membrane Technologies I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EVS 1186</td>
<td>Membrane Technologies II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EVS 1190</td>
<td>Water Treatment Plant Equipment</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EVS 2180</td>
<td>Advanced Membrane Monitoring</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EVS 2182</td>
<td>High Purity Water Technologies</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EVS 2184</td>
<td>Ion Exchange Technology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EVS 2187</td>
<td>Membrane Unit Monitoring and Troubleshooting</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EVS 2188</td>
<td>Pre-Treatment Troubleshooting</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EVS 2179</td>
<td>Water Analysis and Monitoring</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EVS 2894C</td>
<td>Environmental Sampling and Analysis II</td>
<td>5 cr.</td>
</tr>
<tr>
<td>EVS 2895C</td>
<td>Environmental Sampling and Analysis III</td>
<td>5 cr.</td>
</tr>
<tr>
<td>EVS 2939</td>
<td>Water Treatment Capstone Course</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>
AS/AAS • Environmental Technician  
**AS.EVR.ETEC/AAS.EVR.ETEC**

**General Education Requirements** 19 cr.
- ENC 1101 English Composition I 3 cr.
- GLY 1010 Physical Geology 3 cr.
- GLY 1010L Physical Geology Laboratory 1 cr.
- MET 2010C Meteorology 3 cr.
  - Mathematics General Education 3 cr.
  - Humanities General Education 3 cr.
  - Social or Behavioral Science General Education 3 cr.

**Program Required Courses** 45 cr.
- BSC 1005C Biological Foundations I 3 cr.
- CGS 1000 Introduction to Computers and Technology 3 cr.
- CHM 1025 Modern Chemistry 3 cr.
- CHM 1025L Modern Chemistry Laboratory 1 cr.
- EVS 1001 Introduction to Environmental Science 3 cr.
- EVS 2893C Environmental Sampling & Analysis I 5 cr.
- EVS 2894C Environmental Sampling & Analysis II 5 cr.
- EVS 2895C Environmental Sampling & Analysis III 5 cr.
- EVS 2942L Environmental Technology Practicum 3 cr.
- SPC 1006 Speech Improvement 1 cr.

Select 13 specified elective credits from the following:

**Air Monitoring**
- EVS 2791 Ambient and Source Sampling 4 cr.
- EVS 2793 Sources and Effects of Air Pollution 4 cr.

**Water Emphasis**
- EVS 1026 Chemistry and Biology of Natural Waters 4 cr.
- EVS 2005C Treatment of Water and Wastewater 4 cr.
- EVS 2891 Hydrology and Quality of Water Resources 4 cr.

**Geographic Information and Global Positioning Systems**
- EVR 1041 Natural Resource Management w/Applications in GIS 4 cr.
- EVR 2040 Advanced GIS w/Environmental Applications 4 cr.
- EVS 2891 Water Resources w/Applications in GIS 4 cr.
- GIS 1041 Survey of Geographic Information Systems and Global Positioning Systems 1 cr.
- GIS 2040 Fundamentals Geographic Information Systems 3 cr.
- SUR 2533 Fundamentals of Global Positioning Systems 3 cr.

**Natural Resource Management**
- EVR 1328 Natural Resource Conservation 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.

AS/AAS • Laboratory Technician  
**AS.EVR.LAB/AAS.EVR.LAB**

**General Education Requirements** 20 cr.
- ENC 1101 English Composition I 3 cr.
- BSC 1010 Biological Science I 3 cr.
- BSC 1010L Biological Science I Laboratory 1 cr.
- CHM 1045 College Chemistry I 3 cr.
- CHM 1045L College Chemistry I Laboratory 1 cr.
- Mathematics General Education 3 cr.
- Humanities General Education 3 cr.
- Social or Behavioral Science General Education 3 cr.

**Program Required Courses** 44 cr.
- CGS 1000 Introduction to Computers and Technology 3 cr.
- CHM 1025 Modern Chemistry 3 cr.
- CHM 1025L Modern Chemistry Laboratory 1 cr.
- CHM 1046 College Chemistry II 3 cr.
- CHM 1046L College Chemistry II Laboratory 1 cr.
- CHM 2120C Analytical Chemistry 4 cr.
- CHM 2132C Modern Chemical Instrumentation 4 cr.
- EVS 2893C Environmental Sampling and Analysis I 5 cr.
- EVS 2894C Environmental Sampling and Analysis II 5 cr.
- EVS 2895C Environmental Sampling and Analysis III 5 cr.
- EVS 2942L Environmental Technology Practicum 3 cr.
- SPC 1006 Speech Improvement 1 cr.

Select 6 credit hours of specified electives from the following:

**ETI**
- ETI 1181 Quality Systems and Work Place Dynamics 2 cr.
- ETI 1701 Process Safety and Hazardous Materials 2 cr.
- ETI 1720 Occupational Safety and Health 3 cr.
- EVS 1026 Chemistry and Biology of Natural Waters 4 cr.
- EVS 1893 Comparative Sampling and Analysis Methods 3 cr.
- MCB 1060 Food Microbiology 3 cr.
- MCB 1060L Food Microbiology Laboratory 1 cr.
### AS/AAS • FIRE SCIENCE TECHNOLOGY

**AS.FIRE.UNIV/AAS.FIRE [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.

<table>
<thead>
<tr>
<th>General Education Requirements</th>
<th>15 cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101 English Composition I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MGF 1119 Introductory Mathematics w/Applications (non-transfer) or Mathematics General Education (transfer)</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PSY 2012 General Psychology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SYG 2000 Introduction to Sociology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>Humanities General Education</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Required Courses</th>
<th>45 cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1107 Introduction to Computers</td>
<td>1 cr.</td>
</tr>
<tr>
<td>*FFP 1000 Introduction to Fire Science</td>
<td>3 cr.</td>
</tr>
<tr>
<td>*FFP 1506 Fire Prevention and Investigation</td>
<td>3 cr.</td>
</tr>
<tr>
<td>FFP 1710 Company Officer</td>
<td>3 cr.</td>
</tr>
<tr>
<td>FFP 1810 Fire Fighting Tactics and Strategy I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>FFP 2120 Fire Service Building Construction</td>
<td>3 cr.</td>
</tr>
<tr>
<td>FFP 2401 Hazardous Materials I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>FFP 2402 Hazardous Materials II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>FFP 2490C Chemistry of Hazardous Materials</td>
<td>4 cr.</td>
</tr>
<tr>
<td>FFP 2510 Codes and Standards Review</td>
<td>3 cr.</td>
</tr>
<tr>
<td>FFP 2521 Construction Documents and Plans Review</td>
<td>3 cr.</td>
</tr>
<tr>
<td>FFP 2540 Private Fire Protection Systems</td>
<td>3 cr.</td>
</tr>
<tr>
<td>FFP 2604 Cause and Origin</td>
<td>3 cr.</td>
</tr>
<tr>
<td>FFP 2740 Fire Service Course Delivery</td>
<td>3 cr.</td>
</tr>
<tr>
<td>FFP 2811 Fire Fighting Tactics and Strategy II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SPC 1006 Speech Improvement</td>
<td>1 cr.</td>
</tr>
</tbody>
</table>

* Recommended course(s) for the first semester.

**NOTE 1:** The following classes are required for Florida Bureau of Fire Standards and Training Certification as a Fire Officer: FFP 1710, FFP 1506, FFP 1810, FFP 2740, FFP 2540, FFP 2401, and FFP 2402.

**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 2540, FFP 2521, and FFP 2510.

### 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:** Beginning Fall Term 2000, all graduates of this program shall articulate into a Hospitality Administration/Management baccalaureate degree (in those programs not accredited by AACSBS) in the designated university program under the provision of Rule 6A-10.024, Articulation between Universities, Community Colleges, and School Districts.

<table>
<thead>
<tr>
<th>General Education Requirements</th>
<th>18 cr.</th>
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</thead>
<tbody>
<tr>
<td>ENC 1101 English Composition I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ENC 1102 English Composition II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MGF 1119 Introductory Mathematics w/Applications (non-transfer) or Mathematics General Education (transfer)</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PSY 2012 General Psychology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SYG 2000 Introduction to Sociology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>Humanities General Education</td>
<td>3 cr.</td>
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<th>Program Required Courses</th>
<th>46 cr.</th>
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</thead>
<tbody>
<tr>
<td>ACG 2021 Financial Accounting or APA 1111, Basic Accounting</td>
<td>3 cr.</td>
</tr>
<tr>
<td>APA 1321 Hospitality Accounting</td>
<td>3 cr.</td>
</tr>
<tr>
<td>FSS 1223 Food Preparation for Managers</td>
<td>4 cr.</td>
</tr>
<tr>
<td>FSS 1500 Food and Beverage Control</td>
<td>3 cr.</td>
</tr>
<tr>
<td>FSS 2110 Food Plans and Menu Preparation</td>
<td>3 cr.</td>
</tr>
<tr>
<td>FSS 2120 Food Purchasing and Storage</td>
<td>3 cr.</td>
</tr>
<tr>
<td>FSS 2271 Beverage Management Service</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HFT 1000 Lodging Management</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HFT 1410 Front Desk Procedures</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HFT 2210 Management of Hospitality Personnel</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HFT 2530 Merchandising and Advertising in the Hospitality Field</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HFT 2600 Hospitality Law</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HFT 2750 Convention Management and Service</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HFT 2840 Maitre d’ and Dining Room Service</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HFT 2941 Hospitality Management Internship</td>
<td>2 cr.</td>
</tr>
<tr>
<td>Electives</td>
<td>1 cr.</td>
</tr>
</tbody>
</table>
This program will prepare students for jobs as industrial managers and for advancement in various technical fields. Students must be enrolled in the Ford ASSET program at Brewster Technical Center, 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 an HCC PSAV Auto Collision Repair or apprenticeship program.

**Articulated Credit and Electives**

**General Education Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MGF 1119</td>
<td>Introductory Mathematics w/ Applications</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PHI 1600</td>
<td>Ethics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Public Speaking</td>
<td>3 cr.</td>
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</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAN 1021</td>
<td>Principles of Management</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MAR 1011</td>
<td>Principles of Marketing</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SBM 2000</td>
<td>Small Business Management</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

**Program Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1000</td>
<td>Introduction to Computers and Technology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 1021</td>
<td>Principles of Management</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MAR 1011</td>
<td>Principles of Marketing</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SBM 2000</td>
<td>Small Business Management</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

This program prepares students for employment as information technology security professionals assisting business and industry in developing and implementing strategies to defend company e-business infrastructure and data assets against security attacks.

**General Education Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>English Composition II or Social Science Mathematics General Education</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ENC 1103</td>
<td>Humanities General Education</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ENC 1104</td>
<td>Social Science General Education</td>
<td>3 cr.</td>
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</table>

**Program Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1172C</td>
<td>Computer Upgrading and Repair</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 1000</td>
<td>Introduction to Computers and Technology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 1560</td>
<td>Unix/Linux Administration I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 1550</td>
<td>Introduction to Networking</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 2091</td>
<td>Information Technology Ethical and Legal Issues</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 2763</td>
<td>Unix/Linux Administration I</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1021</td>
<td>Principles of Management</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MAR 1011</td>
<td>Principles of Marketing</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SBM 2000</td>
<td>Small Business Management</td>
<td>3 cr.</td>
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</tbody>
</table>

**Articulated Credit and Electives**

**General Education Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MGF 1119</td>
<td>Introductory Mathematics w/ Applications</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PHI 1600</td>
<td>Ethics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Public Speaking</td>
<td>3 cr.</td>
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</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAN 1021</td>
<td>Principles of Management</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MAR 1011</td>
<td>Principles of Marketing</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SBM 2000</td>
<td>Small Business Management</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

**Program Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 2764</td>
<td>Unix/Linux Administration II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CIS 2352C</td>
<td>Ethical Hacking I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CIS 2353</td>
<td>Security Management and Computer Auditing</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CIS 2395C</td>
<td>Ethical Hacking II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CIS 2381C</td>
<td>Computer Forensics and Incident Response</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CTS 2310</td>
<td>Windows Security</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CTS 2311</td>
<td>Unix/Linux Security</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CTS 2321</td>
<td>Unix/Linux Networking</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>
AS/AAS • INTERNET SERVICES TECHNOLOGY

AS.WEB.TECH.OPT1/AS.WEB.TECH.OPT2/AAS.WEB.TECH.OPT1/AAS.WEB.TECH.OPT2
(63 Credit Hours)

AS/AAS • Web Designer
AS.WEB.TECH.OPT1/AAS.WEB.TECH.OPT1

This program prepares students for internet-related jobs such as web designer, site designer, and internet architect.

General Education Requirements 15 cr.
ENC 1101 English Composition I 3 cr.
ENC 1102 English Composition II or Social Science General Education 3 cr.
MGF 1119 Introductory Mathematics w/Applications (non-transfer) or Mathematics General Education (transfer) 3 cr.
Humanities General Education 3 cr.
Social Science General Education 3 cr.

Program Required Courses 48 cr.
CGS 1000 Introduction to Computers and Technology 3 cr.
CGS 1103 Project Management 3 cr.
CGS 1555 Introduction to the Internet 3 cr.
CGS 1577 Presentations Systems 3 cr.
CGS 1871 Multimedia Authoring I 3 cr.
CGS 2509 Introduction to Adobe Acrobat 1 cr.
CGS 2541 Database Design 3 cr.
CGS 2820 Web Authoring - HTML 3 cr.
CGS 2822 Web Site Creation 3 cr.
CGS 2874 Multimedia Authoring II 3 cr.
CGS 2876 Digital Audio/Video Design 3 cr.
CGS 2939 Internet Services Technology Capstone 3 cr.
COP 2823 Graphics Design for Multimedia/Internet 3 cr.
COP 2826 Advanced Graphics Design 3 cr.
OST 1813 Desktop Publishing 3 cr.
OST 1825 Desktop Designer 3 cr.

Select at least 2 specified elective credit hours from the following:
CGS 1760 Introduction to Unix 3 cr.
CGS 2301 Management Information Systems 3 cr.
CGS 2940 Web Technology Internship 3 cr.
OST 1142 Keyboarding I 1 cr.
OST 1335 Business Communications 3 cr.

AS/AAS • Web Developer
AS.WEB.TECH.OPT2/AAS.WEB.TECH.OPT2

This program prepares students for internet-related jobs such as webmaster, web developer, site developer and internet programmer.

General Education Requirements 15 cr.
ENC 1101 English Composition I 3 cr.
ENC 1102 English Composition II or Social Science General Education 3 cr.
MGF 1119 Introductory Mathematics w/Applications (non-transfer) or Mathematics General Education (transfer) 3 cr.
Humanities General Education 3 cr.
Social Science General Education 3 cr.

Program Required Courses 48 cr.
*CGS 1000 Introduction to Computers and Technology 3 cr.
*CGS 1555 Introduction to the Internet 3 cr.
CGS 1760 Introduction to Unix 3 cr.
CGS 1936 Perl & CGI 3 cr.
CGS 2509 Introduction to Adobe Acrobat 1 cr.
CGS 2541 Database Design 3 cr.
CGS 2545 Introduction to Web Databases 3 cr.
CGS 2763 Unix/Linux Administration I 3 cr.
CGS 2820 Web Authoring - HTML 3 cr.
CGS 2822 Web Site Creation 3 cr.
CGS 2823 Introduction to Active Server Pages 3 cr.
CGS 2825 Web Site Management 3 cr.
CGS 2939 Internet Services Technology Capstone 3 cr.
COP 1000 Programming Logic 3 cr.
COP 2800 JAVA Programming 3 cr.
COP 2822 Scripting for the Web 3 cr.

Select at least 2 specified elective credit hour from the following:
CGS 1103 Project Management 3 cr.
COP 1812 Introduction to XML Authoring 3 cr.
COP 2805 JAVA Advanced 3 cr.
OST 1142 Keyboarding I 1 cr.
OST 1143 Keyboarding II 1 cr.

* Recommended course(s) for the first semester.
The program will provide students with theory and practical learning activities that will prepare them for the job market as well as for academic studies in horticulture. The curriculum is designed to prepare students in the areas of plant propagation, soil sampling, irrigation and water management, plant physiology, plant identification, pest management, landscape and horticultural management strategies and math and chemistry regularly used in horticultural practices. The program will prepare students for employment in the green industry to include technicians, supervisors, and superintendents of nurseries, greenhouse operations, parks, or landscape maintenance.

**General Education Requirements**  15 cr.
- ENC 1101  English Composition I  3 cr.
- MAC 1105  College Algebra (transfer) or MGF 1106, Mathematics for Liberal Arts (non-transfer)  3 cr.
- BSC 1005C  Biological Foundations I  3 cr.
- Humanities General Education  3 cr.
- Social Science General Education  3 cr.

**NOTE:** Students transferring to a university should take BSC 1010, BSC 1010L and IDS 1152C.

### AS/AAS • Horticulture

**AS.HORT/AS.LAND/AAS.HORT/AAS.LAND (64 Credit Hours)**

The program will provide students with theory and practical learning activities that will prepare them for the job market as well as for academic studies in horticulture. The curriculum is designed to prepare students in the areas of plant propagation, soil sampling, irrigation and water management, plant physiology, plant identification, pest management, landscape and horticultural management strategies and math and chemistry regularly used in horticultural practices. The program will prepare students for employment in the green industry to include technicians, supervisors, and superintendents of nurseries, greenhouse operations, parks, or landscape maintenance.

**Program Required Courses**  49 cr.
- AEB 1949  Co-op Agriculture/Business  3 cr.
- BOT 1000  Plant Physiology and Growth  3 cr.
- HOS 1016  Introduction to Horticulture Mathematics and Chemistry  3 cr.
- HOS 1010  Horticultural Science  3 cr.
- IPM 1011  Plant Pests  3 cr.
- IPM 1011L  Plant Pests Laboratory  1 cr.
- LDE 1310  Irrigation and Water Management  3 cr.
- ORH 1510  Plant Identification  3 cr.
- SOS 1102  Soils and Fertilizers  3 cr.
- Specialty Area Electives  24 cr.

### AS/AAS • Landscape

**AS.LAND/AAS.LAND**

The program will provide students with theory and practical learning activities that will prepare them for the job market as well as for academic studies in horticulture. The curriculum is designed to prepare students in the areas of plant propagation, soil sampling, irrigation and water management, plant physiology, plant identification, pest management, landscape and horticultural management strategies and math and chemistry regularly used in horticultural practices. The program will prepare students for employment in the green industry to include technicians, supervisors, and superintendents of nurseries, greenhouse operations, parks, or landscape maintenance.

**Program Required Courses**
- AEB 1949  Co-op Agriculture/Business  3 cr.
- BOT 1000  Plant Physiology and Growth  3 cr.
- HOS 1010  Horticultural Science  3 cr.
- HOS 1016  Introduction to Horticulture Mathematics and Chemistry  3 cr.
- IPM 1011  Plant Pests  3 cr.
- IPM 1011L  Plant Pests Laboratory  1 cr.
- LDE 1310  Irrigation and Water Management  3 cr.
- ORH 1510  Plant Identification  3 cr.
- ORH 1830  Landscape Design  3 cr.
- ORH 1851  Landscape Installation  3 cr.
- ORH 1873  Interiorscaping  3 cr.
- SOS 1102  Soils and Fertilizers  3 cr.
- Specialty Area Electives  24 cr.

### Specialty Area Electives:

#### Production
- ORH 1262  Floriculture  3 cr.
- ORH 1262L  Floriculture Laboratory  1 cr.
- ORH 2212  Principles of Woody Ornamental Plants  2 cr.
- ORH 2212L  Principles of Woody Ornamental Plants Laboratory  2 cr.
- PLS 1220  Plant Propagation  2 cr.
- PLS 1220L  Plant Propagation Laboratory  2 cr.

#### Retail Horticulture
- MAN 1021  Principles of Management  3 cr.
- MKA 1041  Introduction to Retailing  3 cr.
- MKA 2105  Marketing Problems  3 cr.
- MKA 2162  Creative Selling  3 cr.
- ORH 1252  Retail Nursery Operations  3 cr.

#### Environmental Services
- EVR 1328  Natural Resource Conservation  3 cr.
- FNR 1001  Natural Resource Management  3 cr.
- GIS 1041  Survey of Geographic Information Systems and Global Positioning Systems  1 cr.
- GIS 2040  Fundamentals of Geographic Information Systems  3 cr.
- ORH 1523  Native Upland Plants  3 cr.
- ORH 1524  Native Wetland Plants  3 cr.
- SUR 2533  Fundamentals of Global Positioning Systems  3 cr.

#### Irrigation
- ORH 1002  Water Resources and Land Use  3 cr.
- ORH 1302  Irrigation System Installation  3 cr.
- ORH 1304  Low Volume Irrigation Systems  3 cr.
- ORH 1306  Computer Software for Irrigation Systems  3 cr.
- ORH 1309  Irrigation Trouble Shooting and Repair  3 cr.
- ORH 1312  Residential Irrigation Design  3 cr.
- ORH 1936  Irrigation Seminar  3 cr.

#### Pest Control
- IPM 1301  Application of Pesticides and Fertilizers  3 cr.
- IPM 2253  Management of Insects and Nematodes  3 cr.
- IPM 2302  Applied Materials Chemistry and Calculations  3 cr.
- IPM 2551  Regulatory Environment of Pest Management  3 cr.
- IPM 2634  Management of Diseases and Weeds  3 cr.
AS/AAS • MANUFACTURING TECHNOLOGY

AS.MAN.TECH/AAS.MAN.TECH (64 Credit Hours)

This program will prepare students for jobs in the high-technology manufacturing industry as a manufacturing technician. If students are currently working in this field, this program will provide an opportunity to develop the skills necessary for advancement.

**NOTE:** All graduates of this AS degree program shall be granted admission into the Engineering Technology baccalaureate degree program at the University of Central Florida.

**General Education Requirements**
- ENC 1101 English Composition I 3 cr.
- CHM 1045 College Chemistry 3 cr.
- CHM 1045L College Chemistry Laboratory 1 cr.
- MAC 1105 College Algebra 3 cr.
- SPC 1600 Public Speaking 3 cr.

**Program Required Courses**

**19 cr.**

- ENCI 1000 Introduction to Computers and Technology 3 cr.
- EET 1525C Industrial Controls I 3 cr.
- ETI 1100 Statistical Quality Control 3 cr.

**45 cr.**

- ETT 1403 Introduction to Advanced Manufacturing 1 cr.
- ETI 1701 Process Safety and Hazardous Materials 2 cr.
- ETI 1181 Quality Systems and Workplace Dynamics 2 cr.
- ETI 1815 Introduction to Electronics for Advanced Manufacturing 3 cr.
- ETI 1840 Vacuum Science 3 cr.
- ETI 1840L Vacuum Laboratory 1 cr.
- ETI 1949 Manufacturing Internship 2 cr.
- MAC 1114 Trigonometry 3 cr.
- PHY 1025 Fundamentals of Physics 3 cr.
- PHY 1025L Fundamentals of Physics Laboratory 1 cr.

**Select 8 specified elective credits from the following (Group B):**

- CGS 1500 Applied Word Processing 1 cr.
- CGS 1510 Spreadsheet Applications 1 cr.
- CGS 1520 Business Graphics I 1 cr.
- CGS 1540 Database Management 1 cr.
- CHM 1046 General Chemistry II 3 cr.
- CHM 1046L General Chemistry II Laboratory 1 cr.
- COP 1000 Programming Logic 3 cr.
- COP 1220 Programming in “C” 3 cr.
- EET 2215L Electronic Instruments 3 cr.
- EET 2526C Industrial Controls II 3 cr.
- EGS 2122C Geometric Dimensioning and Tolerancing 3 cr.
- ETI 1411C Advanced Manufacturing Processes 3 cr.
- ETI 1844 Vacuum Technology and Systems 3 cr.
- ETI 1844L Vacuum Technology Laboratory 1 cr.
- ETI 2151C Process Metrology 3 cr.
- EMT 2315 Hydraulics and Pneumatic Systems 3 cr.
- EMT 2315L Hydraulics and Pneumatic Systems Laboratory 1 cr.
- MAC 1147 Pre-Calculus Algebra/Trigonometry 5 cr.
- MAC 2311 Calculus & Analytical Geometry 5 cr.
- PHY 1054 General Physics II 3 cr.
- PHY 1054L General Physics II Laboratory 1 cr.

**Select 3 specified elective credits from the following (Group C):**

- BCN 1250 Introduction to Graphic Technology 3 cr.
- EGS 1111 Engineering Graphics 3 cr.
- ETD 1030C Drafting Technology 3 cr.

* Recommended course(s) for the first semester.
# AS/AAS • NETWORK ADMINISTRATOR

## AS/AAS • General Networking

### AS.NA.GEN/AS.NA.OPT1/AS.NA.OPT2/AS.NA.OPT3

### AS/N.A.OPT1/AAS.NA.OPT2/ AAS.NA.OPT3 (63 Credit Hours)

### AS/AAS • Microsoft Certified Systems Engineer (MCSE)

### AS.NA.OPT1/AAS.NA.OPT1

This program prepares students for jobs such as computer network specialist, network administrator, customer support analyst, telecom analyst, project coordinator, systems installer, and network systems engineer. The coursework focus is on Microsoft certification and telecommunications specialist.

### General Education Requirements 15 cr.

- ENC 1101 English Composition I 3 cr.
- ENC 1102 English Composition II or Social Science General Education 3 cr.
- MGF 1119 Introductory Mathematics w/Applications (non-transfer) or Mathematics General Education (transfer) 3 cr.
- Humanities General Education 3 cr.
- Social Science or Natural Science General Education 3 cr.

### Program Required Courses 48 cr.

- CEN 1300 Microsoft Windows Professional 3 cr.
- CEN 1301 Microsoft Windows Server 3 cr.
- CEN 2939 Network Administrator Capstone 3 cr.
- CET 1172C Computer Upgrading and Repair 3 cr.
- CET 1174C Advanced Computer Repair 3 cr.
- CET 1556C Structured Cabling 3 cr.
- CGS 1000 Introduction to Computers and Technology 3 cr.
- CGS 1550 Introduction to Networking 3 cr.
- CGS 1555 Introduction to the Internet 3 cr.
- CGS 2301 Management Information Systems 3 cr.
- CGS 2541 Database Design 3 cr.
- CGS 1761 Computer Operating Systems 3 cr.
- CNT 1401 Introduction to Network Security 3 cr.

**Select 3 credit hours from the following:**

- CEN 1305 M/S Windows Implementing & Supporting Network Infrastructure 3 cr.
- CEN 1306 Implementing & Supporting M/S Exchange Server 3 cr.
- CEN 1310 Implementing & Supporting M/S Site Server 3 cr.
- CGS 2763 Unix/Linux Administration I 3 cr.
- CGS 2825 Web Site Administration 3 cr.

**Select 6 credit hours from the following:**

- CDA 1162 Telecommunications 3 cr.
- CGS 1760 Introduction to UNIX 3 cr.
- CNT 2210 Wide Area Network Fundamentals 3 cr.
- CNT 2405 Advanced Internetworking Security 3 cr.
- CNT 2510 Wireless Networking 3 cr.
- CNT 2941 Networking Services Internship 3 cr.
- EET 1036C Basic AC and DC 3 cr.
- EET 1083C Electronics Orientation 3 cr.

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150 HCC CATALOG 2008-2009
Select at least 6 specified elective credits from the following:

- CDA 1162 Telecommunications 3 cr.
- CEN 1303 Administering M/S SQL Server 3 cr.
- CEN 1306 Implementing and Supporting M/S Exchange Server 3 cr.
- CEN 1308 Implementing and Supporting M/S Internet Explorer 3 cr.
- CEN 1310 Implementing and Supporting M/S Site Server 3 cr.
- CEN 1327 Planning/Maintaining MS Windows Network Infrastructure 3 cr.
- CEN 2313 Implementing Database Design on M/S SQL Server 3 cr.
- CEN 2316 Microsoft Proxy Server 3 cr.
- CNT 2210 Wide Area Network Fundamentals 3 cr.
- CNT 2405 Advanced Internetworking Security 3 cr.
- CNT 2510 Wireless Networking 3 cr.

AS/AAS • Cisco and Telecommunications

AS.NA.OPT2/AAS.NA.OPT2

This program prepares students for jobs such as computer network specialist, network administrator, customer support analyst, telecom analyst, project coordinator, systems installer, and network systems engineer. Focus is on Cisco Certification and telecommunications specialist.

General Education Requirements 15 cr.

- ENC 1101 English Composition I 3 cr.
- ENC 1102 English Composition II or Social Science General Education 3 cr.
- MGF 1119 Introductory Mathematics w/Applications (non-transfer) or Mathematics General Education (transfer) 3 cr.
- Humanities General Education 3 cr.
- Social Science or Natural Science General Education 3 cr.

Program Required Courses 48 cr.

- CEN 2939 Network Administrator Capstone 3 cr.
- CET 1172C Computer Upgrading and Repair 3 cr.
- CGS 1000 Introduction to Computers and Technology 3 cr.
- CGS 1550 Introduction to Networking 3 cr.
- CGS 1555 Introduction to the Internet 3 cr.
- CGS 1760 Introduction to Unix 3 cr.
- CGS 1761 Computer Operating Systems 3 cr.
- CGS 2301 Management Information Systems 3 cr.
- CGS 2763 Unix/Linux Administration I 3 cr.
- CGS 2764 Unix/Linux Administration II 3 cr.
- CNT 1401 Introduction to Network Security 3 cr.
- COP 1000 Programming Logic 3 cr.
- COP 2344 Shell Scripting 3 cr.
- CTS 2321 Unix/Linux Networking 3 cr.
- CTS 2311 Unix/Linux Security 3 cr.

Select at least 3 credit hours of specified electives from the following list:

- CDA 1162 Telecommunications 3 cr.
- CEN 1300 Microsoft Window Professional 3 cr.
- CEN 1301 M/S Windows Server 3 cr.
- CET 1610 Cisco Router Technology 3 cr.
- CET 2615 Cisco Advanced Router Technology 3 cr.
- CGS 1936 Perl and CGI 3 cr.
- CGS 2541 Database Design 3 cr.
- CGS 2925 Web Site Management 3 cr.
- CNT 2210 Wide Area Network Fundamentals 3 cr.
- CNT 2405 Advanced Internetworking Security 3 cr.
- CNT 2510 Wireless Networking 3 cr.
- COP 1220 Programming in “C” 3 cr.
# Office Administration

## Office Systems Technology

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.

### General Education Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MGF 1119</td>
<td>Introductory Mathematics w/Applications (non-transfer) or Mathematics General Education (transfer)</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SYG 2000</td>
<td>Introduction to Sociology</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

### Program Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>APA 1111</td>
<td>Basic Accounting</td>
<td>3 cr.</td>
</tr>
<tr>
<td>*CIS 1931</td>
<td>Microcomputer Concepts</td>
<td>3 cr.</td>
</tr>
<tr>
<td>*OST 1110</td>
<td>Intermediate PC Typing</td>
<td>3 cr.</td>
</tr>
<tr>
<td>*OST 1330</td>
<td>Skills for Transcription</td>
<td>3 cr.</td>
</tr>
<tr>
<td>OST 1335</td>
<td>Business Communications</td>
<td>3 cr.</td>
</tr>
<tr>
<td>OST 1345</td>
<td>Forms Design and Management</td>
<td>2 cr.</td>
</tr>
<tr>
<td>OST 1355</td>
<td>Records Information</td>
<td>3 cr.</td>
</tr>
<tr>
<td>OST 1382</td>
<td>International Office Protocol</td>
<td>1 cr.</td>
</tr>
<tr>
<td>OST 1741</td>
<td>Word Processing I</td>
<td>1 cr.</td>
</tr>
<tr>
<td>*OST 1831</td>
<td>Introduction to Windows I</td>
<td>1 cr.</td>
</tr>
<tr>
<td>OST 2402</td>
<td>Office Procedures</td>
<td>3 cr.</td>
</tr>
<tr>
<td>OST 2501</td>
<td>Office Administration</td>
<td>3 cr.</td>
</tr>
<tr>
<td>OST 2722</td>
<td>Advanced Word Processing</td>
<td>3 cr.</td>
</tr>
<tr>
<td>OST 2742</td>
<td>Word Processing II</td>
<td>1 cr.</td>
</tr>
<tr>
<td>OST 2743</td>
<td>Word Processing III</td>
<td>1 cr.</td>
</tr>
<tr>
<td>SLS 1261</td>
<td>Personal Skills for Business</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SPC 1006</td>
<td>Speech Improvement</td>
<td>1 cr.</td>
</tr>
</tbody>
</table>

Select at least 10 credit hours from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAP 2816</td>
<td>Database Management II</td>
<td>1 cr.</td>
</tr>
<tr>
<td>CGS 1000</td>
<td>Introduction to Computers and Technology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 1510</td>
<td>Spreadsheet Applications I</td>
<td>1 cr.</td>
</tr>
<tr>
<td>CGS 1520</td>
<td>Business Graphics I</td>
<td>1 cr.</td>
</tr>
<tr>
<td>CGS 1540</td>
<td>Database Management I</td>
<td>1 cr.</td>
</tr>
<tr>
<td>CGS 1550</td>
<td>Introduction to Networking</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 1555</td>
<td>Introduction to the Internet</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 2511</td>
<td>Spreadsheet Applications II</td>
<td>1 cr.</td>
</tr>
<tr>
<td>LIS 1004</td>
<td>Introduction to Internet Research</td>
<td>1 cr.</td>
</tr>
<tr>
<td>OST 1100</td>
<td>Beginning PC Typing</td>
<td>3 cr.</td>
</tr>
<tr>
<td>OST 1142</td>
<td>Keyboarding I</td>
<td>1 cr.</td>
</tr>
<tr>
<td>OST 1143</td>
<td>Keyboarding II</td>
<td>1 cr.</td>
</tr>
<tr>
<td>OST 1211</td>
<td>Shorthand I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>OST 1825</td>
<td>Desktop Design</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

* Recommended course(s) for the first semester.

**NOTE:** Students may enroll in OST 1741, OST 2742 or OST 2743 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).

## Office Management

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.

### General Education Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MGF 1119</td>
<td>Introductory Mathematics w/Applications (non-transfer) or Mathematics General Education (transfer)</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SYG 2000</td>
<td>Introduction to Sociology</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

### Program Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2021</td>
<td>Financial Accounting or APA 1111, Basic Accounting</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BUL 2241</td>
<td>Business Law I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 2301</td>
<td>Management Information Systems</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CIS 1931</td>
<td>Microcomputer Concepts</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ECO 1000</td>
<td>Introduction to Economics or ECO 2013 Principles of Macroeconomics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MAN 1021</td>
<td>Principles of Management</td>
<td>3 cr.</td>
</tr>
<tr>
<td>*OST 1100</td>
<td>Beginning PC Typing</td>
<td>3 cr.</td>
</tr>
<tr>
<td>*OST 1335</td>
<td>Business Communications</td>
<td>3 cr.</td>
</tr>
<tr>
<td>*OST 1345</td>
<td>Forms Design and Management</td>
<td>2 cr.</td>
</tr>
<tr>
<td>OST 1382</td>
<td>International Office Protocol</td>
<td>1 cr.</td>
</tr>
<tr>
<td>OST 1741</td>
<td>Word Processing I</td>
<td>1 cr.</td>
</tr>
<tr>
<td>OST 2357</td>
<td>Electronic Records Management</td>
<td>3 cr.</td>
</tr>
<tr>
<td>OST 2501</td>
<td>Office Administration</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SLS 1261</td>
<td>Personal Skills for Business</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SPC 1006</td>
<td>Speech Improvement</td>
<td>1 cr.</td>
</tr>
</tbody>
</table>
Select 7 credit hours from the following:

- CAP 2816 Database Management II 1 cr.
- CGS 1520 Business Graphics I 1 cr.
- CGS 1540 Database Management I 1 cr.
- CGS 1550 Introduction to Networking 3 cr.
- CGS 1555 Introduction to the Internet 3 cr.
- CGS 2511 Spreadsheet Applications II 1 cr.
- LIS 1004 Introduction to Internet Research 1 cr.
- MNA 1320 Human Resources Recruitment, Interviewing, and Selection 3 cr.
- MNA 1325 Human Resources Statistical Analysis, Compensation and Benefits 3 cr.
- OST 1110 Intermediate PC Typing 3 cr.
- OST 1142 Keyboarding I 1 cr.
- OST 1143 Keyboarding II 1 cr.
- OST 1330 Skills for Transcription 3 cr.
- OST 1355 Records Information 3 cr.
- OST 1813 Desktop Publishing 3 cr.
- OST 1831 Introduction to Windows I 1 cr.
- OST 1941 OST Internship 3 cr.
- OST 2402 Office Procedures 3 cr.
- OST 2742 Word Processing II 1 cr.
- OST 2743 Word Processing III 1 cr.
- OST 2826 Desktop Graphics 3 cr.

**NOTE:** Students may enroll in OST 1741, OST 2742 or OST 2743 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).

---

**AAS • Office Administration**

**Medical Office Administration**

**AAS.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.

**General Education Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
</tr>
<tr>
<td>MGF 1119</td>
<td>Introductory Mathematics w/Applications (non-transfer) or Mathematics General Education (transfer)</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
</tr>
<tr>
<td>SYG 2000</td>
<td>Introduction to Sociology</td>
</tr>
</tbody>
</table>

**Program Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>APA 1111</td>
<td>Basic Accounting</td>
</tr>
<tr>
<td>CIS 1931</td>
<td>Microcomputer Concepts</td>
</tr>
<tr>
<td>HIM 1000</td>
<td>Medical Record Content</td>
</tr>
<tr>
<td>HIM 1430</td>
<td>Principles of Disease with Anatomy I</td>
</tr>
<tr>
<td>HIM 1442</td>
<td>Pharmacology</td>
</tr>
<tr>
<td>HSC 1531</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>HSC 1641</td>
<td>Legal and Ethical Aspects in Health Care</td>
</tr>
<tr>
<td>OST 1110</td>
<td>Intermediate PC Typing</td>
</tr>
<tr>
<td>OST 1330</td>
<td>Skills for Transcription</td>
</tr>
<tr>
<td>OST 1335</td>
<td>Business Communications</td>
</tr>
<tr>
<td>OST 1355</td>
<td>Records Information</td>
</tr>
<tr>
<td>OST 1382</td>
<td>International Office Protocol</td>
</tr>
<tr>
<td>OST 1741</td>
<td>Word Processing I</td>
</tr>
<tr>
<td>OST 2135</td>
<td>Medical Document Production on the PC</td>
</tr>
<tr>
<td>OST 2145</td>
<td>Data Entry</td>
</tr>
<tr>
<td>OST 2402</td>
<td>Office Procedures</td>
</tr>
<tr>
<td>SPC 1006</td>
<td>Speech Improvement</td>
</tr>
</tbody>
</table>

**Select 3 credit hours from the following:**

- HIM 2940 Clinical Billing Practicum 2 cr.
- HIM 2941 Clinical Coder Practicum 2 cr.
- OST 1941 OST Internship 3 cr.
- OST 2743 Word Processing III 1 cr.

**NOTE:** Students may enroll in OST 1741, OST 2742 or OST 2743 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/AAS • PARALEGAL STUDIES (LEGAL ASSISTING)

AS.LEGAL/AAS.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.

General Education Requirements 15 cr.
ENC 1101 English Composition I 3 cr.
ENC 1102 English Composition II 3 cr.
MGF 1119 Introductory Mathematics w/Applications (non-transfer) or Mathematics General Education (transfer) 3 cr.
Humanities General Education 3 cr.
Social Science General Education 3 cr.

Program Required Courses 49 cr.
APA 1111 Basic Accounting 3 cr.
CPS 1006 Speech Improvement 1 cr.
PLA 1003 Introduction to the Paralegal Profession 3 cr.
PLA 1104 Writing and Research I 3 cr.
PLA 1203 Litigation Procedures I 3 cr.
*PLA 1271 Tort Law 3 cr.
PLA 1433 Business Organizations 3 cr.
PLA 1611 Real Estate Law/Property Transactions I 3 cr.
PLA 1600 Administering Wills/Trusts/Probate 3 cr.
PLA 2114 Writing and Research II 3 cr.
PLA 2303 Criminal Litigation 3 cr.
PLA 2421 Contract Law 3 cr.
PLA 2800 Family Law 3 cr.
SPC 1006 Speech Improvement 1 cr.
Choose 9 specified PLA elective credits from the following:
ACG 2021 Financial Accounting 3 cr.
ACG 2071 Managerial Accounting 3 cr.
PLA 1700 Legal Ethics and Professional Responsibility 3 cr.
PLA 1949 Paralegal Internship 3 cr.
PLA 2223 Litigation Procedures II 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.

AAS • RESTAURANT MANAGEMENT

AAS.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.

General Education Requirements 15 cr.
ENC 1101 English Composition I 3 cr.
BSC 1005C Biological Foundations I 3 cr.
MGF 1119 Introductory Mathematics w/Applications (non-transfer) or Mathematics General Education (transfer) 3 cr.
Humanities General Education 3 cr.
Social Science General Education 3 cr.
PSY 2012 General Psychology 3 cr.
* Recommended course(s) for the first semester.

Program Required Courses 49 cr.
APA 1321 Hospitality Accounting 3 cr.
CGS 1000 Introduction to Computers and Technology 3 cr.
*FSS 1223 Food Preparation for Managers 4 cr.
FSS 1246C Food Specialty I (Baking) 3 cr.
*FSS 1248C Food Specialty II (Garde Manger I) 3 cr.
FSS 1249C Food Specialty III (Garde Manger II) 3 cr.
FSS 1500 Food and Beverage Control 3 cr.
*FSS 2110 Food Plans and Menu Preparation 3 cr.
FSS 2120 Food Purchase and Storage 3 cr.
FSS 2271 Beverage Management and Service 3 cr.
HFT 2210 Management of Hospitality Personnel 3 cr.
HFT 2530 Merchandising and Advertising in the Hospitality Field 3 cr.
HFT 2840 Maître d’ and Dining Room Service 3 cr.
HUN 2201 Fundamentals of Human Nutrition 3 cr.
SPC 1006 Speech Improvement 1 cr.
* Electives 5 cr.

* Recommended course(s) for the first semester.
ASSOCIATE DEGREE/TECHNICAL PROGRAMS

AS.INTT/AAS.INTT (72 Credit Hours)

This program will prepare students for entry-level positions as sign language interpreters/transliterators in a variety of community and educational settings. This sequenced AS/AAS Degree program provides training in communication models and processes, American Sign Language, Deaf Culture, interpreting ethics, and hands-on training in oral and manual interpreting. There is also a strong sociolinguistic component to the program, with courses in Speech Pathology and Audiology, linguistics of ASL and the social and educational aspects of hearing loss. However, graduates are granted State Interpreting levels or certification only after testing and evaluation by the Florida Registry of Interpreters for the Deaf or the National Registry of Interpreters for the Deaf. Course work, which focuses on interpreting from English into American Sign Language (ASL) and from ASL into English, includes classroom and lab work, a field practicum and an internship.

NOTE: All graduates of this AS degree program shall be granted admission into the Communication Sciences and Disorders baccalaureate degree program at the University of South Florida.

Program Required Courses 46 cr.

- ASL 1300C American Sign Language-Applied Linguistics 4 cr.
- ASL 1430 Fingerspelling 2 cr.
- ASL 1510 Introduction to Deaf Culture 3 cr.
- ASL 2130 American Sign Language III 3 cr.
- ASL 2130L American Sign Language III Lab 1 cr.
- ASL 2210 American Sign Language IV 3 cr.
- ASL 2210L American Sign Language IV Lab 1 cr.
- INT 1941 Interpreting Practicum 2 cr.
- INT 2130 Introduction to Interpreting Ethics 3 cr.
- INT 2200 Interactive Interpreting I 3 cr.
- INT 2200L Interactive Interpreting I Lab 2 cr.
- INT 2201L Interactive Interpreting II Lab (Lab Only) 3 cr.
- INT 2210L Interactive Transliterating Lab (Lab Only) 2 cr.
- INT 2231L American Sign Language to Spoken English Interpreting (Lab Only) 3 cr.
- INT 2400 Educational Interpreting 2 cr.
- INT 2400L Educational Interpreting Lab 1 cr.
- INT 2930 Interpreting Topics 2 cr.
- INT 2942 Interpreting Internship 3 cr.
- SPA 2001 Survey of Communication Disorders 3 cr.

Prerequisite courses for Admission 8 cr.

- ASL 1140 American Sign Language I 3 cr.
- ASL 1140L American Sign Language I Laboratory 1 cr.
- ASL 1150 American Sign Language II 3 cr.
- ASL 1150L American Sign Language II Laboratory 1 cr.

General Education Requirements 18 cr.

- ANT 2000 Introduction to Anthropology or PSY 2012
  General Psychology or SYG 2000
  Introduction to Sociology 3 cr.
- ENC 1101 English Composition I 3 cr.
- ENC 1102 English Composition II 3 cr.
- BSC 1005C Biological Foundations I or Biological Science General Education w/Lab 3 cr.
- MGF 1119 Introductory Mathematics w/Applications (non-transfer) or Mathematics General Education (transfer) 3 cr.
  Humanities General Education 3 cr.
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.

General Education Requirements 18 cr.
ENC 1101 English Composition I 3 cr.
BSC 1005C Biological Foundations I or Biological Science General Education w/Lab 3 cr.
Humanities General Education 6 cr.
MAC 1105 College Algebra or MGF 1106, Mathematics for Liberal Arts I or higher General Education Math or STA 2023, Elementary Statistics 3 cr.
Social Science General Education 3 cr.

Program Required Courses 55 cr.
ATE 1001 Introduction to Veterinary Technology 1 cr.
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 1630 Pharmacology for Veterinary Technicians 1 cr.
ATE 1650L Veterinary Clinical Practice I 1 cr.
ATE 1741 Veterinary Medical Terminology 1 cr.
ATE 1943 Veterinary Work Experience I 1 cr.
ATE 1944 Veterinary Work Experience II 1 cr.
ATE 2722 Avian and Exotic Pet Medicine 2 cr.
ATE 2020 Contemporary Clinical Issues 3 cr.
ATE 2050 Small Animal Breeds and Behavior 1 cr.
ATE 2501 Professional Development and Ethics Seminar 1 cr.
ATE 2611 Animal Medicine I 3 cr.
ATE 2612 Small Animal Nursing 3 cr.
ATE 2614 Animal Medicine II 3 cr.
ATE 2631 Animal Nursing 3 cr.
ATE 2636 Large Animal Nursing and Clinical Skills 2 cr.
ATE 2638 Animal Clinical Pathology 3 cr.
ATE 2638L Animal Clinical Pathology Lab 2 cr.
ATE 2639 Animal Clinical Pathology II 3 cr.
ATE 2639L Animal Clinical Pathology II Lab 2 cr.
ATE 2651L Animal Nursing and Medical Laboratory 2 cr.
ATE 2652L Introduction to Clinical Practice 1 cr.
ATE 2661 Large Animal Diseases 1 cr.
ATE 2671L Medicine of Laboratory Animals 2 cr.
ATE 2710 Animal Emergency Medicine 2 cr.
ATE 2945 Veterinary Work Experience III 1 cr.
ATE 2946 Veterinary Work Experience IV 1 cr.
COLLEGE CREDIT CERTIFICATES

ATC • Advanced Technical Certificate
ATD • Applied Technology Diploma
CCC • College Credit Certificate
**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 applied 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.

**Program Designations**

**ATC • Advanced Technical Certificate**

**ATD • Applied Technology Diploma**

**CCC • College Credit Certificate**

**ATC and ATD Certificates**

**ATC • Executive Fire Officer**  
**ATC.FIRE.OFR (30 Credit Hours)**

The Executive Fire Officer Technical Certificate is designed to develop the student’s knowledge in the area of executive management of modern fire and rescue service systems. The curriculum will be centered on upper level management techniques, and current trends affecting the delivery of a fire and rescue service.

**Admission Requirements**

Possess a current Certificate of Compliance/Completion from the Florida State Bureau of Fire Standards. Hold an AS Degree in Fire Science Technology or AS Degree in Emergency Medical Services and have completed courses: FFP 1710, FFP 1810, FFP 2700, FFP 2740, FFP 2811 and FFP 2401.

**Program Required Courses**

- FFP 2118 Interpersonal Management in Fire Science 3 cr.
- FFP 2280 Management for EMS for Fire Science 3 cr.
- FFP 2590 Management of Fire Prevention Programs 3 cr.
- FFP 2701 Organization/Command Fire Science Operations 3 cr.
- FFP 2720 Executive Fire Officer Leadership/Personnel Management 3 cr.
- FFP 2741 Fire Service Course Development 3 cr.
- FFP 2750 Financial Management in Fire Service 3 cr.
- FFP 2790 Analysis of Fire Department Operations 3 cr.
- FFP 2801 Incident Command for Disaster Management 3 cr.
- FFP 2830 Incident Command/Major Fire Department Operations 3 cr.

**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**

- PLA 1003 Introduction to the Paralegal Profession 3 cr.
- PLA 1271 Tort Law 3 cr.
- PLA 1104 Writing and Research I 3 cr.
- PLA 2114 Writing and Research II 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.
**ATD • Medical Records Transcription**  
**ATD.OSS.MEDT [33 Credit Hours]**

This program teaches students how to transfer a doctor’s verbal dictation to written form. The dictation is usually done on cassette tapes or through a digital voice system. The transcriptionist is responsible for producing professional, accurate documents of all medical reports into the requested printed or computer-based format to become part of a patient’s medical records and editing the transcription for format, grammar, and proper medical terminology.

**Program Required Courses**

- **BSC 1085** Human Anatomy and Physiology I and BSC 1085 Human Anatomy and Physiology I Lab or HIM 1430 Principles of Disease with Anatomy I 4 cr.
- **CIS 1931** Microcomputer Concepts 3 cr.
- **HIM 1436** Principles of Disease with Anatomy II 4 cr.
- **HIM 1442** Pharmacology 2 cr.
- **HSC 1531** Medical Terminology 3 cr.
- **HSC 1641** Legal and Ethical Aspects in Health Care 1 cr.
- **OST 1110** Intermediate PC Typing 3 cr.
- **OST 1330** Skills for Transcription 3 cr.
- **OST 1741** Word Processing I 1 cr.
- **OST 2135** Medical Document Production on the PC 3 cr.
- **OST 2611** Medical Transcription I 3 cr.
- **OST 2612** Medical Transcription II 3 cr.

**NOTE:** Coursework may be applied to the two-year AS/AAS degree Office Administration program.

**ATD • Pest Control Operations**  
**ATD.PCO [24 Credit Hours]**

There is a growing need for available service industries such as pest control operation to satisfy the pest control needs of the general public and agricultural interests. An ATD in pest control operations will provide the training and skills needed to enter this field.

**Program Required Courses**

- **HOS 1010** Horticultural Science 3 cr.
- **IPM 1011** Plant Pests 3 cr.
- **IPM 1301** Application of Pesticides and Fertilizers 3 cr.
- **IPM 2302** Applied Materials Chemistry and Calculations 3 cr.
- **IPM 2634** Management of Diseases and Weeds 3 cr.
- **IPM 2253** Management of Insects and Nematodes 3 cr.
- **IPM 2551** Regulatory Environment of Pest Management 3 cr.
- **SOS 1102** Soils and Fertilizers 3 cr.

**NOTE:** Coursework may be applied to the two-year AS/AAS degree Landscape and Horticulture Technology program.
College Credit Certificates

CCC • Accounting Applications

CCC.ACG.APPS (30 Credit Hours)

This program will prepare students for employment as an accounting clerk, a junior accountant or an accounting assistant.

Program Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2021</td>
<td>Financial Accounting</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ACG 2071</td>
<td>Managerial Accounting</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ACG 2100</td>
<td>Intermediate Accounting I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ACG 2110</td>
<td>Intermediate Accounting II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ACG 2340</td>
<td>Cost Accounting I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ACG 2350</td>
<td>Cost Accounting II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 1000</td>
<td>Introduction to Computers and Technology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>COP 1000</td>
<td>Programming Logic</td>
<td>3 cr.</td>
</tr>
<tr>
<td>TAX 2000</td>
<td>Federal Tax Accounting I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>TAX 2010</td>
<td>Federal Tax Accounting II</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

NOTE: Coursework may be applied to the two-year AAS degree Accounting Technology 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC 2461</td>
<td>Materials and Methods I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BCN 1250</td>
<td>Introduction to Graphic Technology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BCN 2272</td>
<td>Blueprint Reading</td>
<td>3 cr.</td>
</tr>
<tr>
<td>TAR 2053</td>
<td>Introduction to Computer Aided Design and Drafting</td>
<td>3 cr.</td>
</tr>
<tr>
<td>TAR 2054</td>
<td>Intermediate Computer Aided Design and Drafting</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

NOTE: Coursework may be applied to the two-year AS/AAS degree Architectural Design and 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAS 1012C</td>
<td>Aquacultural Organisms</td>
<td>3 cr.</td>
</tr>
<tr>
<td>FAS 1401L</td>
<td>Aquacultural Laboratory Techniques</td>
<td>3 cr.</td>
</tr>
<tr>
<td>FAS 1404C</td>
<td>Aquacultural Field Techniques</td>
<td>3 cr.</td>
</tr>
<tr>
<td>FAS 2240C</td>
<td>Aquacultural Nutritional Techniques</td>
<td>3 cr.</td>
</tr>
<tr>
<td>FAS 2253</td>
<td>Aquaculture Disease Processes</td>
<td>3 cr.</td>
</tr>
<tr>
<td>FAS 2253L</td>
<td>Aquaculture Disease Processes Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>FAS 2263C</td>
<td>Aquacultural Reproductive Techniques</td>
<td>3 cr.</td>
</tr>
<tr>
<td>FAS 2353C</td>
<td>Aquacultural Management Practices</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ZOO 1450</td>
<td>Ichthyology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ZOO 1450L</td>
<td>Ichthyology Laboratory</td>
<td>1 cr.</td>
</tr>
</tbody>
</table>

NOTE: Coursework may be applied to the two-year AS/AAS degree Aquaculture 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTV 1245</td>
<td>Electronic Field Production</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RTV 2000</td>
<td>Introduction to Broadcasting</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RTV 1941</td>
<td>Radio/TV Internship</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RTV 2201</td>
<td>Broadcasting Techniques</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RTV 2242</td>
<td>Advanced Television Studio Production</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RTV 2246</td>
<td>Advanced Electronic Field Production</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RTV 2270</td>
<td>Radio Production and Programming</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RTV 2300</td>
<td>Broadcast News</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

NOTE: Coursework may be applied to the two-year AS/AAS degree Digital Television and Media Production program.
**CCC • Business Management**

**CCC.BUS.MAN (24 Credit Hours)**

**Program Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2021</td>
<td>Financial Accounting</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ACG 2071</td>
<td>Managerial Accounting</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BUL 1241</td>
<td>Business Law I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MAN 1021</td>
<td>Principles of Management</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MAR 1011</td>
<td>Principles of Marketing</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Public Speaking</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

Select 3 credit hours from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUL 2242</td>
<td>Business Law II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Macroeconomics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 1000</td>
<td>Introduction to Computers and Technology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>STA 2014</td>
<td>Descriptive and Inferential Statistics or STA 2023 Elementary Statistics</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

**NOTE:** Coursework may be applied to the two-year AS/AAS degree Business Administration program.

---

**CCC • Business Operations**

**CCC.BUS.OPER (18 Credit Hours)**

**Program Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2021</td>
<td>Financial Accounting</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BUL 1241</td>
<td>Business Law I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MAN 1021</td>
<td>Principles of Management</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MAR 1011</td>
<td>Principles of Marketing</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Public Speaking</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

**NOTE:** Coursework may be applied to the two-year AS/AAS degree Business Administration program.

---

**CCC • Business Specialist**

**CCC.BUS.SPEC (12 Credit Hours)**

**Program Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2021</td>
<td>Financial Accounting</td>
<td>3 cr.</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MAN 1021</td>
<td>Principles of Management</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MAN 1011</td>
<td>Principles of Marketing</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Public Speaking</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

**NOTE:** Coursework may be applied to the two-year AS/AAS degree Business Administration program.

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**CCC • Cable Installation**

**CCC.CET.CABLE (12 Credit Hours)**

This certificate is designed to prepare students for employment as a cable installer, cable tester, or cable technician.

**Program Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1556C</td>
<td>Structured Cabling</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 1550</td>
<td>Introduction to Networking</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EET 1036C</td>
<td>Basic AC and DC</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EET 1083C</td>
<td>Electronics Orientation</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

**NOTE:** Coursework may be applied to the two-year AS/AAS degree Electronics Engineering Technology program.

---

**CCC • Cisco CCNA**

**CCC.NST.CCNA (12 Credit Hours)**

This certificate is designed to prepare students for employment as telecommunications system engineers, telecommunications specialists, network support technicians, network system specialists, and field support engineers as it relates to Cisco-based networks that includes local area and wide area network routers and switches.

**Program Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1600</td>
<td>Cisco Network Fundamentals</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CET 1610</td>
<td>Cisco Router Technology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CET 2615</td>
<td>Cisco Advanced Router Technology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CET 2620</td>
<td>Cisco Wide-Area Networking</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

**NOTE:** Coursework may be applied to the two-year AS/AAS degree Computer Engineering Technology program.
CCC • Computer Programming

CCC.COP.OPT1 (33 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
CGS 1000 Introduction to Computers and Technology 3 cr.
CGS 2301 Management Information Systems 3 cr.
CIS 2321 Systems Analysis 3 cr.
COP 1000 Programming Logic 3 cr.

Select 21 credit hours from the following:
COP 1120 COBOL, Beginning 3 cr.
COP 1220 Programming in C 3 cr.
COP 1820 Visual BASIC, Beginning 3 cr.
COP 1821 Visual BASIC, Advanced 3 cr.
COP 2121 COBOL, Intermediate 3 cr.
COP 2224 Programming in C++ 3 cr.
COP 2360 Programming in C# 3 cr.
COP 2800 JAVA Programming 3 cr.
COP 2805 JAVA, Advanced 3 cr.

NOTE: Coursework may be applied to the two-year AS/AAS degree Computer Programming program.

CCC • Computer Programming Specialist

CCC.PROG.SPEC (18 Credit Hours)

Program Required Courses
CGS 1000 Introduction to Computers and Technology 3 cr.
CIS 2321 Systems Analysis 3 cr.
COP 1000 Programming Logic 3 cr.

Select 9 credit hours from the following:
COP 1120 COBOL, Beginning 3 cr.
COP 1220 Programming in C 3 cr.
COP 1820 Visual BASIC, Beginning 3 cr.
COP 2360 Programming in C# 3 cr.
COP 2800 JAVA Programming 3 cr.

NOTE: Coursework may be applied to the two-year AS/AAS degree Computer Programming program.

CCC • Credit Union Management

CCC.FS.CU.MAN (24 Credit Hours)

These courses equate with the Certified Credit Union Executive (CCUE) program which is sponsored by the Credit Union National Association, Inc. (CUNA) for dual credit. Graduates may realize employment in financial services occupations such as bookkeeper, accounting clerk, teller, teller supervisor, assistant branch manager, junior consumer loan officer, member's services representative, and financial sales representative.

Program Required Courses
ACG 2021 Introduction to Financial Accounting 3 cr.
ACG 2071 Managerial Accounting 3 cr.
BRC 1301 Introduction to Credit Unions 3 cr.
BRC 1321 Principles of Credit and Collections 3 cr.
BUL 1241 Business Law I 3 cr.
MAN 1021 Principles of Management 3 cr.
MAR 2761 Strategic Business Management and Leadership 3 cr.

CCC • Credit Union Operations

CCC.FS.CU.OPER (18 Credit Hours)

These courses equate with the Certified Credit Union Executive (CCUE) program which is sponsored by the Credit Union National Association, Inc. (CUNA) for dual credit. Graduates may realize employment in financial services occupations such as bookkeeper, accounting clerk, teller, teller supervisor, assistant branch manager, junior consumer loan officer, member’s services representative, and financial sales representative.

Program Required Courses
ACG 2021 Introduction to Financial Accounting 3 cr.
BRC 1301 Introduction to Credit Unions 3 cr.
BRC 1321 Principles of Credit and Collections 3 cr.
BUL 1241 Business Law I 3 cr.
MAN 1021 Principles of Management 3 cr.
MAR 1011 Principles of Marketing 3 cr.
### CCC • Credit Union Specialist
**CCC.FS.CU.SPEC (12 Credit Hours)**
These courses equate with the Certified Credit Union Executive (CCUE) program which is sponsored by the Credit Union National Association, Inc (CUNA) for dual credit. Graduates may realize employment in financial services occupations such as bookkeeper, accounting clerk, teller, teller supervisor, assistant branch manager, junior consumer loan officer, member’s services representative, and financial sales representative.

**Program Required Courses**
- BRC 1301 Introduction to Credit Unions 3 cr.
- BRC 1321 Principles of Credit and Collections 3 cr.
- MAN 1021 Principles of Management 3 cr.
- MAR 1011 Principles of Marketing 3 cr.

### CCC • Crime Scene
**CCC.CS (28 Credit Hours)**

**Program Required Courses**
- CCJ 1020 Introduction to Criminal Justice 3 cr.
- CJE 1640 Introduction to Criminalistics 3 cr.
- CJE 1642C Introduction to Crime Scene Technology 3 cr.
- CJE 1643C Advanced Crime Scene Technology 3 cr.
- CJE 2671C Latent Fingerprint Development 2 cr.
- CJE 2672C Fingerprint Classification 2 cr.
- CJE 2673C Forensic Photography 3 cr.
- CJL 2130 Criminal Evidence & Procedure 3 cr.
- CJL 2610 Courtroom Presentation of Scientific Evidence 3 cr.
- CJT 2100 Criminal Investigation 3 cr.

### CCC • Digital Media/Multimedia 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**
- CGS 1577 Presentation Systems or COP 2823 Graphics Design for Multimedia/Internet 3 cr.
- CGS 1871 Multimedia Authoring I 3 cr.
- CGS 2874 Multimedia Authoring II 3 cr.
- CGS 2877 Digital Animation Design 3 cr.

**NOTE:** Coursework may be applied to the two-year AS/AAS degree Digital Media/Multimedia 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**
- CGS 1000 Introduction to Computers and Technology 3 cr.
- CGS 1577 Presentation Systems 3 cr.
- CGS 2820 Web Authoring – HTML 3 cr.
- CGS 2877 Digital Animation Design 3 cr.
- COP 2823 Graphics Design for Multimedia/Internet 3 cr.

**NOTE:** Coursework may be applied to the two-year AS/AAS degree Digital Media/Multimedia Technology program.

### CCC • Digital Media/Multimedia Presentation
**CCC.MMT.PRES (17 Credit Hours)**
The purpose of this certificate is to prepare students for initial employment as an audio/visual technician, audio technician, or lighting technician.

**Program Required Courses**
- CGS 1520 Business Graphics I 1 cr.
- CGS 1521 Introduction to Computers Drawing/Painting 1 cr.
- CGS 1577 Presentation Systems 3 cr.
- CGS 1871 Multimedia Authoring I 3 cr.
- CGS 2874 Multimedia Authoring II 3 cr.

**Choose two from the following:**
- CGS 2876 Digital Audio/Video Design 3 cr.
- CGS 2877 Digital Animation Design 3 cr.
- COP 2823 Graphics Design for Multimedia/Internet 3 cr.
- COP 2826 Advanced Graphics Design for Multimedia/Internet 3 cr.

**NOTE:** Coursework may be applied to the two-year AS/AAS 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
CGS 1577 Presentation Systems 3 cr.
CGS 1871 Multimedia Authoring I 3 cr.
COP 2823 Graphics Design for Multimedia/Internet 3 cr.
CGS 2876 Digital Audio/Video Design 3 cr.
CGS 2877 Digital Animation Design 3 cr.

NOTE: Coursework may be applied to the two-year AS/AAS 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
CGS 1871 Multimedia Authoring or GRA 111C, Graphic Design 3 cr.
RTV 1245 Electronic Field Production 3 cr.
RTV 2246 Advanced Electronic Field Production 3 cr.
VIC 1202 Film & TV Graphics 3 cr.

NOTE: Coursework may be applied to the two-year AS/AAS 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 draftsperson in architect’s, engineer’s, or contractor’s offices; governmental agencies, corporate planning departments or other private industries.

Program Required Courses
ARC 2461 Materials and Methods I 3 cr.
BCN 1210 Construction Materials and Processes 3 cr.
BCN 1250 Introduction to Graphic Technology 3 cr.
BCN 2272 Blueprint Reading 3 cr.
TAR 1120 Architectural Drawing I 3 cr.
TAR 2053 Introduction to Computer Aided Design and Drafting 3 cr.
TAR 2054 Intermediate Computer Aided Design and Drafting 3 cr.
TAR 2055 Advanced Computer Aided Design and Drafting 3 cr.

NOTE: Coursework may be applied to the two-year AS/AAS degree Architectural Design and 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
CGS 1000 Introduction to Computers and Technology 3 cr.
CGS 2876 Digital Audio/Video Design 3 cr.
CGS 2877 Digital Animation Design 3 cr.
COP 2823 Graphics Design for Multimedia/Internet 3 cr.

NOTE: Coursework may be applied to the two-year AS/AAS 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
CGS 1555 Introduction to the Internet 3 cr.
CGS 2820 Web Authoring – HTML 3 cr.
CGS 2876 Digital Audio/Video Design 3 cr.
CGS 2877 Digital Animation Design 3 cr.
COP 2823 Graphics Design for Multimedia/Internet 3 cr.

NOTE: Coursework may be applied to the two-year AS/AAS degree Digital Media/Multimedia 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
CET 1114C Basic Digital Systems 3 cr.
CET 1172C Computer Upgrading and Repair 3 cr.
CET 1174C Advanced Computer Repair 3 cr.
CGS 1000 Introduction to Computers and Technology 3 cr.
EET 1036C Basic AC and DC 3 cr.
EET 1037C Circuit Analysis 3 cr.
EET 1083C Electronics Orientation 3 cr.
EET 1141C Solid State Devices 3 cr.
EET 1949 Electronics Internship 3 cr.
MTB 1327 Electronics Mathematics 4 cr.

NOTE: Coursework may be applied to the two-year AS/AAS degree in Electronics Engineering Technology.

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
ACG 2021 Financial Accounting or APA 1111, Basic Accounting 3 cr.
FSS 1223 Food Production for Managers 4 cr.
FSS 1500 Food and Beverage Control 3 cr.
FSS 2120 Food Purchase and Storage 3 cr.
HFT 1000 Lodging Management 3 cr.
HFT 1410 Front Desk Procedure 3 cr.
HFT 2210 Management of Hospitality Personnel 3 cr.
HFT 2600 Hospitality Law 3 cr.
HFT 2750 Convention Management and Service 3 cr.
HFT 2840 Maître d’ and Dining Room Service 3 cr.

NOTE: Coursework may be applied to the two-year AS degree Hospitality and Tourism Management program.

CCC • Information Technology Analysis
CCC.CIS.ANA (27 Credit Hours)

This certificate is designed to prepare students for employment as applications system specialist, information systems specialist, technical support specialist, software tester or user support specialist.

Program Required Courses
CGS 1000 Introduction to Computers and Technology 3 cr.
CGS 2301 Management Information Systems 3 cr.
CGS 1550 Introduction to Networking 3 cr.
CGS 1555 Introduction to the Internet 3 cr.
CGS 1761 Computer Operating Systems 3 cr.
CET 1172C Computer Upgrade and Repair 3 cr.
CET 1174C Advanced Computer Repair 3 cr.
CIS 1931 Microcomputer Concepts 3 cr.
CIS 2321 Systems Analysis 3 cr.

NOTE: Coursework may be applied to the two-year AS/AAS degree Computer Information Administrator program.

CCC • Information Technology Management
CCC.CIS.MAN (30 Credit Hours)

This certificate prepares the student for employment as information technology specialists, data communications analysts, help desk specialists, network technicians, computer security specialists, network specialists, network managers, network systems technicians, network support specialists, microcomputer technicians, or network troubleshooters. The content prepares individuals to plan, install, configure, monitor, troubleshoot and manage computer networks in a LAN/WAN environment.

Program Required Courses
CGS 1000 Introduction to Computers and Technology 3 cr.
CGS 1550 Introduction to Networking 3 cr.
CGS 1555 Introduction to the Internet 3 cr.
CGS 2301 Management Information Systems 3 cr.
CEN 1301 Microsoft Windows Server 3 cr.
CEN 1305 Microsoft Windows Implementing and Supporting a Network Infrastructure 3 cr.
CET 1172C Computer Upgrade and Repair 3 cr.
CET 1174C Advanced Computer Repair 3 cr.
CET 1556C Structured Cabling 3 cr.

Select one server course from the following:
CEN 1306 Implementing and Supporting MS Exchange Server 3 cr.
CEN 1310 Implementing and Supporting MS Windows Site Server 3 cr.
CGS 2763 Unix Administration I 3 cr.
CGS 2825 Web Site Management 3 cr.

NOTE: Coursework may be applied to the two-year AS/AAS degree Computer Information Administrator program.
**CCC • Information Technology**
**Support Specialist**

**CCC.CIS.SPEC (18 Credit Hours)**

This certificate prepares students for employment as a microcomputer support specialist, help desk specialist, user support analyst, customer service representative, computer operator, computer repair technician, computer salesperson, software tester or user support specialist.

**Program Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1172C</td>
<td>Computer Upgrade and Repair</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CET 1174C</td>
<td>Advanced Computer Repair</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 1000</td>
<td>Introduction to Computers and Technology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 1550</td>
<td>Introduction to Networking</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 1555</td>
<td>Introduction to the Internet</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CIS 1931</td>
<td>Microcomputer Concepts</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

**NOTE:** Coursework may be applied to the two-year AS/AAS degree Computer Information Administrator program.

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**CCC • Information Technology**

**Technician**

**CCC.CIS.TECH (21 Credit Hours)**

This certificate prepares students for employment as cabling specialists, information technology specialists, network control operators, data communications analysts, help desk specialists, network technicians, network systems technicians, network support specialists, or microcomputer specialists. The content prepares individuals to plan, install, configure, and monitor computer networks in a LAN/WAN environment.

**Program Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEN 1301</td>
<td>Microsoft Windows Server</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CEN 1305</td>
<td>Microsoft Windows Implementing and Supporting a Network Infrastructure</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CET 1172C</td>
<td>Computer Upgrade and Repair</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CET 1556C</td>
<td>Structured Cabling</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 1000</td>
<td>Introduction to Computers and Technology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 1550</td>
<td>Introduction to Networking</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 1555</td>
<td>Introduction to the Internet</td>
<td>3 cr.</td>
</tr>
<tr>
<td>OST 1142</td>
<td>Keyboarding I</td>
<td>1 cr.</td>
</tr>
<tr>
<td>OST 1813</td>
<td>Desktop Publishing</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

**NOTE:** Coursework may be applied to the two-year AS/AAS degree Computer Information Administrator program.

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**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 – Option 1 – Web Designer.

**Program Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1000</td>
<td>Introduction to Computers and Technology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 1555</td>
<td>Introduction to the Internet</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 1760</td>
<td>Introduction to Unix</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 1936</td>
<td>Perl and CGI</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 2509</td>
<td>Introduction to Adobe Acrobat</td>
<td>1 cr.</td>
</tr>
<tr>
<td>CGS 2541</td>
<td>Database Design</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 2820</td>
<td>Web Authoring - HTML</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 2822</td>
<td>Web Site Creation</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 2876</td>
<td>Desktop Audio/Video Design/Animation</td>
<td>3 cr.</td>
</tr>
<tr>
<td>COP 2823</td>
<td>Graphics Design for Multimedia/Internet</td>
<td>3 cr.</td>
</tr>
<tr>
<td>COP 2826</td>
<td>Advanced Graphics Design</td>
<td>3 cr.</td>
</tr>
<tr>
<td>OST 1142</td>
<td>Keyboarding I</td>
<td>1 cr.</td>
</tr>
<tr>
<td>OST 1813</td>
<td>Desktop Publishing</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

**NOTE:** Coursework may be applied to the two-year AS/AAS degree Internet Services Technology program.

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**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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1000</td>
<td>Introduction to Computers and Technology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 1555</td>
<td>Introduction to the Internet</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 1760</td>
<td>Introduction to Unix</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 1936</td>
<td>Perl and CGI</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 2509</td>
<td>Introduction to Adobe Acrobat</td>
<td>1 cr.</td>
</tr>
<tr>
<td>CGS 2541</td>
<td>Database Design</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 2545</td>
<td>Introduction to Web Databases</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 2820</td>
<td>Web Authoring - HTML</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 2822</td>
<td>Web Site Creation</td>
<td>3 cr.</td>
</tr>
<tr>
<td>COP 1000</td>
<td>Programming Logic</td>
<td>3 cr.</td>
</tr>
<tr>
<td>COP 2800</td>
<td>JAVA Programming</td>
<td>3 cr.</td>
</tr>
<tr>
<td>COP 2822</td>
<td>Scripting for the Web</td>
<td>3 cr.</td>
</tr>
<tr>
<td>OST 1142</td>
<td>Keyboarding I</td>
<td>1 cr.</td>
</tr>
</tbody>
</table>

**NOTE:** Coursework may be applied to the two-year AS/AAS degree Internet Services Technology program.
**CCC • Irrigation Technology**

**CCC.IRRIGATION (30 Credit Hours)**

This certificate will prepare students for employment in positions such as irrigation technicians, irrigation installers, landscaping and groundskeeping personnel, lawn maintenance personnel, and sales and service personnel.

**Program Required Courses**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOS</td>
<td>Horticultural Science</td>
<td>3 cr.</td>
</tr>
<tr>
<td>LDE</td>
<td>Irrigation/Water Management</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ORH</td>
<td>Water Resources and Land Use</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ORH</td>
<td>Irrigation System Installation</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ORH</td>
<td>Low Volume Irrigation Systems</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ORH</td>
<td>Computer Software for Irrigation Systems</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ORH</td>
<td>Irrigation Troubleshooting and Repair</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ORH</td>
<td>Residential Irrigation Design</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ORH</td>
<td>Commercial Irrigation Design</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ORH</td>
<td>Irrigation Seminar</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

**NOTE:** Coursework may be applied to the two-year AS/AAS degree Landscape and Horticulture Technology program.

**CCC • Landscape and Horticulture Professional**

**CCC.ORH.PROF (18 Credit Hours)**

This certificate is primarily for individuals who are presently in the workforce in this field and those who want to prepare for the Florida Nurserymen and Growers Association certification for Landscape and Horticulture Professional. It is also applicable to those individuals not working in the field, but who need hands-on experience for employment in this area.

**Program Required Courses**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOT</td>
<td>Plant Physiology and Growth</td>
<td>3 cr.</td>
</tr>
<tr>
<td>IMP</td>
<td>Plant Pests</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ORH</td>
<td>Horticulture Field Skills</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ORH</td>
<td>Plant Identification</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ORH</td>
<td>Florida Horticulture Professional Preparation</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SOS</td>
<td>Soils and Fertilizers</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

**NOTE:** Coursework may be applied to the two-year AS/AAS degree Landscape and Horticulture Technology program.

**CCC • Landscape and Horticulture Specialist**

**CCC.ORH.SPEC (12 Credit Hours)**

This certificate is for individuals presently working in the field who want to expand their knowledge, improve their skills or who want to change careers or become employed in the field.

**Program Required Courses**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOT</td>
<td>Plant Physiology and Growth</td>
<td>3 cr.</td>
</tr>
<tr>
<td>GCO</td>
<td>Pumping and Irrigation Systems</td>
<td>3 cr.</td>
</tr>
<tr>
<td>IMP</td>
<td>Plant Pests</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ORH</td>
<td>Horticulture Field Skills</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ORH</td>
<td>Environmental Issues in Horticulture</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ORH</td>
<td>Turf and Landscape Maintenance</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ORH</td>
<td>Plant Identification</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ORH</td>
<td>Landscape Design</td>
<td>3 cr.</td>
</tr>
<tr>
<td>ORH</td>
<td>Florida Horticulture Professional Preparation</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SOS</td>
<td>Soils and Fertilizers</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

**NOTE:** Coursework may be applied to the two-year AS/AAS degree Landscape and Horticulture Technology 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
- CET 1114C Basic Digital Systems 3 cr.
- CET 1172C Computer Upgrade and Repair 3 cr.
- CET 1174C Advanced Computer Repair 3 cr.
- CGS 1550 Introduction to Networking 3 cr.
- EET 1083C Electronics Orientation 3 cr.

NOTE: Coursework may be applied to the two-year AS/AAS degree Electronics Engineering Technology program.

CCC • Network Communication – LAN

CCC.NST.LAN (18 Credit Hours)

Program Required Courses
- CET 1172C Computer Upgrading and Repair 3 cr.
- CET 1556C Structured Cabling 3 cr.
- CGS 1550 Introduction to Networking or CET 1600 Cisco Network Fundamentals 3 cr.
- EET 1036C Basic AC and DC 3 cr.
- EET 2326C Communications Systems I 3 cr.

NOTE: Coursework may be applied to the two-year AS/AAS degree Network Administrator program.

CCC • Network Communication – WAN

CCC.NST.WAN (18 Credit Hours)

This certificate is designed to prepare students for employment as a WAN support specialist, network designer, WAN technician, network support technician, or field support engineer.

Program Required Courses
- CET 1600 Cisco Network Fundamentals or CGS 1550, Introduction to Networking 3 cr.
- CGS 1000, Introduction to Computers and Technology 3 cr.
- EET 1036C Basic AC and DC 3 cr.
- EET 2326C Communications Systems I 3 cr.

NOTE: Coursework may be applied to the two-year AS/AAS degree Network Administrator program.

CCC • Office Support – Option 1, Track 1, Office Support

CCC.OA.OS (12 Credit Hours)

Program Required Courses
- CIS 1931 Microcomputer Concepts 3 cr.
- OST 1100 Beginning PC Typing or OST 1110 Intermediate PC Typing 3 cr.
- OST 2402 Office Procedures 3 cr.
- SLS 1261 Personal Skills for Business 3 cr.

NOTE: Coursework may be applied to the two-year AS/AAS degree Office Administration program.

CCC • Office Support – Option 1, Track 2, Office Software Applications Support

CCC.OA.OS.SAS (12 Credit Hours)

Program Required Courses
- CAP 2816 Database Management II 1 cr.
- CGS 2511 Spreadsheet Applications II 1 cr.
- CIS 1931 Microcomputer Concepts 3 cr.
- OST 1143 Keyboarding II 1 cr.
- OST 1831 Introduction to Windows I 1 cr.
- OST 2742 Word Processing II 1 cr.
- OST 2743 Word Processing III 1 cr.
- SLS 1261 Personal Skills for Business 3 cr.

NOTE: Coursework may be applied to the two-year AS/AAS degree Office Administration program.

CCC • Office Support – Option 1, Track 3, Records Management Support

CCC.OA.OS.RMS (12 Credit Hours)

Program Required Courses
- CIS 1931 Microcomputer Concepts 3 cr.
- OST 1142 Keyboarding I B or OST 1143 Keyboarding II 1 cr.
- OST 1345 Forms Design and Management 2 cr.
- OST 1355 Records Information 3 cr.
- SLS 1261 Personal Skills for Business 3 cr.

NOTE: Coursework may be applied to the two-year AS/AAS degree Office Administration program.
### CCC • Office Specialist – Option 2, Track 1, Office Specialist
**CCC.OA.SPEC (18 Credit Hours)**

<table>
<thead>
<tr>
<th>Program Required Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1931 Microcomputer Concepts 3 cr.</td>
</tr>
<tr>
<td>OST 1100 Beginning PC Typing 3 cr.</td>
</tr>
<tr>
<td>OST 1355 Records Information 3 cr.</td>
</tr>
<tr>
<td>OST 2145 Data Entry 3 cr.</td>
</tr>
<tr>
<td>SLS 1261 Personal Skills for Business 3 cr.</td>
</tr>
</tbody>
</table>

**NOTE:** Coursework may be applied to the two-year AS/AAS degree Office Administration program.

### CCC • Office Specialist – Option 2, Track 4, Medical Office Specialist
**CCC.OA.SPEC.MED (18 Credit Hours)**

<table>
<thead>
<tr>
<th>Program Required Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1931 Microcomputer Concepts 3 cr.</td>
</tr>
<tr>
<td>HSC 1531 Medical Terminology 3 cr.</td>
</tr>
<tr>
<td>OST 1110 Intermediate PC Typing 3 cr.</td>
</tr>
<tr>
<td>OST 2145 Data Entry 3 cr.</td>
</tr>
<tr>
<td>OST 2402 Office Procedures 3 cr.</td>
</tr>
<tr>
<td>SLS 1261 Personal Skills for Business 3 cr.</td>
</tr>
</tbody>
</table>

**NOTE:** Coursework may be applied to the two-year AS/AAS degree Office Administration program.

### CCC • Office Specialist – Option 2, Track 2, Office Software Applications Specialist
**CCC.OA.SPEC.SAS (18 Credit Hours)**

<table>
<thead>
<tr>
<th>Program Required Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAP 2816 Database Management II 1 cr.</td>
</tr>
<tr>
<td>CIS 1931 Microcomputer Concepts 3 cr.</td>
</tr>
<tr>
<td>CGS 1577 Presentation Systems 3 cr.</td>
</tr>
<tr>
<td>CGS 2511 Spreadsheet Applications II 1 cr.</td>
</tr>
<tr>
<td>OST 1143 Keyboarding II 1 cr.</td>
</tr>
<tr>
<td>OST 1813 Desktop Publishing 3 cr.</td>
</tr>
<tr>
<td>OST 1831 Introduction to Windows I 1 cr.</td>
</tr>
<tr>
<td>OST 2742 Word Processing II 1 cr.</td>
</tr>
<tr>
<td>OST 2743 Word Processing III 1 cr.</td>
</tr>
<tr>
<td>SLS 1261 Personal Skills for Business 3 cr.</td>
</tr>
</tbody>
</table>

**NOTE:** Coursework may be applied to the two-year AS/AAS degree Office Administration program.

### CCC • Office Management – Option 3, Track 1, Office Management
**CCC.OA.OFM (27 Credit Hours)**

<table>
<thead>
<tr>
<th>Program Required Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>APA 1111 Basic Accounting 3 cr.</td>
</tr>
<tr>
<td>CIS 1931 Microcomputer Concepts 3 cr.</td>
</tr>
<tr>
<td>OST 1110 Intermediate PC Typing 3 cr.</td>
</tr>
<tr>
<td>OST 1330 Skills for Transcription 3 cr.</td>
</tr>
<tr>
<td>OST 1335 Business Communications 3 cr.</td>
</tr>
<tr>
<td>OST 1741 Word Processing I 1 cr.</td>
</tr>
<tr>
<td>OST 2357 Electronic Records Management 3 cr.</td>
</tr>
<tr>
<td>OST 2402 Office Procedures 3 cr.</td>
</tr>
<tr>
<td>OST 2742 Word Processing II 1 cr.</td>
</tr>
<tr>
<td>OST 2743 Word Processing III 1 cr.</td>
</tr>
<tr>
<td>SLS 1261 Personal Skills for Business 3 cr.</td>
</tr>
</tbody>
</table>

**NOTE:** Coursework may be applied to the two-year AS/AAS degree Office Administration program.

### CCC • Office Specialist – Option 2, Track 3, Records Management Specialist
**CCC.OA.SPEC.RMS (18 Credit Hours)**

<table>
<thead>
<tr>
<th>Program Required Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1554 Internet Basics 1 cr.</td>
</tr>
<tr>
<td>CIS 1931 Microcomputer Concepts 3 cr.</td>
</tr>
<tr>
<td>OST 1355 Records Information 3 cr.</td>
</tr>
<tr>
<td>OST 1345 Forms Design and Management 3 cr.</td>
</tr>
<tr>
<td>OST 2357 Electronics Records Management 3 cr.</td>
</tr>
<tr>
<td>OST 2402 Office Procedures 3 cr.</td>
</tr>
<tr>
<td>SLS 1261 Personal Skills for Business 3 cr.</td>
</tr>
</tbody>
</table>

**NOTE:** Coursework may be applied to the two-year AS/AAS degree Office Administration program.
### CCC • Office Management – Option 3, Track 2, Software Applications Management

**CCC.OA.SAM (27 Credit Hours)**

**Program Required Courses**
- CAP 2816 Database Management II 1 cr.  
- CGS 1510 Spreadsheet Applications I 1 cr.  
- CGS 1520 Business Graphics I 1 cr.  
- CGS 1540 Database Management I 1 cr.  
- CGS 2511 Spreadsheet Applications II 1 cr.  
- CIS 1931 Microcomputer Concepts 3 cr.  
- OST 1110 Intermediate PC Typing 3 cr.  
- OST 1345 Forms Design and Management 2 cr.  
- OST 1382 International Office Protocol 1 cr.  
- OST 1741 Word Processing I 1 cr.  
- OST 1813 Desktop Publishing 3 cr.  
- OST 1831 Introduction to Windows I 1 cr.  
- OST 2722 Advanced Word Processing 3 cr.  
- OST 2742 Word Processing II 1 cr.  
- OST 2743 Word Processing III 1 cr.  
- SLS 1261 Personal Skills for Business 3 cr.

**NOTE:** Coursework may be applied to the two-year AS/AAS degree Office Administration program.

### CCC • Office Management – Option 3, Track 3, Records Management

**CCC.RECS (27 Credit Hours)**

**Program Required Courses**
- CAP 2816 Database Management II 1 cr.  
- CGS 1510 Spreadsheet Applications I 1 cr.  
- CGS 1540 Database Management I 1 cr.  
- CIS 1931 Microcomputer Concepts 3 cr.  
- OST 1335 Business Communications 3 cr.  
- OST 1345 Forms Design and Management 2 cr.  
- OST 1355 Records Information 3 cr.  
- OST 1382 International Office Protocol 1 cr.  
- OST 1741 Word Processing I 1 cr.  
- OST 1813 Desktop Publishing 3 cr.  
- OST 1831 Introduction to Windows I 1 cr.  
- OST 2722 Advanced Word Processing 3 cr.  
- OST 2742 Word Processing II 1 cr.  
- OST 2743 Word Processing III 1 cr.  
- SLS 1261 Personal Skills for Business 3 cr.

**NOTE:** Coursework may be applied to the two-year AS/AAS degree Office Administration program.

### CCC • Office Management – Option 3, Track 4, 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**
- BUL 1241 Business Law 3 cr.  
- CIS 1931 Microcomputer Concepts 3 cr.  
- GEB 1011 Introduction to Business 3 cr.  
- MNA 1320 Human Resources Recruitment, Interviewing, and Selection 3 cr.  
- MNA 1325 Human Resources Statistical Analysis, Compensation and Benefits 3 cr.  
- OST 1335 Business Communications 3 cr.  
- OST 2501 Office Administration 3 cr.  
- OST 2357 Electronic Records Management 3 cr.  
- SLS 1261 Personal Skills for Business 3 cr.

**NOTE:** Coursework may be applied to the two-year AS/AAS degree Office Administration program.

### CCC • Medical Office Management – Option 4

**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**
- APA 1111 Basic Accounting 3 cr.  
- CIS 1931 Microcomputer Concepts 3 cr.  
- HIM 2271C Medical Billing and Insurance I 3 cr.  
- HIM 2272C Medical Billing and Insurance II 3 cr.  
- HSC 1531 Medical Terminology 3 cr.  
- HSC 1641 Legal & Ethical Aspects in Health Care 1 cr.  
- OST 1110 Intermediate PC Typing 3 cr.  
- OST 1330 Skills for Transcription 3 cr.  
- OST 2357 Electronic Records Management 3 cr.  
- OST 2402 Office Procedures 3 cr.  
- SLS 1261 Personal Skills for Business 3 cr.

**NOTE:** Coursework may be applied to the two-year AS/AAS degree Office Administration program.
**CCC • Office Administration Specialist – Option 5, Track 1**

**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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 1085</td>
<td>Human Anatomy and Physiology I and BSC 1085L, Human Anatomy and Physiology I Lab or HIM 1430 Principles of Disease with Anatomy I</td>
<td>4 cr.</td>
</tr>
<tr>
<td>BSC 1086</td>
<td>Human Anatomy and Physiology II and BSC 1086L, Human Anatomy and Physiology II Lab or HIM 1436, Principles of Disease with Anatomy II</td>
<td>4 cr.</td>
</tr>
<tr>
<td>CIS 1931</td>
<td>Microcomputer Concepts</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HIM 1000</td>
<td>Medical Record Content</td>
<td>1 cr.</td>
</tr>
<tr>
<td>HIM 1442</td>
<td>Pharmacology</td>
<td>2 cr.</td>
</tr>
<tr>
<td>HIM 2220</td>
<td>Basic ICD-9-CM Coding</td>
<td>1 cr.</td>
</tr>
<tr>
<td>HIM 2232</td>
<td>Intermediate ICD-9-CM Coding</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HIM 2253</td>
<td>Basic CPT Coding</td>
<td>1 cr.</td>
</tr>
<tr>
<td>HIM 2254</td>
<td>Intermediate CPT Coding</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HIM 2271C</td>
<td>Medical Billing and Insurance I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HIM 2283</td>
<td>Advanced Coding</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HIM 2941</td>
<td>Clinical Coder Practicum</td>
<td>2 cr.</td>
</tr>
<tr>
<td>HSC 1531</td>
<td>Medical Terminology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HSC 1641</td>
<td>Legal and Ethical Aspects in Health Care</td>
<td>1 cr.</td>
</tr>
</tbody>
</table>

**NOTE:** Coursework may be applied to the two-year AS/AAS degree Office Administration program.

**CCC • Office Administration Specialist – Option 5, Track 2**

**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. Coursework 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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>APA 1111</td>
<td>Basic Accounting</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CIS 1931</td>
<td>Microcomputer Concepts</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HIM 2220</td>
<td>Basic ICD-9-CM Coding</td>
<td>1 cr.</td>
</tr>
<tr>
<td>HIM 2253</td>
<td>Basic CPT Coding</td>
<td>1 cr.</td>
</tr>
<tr>
<td>HIM 2271C</td>
<td>Medical Billing and Insurance I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HIM 2272C</td>
<td>Medical Billing &amp; Insurance II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HIM 2273</td>
<td>Billing Software</td>
<td>2 cr.</td>
</tr>
<tr>
<td>HIM 2940</td>
<td>Clinical Billing Practicum</td>
<td>2 cr.</td>
</tr>
<tr>
<td>HSC 1531</td>
<td>Medical Terminology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HSC 1641</td>
<td>Legal and Ethical Aspects in Health Care</td>
<td>1 cr.</td>
</tr>
<tr>
<td>OST 1100</td>
<td>Beginning PC Typing or OST 1110 Intermediate PC Typing</td>
<td>3 cr.</td>
</tr>
<tr>
<td>OST 1335</td>
<td>Business Communications</td>
<td>3 cr.</td>
</tr>
<tr>
<td>OST 2145</td>
<td>Data Entry</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SLS 1261</td>
<td>Personal Skills for Business</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

**NOTE:** Coursework may be applied to the two-year AS/AAS degree Office Administration program.

**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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTV 1245</td>
<td>Electronic Field Production</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RTV 2201</td>
<td>Broadcasting Techniques</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RTV 2242</td>
<td>Advanced TV Studio Production</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RTV 2246</td>
<td>Advanced Electronic Field Production</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

**NOTE:** Coursework may be applied to the two-year AS/AAS degree Digital Television and Media Production.
CCC • Unix/Linux System Administration

**CCC.NST.UNIXLINUX (18 Credit Hours)**

The purpose of this program is to prepare students for employment as a Unix or Linux system 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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1760</td>
<td>Introduction to UNIX</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 2763</td>
<td>Unix/Linux Administration I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 2764</td>
<td>Unix/Linux Administration II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>COP 2344</td>
<td>Shell Scripting</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CTS 2311</td>
<td>Unix/Linux Security</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CTS 2321</td>
<td>Unix/Linux Networking</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1871</td>
<td>Multimedia Authoring or GRA 1111C, Graphic Design</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RTV 1941</td>
<td>Radio/TV Internship</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RTV 2000</td>
<td>Introduction to Broadcasting</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RTV 1245</td>
<td>Electronic Field Production</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RTV 2201</td>
<td>Broadcasting Techniques</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RTV 2242</td>
<td>Advanced Television Studio Production</td>
<td>3 cr.</td>
</tr>
<tr>
<td>RTV 2246</td>
<td>Advanced Electronic Field Production</td>
<td>3 cr.</td>
</tr>
<tr>
<td>VIC 1202</td>
<td>Film and TV Graphics</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

**NOTE:** Coursework may be applied to the two-year AS/AAS degree Digital Television and Media Production.

**CCC • Wireless Communications**

**CCC.NST.WIRE (18 Credit Hours)**

This certificate is designed to prepare students for employment as a wireless installer, wireless technician, wireless field service technician, or to provide supplemental training to persons previously or currently employed in these occupations.

**Program Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1000</td>
<td>Introduction to Computers and Technology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CGS 1550</td>
<td>Introduction to Networking</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CNT 2510</td>
<td>Wireless Networking</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EET 1036C</td>
<td>Basic AC and DC</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EET 1083C</td>
<td>Electronics Orientation</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EET 2326C</td>
<td>Communications Systems I</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

**NOTE:** Coursework may be applied to the two-year AS/AAS degree Network Administrator program.
POSTSECONDARY ADULT VOCATIONAL PROGRAMS
Postsecondary Adult Vocational Programs

Certificate Program Designation:

PSAV • Postsecondary Adult Vocational Program

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. For additional information about a particular certificate, speak with a counselor or advisor on campus.

Vocational Credits = Clock Hours divided by 30

PSAV • Advanced Water Treatment
VOC.AWT (675 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Clock hr.</th>
<th>Voc. cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVS 0150</td>
<td>Certification Review</td>
<td>45 hr.</td>
<td>1.5 cr.</td>
</tr>
<tr>
<td>EVS 0160</td>
<td>Advanced Membrane Monitoring</td>
<td>45 hr.</td>
<td>1.5 cr.</td>
</tr>
<tr>
<td>EVS 0161</td>
<td>Conventional and Pretreatment Technologies</td>
<td>45 hr.</td>
<td>1.5 cr.</td>
</tr>
<tr>
<td>EVS 0162</td>
<td>High Purity Water Technologies</td>
<td>45 hr.</td>
<td>1.5 cr.</td>
</tr>
<tr>
<td>EVS 0163</td>
<td>Introduction to Water Treatment Systems</td>
<td>45 hr.</td>
<td>1.5 cr.</td>
</tr>
<tr>
<td>EVS 0164</td>
<td>Ion Exchange Technologies</td>
<td>45 hr.</td>
<td>1.5 cr.</td>
</tr>
<tr>
<td>EVS 0165</td>
<td>Membrane Technologies</td>
<td>45 hr.</td>
<td>1.5 cr.</td>
</tr>
<tr>
<td>EVS 0166</td>
<td>Membrane Technologies II: Nanofilters and Reverse Osmosis</td>
<td>45 hr.</td>
<td>1.5 cr.</td>
</tr>
<tr>
<td>EVS 0167</td>
<td>Membrane Unit Monitoring and Troubleshooting</td>
<td>45 hr.</td>
<td>1.5 cr.</td>
</tr>
<tr>
<td>EVS 0170</td>
<td>Pretreatment Troubleshooting</td>
<td>45 hr.</td>
<td>1.5 cr.</td>
</tr>
<tr>
<td>EVS 0171</td>
<td>Water Analysis and Monitoring</td>
<td>45 hr.</td>
<td>1.5 cr.</td>
</tr>
<tr>
<td>EVS 0172</td>
<td>Water Treatment Biology</td>
<td>45 hr.</td>
<td>1.5 cr.</td>
</tr>
<tr>
<td>EVS 0173</td>
<td>Water Treatment Chemistry</td>
<td>45 hr.</td>
<td>1.5 cr.</td>
</tr>
<tr>
<td>EVS 0174</td>
<td>Water Treatment Controllers</td>
<td>45 hr.</td>
<td>1.5 cr.</td>
</tr>
<tr>
<td>EVS 0175</td>
<td>Water Treatment Plant Equipment</td>
<td>45 hr.</td>
<td>1.5 cr.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Clock hr.</th>
<th>Voc. cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARR 0020</td>
<td>Estimating</td>
<td>100 hr.</td>
<td>3.33 cr.</td>
</tr>
<tr>
<td>ARR 0110</td>
<td>Welding and Cutting</td>
<td>100 hr.</td>
<td>3.33 cr.</td>
</tr>
<tr>
<td>ARR 0121</td>
<td>Refinishing</td>
<td>300 hr.</td>
<td>10 cr.</td>
</tr>
<tr>
<td>ARR 0240</td>
<td>Plastic Repair</td>
<td>100 hr.</td>
<td>3.33 cr.</td>
</tr>
<tr>
<td>ARR 0290</td>
<td>Structural Repair</td>
<td>150 hr.</td>
<td>5.0 cr.</td>
</tr>
<tr>
<td>ARR 0310</td>
<td>Non-structural Repair</td>
<td>150 hr.</td>
<td>5.0 cr.</td>
</tr>
<tr>
<td>ARR 0374</td>
<td>Mechanical and Electrical Repair</td>
<td>100 hr.</td>
<td>3.33 cr.</td>
</tr>
<tr>
<td>ARR 0940</td>
<td>Auto Collision Internship</td>
<td>400 hr.</td>
<td>13.33 cr.</td>
</tr>
</tbody>
</table>

174  HCC CATALOG 2008-2009
**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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Clock hr.</th>
<th>Voc. cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AER 0299C</td>
<td>Automatic Transmissions and Transaxles</td>
<td>150 hr.</td>
<td>5 cr.</td>
</tr>
<tr>
<td>AER 0010C</td>
<td>Introduction to Automotive Technology</td>
<td>150 hr.</td>
<td>5 cr.</td>
</tr>
<tr>
<td>AER 0199C</td>
<td>Engine Repair</td>
<td>150 hr.</td>
<td>5 cr.</td>
</tr>
<tr>
<td>AER 0399C</td>
<td>Manual Transmissions and Drivelines</td>
<td>150 hr.</td>
<td>5 cr.</td>
</tr>
<tr>
<td>AER 0498C</td>
<td>Suspension and Steering Systems</td>
<td>150 hr.</td>
<td>5 cr.</td>
</tr>
<tr>
<td>AER 0599C</td>
<td>Brake Systems</td>
<td>150 hr.</td>
<td>5 cr.</td>
</tr>
<tr>
<td>AER 0691C</td>
<td>Electrical/Electronic Systems I</td>
<td>150 hr.</td>
<td>5 cr.</td>
</tr>
<tr>
<td>AER 0692C</td>
<td>Electrical/Electronic Systems II</td>
<td>150 hr.</td>
<td>5 cr.</td>
</tr>
<tr>
<td>AER 0797C</td>
<td>Air Conditioning and Heating Systems</td>
<td>150 hr.</td>
<td>5 cr.</td>
</tr>
<tr>
<td>AER 0891C</td>
<td>Engine Performance I</td>
<td>150 hr.</td>
<td>5 cr.</td>
</tr>
<tr>
<td>AER 0892C</td>
<td>Engine Performance II</td>
<td>150 hr.</td>
<td>5 cr.</td>
</tr>
<tr>
<td>AER 0949C</td>
<td>Automotive Technology Co-op Work Experience</td>
<td>150 hr.</td>
<td>5 cr.</td>
</tr>
</tbody>
</table>

**PSAV • Bail Bonding**  
**VOC.BB (120 Clock Hours)**

Students who graduate from this program will be eligible to become a bail bond agent for the State of Florida.

**Program Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Clock hr.</th>
<th>Voc. cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJD 0800</td>
<td>Bail Bond</td>
<td>120 hr.</td>
<td>4 cr.</td>
</tr>
</tbody>
</table>

**PSAV • Correctional Officer**  
**VOC.COFR (552 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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Clock hr.</th>
<th>Voc. cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJD 0770</td>
<td>Criminal Justice Legal I</td>
<td>46 hr.</td>
<td>1.53 cr.</td>
</tr>
<tr>
<td>CJD 0750</td>
<td>Interpersonal Skills II</td>
<td>50 hr.</td>
<td>1.66 cr.</td>
</tr>
<tr>
<td>CJD 0752</td>
<td>Correctional Operations</td>
<td>64 hr.</td>
<td>2.13 cr.</td>
</tr>
<tr>
<td>CJD 0773</td>
<td>Interpersonal Skills I</td>
<td>62 hr.</td>
<td>2.06 cr.</td>
</tr>
<tr>
<td>CJK 0031</td>
<td>CMS First Aid</td>
<td>40 hr.</td>
<td>1.33 cr.</td>
</tr>
<tr>
<td>CJK 0040</td>
<td>CMS Firearms</td>
<td>80 hr.</td>
<td>2.66 cr.</td>
</tr>
<tr>
<td>CJK 0050</td>
<td>CMS Defensive Tactics</td>
<td>80 hr.</td>
<td>2.66 cr.</td>
</tr>
<tr>
<td>CJK 0280</td>
<td>Physical Fitness</td>
<td>40 hr.</td>
<td>1.33 cr.</td>
</tr>
<tr>
<td>CJK 0771</td>
<td>Criminal Justice Legal II</td>
<td>22 hr.</td>
<td>0.73 cr.</td>
</tr>
<tr>
<td>CJK 0772</td>
<td>Criminal Justice Communications</td>
<td>42 hr.</td>
<td>1.4 cr.</td>
</tr>
<tr>
<td>CJK 0741</td>
<td>Emergency Preparedness</td>
<td>26 hr.</td>
<td>0.86 cr.</td>
</tr>
</tbody>
</table>
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 12 months if attended full-time. For further information call Constance Reed at (813) 253-7279 or email at creed17@hccfl.edu.

Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Clock hr.</th>
<th>Voc. cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEA 0130</td>
<td>Allied Dental Theory</td>
<td>45 hr.</td>
<td>1.5 cr.</td>
</tr>
<tr>
<td>DEA 0800</td>
<td>Clinical Practice I</td>
<td>80 hr.</td>
<td>2.6 cr.</td>
</tr>
<tr>
<td>DEA 0800L</td>
<td>Clinical Practice I Lab</td>
<td>150 hr.</td>
<td>5.0 cr.</td>
</tr>
<tr>
<td>DEA 0801</td>
<td>Dental Practicum</td>
<td>254 hr.</td>
<td>8.46 cr.</td>
</tr>
<tr>
<td>DEA 0931</td>
<td>Dental Assisting in Orthodontics</td>
<td>15 hr.</td>
<td>.5 cr.</td>
</tr>
<tr>
<td>DEA 0931L</td>
<td>Dental Assisting in Orthodontics Lab</td>
<td>30 hr.</td>
<td>1.0 cr.</td>
</tr>
<tr>
<td>DES 0020</td>
<td>Head, Neck, and Dental Anatomy</td>
<td>45 hr.</td>
<td>1.5 cr.</td>
</tr>
<tr>
<td>DES 0020L</td>
<td>Head, Neck, and Dental Anatomy Lab</td>
<td>30 hr.</td>
<td>1.0 cr.</td>
</tr>
<tr>
<td>DES 0051</td>
<td>Dental Pharmacology/Pain Control</td>
<td>15 hr.</td>
<td>.5 cr.</td>
</tr>
<tr>
<td>DES 0051L</td>
<td>Dental Pharmacology/Pain Control Lab</td>
<td>30 hr.</td>
<td>1.0 cr.</td>
</tr>
<tr>
<td>DES 0100</td>
<td>Dental Materials</td>
<td>45 hr.</td>
<td>1.5 cr.</td>
</tr>
<tr>
<td>DES 0100L</td>
<td>Dental Materials Lab</td>
<td>45 hr.</td>
<td>1.5 cr.</td>
</tr>
<tr>
<td>DES 0200</td>
<td>Dental Radiology</td>
<td>45 hr.</td>
<td>1.5 cr.</td>
</tr>
<tr>
<td>DES 0200L</td>
<td>Dental Radiology Lab</td>
<td>45 hr.</td>
<td>1.5 cr.</td>
</tr>
<tr>
<td>DES 0300</td>
<td>Dental Psychology</td>
<td>15 hr.</td>
<td>.5 cr.</td>
</tr>
<tr>
<td>DES 0400</td>
<td>Dental Anatomy and Physiology</td>
<td>45 hr.</td>
<td>1.5 cr.</td>
</tr>
<tr>
<td>DES 0500</td>
<td>Computer Applications in Modern Dentistry</td>
<td>30 hr.</td>
<td>1.0 cr.</td>
</tr>
<tr>
<td>DES 0502</td>
<td>Dental Office Management</td>
<td>30 hr.</td>
<td>1.0 cr.</td>
</tr>
<tr>
<td>DEA 0134</td>
<td>Dental Office Emergencies</td>
<td>30 hr.</td>
<td>1.0 cr.</td>
</tr>
<tr>
<td>DES 0800</td>
<td>Intro to Clinical Procedures</td>
<td>60 hr.</td>
<td>2.0 cr.</td>
</tr>
<tr>
<td>DES 0800L</td>
<td>Intro to Clinical Procedures Lab</td>
<td>30 hr.</td>
<td>1.0 cr.</td>
</tr>
<tr>
<td>DES 0830</td>
<td>Expanded Functions for Dental Auxiliaries</td>
<td>15 hr.</td>
<td>.5 cr.</td>
</tr>
<tr>
<td>DES 0830L</td>
<td>Expanded Functions for Dental Auxiliaries Lab</td>
<td>45 hr.</td>
<td>1.5 cr.</td>
</tr>
<tr>
<td>DES 0840</td>
<td>Preventive Dentistry</td>
<td>30 hr.</td>
<td>1.0 cr.</td>
</tr>
<tr>
<td>DES 0936</td>
<td>Dental Seminar</td>
<td>15 hr.</td>
<td>.5 cr.</td>
</tr>
<tr>
<td>HSC 0003</td>
<td>Fundamentals of Allied Health Occupations</td>
<td>16 hr.</td>
<td>.53 cr.</td>
</tr>
</tbody>
</table>
### 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Clock hr</th>
<th>Voc. cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEV 0108</td>
<td>Child Abuse and Neglect</td>
<td>4 hr</td>
<td>0.13 cr</td>
</tr>
<tr>
<td>HEV 0111</td>
<td>Child Growth and Development I</td>
<td>6 hr</td>
<td>0.18 cr</td>
</tr>
<tr>
<td>HEV 0114</td>
<td>Rules and Regulations</td>
<td>6 hr</td>
<td>0.18 cr</td>
</tr>
<tr>
<td>HEV 0130</td>
<td>Child Growth and Development II</td>
<td>10 hr</td>
<td>0.33 cr</td>
</tr>
<tr>
<td>HEV 0132</td>
<td>Developmentally Appropriate Activities</td>
<td>15 hr</td>
<td>0.5 cr</td>
</tr>
<tr>
<td>HEV 0137</td>
<td>Learning Environments I</td>
<td>15 hr</td>
<td>0.5 cr</td>
</tr>
<tr>
<td>HEV 0141</td>
<td>Understanding and Guiding Children's Behavior</td>
<td>10 hr</td>
<td>0.33 cr</td>
</tr>
<tr>
<td>HEV 0142</td>
<td>Learning Environments II</td>
<td>10 hr</td>
<td>0.33 cr</td>
</tr>
<tr>
<td>HEV 0152</td>
<td>The Early Childhood Profession</td>
<td>10 hr</td>
<td>0.33 cr</td>
</tr>
<tr>
<td>HEV 0163</td>
<td>Leadership</td>
<td>10 hr</td>
<td>0.33 cr</td>
</tr>
<tr>
<td>HEV 0164</td>
<td>Food and Nutrition</td>
<td>8 hr</td>
<td>0.24 cr</td>
</tr>
<tr>
<td>HEV 0172</td>
<td>Behavioral Observation &amp; Screening in Childcare</td>
<td>6 hr</td>
<td>0.18 cr</td>
</tr>
<tr>
<td>HEV 0181</td>
<td>Observing and Recording Behaviors</td>
<td>10 hr</td>
<td>0.33 cr</td>
</tr>
<tr>
<td>HEV 0183</td>
<td>Child Care Practicum I</td>
<td>100 hr</td>
<td>3.3 cr</td>
</tr>
<tr>
<td>HEV 0184</td>
<td>Child Care Practicum II</td>
<td>250 hr</td>
<td>8.3 cr</td>
</tr>
<tr>
<td>HEV 0185</td>
<td>Child Care Practicum III</td>
<td>130 hr</td>
<td>4.33 cr</td>
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</table>

**Select 10 clock hours from the following:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Clock hr</th>
<th>Voc. cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEV 0175</td>
<td>Developmentally Appropriate Practices: Infant/Toddler</td>
<td>10 hr</td>
<td>0.33 hr</td>
</tr>
<tr>
<td>HEV 0151</td>
<td>Developmentally Appropriate Practices: Young Child</td>
<td>10 hr</td>
<td>0.33 hr</td>
</tr>
<tr>
<td>HEV 0126</td>
<td>Developmentally Appropriate Practices: Special Needs</td>
<td>10 hr</td>
<td>0.33 hr</td>
</tr>
<tr>
<td>HEV 0195</td>
<td>Developmentally Appropriate Practices: School Age</td>
<td>10 hr</td>
<td>0.33 hr</td>
</tr>
</tbody>
</table>
PSAV • Fire Fighting
VOC.FF (450 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Clock hr.</th>
<th>Voc. cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFP 0060</td>
<td>Firefighting I</td>
<td>130 hr.</td>
<td>4.33 cr.</td>
</tr>
<tr>
<td>FFP 0062</td>
<td>Firefighting III</td>
<td>126 hr.</td>
<td>4.2 cr.</td>
</tr>
<tr>
<td>FFP 0067</td>
<td>Firefighting II</td>
<td>126 hr.</td>
<td>4.2 cr.</td>
</tr>
<tr>
<td>FFP 0077</td>
<td>Emergency Services First Responder</td>
<td>53 hr.</td>
<td>1.76 cr.</td>
</tr>
<tr>
<td>SLS 0341</td>
<td>Employability Skills</td>
<td>15 hr.</td>
<td>0.5 cr.</td>
</tr>
</tbody>
</table>

PSAV • Geriatric Care Assistant
VOC.GEY (450 clock hours)

This program provides new students and existing elder care workers with the opportunity to explore a career in gerontology or to refine or broaden their skills. By completing the program, students will be prepared for employment in community centers, social service agencies, home health care, nursing homes, and assisted living facilities.

Program Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Clock hr.</th>
<th>Voc. cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEY 0300</td>
<td>Communication with Older Adults</td>
<td>100 hr.</td>
<td>3.33 cr.</td>
</tr>
<tr>
<td>GEY 0304</td>
<td>Community Resources</td>
<td>10 hr.</td>
<td>.33 cr.</td>
</tr>
<tr>
<td>GEY 0505</td>
<td>Critical Thinking and Problem Solving</td>
<td>50 hr.</td>
<td>1.66 cr.</td>
</tr>
<tr>
<td>GEY 0606</td>
<td>Physical Changes and Aging</td>
<td>100 hr.</td>
<td>3.33 cr.</td>
</tr>
<tr>
<td>GEY 0611</td>
<td>Grief and Loss in Later Years</td>
<td>20 hr.</td>
<td>.66 cr.</td>
</tr>
<tr>
<td>GEY 0624</td>
<td>Depression: Recognition and Treatment</td>
<td>20 hr.</td>
<td>.66 cr.</td>
</tr>
<tr>
<td>GEY 0653</td>
<td>Ethical and Legal Issues in Aging</td>
<td>50 hr.</td>
<td>1.66 cr.</td>
</tr>
<tr>
<td>HEV 0108</td>
<td>Health, Wellness and Nutrition</td>
<td>100 hr.</td>
<td>3.33 cr.</td>
</tr>
</tbody>
</table>
PSAV • Industrial Maintenance
VOC. (1350 Clock Hours)

This program covers electrical basics including programmable logic controllers (PLCs), industrial wiring, electronic technology, equipment maintenance, and motors and controls. Students are trained to hold positions in factories, hospitals, hotels, etc., where multi-skilled maintenance personnel are needed. Courses in air conditioning, carpentry, electricity, machine tool, metal fabrication, and welding are included.

Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Clock hr.</th>
<th>Voc. Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETI 0210</td>
<td>Machinery Maintenance 1</td>
<td>150 hr.</td>
<td>5 cr.</td>
</tr>
<tr>
<td>ETI 0220</td>
<td>Machinery Maintenance 2</td>
<td>150 hr.</td>
<td>5 cr.</td>
</tr>
<tr>
<td>ETI 0230</td>
<td>Machinery Maintenance 3</td>
<td>150 hr.</td>
<td>5 cr.</td>
</tr>
<tr>
<td>ETI 0240</td>
<td>Machinery Maintenance 4</td>
<td>150 hr.</td>
<td>5 cr.</td>
</tr>
<tr>
<td>ETI 0250</td>
<td>Machinery Maintenance 5</td>
<td>150 hr.</td>
<td>5 cr.</td>
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<td>ETI 0260</td>
<td>Machinery Maintenance 6</td>
<td>150 hr.</td>
<td>5 cr.</td>
</tr>
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<td>ETI 0170</td>
<td>Machinery Maintenance 7</td>
<td>150 hr.</td>
<td>5 cr.</td>
</tr>
<tr>
<td>ETI 0180</td>
<td>Machinery Maintenance 8</td>
<td>150 hr.</td>
<td>5 cr.</td>
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<tr>
<td>ETI 0190</td>
<td>Machinery Maintenance 9</td>
<td>150 hr.</td>
<td>5 cr.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Clock hr.</th>
<th>Voc. cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJK 0007</td>
<td>Introduction to Law Enforcement</td>
<td>11 hr.</td>
<td>0.36 cr.</td>
</tr>
<tr>
<td>CJK 0011</td>
<td>Human Issues</td>
<td>40 hr.</td>
<td>1.33 cr.</td>
</tr>
<tr>
<td>CJK 0017</td>
<td>Communications</td>
<td>76 hr.</td>
<td>2.53 cr.</td>
</tr>
<tr>
<td>CJK 0020</td>
<td>CMS Vehicle Operations</td>
<td>48 hr.</td>
<td>1.6 cr.</td>
</tr>
<tr>
<td>CJK 0031</td>
<td>CMS First Aid</td>
<td>40 hr.</td>
<td>1.33 cr.</td>
</tr>
<tr>
<td>CJK 0040</td>
<td>CMS Firearms</td>
<td>80 hr.</td>
<td>2.66 cr.</td>
</tr>
<tr>
<td>CJK 0061</td>
<td>Patrol I</td>
<td>58 hr.</td>
<td>1.93 cr.</td>
</tr>
<tr>
<td>CJK 0062</td>
<td>Patrol II</td>
<td>40 hr.</td>
<td>1.33 cr.</td>
</tr>
<tr>
<td>CJK 0071</td>
<td>Criminal Investigations</td>
<td>56 hr.</td>
<td>0.80 cr.</td>
</tr>
<tr>
<td>CJK 0076</td>
<td>Crime Scene Investigations</td>
<td>24 hr.</td>
<td>0.80 cr.</td>
</tr>
<tr>
<td>CJK 0008</td>
<td>Legal</td>
<td>69 hr.</td>
<td>2.30 cr.</td>
</tr>
<tr>
<td>CJK 0081</td>
<td>Traffic Stops</td>
<td>48 hr.</td>
<td>1.60 cr.</td>
</tr>
<tr>
<td>CJK 0086</td>
<td>Traffic Crash Investigation</td>
<td>32 hr.</td>
<td>1.06 cr.</td>
</tr>
<tr>
<td>CJK 0096</td>
<td>Physical Fitness</td>
<td>60 hr.</td>
<td>2.00 cr.</td>
</tr>
<tr>
<td>CJK 0422</td>
<td>Dart-Firing Stun Gun Use</td>
<td>8 hr.</td>
<td>0.26 cr.</td>
</tr>
<tr>
<td>CJK 0551</td>
<td>CMS Defensive Tactics</td>
<td>80 hr.</td>
<td>2.66 cr.</td>
</tr>
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</table>
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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Clock hr.</th>
<th>Voc. cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJK 0020</td>
<td>CMS Vehicle Operations</td>
<td>48 hr.</td>
<td>1.6 cr.</td>
</tr>
<tr>
<td>CJK 0031</td>
<td>CMS First Aid</td>
<td>40 hr.</td>
<td>1.33 cr.</td>
</tr>
<tr>
<td>CJK 0040</td>
<td>CMS Firearms</td>
<td>80 hr.</td>
<td>2.66 cr.</td>
</tr>
<tr>
<td>CJK 0240</td>
<td>Auxiliary Introduction</td>
<td>27 hr.</td>
<td>0.90 cr.</td>
</tr>
<tr>
<td>CJK 0241</td>
<td>Auxiliary Patrol and Traffic</td>
<td>19 hr.</td>
<td>0.63 cr.</td>
</tr>
<tr>
<td>CJK 0242</td>
<td>Auxiliary Investigations</td>
<td>17 hr.</td>
<td>0.56 cr.</td>
</tr>
<tr>
<td>CJK 0551</td>
<td>CMS Defensive Tactics</td>
<td>80 hr.</td>
<td>2.66 cr.</td>
</tr>
<tr>
<td>CJK 0422</td>
<td>Dart-Firing Stun Gun</td>
<td>8 hr.</td>
<td>0.26 cr.</td>
</tr>
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</table>

PSAV • Private Security Officer
VOC.PSG (68 Clock Hours)

Individuals must pass this course before you can apply for a license as a security officer in Florida.

Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Clock hr.</th>
<th>Voc. cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJT 0800</td>
<td>Security Guard Unarmed (“D”) License</td>
<td>40 hr.</td>
<td>1.33 cr.</td>
</tr>
<tr>
<td>CJD 0990</td>
<td>Private Guard Armed (“G”) License</td>
<td>28 hr.</td>
<td>.93 cr.</td>
</tr>
</tbody>
</table>

PSAV • Public Safety Telecommunications
VOC.PST (232 Clock Hours)

This course prepares students for a career as a police or fire dispatcher. The need for certified dispatchers has never been greater.

Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Clock hr.</th>
<th>Voc. cr.</th>
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</thead>
<tbody>
<tr>
<td>CJD 0520C</td>
<td>Public Safety Telecommunications I</td>
<td>208 hr.</td>
<td>6.93 cr.</td>
</tr>
<tr>
<td>CJD 0525C</td>
<td>Public Safety Telecommunications II</td>
<td>24 hr.</td>
<td>.8 cr.</td>
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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

<table>
<thead>
<tr>
<th>Program Title</th>
<th>CIP*</th>
<th>05/06</th>
<th>04/05</th>
<th>03/04</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS/AAS - Accounting Technology</td>
<td>1507010100/0507010100</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>AS/AAS - Aquaculture Management</td>
<td>1101030301/0101030301</td>
<td>100%</td>
<td>100%</td>
<td>67%</td>
</tr>
<tr>
<td>AS/AAS - Architectural Design &amp; Construction Tech</td>
<td>1615010100/0615010100</td>
<td>100%</td>
<td>100%</td>
<td>67%</td>
</tr>
<tr>
<td>AS/AAS - Biomedical Engineering Technology</td>
<td>1615040101/0615040101</td>
<td>100%</td>
<td>No Grads</td>
<td>No Grads</td>
</tr>
<tr>
<td>AS/AAS - Business Administration</td>
<td>1506040102/0506040102</td>
<td>100%</td>
<td>100%</td>
<td>80%</td>
</tr>
<tr>
<td>AS/AAS - Computer Engineering Technology</td>
<td>1615040200/0615040200</td>
<td>0%</td>
<td>No Grads</td>
<td>100%</td>
</tr>
<tr>
<td>AS/AAS - Computer Information Technology</td>
<td>1507030600/0507030600</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
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<tr>
<td>AS/AAS - Computer Programming &amp; Analysis</td>
<td>1507030500/0507030500</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>AS/AAS - Criminal Justice Technology</td>
<td>1743010300/0743010300</td>
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<td>100%</td>
<td>100%</td>
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<tr>
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<td>100%</td>
<td>83%</td>
<td>100%</td>
</tr>
<tr>
<td>AS/AAS - Counseling and Human Services</td>
<td>1317040600/0317040600</td>
<td>100%</td>
<td>100%</td>
<td>83%</td>
</tr>
<tr>
<td>AAS - Dental Hygiene</td>
<td>1317010200</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>AS/AAS - Diagnostic Medical Sonography Technology</td>
<td>1317021200/0317021200</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
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<tr>
<td>AS/AAS - Digital Media/Multimedia Technology</td>
<td>1610010202/0610010202</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>AAS - Early Childhood Management</td>
<td>1420020300/0420020300</td>
<td>91%</td>
<td>100%</td>
<td>100%</td>
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<tr>
<td>AS/AAS - Electronics Engineering Technology</td>
<td>1615030301/0615030301</td>
<td>100%</td>
<td>100%</td>
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</tr>
<tr>
<td>AAS - Emergency Medical Services</td>
<td>0317020601</td>
<td>100%</td>
<td>83%</td>
<td>100%</td>
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<tr>
<td>AS/AAS - Environmental Horticulture Technology</td>
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<td>No Grads</td>
<td>100%</td>
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<tr>
<td>AS - Hospitality and Tourism Management</td>
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<td>100%</td>
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<tr>
<td>AAS - Industrial Management Technology</td>
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<tr>
<td>AS/AAS - Interior Design Technology</td>
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<td>100%</td>
<td>100%</td>
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<tr>
<td>AS/AAS - Internet Services Technology</td>
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<td>100%</td>
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<tr>
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<tr>
<td>AS/AAS - Manufacturing Technology</td>
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<td>0%</td>
<td>100%</td>
<td>No Grads</td>
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<tr>
<td>AS/AAS - Network Administrator</td>
<td>1507030401/0507030401</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>AAS - Nuclear Medicine Technology</td>
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<tr>
<td>AAS - Nursing</td>
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<td>100%</td>
<td>99%</td>
</tr>
<tr>
<td>AS/AAS - Office Administration</td>
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<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>AAS - Optical Management Technology</td>
<td>0317070502</td>
<td>100%</td>
<td>No Grads</td>
<td>No Grads</td>
</tr>
<tr>
<td>AAS - Opticianny</td>
<td>0317070100</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
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<tr>
<td>AS/AAS - Radiography</td>
<td>1317020901/0317020901</td>
<td>100%</td>
<td>100%</td>
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</tr>
<tr>
<td>AS/AAS - Radio &amp; Television Broadcast Programming</td>
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<td>100%</td>
<td>100%</td>
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</tr>
<tr>
<td>AS/AAS - Respiratory Care</td>
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<td>100%</td>
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<tr>
<td>AAS - Restaurant Management</td>
<td>0206070400</td>
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<td>100%</td>
<td>80%</td>
</tr>
<tr>
<td>AS/AAS - Sign Language Interpretation</td>
<td>1713100301/0713100301</td>
<td>100%</td>
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</table>
### College Credit Certificates

<table>
<thead>
<tr>
<th>Program Title</th>
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<th>03/04</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCC - Accounting Applications</td>
<td>0507019903</td>
<td>100%</td>
<td>100%</td>
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</tr>
<tr>
<td>CCC - Aquaculture Technology</td>
<td>0101030302</td>
<td>0%</td>
<td>100%</td>
<td>75%</td>
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<tr>
<td>CCC – AutoCAD Foundations</td>
<td>0615020204</td>
<td>100%</td>
<td>100%</td>
<td>67%</td>
</tr>
<tr>
<td>CCC – Business Specialist</td>
<td>0506040103</td>
<td>100%</td>
<td>100%</td>
<td>95%</td>
</tr>
<tr>
<td>CCC - Cisco CCNA</td>
<td>0615040201</td>
<td>100%</td>
<td>100%</td>
<td>86%</td>
</tr>
<tr>
<td>CCC – Computer Programming Specialist</td>
<td>0507030503</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>CCC - Computer Programming</td>
<td>0507030100</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>ATD/CCC - Emergency Medical Technician</td>
<td>0317020503</td>
<td>98%</td>
<td>93%</td>
<td>76%</td>
</tr>
<tr>
<td>CCC – Eye Care Technician</td>
<td>0317070103</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>CCC – Medical Information/Coder/Biller</td>
<td>0317050607/0507060305</td>
<td>94%</td>
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<tr>
<td>CCC - Microcomputer Repairer/Installer</td>
<td>0615040202</td>
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<tr>
<td>CCC – Microsoft Certified Database Adm.</td>
<td>0507030604</td>
<td>100%</td>
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<tr>
<td>CCC – Office Management</td>
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<tr>
<td>CCC - Office Support</td>
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<tr>
<td>CCC – Office Systems Specialist</td>
<td>0507060301</td>
<td>100%</td>
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</tr>
<tr>
<td>CCC – Ophthalmic Laboratory Technician</td>
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<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>CCC - Paramedic</td>
<td>0317020600</td>
<td>100%</td>
<td>100%</td>
<td>97%</td>
</tr>
<tr>
<td>CCC - Radiation Therapy Specialist</td>
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<td>0507039903</td>
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<td>No Grads</td>
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<tr>
<td>CCC – Web Production</td>
<td>0610010208</td>
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</table>

### Postsecondary Adult Vocational Certificates

<table>
<thead>
<tr>
<th>Program Title</th>
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<th>05/06</th>
<th>04/05</th>
<th>03/04</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSAV - Automotive Collision Repair and Refinishing</td>
<td>0647060300</td>
<td>92%</td>
<td>No Grads</td>
<td>63%</td>
</tr>
<tr>
<td>PSAV - Bail Bonding</td>
<td>0743010300</td>
<td>98%</td>
<td>83%</td>
<td>22%</td>
</tr>
<tr>
<td>PSAV - Correctional Officer</td>
<td>0743010200</td>
<td>100%</td>
<td>100%</td>
<td>95%</td>
</tr>
<tr>
<td>PSAV - Correctional Probation Officer</td>
<td>0743010202</td>
<td>100%</td>
<td>N/A</td>
<td>100%</td>
</tr>
<tr>
<td>PSAV – Dental Assisting</td>
<td>0317010100</td>
<td>83%</td>
<td>100%</td>
<td>100%</td>
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<tr>
<td>PSAV - Early Childhood Education</td>
<td>0420002010</td>
<td>0%</td>
<td>No Grads</td>
<td>N/A</td>
</tr>
<tr>
<td>PSAV - Fire Fighting</td>
<td>0743020300</td>
<td>99%</td>
<td>94%</td>
<td>75%</td>
</tr>
<tr>
<td>PSAV - Law Enforcement Auxiliary Officer</td>
<td>0743010701</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>PSAV - Law Enforcement Officer</td>
<td>0743010700</td>
<td>98%</td>
<td>98%</td>
<td>82%</td>
</tr>
<tr>
<td>PSAV - Private Security Officer</td>
<td>0743010900</td>
<td>0%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>PSAV - Public Safety Telecommunications</td>
<td>0709080100</td>
<td>0%</td>
<td>No Grads</td>
<td>67%</td>
</tr>
</tbody>
</table>

*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 reflects one of the following: (1) No placement rates available-new program or, (2) No placement rates available-no graduates were located in the follow-up process.
Florida Statewide Course Numbering System

Course Descriptions

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

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

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

**General Rule for Course Equivalencies**

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

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

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

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

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

“The 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 nonprofit postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonprofit control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.”

Exceptions to the General Rule for Equivalency

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

A. Courses in the 900-999 series (e.g., ART 2905)
B. Internships, practica, clinical experiences, and study abroad courses
C. Performance or studio courses in Art, Dance, Theater, and Music
D. Skills courses in Criminal Justice
E. Graduate courses
F. Courses not offered by the receiving institution
G. For courses at non-regionally accredited institutions, courses offered prior to the transfer date of the course

College preparatory and vocational preparatory course may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to the Admissions, Registration and Records Officer at HCC, P. O. Box 31127, Tampa, FL 33631, or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427 or SunCom 205-0427.
### Course Offerings by Prefix

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<thead>
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<th>Prefix</th>
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<tbody>
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<td>Accounting: General</td>
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<td>Air Conditioning/Refrigeration: Technology</td>
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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-2071
Managerial Accounting
3 Credits
Focuses on analyzing accounting records and using the results in making management decisions.
Prerequisite: ACG-2021

ACG-2100
Intermediate Accounting I
3 Credits
Covers basic accounting theory and processes, with an emphasis on balance sheets, income and related earnings statements, investments, cash flow, inventory and estimating.
Prerequisite: ACG-2071 or equivalent training

ACG-2110
Intermediate Accounting II
3 Credits
Covers long-term investments, tangible fixed assets, acquisitions, utilization retirement, depreciation, depletion and restatement, intangible assets, deferred charges, insurance, special purpose funds, liabilities, accounting for bonds, pensions and leases, corporations, contributed capital at formation and retained earnings.
Prerequisite: ACG-2100

ACG-2340
Cost Accounting I
3 Credits
Covers basic cost concepts of goods and labor, with an emphasis on standard cost.
Prerequisite alternative: equivalent courses.

ACG-2350
Cost Accounting II
3 Credits
Covers cost planning, control, reports and analysis, with an emphasis on the relationship between planning and control.
Prerequisite: ACG-2340

ACG-2450
Microcomputers in Accounting
3 Credits
Provides an overview of microcomputer accounting and its application in the business environment. The student will work through a complete accounting cycle using a full-featured accounting software package in the preparation, interpretation and use of the computer information in financial decision making and problem solving.
Prerequisites: ACG-2021 and CGS-1000

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.
Credit for this course does NOT apply toward an Associate in Arts degree

AFA-1000
Intro 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
Intro 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.

AMH-1010
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-1010H
Honors Early American History
3 Credits
Same as AMH 1010 with honors content. Honors Institute permission required.
Prerequisites: College level reading and writing skills are required.

AMH-1020
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-1020H
Honors Modern American History
3 Credits
Same as AMH 1020 with honors content. Honors Institute permission required.
Prerequisites: College level reading and writing skills are required.

AMH-1070
Florida History
3 Credits
Provides an overview of Florida history and government from the time of the early Indians to the present with an emphasis on how developments relate to contemporary problems, government, and society.
AMH-2540
United States 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.

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-2010H
Honors American Literature to 1885
3 Credits
Same as AML-2010 with honors content. Honors Institute permission required.
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-2050
Studies in American Literature
3 Credits
Relates current national concerns with contemporary literature. Course content may vary with the instructor; designed for the non-literature majors.
Prerequisites: College level reading and writing skills are required.

AML-2600
Intro to 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 Black-American literature will also be explored.
Prerequisite: ENC-1101

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

APA-1111
Basic Accounting
3 Credits
Covers basic accounting procedures and concepts and business terminology; designed for students with no financial training.
Credit for this course does NOT apply to the Associate in Arts degree.

APA-1321
Hospitality Accounting
3 Credits
Focuses on methods and accounting procedures and forms unique to the hospitality industry. Emphasis is on statistical data used in control analysis.
Prerequisites: College level reading, writing and math skills are required.
Credit for this course does NOT apply to the Associate in Arts degree.

ARC-1211
The Building Arts
3 Credits
Focuses on design of the building environment, design critique and history of design.
Prerequisites: College level reading and writing skills are required.

ARC-1301
Architectural Design I
4 Credits
Provides an introduction to architectural design, with an emphasis on the tools of architectural communications.
Prerequisites: College level reading and writing skills are required.
Corequisite: 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.
Prerequisites: ARC-1301, ARC-1701. College level reading, writing and math skills are required.

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.
Prerequisite: ARC-1301. College level reading and writing skills are required.

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.
Prerequisite: ARC-2303. College level reading, writing and math skills are required.
ARC-2303
Architectural Design III
5 Credits
Focuses on diagramming, design response and decision making.
Prerequisite: ARC 1301, ARC 1302, ARC 1701
Corequisite: ARC-2201. College level reading, writing and math skills are required.

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 1702, ARC 2201 and ARC 2303 strongly recommended. Completion of BCN 1250, TAR 1120 and TAR 1122C strongly recommended for AS.ADCIT program. Enrollment in ARC 2501 strongly recommended. Students enrolled in a degree or college credit certificate program must complete all prerequisites.

ARC-2461
Materials and Methods I
3 Credits
Provides an introduction to materials and construction processes as they influence building and environmental design. Completion of ARC 1301 and ARC 1701 strongly recommended for the AA.ARC program. Completion of BCN 1210 and BCN 2272 strongly recommended for the AS.ADCIT program. Enrollment in ARC 1302 or TAR 1120 strongly recommended.
Prerequisites: 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-1050
Art History I
3 Credits
Presents a historical review of Western art from the prehistoric period through the Renaissance with an examination of representative works in painting, sculpture, architecture and the minor arts.

ARH-1051
Art History II
3 Credits
Covers the major representative works of art from the Baroque through the 20th century, with an examination of painting, sculpture and architecture.

ART-1201C
Design Foundations
3 Credits
An introduction to basic visual art studio concepts. This course includes fundamentals of art making, the elements of two and three 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.

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-1301C
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.

ART-1400C
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.

ART-1401C
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-1400C.

ART-1402C
Printmaking III
3 Credits
Emphasizes individual style in printmaking and the development of a personal exhibit. A special fee will be charged for this course.
Prerequisite: ART-1401C

ART-1500C
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.
ART-1501C
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-1500C

ART-1600C
Introduction to Computer Images
3 Credits
Covers the use of computers in visual, fine and commercial art with an emphasis on hands-on experience.

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-2701C or permission of instructor

ART-2702C
Sculpture II
3 Credits
Provides continued experience with expression in three dimensional form. 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-2700C or permission of instructor

ART-2750C
Ceramics I
3 Credits
Emphasizes the total ceramic process from moist clay to fired ware; an introductory course.
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-2752C
Ceramics III
3 Credits
Emphasizes individual ceramics projects. A special fee will be charged for this course.
Prerequisite: ART-2751C

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 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
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-1300C, ART-1500C or ART-1201C

ASL-1140
American Sign Language I
3 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. The student must take the co-requisite course, ASL-1140L with the same instructor.
Prerequisite: College level reading and writing skills are required.
Corequisite: ASL-1140L
ASL-1140L
American Sign Language I Laboratory
1 Credit
Designed to reinforce in a lab setting material presented in ASL-1140. Students will have directed practice with audiovisual materials and computer software programs, emphasizing beginning level receptive and expressive conversational practice.
Prerequisite: College level reading and writing skills are required.
Corequisite: ASL-1140

ASL-1150
American Sign Language II
3 Credits
Focuses on the development of intermediate conversational American Sign Language skills with an emphasis on basic expression and reception. The student must take the co-requisite course, ASL-1150L with the same instructor.
Prerequisite: ASL-1140
Corequisite: ASL-1150L

ASL-1150L
American Sign Language II Laboratory
1 Credit
Designed to reinforce in a lab setting material presented in ASL-1150, through the use of directed practice with audiovisual materials. Access to laboratory and computer software materials will provide opportunities for students to practice and improve receptive and expressive signing skills, reinforcing intermediate level receptive and expressive ASL-conversation.
Prerequisite: ASL-1140
Corequisite: ASL-1150

ASL-1300C
American Sign Language-Applied Linguistics
4 Credits
Focuses on the semantics, idiomatic usage and syntax of the American Sign Language.
Prerequisite: ASL-1150

ASL-1430
Finger Spelling
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 deafness, with an Emphasis is on the impact of deafness on the individual and the family, social patterns of the Deaf community and historical and changing attitudes toward handicapped persons.
Prerequisite: College level reading and writing skills are required.

ASL-2130
American Sign Language III
3 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. The student must take the co-requisite course ASL-2130L with the same instructor.
Prerequisite: ASL-1150
Corequisite: ASL-2130L

ASL-2130L
American Sign Language III Laboratory
1 Credit
Designed to reinforce in a lab setting material presented in ASL-2130 through the use of directed practice with audiovisual and computer software materials. Access to laboratory materials will provide opportunities for students to practice and improve receptive and expressive signing skills, reinforcing advance level spontaneous ASL-conversation.
Prerequisite: ASL-1150
Corequisite: ASL-2130

ASL-2210
American Sign Language IV
3 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. The student must take the co-requisite course ASL-2210L with the same instructor.
Prerequisite: ASL-2130
Corequisite: ASL-2210L

ASL-2210L
American Sign Language IV Laboratory
1 Credit
This laboratory course is designed to reinforce, in a lab setting, material presented in ASL-2210, through the use of directed practice with audiovisual and computer software materials. Access to laboratory materials will provide opportunities for students to practice and improve receptive and expressive sign skills, reinforcing advanced level spontaneous ASL conversation. One hundred minutes of practice weekly.
Prerequisite: ASL-2130, ASL-2130L
Corequisite: ASL-2210

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 are required.

AST-1002H
Honors Astronomy
3 Credits
Same as AST 1002C with honors content. Honors Institute permission required.
A special fee will be charged for this course.
Prerequisites: College level reading, writing and math skills are required.
ATE-1001
Introduction to Veterinary Technology
1 Credit
An introductory course for students accepted in the Veterinary Technology Program. Provides the legal and ethical standards for 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 are 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. Corequisite: ATE-1110L

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 are required. Corequisite: ATE-1110

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. Prerequisites: ATE-1110 and ATE-1110L.

ATE-1311L
Veterinary Office Procedure Laboratory
1 Credit
Designed to acquaint the student with office procedures, client education, mathematics and veterinary computer applications. Prerequisites: College level reading, writing and math skills are required.

ATE-1630
Pharmacology for Veterinary Technicians
1 Credit
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: College level reading, writing and math skills are required.

ATE-1650L
Veterinary Clinical Practice
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. Prerequisites: College level reading, writing and math skills are required.

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 are required.
ATE-2614
Animal Medicine II
3 Credits
This course will explore general pathology, causes and nature of disease, toxicology, and an overview of pathologies of major systems, as well as immunity disease prevention, common vaccinations and diseases relating to small animals.
Prerequisite: ATE-2611

ATE-2631
Animal Nursing
3 Credits
The student will master the technical skills of medicating animals and the taking and processing of radiographs. This course also covers general care, including grooming and bathing, feeding and watering, nail trimming, ear cleaning, anal sac expression, and determination of vital signs.
Prerequisites: College level reading, writing and math skills are required.

ATE-2636
Large Animal Clinical & 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.

ATE-2638
Animal Clinical Pathology
3 Credits
This course is designed to introduce the veterinary technician to common parasites and their life cycles seen in routine veterinary practice. Also, hematology and the kinetics of the hematopoietic system are discussed with emphasis on normal blood smears and common changes seen during disease stages of the domestic animals.
Prerequisite: ATE 1110
Corequisite: ATE 2638L

ATE-2638L
Animal Clinical Pathology Laboratory
2 Credits
This course is designed to acquaint the student with clinical laboratory procedures covered in ATE 2638. Areas of emphasis include hematology, coagulation and parasitology as well as general laboratory etiquette.
Prerequisite: ATE 1110
Corequisite: ATE 2638

ATE-2639
Animal Clinical Pathology II
3 Credits
This course covers selected topics in immunology, serology, and parasitology. Laboratory testing of the renal, hepatic, pancreatic, digestive and endocrine systems are discussed as well as normal and abnormal excretory cytolysis.
Prerequisite: ATE 2638, ATE 2638L
Corequisite: ATE 2639L

ATE-2639L
Animal Clinical Pathology Laboratory II
2 Credits
Provides experience in the clinical techniques of comparative hematology, serology, cytology, and bacterial and fungal cultures.
Prerequisite: ATE 2638, ATE 2838L
Corequisite: ATE 2639

ATE-2651
Animal Nursing & Medical Laboratory
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: College level reading, writing and math skills are required.

ATE-2652L
Intro to Clinical Practice Laboratory
1 Credit
An introductory course providing the basic knowledge of skills used in veterinary practice for induction and monitoring of anesthesia, preparation of the patient for surgery, surgical assisting and basic radiographic technique.
Prerequisites: ATE-1650L and ATE-1110

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: College level reading, writing and math skills are required.

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: College level reading, writing and math skills are required.

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.
Prerequisite: ATE-1110

ATE-2722
Avian & Exotic Pet Medicine
2 Credits
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: College level reading, writing and math skills are required.

ATE-2945
Veterinary Work Experience III
1 Credit
A course consisting of supervised clinical experiences in a workplace approved by the instructor. Experience may include exotic laboratory animal or specialty practice experience.
Prerequisite: ATE-1944

ATE-2946
Veterinary Work Experience IV
1 Credit
A course consisting of supervised clinical experiences in a workplace supervised by the instructor. Experiences may include exotic laboratory animal or specialty practice experience.
Prerequisite: ATE-2945
BCN-1210
Construction Materials and Processes
3 Credits
Provides a basic understanding of materials and manufacturing processes consistent with sound engineering principles; focuses on ferrous and non-ferrous metals, stainless steel, molten metal, heat treatment, powder metallurgy, inspection and quality control, machine tool elements, numerical control, turning, boring and milling machines. Topics include gears and thread cutting, methods of processing plastics, welding, soldering, braising and the process of classifying woods.

BCN-1250
Introduction to 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
Studies the techniques of testing construction materials to determine their physical properties, with an emphasis on soils, Portland cement, concrete and asphalt.
A special fee will be charged for this course.
Prerequisite: BCN-1210

BCN-2942C
Construction Internship
3 Credits
Student works a minimum of 140 hours during one term in a pre-approved industrial job; also attends a weekly seminar.

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.

BOT-1000
Plant Physiology and Growth
3 Credits
Focuses on the processes which occur in plants. Topics include photosynthesis, respiration, mineral nutrition, transpiration and plant growth regulations.

BRC-1301
Introduction to Credit Unions
3 Credits
This course is a systematic introduction to the credit union movement. It begins with a basic explanation of the nature of credit unions and their history and a brief explanation of affiliated organizations, including the NUCA. The legal basis for the operation of credit unions is examined. The powers and characteristics of credit unions, including share drafts and visa cards and traditional services are also explored. The roles and functions of credit union management are discussed in length. The developing credit union financial system and the basics of credit insurance and bonding are also explained.

BRC-1321
Principles of Credit and Collections
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 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-1005C
Biological Foundations I
3 Credits
Designated for non-science majors; topics include the introduction of general biological concepts, genetics, and a brief survey of living organisms 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.

BSC-1010
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.
Prerequisite: CHM-1045
Corequisite: BSC-1010L

BSC-1010L
Biological Science I Laboratory
1 Credit
A special fee will be charged for this course.
Prerequisite: College level reading, writing and math skills are required.
Corequisite: BSC-1010

BSC-1011
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.
Prerequisite: BSC-1010 and BSC-1010L
Corequisite: BSC-1011L

BSC-1011H
Honors Biological Science II
3 Credits
Same as BSC 1011 with honors content. Honors Institute permission required.
Prerequisite: BSC-1010 BSC-1010L
Corequisite: BSC-1011L
BSC-1011L
Biological Science II Laboratory
1 Credit
A special fee will be charged for this course.
Prerequisites: BSC-1010 and BSC-1010L. College level reading skills required.
Corequisite: BSC-1011

BSC-1025
Nutrition & 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.
Prerequisites: College level reading, writing and math skills are required.
Corequisite: BSC-1025L

BSC-1025L
Nutrition & Drugs Lab
1 Credit
A special fee will be charged for this course.
Prerequisites: College level reading and writing skills are required.
Corequisite: BSC-1025

BSC-1085
Human Anatomy & 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 are required.
Corequisite: BSC-1085L

BSC-1085L
Human Anatomy & Physiology I Laboratory
1 Credit
A special fee will be charged for this course.
Prerequisites: College level reading, writing and math skills are required.
Corequisite: BSC-1085

BSC-1086
Human Anatomy & Physiology II
3 Credits
Focuses on cardiovascular, respiratory, digestive, endocrine, immune, lymphatic, urinary and reproductive systems.
Prerequisite: BSC-1085
Corequisite: BSC-1086L

BSC-1086L
Human Anatomy & Physiology II Lab
1 Credit
A special fee will be charged for this course.
Prerequisites: BSC-1085L. College level reading and writing skills are required.
Corequisite: BSC-1086

BSC-1092C
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 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.

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 are 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-1241

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.
Prerequisite: CGS-1000

CAP 2023
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 2024
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 inverse and forward kinematics to create 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 2023
emphasize 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-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-2910 Directed 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 in which internship is being done.  
Prerequisites: CJT and Justice Administration majors only; permission of the instructor.

**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: CJT and Justice Administration majors only; permission of the instructor.

**CDA-1162 Telecommunications**  
3 Credits  
Focuses on the latest advances in telecommunications systems for both the home and office, and how they interconnect. Emphasis is on topics such as electronic mail, data communications systems, telephone systems and satellite communications centers.  
Prerequisite: CGS-1000

**CEN-1300 Microsoft Windows Professional**  
3 Credits  
This course is to provide individuals who are new to Microsoft 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 networking concepts and how they are implemented in Windows. Students should have a working knowledge of the Microsoft Windows 95/98, Windows NT, or Windows 2000 interface. Students enrolled in a degree or college credit certificate program must complete all prerequisites.  
Prerequisite: CGS-1500

**CEN-1301 Microsoft Windows Server**  
3 Credits  
This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows professional on stand-alone and client computers that are part of a work group or domain. In addition, this course provides the skills and knowledge necessary to install and configure Windows 2000 Server to create file, print, Web and terminal servers.  
Prerequisite: CEN 1300 or permission of the instructor. Students enrolled in a degree or college credit certificate program must complete all prerequisites.
CEN-1301 Microsoft Windows Designing a Directory Services Infrastructure
3 Credits
Provides students with the knowledge and skills necessary to design an MS Windows directory services infrastructure in an enterprise network.
Prerequisite: CEN-1301

CEN-1327 Plan and Maintain Microsoft Windows Network Infrastructure
3 Credits
This course covers the subject matter of Microsoft's exam 70-293, which focuses on Windows Server 2003. More specifically, the student will learn how to plan and maintain a Windows Server 2003 network infrastructure. The student will examine the network infrastructure planning process, then plan server roles, plan and optimize network connections; plan and implement monitoring; and plan data protection and recovery. Finally, the student will learn how to troubleshoot infrastructure problems and create the master network infrastructure plan.

CEN-2316 Microsoft Proxy Server
3 Credits
This course covers installing, configuring, and troubleshooting Microsoft Proxy Server. In addition, this course will cover the basic architecture of the server, different methods of controlling access to the Internet, using Internet Service Manager to administer Proxy Server, configuring the cache, interoperability with other networks, enhancements to Performance Monitor, methods of improving performance, and other features of Proxy Server. Students enrolled in a degree or college credit certificate program must complete all prerequisites.
Prerequisite: CEN-1302 and CEN-1303

CET-1114C 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, Electronic Orientation, 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 course.

CET-1122C Introduction to Microprocessors
3 Credits
Presents introductory material on microprocessing. 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-1114C
CET-1172C
Computer Upgrading & Repair

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 and input/output (I/O) interface types, and the types of semiconductor memories found in a typical PC. 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.

CET-1174C
Advanced Computer Repair

This course is for someone working in a computer-related field or who has completed CET 1172C. Provides hands-on PC repair experience, based on A+ certification. Covers advanced Windows PC software, hardware, and the most common problems that occur in PCs. IRQs, conflicts, registry and network, ond browser problems are covered. Computer service business concepts are introduced. Laboratory exercises are included.
Prerequisite: CET-1172C

CET-1556C
Structured Cabling

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.
Prerequisite: EET-1083C or CET-1172C

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 4-part series designed to prepare students for the Cisco Certified Networking Associate exam.
Prerequisite: CGS-1550 or permission of instructor.

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 4-part series to prepare students for the Cisco Certified Networking Associate exam. The first part of this series is covered in CGS-1550.
Prerequisite: CET-1600

CET-2113C
Digital Systems Analysis

3 Credits
This course is a continuation of the basic digital electronics covered in CET-1114C. The analysis of combinational logic and sequential logic circuits is covered in the lecture segment of the course. Circuits include adder/subtractor, registers, counters, multiplexers, and others. Laboratory exercises will be assigned to reinforce these major concepts and circuits.
Prerequisite: CET-1114C

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.
Prerequisite: CET-1122C and CET-2113C

CET-2335C
Microcomputers Systems

3 Credits
Covers the hardware of a typical personal computer (PC). It includes the study of a 16-bit microprocessor, basic bus and input/output (I/O) interfaces, and the interfacing of semi-conductor memories found in a typical PC. Devices such as programmable interface adapters, programmable interrupt and direct memory access (DMA) controllers, and serial communications interface adapters are studied. The student will use the schematics of a PC and diagnostic tests to troubleshoot faults in an actual system. Laboratory work is required.
Prerequisite: CET-1122C and 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. Students enrolled in a degree or college credit certificate program must complete all prerequisites.
Prerequisite: CET-1610

CET-2620
Cisco Wide Area Networking 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.
Prerequisite: CET-2615

CET-2939
Computer 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. Credit for this course does NOT apply to the Associate in Arts degree.

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-1010
Introduction to Computers for Teachers
3 Credits
Covers the major uses of computers in a classroom. A general introduction to computer literacy, including word processing, spreadsheets, databases, telecommunications, and CAI is covered. This course is designed for teachers and can be used for recertification.

CGS-1103
Project Management
3 Credits
This course introduces the student to the basics of project management—specifically as project management relates to Word 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.
Prerequisite: CGS-1000

CGS-1104
Accounting Applications
1 Credit
Focuses on computerized accounting, with an emphasis on monitoring accounts receivables and payables, checks, processing orders, calculating payrolls, generating management reports and interpreting a general ledger.
Prerequisite: the ability to type 30 wpm

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 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. 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. Students enrolled in a degree or college credit certificate program must complete all prerequisites.

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. Permission of the instructor. Students enrolled in a degree or college credit certificate program must complete all prerequisites.
Prerequisite: CGS-1000 or OST-1142

CGS-1520
Business Graphics I
1 Credit
Focuses on graphic applications, with an emphasis on developing charts, displaying data in histograms, critical ratio graphs and scatter charts. Topics include line-, vertical-bar, horizontal single-sided and double-sided bar-charts, as well as regression and mean calculations.
Prerequisite: CGS-1000

CGS-1521
Introduction to Computers Drawing/Paint
1 Credit
Introduces paint/draw computer program. Focuses on simple drawing and editing techniques and manipulating and modifying object.
Prerequisite: CGS-1000(6114)

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. Prerequisite: CGS-1000

CGS-1550
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.
Prerequisite: CGS-1000 or permission of instructor.

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 “Internetiquette,” using search engines and file transfer protocols. A special fee will be charged for this course.
Prerequisite: CGS-1000

CGS-1555
Introduction to the 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 offline activities such as accessing the Internet, sending electronic mail, browsing newsgroups, and completing research activities. Also discussed is “Internetiquette” - 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. Students enrolled in a degree or college credit certificate program must complete all prerequisites.
Prerequisite: CGS-1000, CGS 1555 or permission of instructor.
**CGS-1760**  
*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

**CGS-1761**  
*Computer Operating Systems*  
3 Credits  
This course provides a basic history and overview of computer operating systems. Basic theories, concepts and terminology, and evolution of computer operating systems are covered. Development, function, and comparisons of common operating systems such as DOS, Windows 9x, Windows NT/2000, Unix/Linux, AS/400, and Mac OS are discussed. In particular, this class is meant to introduce processes such as the processing unit, file systems, process management, synchronization, memory management and I/O management.  
Prerequisite: CGS-1000

**CGS-1761**  
*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. Students enrolled in a degree or college credit certificate program must complete all prerequisites.  
Prerequisite: CGS-1000 and COP-2823

**CGS-1936**  
*Perl and CGI*  
3 Credits  
Introduces students to the programming language Perl and its use with CGI. Topics include understanding the basics of programming in Perl and performing tasks such as information processing, data formatting and its retrieval. Additional topics may include using CGI scripts in client-server systems such as the Internet, processing HTML web forms, and accessing database servers. Students enrolled in a degree or college credit certificate program must complete all prerequisites.  
Prerequisite: CGS-1000

**CGS-2069**  
*E-Commerce*  
3 Credits  
Prerequisite: CGS-1000 or permission of instructor.

**CGS 2091**  
*Information Technology Ethical and 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-2172**  
*E-Commerce Development*  
3 Credits  
Students will use one of the e-commerce software packages to plan and develop an e-commerce Web site.  
Prerequisites: CGS-2820 and CGS-2822 or permission of instructor. Students enrolled in a degree or college credit certificate program must complete all prerequisites.

**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-2509**  
*Introduction to Adobe Acrobat*  
1 Credit  
Provides students with the knowledge and skills necessary to create, post to the Internet, and distribute PDF files. Students enrolled in a degree or college credit certificate program must complete all prerequisites.  
Prerequisite: CGS-1000

**CGS-2511**  
*Spreadsheets Applications II*  
1 Credit  
Emphasizes advanced spreadsheet techniques. Students enrolled in a degree or college credit certificate program must complete all prerequisites.  
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. Students enrolled in a degree or college credit certificate program must complete all prerequisites.  
Prerequisite: CGS-2511

**CGS-2525**  
*Business Graphics II*  
1 Credit  
This is a continuation of CGS 1520, Business Graphics I. Advanced concepts are emphasized. Students enrolled in a degree or college credit certificate program must complete all prerequisites.  
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-2763
Unix/Linux Administration I
3 Credits
This course is a continuation of CGS-1760 (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 CGS-2764 (Unix/Linux Administration II).
Prerequisite: CGS-1000 or permission of instructor

CGS-2764
Unix/Linux Administration II
3 Credits
This course is a continuation of CGS 2760 (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. Students will gain hands-on experience installing, configuring and using Linux.
Prerequisite: CGS-2763

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 nonstandard data. They will also learn how to use FTP to upload and download files. Students enrolled in a degree or college credit certificate program must complete all prerequisites.
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 or permission of instructor. Students enrolled in a degree or college credit certificate program must complete all prerequisites.

CGS-2823
Introduction to Active Server Pages
3 Credits
Introduces the student to the process of designing and maintaining interactive and dynamic Web applications with the server-based scripting language Active Server Pages (ASP). The student learns about the interrelationship among the pieces of the ASP architecture, how to choose a scripting language, and how to determine which tasks should be handled client-side instead of server-side via ASP. Students enrolled in a degree or college credit certificate program must complete all prerequisites.
Prerequisite: COP-1000

CGS-2825
Web Site Management
3 Credits
Students in this course learn how to establish and maintain a Web environment by concentrating on the establishment and maintenance of Web Servers. Other topics include database access from a CGI script, email, FTP servers, security, firewalls, and Proxy Servers. Students will learn about establishing access policies, MIME types, and enabling CGI scripts. This should be one of the last courses that the student takes in the Internet Services Technology degree. Students enrolled in a degree or college credit certificate program must complete all prerequisites.
Prerequisite: CGS-2763

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, hyper-text, and graphics while controlling the program direction. Students enrolled in a degree or college credit certificate program must complete all prerequisites.
Prerequisite: 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, Music Match, Cake Walk, Adobe Premiere, and After Effects may be used in this course.
Prerequisite: CGS-2820 or CGS-1871 or CGS-1555

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, Macromedia Fireworks, Flash, and Shockwave may be used in this course as well as multimedia authoring programs such as Macromedia Director or Tool Book.
Prerequisite: CGS-2820 or CGS-1871 or CGS-1555

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.

CGS-2940
Web Technology Internship
3 Credits
A coordinated work-study course involving classroom and field experience. Students will participate in hands-on activities by assisting with Web page development and/or web server implementation. Objectives determined by the student and faculty-coordinator will be used to evaluate the student. This should be one of the last courses the student takes in the Web Technology A.S. Degree program. The student will attend a minimum of 3 clock hours per week in the internship experience.
Chemistry for Health Sciences Laboratory

1 Credit
Accompanies CHM-1032. Topics include laboratory techniques, measurement, chemical bonding, radioactivity, gases, and examples of common inorganic, organic, and biological reactions.
Corequisite: CHM-1032

College Chemistry I

3 Credits
First part of a two-semester sequence. Topics include advanced treatment of stoichiometry, atomic theory, chemical bonding, solutions and thermochemistry.
Prerequisites: CHM-1025 or permission of instructor and MAC-1105.
College level reading, writing and math skills are required.
Corequisite: CHM-1045L

College Chemistry I Laboratory

1 Credit
Accompanies CHM 1045. Topics include analytical techniques, physical property determinations, gas laws and thermochemical processes.
A special fee will be charged for this course.
Prerequisite: College level reading, writing and math skills are required.
Corequisite: CHM-1045

College 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.
Prerequisites: CHM-1045. College level reading, writing and math skills are required.
Corequisite: CHM-1046L

College Chemistry II Laboratory

1 Credit
This course accompanies CHM 1046. Topics include spectrophotometric determinations, chemical kinetics, electrochemistry, inorganic qualitative analysis and chemistry equilibria.
A special fee will be charged for this course.
Prerequisite: CHM-1045L. College level reading, writing and math skills are required.
Corequisite: CHM-1046

Chemical Instrumentation

3 Credits
An introduction to a variety of chemical analysis methods and corresponding instrumentation commonly employed in a chemical laboratory or industry setting. The course will combine lecture/discussion with chemical laboratory experiences to give both a foundation in the principles behind the methods and extensive hands-on laboratory experience geared to the workplace. Fundamentals of instruments are demonstrated but the emphasis is placed on the applications in which the instruments are used.
Prerequisites: CHM-1046 and CHM-1046L
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisite/Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM-2210</td>
<td>Organic Chemistry I</td>
<td>4</td>
<td>First part of a two-semester sequence. Focus is on the chemistry of hydrocarbons. Topics include nomenclature, chemical bonding, synthetic methods, characteristic reactions, spectroscopic analysis, reaction mechanisms and structure determinations. Prerequisite: CHM-1046 and CHM-1046L. College level reading, writing and math skills are required. Corequisite: CHM-2210L.</td>
</tr>
<tr>
<td>CHM-2210L</td>
<td>Organic Chemistry I Laboratory</td>
<td>1</td>
<td>Accompanies CHM 2210. Topics include organic separations, synthesis, spectroscopy, chromatography and identification of organic compounds. A special fee will be charged for this course. Prerequisite: CHM-1046 and CHM-1046L. College level reading, writing and math skills are required. Corequisite: CHM-2210L.</td>
</tr>
<tr>
<td>CHM-2211</td>
<td>Organic Chemistry II</td>
<td>4</td>
<td>Second part of a two-semester sequence. Focus is on the chemistry of hydrocarbon derivatives. Prerequisite: CHM-2210 and CHM-2210L. College level reading and math skills are required. Corequisite: CHM-2211L.</td>
</tr>
<tr>
<td>CHM-2211L</td>
<td>Organic Chemistry II Laboratory</td>
<td>1</td>
<td>Accompanies CHM 2211. Topics include the analysis of NMR spectra, multi-step synthesis and organic qualitative analysis. A special fee will be charged for this course. Prerequisite: CHM-2210L. College level reading and math skills are required. Corequisite: CHM-2211L.</td>
</tr>
<tr>
<td>CIS-1930</td>
<td>Business Financial Management</td>
<td>1</td>
<td>Focuses on computerized applications in management, with an emphasis on inventory control, project management, financial management and expert systems. Students enrolled in a degree or college credit certificate program must complete all prerequisites. Prerequisite: OSF-1142</td>
</tr>
<tr>
<td>CIS-1931</td>
<td>Microcomputer Concepts</td>
<td>3</td>
<td>Focuses on using microcomputers to solve business problems, evaluate personal computers and software, and complete a wide range of office tasks. Students enrolled in a degree or college credit certificate program must complete all prerequisites.</td>
</tr>
<tr>
<td>CIS-2321</td>
<td>Systems Analysis</td>
<td>3</td>
<td>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. Students enrolled in a degree or college credit certificate program must complete all prerequisites. Prerequisites: CGS-2301 and CGS-2541</td>
</tr>
<tr>
<td>CIS-2352C</td>
<td>Ethical Hacking I</td>
<td>3</td>
<td>Hands-on course teaches students how to hack into information systems using ethical standards. The student will learn system and network penetration testing, the tools and techniques used to exploit vulnerabilities such as social engineering, buffer overflows, etc., and how to defend against attacks. Prerequisite: CNT-1401</td>
</tr>
<tr>
<td>CIS-2353</td>
<td>Security Management and Computer Auditing</td>
<td>3</td>
<td>In this course the student will learn the steps necessary to perform a computer audit. 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.</td>
</tr>
<tr>
<td>CIS-2359C</td>
<td>Ethical Hacking II</td>
<td>3</td>
<td>A continuation of Ethical Hacking I with emphasis on advanced techniques. Prerequisite: CIS 2352C</td>
</tr>
<tr>
<td>CIS-2381C</td>
<td>Computer Forensics and Incident Response</td>
<td>3</td>
<td>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 intrusions, inspecting log files, tracking violators. Students will practice computer forensic exercises using detection tools and tracking methodologies. Prerequisite: CNT-1401</td>
</tr>
<tr>
<td>CIS-2393</td>
<td>Computer Information Administration Capstone</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>CIS-2394</td>
<td>Computer Information Internship</td>
<td>3</td>
<td>A coordinated work-study course involving class work and field experience. Students will participate in hands-on activities by assisting with PC support, help desk, and/or microcomputer specialist. Objectives determined by the student and teacher-coordinator will be used to evaluate the student. This should be one of the last courses the student takes in the Computer Information A5 degree. Prerequisites determined by the instructor. Students enrolled in a degree or college credit certificate program must complete all prerequisites.</td>
</tr>
<tr>
<td>CIS-2395</td>
<td>Information Technology Security Capstone</td>
<td>3</td>
<td>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. Prerequisites: CTS 2321 and CIS 2359C</td>
</tr>
</tbody>
</table>
CJE-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.

CJE-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.

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 to 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; gun shot residue, blood spatter and bodies. Prerequisites: CJE-1640 and CJE-1642C.

CJE-1680 Introduction to Computer Crimes

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 in 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-2170 Comparative Police and Criminal Justice Systems

3 Credits
This course will survey contemporary foreign law enforcement and criminal justice systems. This course will compare and contrast selected foreign systems with those of the United States. This course will include a study of the operational and philosophical differences between the various cultural and legal systems studied.

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-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.
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
The 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 Systems
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-2610
Courtroom Presentation/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 will be explained.
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.

CJT-2100
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.

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. It is not acceptable as
a prerequisite for other psychology courses.

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 countermeasures are
included. Students will also discuss ethical behaviors and basic
security practices for authentication, encryption and secure network
topologies.
Prerequisite: CGS-1550 or CEN-1527 or CET-1600

CNT-2210
Wide Area Network Fundamentals
3 Credits
This course presents wide area network (WAN) technology theories,
concepts, hardware and media. Included are point-to-point and shared
multipoint, frame relay, DSL, ISDN, T-carrier, synchronous optical
networks (SONET), asynchronous transfer mode (ATM), hybrid fiber
coax (HFC) and distributed data interface technologies.
Prerequisite: CGS-1550

CNT-2405
Advanced Internetworking Security
3 Credits
Advanced computer and network security concepts and terminology
are presented with a focus toward internetworked environments.
Intrusion threats, intrusion techniques, and vulnerabilities are discussed as are countermeasures and their implementation. Includes
installation and use of intrusion detection systems, packet sniffers and
network analyzers. Development of comprehensive network security
plans, response and recovery plans, and disaster recovery plans are
included. Issues in wireless technologies demonstrated.
Prerequisite: CNT-1401
CNT-2510
Wireless Networking
3 Credits
This course presents an overview of common wireless technologies such as 802.11a, 802.11g, 802.11n, cellular, PCS, Infrared, and Bluetooth, including theories, concepts of their operation, installation, and basic troubleshooting. Basic computing and common wireless technologies such as analog, AMPS, CDMA, TDMA GSM, 2G, 3G, PCS and ESMR are discussed as well as new trends as they develop. Wireless local area networks and integration with wired networks are also included.
Prerequisite: CGS-1550

CNT-2941
Networking Services Internship
3 Credits
A coordinated work-study course involving class work and field experience. Students will participate in hands-on activities by assisting with network support, and networking installation and development. Objectives determined by the student and teacher-coordinator will be used to evaluate the student. This should be one of the last courses the student takes in the Networking Services AS degree. Prerequisites are determined by the instructor.

CLP-2001
Advance Psychology of 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

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. Students enrolled in a degree or college credit certificate program must complete all prerequisites.
Prerequisite: CGS-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.
Students enrolled in a degree or college credit certificate program must complete all prerequisites.
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.
Students enrolled in a degree or college credit certificate program must complete all prerequisites.
Prerequisite: COP-1000
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 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.
Prerequisite: CGS-1760 and COP-1000

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-2740
Database Programming - SQL
3 Credits
The 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-1000

COP-2741
Oracle Database Administration Fundamentals 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.
Prerequisite: CGS-2541

COP-2742
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 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.
Prerequisite: COP-2741

COP-2745
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.
Prerequisite: COP-2740

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. Students enrolled in a degree or college credit certificate program must complete all prerequisites.
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 orientated programming in Java, multi-threading, files, multimedia, database use, and networking concepts used for client-server applications. Students enrolled in a degree or college credit certificate program must complete all prerequisites.
Prerequisite: COP-2800 or permission of instructor

COP-2822
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, JAVAScript, and/or Perl. Students enrolled in a degree or college credit certificate program must complete all prerequisites.
Prerequisites: COP-1000 and CGS-2820

COP-2823
Graphics Design for Multimedia/Internet
3 Credits
Introduces graphics 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 communications is introduced. Students enrolled in a degree or college credit certificate program must complete all prerequisites.
Prerequisite: CGS-1000

COP-2826
Advanced Graphics Design for Multimedia/Internet
3 Credits
A continuation of COP 2823. Focus is on advanced graphic design techniques. Students use digital imaging software to prepare graphics for use in Students enrolled in a degree or college credit certificate program must complete all prerequisites.
Prerequisite: COP-2823
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.

COP-2940
Computer Programming Internship

3 Credits
A coordinated work-study course involving class work and field experience. Students will participate in hands-on activities by assisting with programming creation and programming maintenance. Objectives determined by the student and teacher-coordinator will be used to evaluate the student. This should be one of the last courses the student takes in the Computer Programming AS degree. Prerequisites determined by the instructor. Students enrolled in a degree or college credit certificate program must complete all

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: ENC-1101 or permission of instructor

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. Prerequisite: CRW-1001. College level reading and writing skills are required.

CTS-2310
Windows Security

3 Credits
The student will design and develop strategies for securing a windows-based network, both server and workstation. In this hands-on course the student will practice implementing security on windows servers to include configuring security for application servers and administration servers. Students will practice using monitoring, auditing and performance tools. Prerequisite: CNT-1401

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). Prerequisites: CGS-2764 and CGS-1550. College level reading and writing skills are required.

CTS-2321
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: CGS-2764 and CGS-1550. College level reading and writing skills are required.

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.

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-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-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 staged performance. This course is repeatable for elective credit.
Prerequisite: Audition required.

DAA-1800
Dance Basics
1 Credit
Dance Basics is a studio course designed to introduce students with little or no prior training to the basic concepts of dance 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 time, space, weight and energy as it relates to dance. Students learn basic dance vocabulary while developing strength and musicality.

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-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 rhythmic 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.

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-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-1200C
Clinical Dental Hygiene II
3 Credits
DEH-1820C 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, ultrasonics, and air polishing. Students are required to successfully complete a number of procedures.
Prerequisites: DEH-1800C
Corequisites: DES-1101, DES-1101L
Credit for this course does NOT apply to the Associate in Arts degree.

DEH-2300
Pharmacology and Oral Medicine
2 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, pharmacological references, prescriptions and abbreviations, pharmacokinetics, drugs used in dentistry and their pharmacodynamics, 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 64B-14).
Prerequisites: DEH-1820C, DEH-2400
Corequisites: DEH-2804C, DES-2934
Credit for this course does NOT apply to the Associate in Arts degree.

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 pathologies, 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-1000, MCB-1000L
Corequisites: DEH-1800C, DEH-2602
Credit for this course does NOT apply to the Associate in Arts degree.

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 periodontal disease, surgical and nonsurgical treatment, implantology and maintenance, and periodontal/endodontic emergencies.
Prerequisites: DEH-1130, MCB-1000, MCB-1000L
Corequisites: DEH-1800C, DEH-2400
Credit for this course does NOT apply to the Associate in Arts degree.
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-1831C
Corequisites: DEH-2804C, DES-2934
Credit for this course does NOT apply to the Associate in Arts degree.

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.

Prerequisites: DEH-2702
Corequisites: DES-2503, DEH-1811
Credit for this course does NOT apply to the Associate in Arts degree.

DEH-2804C Clinical Dental Hygiene III

5 Credits

Clinical Dental Hygiene III, a continuation of DEH-1820C, 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, ultrasonics, and air polishing application of preventive agents, oral irrigation and antimicrobial agents, and oral home care instructions.

Prerequisites: DEH-1820C, DES-1831C
Corequisites: DEH-2300, DES-2934
Credit for this course does NOT apply to the Associate in Arts degree.

DEH-2806C Clinical Dental Hygiene IV

6 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, ultrasonics, 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, DES-2934
Corequisites: DEH-1811, DES-2903
Credit for this course does NOT apply to the Associate in Arts degree.

DEP-1004 Development 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.

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 Substitution permission required.

Prerequisites: 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.

Prerequisites: College level reading and writing skills are required.

DES-1020 Oral, Head & Neck Anatomy

2 Credits

Oral, Head & 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. Emphasis is placed on structures directly affected by the practice of dentistry. Head and neck anatomy lecture topics include anatomic terminology, anatomic landmarks; the study of skeletal, muscular, nervous, respiratory, cardiovascular, lymphatic, endocrine, and exocrine systems, facial spaces and the spread of dental infections. Dental anatomy lecture topics include anatomy of the oral cavity, dental terminology, external and internal tooth anatomy, tooth nomenclature and numbering systems, individual tooth and root morphology, tooth eruption schedules, occlusion, and operative dentistry. In order to apply knowledge of head, neck, and dental anatomy to clinical dental hygiene, students will study anatomical models of the head, neck, oral cavity, and teeth, and extracted teeth.

Prerequisites: DEH-1003, DEH-1003L, DES-1020L
Credit for this course does NOT apply to the Associate in Arts degree.

DES-1020L Oral, Head & Neck Anatomy Lab

1 Credit

This course provides an opportunity to use anatomical models of the skull and teeth to apply didactic information in the laboratory. Students will study anatomical models of the skull and teeth.

Corequisites: DES-1020, DEH-1003, DEH-1003L
Credit for this course does NOT apply to the Associate in Arts degree.
DES-1101
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 prostheses, 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 XXII, 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-1000, MCB-1000L
Corequisites: DES-1101L, DES-1831C
Credit for this course does NOT apply to the Associate in Arts degree.

DES-1101L
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. 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 XXII, 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
Corequisites: DES-1101L, DES-1831C
Credit for this course does NOT apply to the Associate in Arts degree.

DES-1201
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.
Corequisites: DES-1020, DES-1020L, DES-1201L
Credit for this course does NOT apply to the Associate in Arts degree.

DES-1201L
Dental Radiology Lab
1 Credit
This course provides the student with laboratory experience in exposing, processing, mounting, and critiquing diagnostically acceptable intraoral and extraoral radiographs.
Corequisites: DES-1201, DES-1020, DES-1020L
Credit for this course does NOT apply to the Associate in Arts degree.

DES-1801
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.
Corequisites: DEH-1003, DEH-1003L, DES-1801L
Credit for this course does NOT apply to the Associate in Arts degree.

DES-1801L
Introduction to 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.
Corequisites: DES-1801, DEH-1003, DEH-1003L
Credit for this course does NOT apply to the Associate in Arts degree.

DES-1831C
Expand 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 XXII, 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
Corequisites: DES-1101, DES-1101L, DEH-1820C
Credit for this course does NOT apply to the Associate in Arts degree.

DES-2153
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: DES-2934, DEH-2804C
Corequisite: DEH-2702L
Credit for this course does NOT apply to the Associate in Arts degree.

DES-2934
Advanced Clinical Procedures
1 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-1820C, DEH-2400
Corequisites: DEH-2300, DEH-2804C
Credit for this course does NOT apply to the Associate in Arts degree.

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 dieticians, and the role of the American Dietetic Association in dietetics education and practice.

DIE-2129
Quality Control in Food and Nutrition
3 Credits
Students will be introduced to quality assessment and control in foods and nutrition. Topics will include review of laws, regulations and standards relating to the practice of dietetics.
**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 and DIE-2000.

**DIE 2271**  
**Clinical Nutrition II**  
3 Credits  
This course provides and advanced study of dietetics and the application of the science of nutrition to various disease states. Prerequisites: DIE-2533

**DIE-2401**  
**Nutrition 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.

**DIE-2419**  
**Nutrition Education 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.

**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-2270.

**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**  
**Intro to Homeland Security**  
3 Credits  
This course provides an introspective review of the history of the 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**  
**Weapons of Mass Destruction**  
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.

**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 context 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.  
Corequisite: EAP-1500L  
Prerequisite: EAP-0400

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.  
Corequisite: EAP-1520L  
Prerequisite: EAP-0420

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 and EAP-0460  
Corequisite: 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.  
Prerequisite: EAP-0440 and EAP-0460  
Corequisite: EAP-1540
EAP-1600  
Speech/Listening VI  
3 Credits  
Students further develop communication skills necessary for full participation in mainstream college classrooms including comprehension of extensive discourse.  
Prerequisite: EAP-1500 and EAP-1500L  
Corequisite: EAP-1600L

EAP-1600L  
Speech/Listening Lab VI  
1 Credit  
Students further develop communication skills necessary for full participation in mainstream college classrooms, including comprehension of extensive discourse.  
Prerequisite: EAP-1500 and EAP-1500L  
Corequisite: EAP-1600

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.  
Prerequisite: EAP-1520 and EAP-1520L  
Corequisite: 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.  
Prerequisite: EAP-1520 and EAP-1520L  
Corequisite: 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.  
Prerequisite: EAP-1540 and EAP-1540L  
Corequisite: 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.  
Prerequisite: EAP-1540 EAP-1540L  
Corequisite: 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  
Offers a theoretical analysis of price determination of the product and factor markets.  
Prerequisites: College level math skills are required.

EDF-1005  
Introduction to Education  
3 Credits  
Students will develop an understanding of the methodology, structure and operation of educational systems and will be exposed to many of the issues facing American Education today. The course includes 37 hours of instruction and 15 hours of observation.  
Prerequisites: College level reading and writing skills are required.

EDG-2701  
Teaching Diverse Populations  
3 Credits  
A broad spectrum of the different ethnic groups in America and how their contributions to the American society will be presented. How multicultural content fits into a variety of subjects will also be analyzed. A 15 hour observation component in a multicultural school setting or community agency is required of each student.  
Prerequisites: EDF 1005, College level reading and writing skills are required.

EDP-2200  
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.  
Prerequisites: PSY-2012. College level reading and writing skills are required.

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
The Family & 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
Operation of the Early Childhood 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/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).

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). Prerequisite: EEC-1941

EEC-2270
Meeting Special Needs of Children in Groups
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.

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. Prerequisite: EET-1036C and MTB-1327

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.

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-1525C
Industrial Controls I
3 Credits
This course is for the student who is working in the industrial control field or has completed EET-1141C. It covers the basic theory and operation of electromechanical and industrial electronic devices. Topics such as relays, switches, transducers, SCRs, and ladder diagrams are included. Laboratory exercises are included. 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, wave-form 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. A special fee will be charged for this course.  
Prerequisite: CET-2113C EET-1142C or permission of instructor

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-2355C  
Data Communications  
3 Credits  
Covers the basics of analog and digital telephone communication systems and the operation of modems. Also covered are the LAN and WAN layers with emphasis on the physical layer. Topics include equipment, devices, and interconnecting hardware and software requirements. Laboratory exercises are included.  
Prerequisites: EET-1155C and EET-2326C or permission of instructor

EEM-2040  
Introduction to Educational Technology  
3 Credits  
A survey course designed to introduce the use of microcomputer technology and telecommunications in augmenting the teaching and learning process. Upon completion of the course, students will be able to telecommunicate, critically evaluate educational software, conceptualize the uses of computers in the classroom in terms of computer-directed instruction, computer-enhanced instruction, and computer-managed instruction, learn the purpose of and acquire basic skills for using commercial coursework, generic applications software, disk operating systems and hardware.  
Prerequisite: EDF-1005. College level reading and writing skills are required.

EMS-1119  
Emergency Medical Technician  
7 Credits  
Provides the lecture, theory and discussion in compliance with the U.S. Department of Transportation (D.O.T.) curriculum for the EMT-Basic (1994). Also includes additional content related to esophageal intubation, intravenous fluid maintenance, automated defibrillation, and pneumatic anti-shock garments.  
Corequisites: EMS-1119L, EMS 1431, HSC 1220  
Credit for this course does NOT apply to the Associate in Arts degree.

EMS-1119L  
Emergency Medical Technician 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 EMT basic national curriculum plus the additional skills of esophageal intubation, intravenous maintenance, automated defibrillation and pneumatic anti-shock garments. Includes strenuous skills such as lifting and patient carrying.  
A special fee will be charged for this course.  
Corequisites: EMS-1119, EMS 1431, HSC 1431  
Credit for this course does NOT apply to the Associate in Arts degree.

EMS-1431  
Emergency Medical Technician Clinical  
1 Credit  
Provides the field experience and hospital clinical portions of the U.S. Dept. of Transportation curriculum (1994) for the EMT-Basic. Includes strenuous skills such as lifting and carrying techniques in actual patient care situations. Exposure to blood and bloodborne pathogens is possible in patient care situations.  
A special fee will be charged for this course.  
Corequisites: EMS-1119, EMS 1119L, HSC 1220  
Credit for this course does NOT apply to the Associate in Arts degree.

EMS-2311  
Introduction to EMS Management  
3 Credits  
Cover basic supervision, management and operations of an EMS service, with an emphasis on regulations budget, safety, inventory control, billing, and employee relations.  
Prerequisite recommendation: EMT or paramedic certification  
Credit for this course does NOT apply to the Associate in Arts degree.
EMS-2375
Paramedic Proficiency Examination

1 Credit
Provides a review of the didactic and practical skills of the Paramedic certificate program followed by written and practical examinations.
Prerequisite: Completion of all required Paramedic College Credit Certification courses with a grade of C or better.
Credit for this course does NOT apply to the Associate in Arts degree.

EMS-2381C
Emergency Medical Technician Refresher

2 Credits
Reviews the basic life support training and skills needed by the EMT-B personnel who have successfully completed the basic 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-B certification
Credit for this course does NOT apply to the Associate in Arts degree.

EMS-2522
Emergency Pharmacology

3 Credits
Provides instruction concerning intravenous fluids electrolytes and emergency intravenous therapy. Includes pharmacology of drugs used in management of persons suffering both acute and chronic medical, behavioral and toxicological emergencies.
Credit for this course does NOT apply to the Associate in Arts degree.

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
Credit for this course does NOT apply to the Associate in Arts degree.

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.
Credit for this course does NOT apply to the Associate in Arts degree.

EMS-2621
Paramedic Phase I

7 Credits
Provides knowledge and skills contained in division 1, of the 1998 DOT curriculum, module 1 - preparatory, module 2 - airway, module 3 - patient assessment, module 8 - ambulance operations, in compliance with the most current DOT curriculum.
Corequisite: EMS-2621L
Credit for this course does NOT apply to the Associate in Arts degree.

EMS-2621L
Paramedic Phase I Practicum

4 Credits
Provides knowledge and skills contained in division 1, of the 1998 DOT curriculum, module 1 - preparatory, module 2 - airway, module 3 - patient assessment, module 8 - ambulance operations, in compliance with the most current DOT curriculum.
Credit for this course does NOT apply to the Associate in Arts degree.
Corequisite: EMS-2621

EMS-2622
Paramedic Phase II

8 Credits
Provides knowledge and skills contained in the current department of transportation curriculum. Specific modules include module 4 - trauma, module 5 - medical emergencies.
Prerequisites: EMS-2621 and EMS-2621L
Corequisite: EMS-2622L
Credit for this course does NOT apply to the Associate in Arts degree.

EMS-2622L
Paramedic Phase II Practicum

4 Credits
Provides knowledge and skills contained in the current department of transportation curriculum. Specific modules include module 4 - trauma, module 5 - medical emergencies.
Prerequisite: EMS-2621 and EMS-2621L
Corequisite: EMS-2622
Credit for this course does NOT apply to the Associate in Arts degree.

EMS-2623
Paramedic Phase III

6 Credits
Provides knowledge and skills contained in the current department of transportation curriculum for paramedic. Specific modules include module 6 - special considerations, module 5 - medical emergencies (cardiac emergencies management and advanced life support).
Prerequisite: EMS-2622 and EMS-2622L
Corequisite: EMS-2623L
Credit for this course does NOT apply to the Associate in Arts degree.

EMS-2623L
Paramedic Phase III Practicum

2 Credits
Provides knowledge and skills contained in the current department of transportation curriculum for paramedic. Specific modules include module 6 - special considerations, module 5 - medical emergencies (cardiac emergencies management and advanced life support).
Prerequisites: EMS-2622 and EMS-2622L
Corequisite: EMS-2623
Credit for this course does NOT apply to the Associate in Arts degree.

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
Credit for this course does NOT apply to the Associate in Arts degree.

EMS-2667
Paramedic Clinical 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
Credit for this course does NOT apply to the Associate in Arts degree.
**EMS-2668**  
**Paramedic Clinical 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  
Credit for this course does NOT apply to the Associate in Arts degree.

**EMS-2761**  
**Introduction to EMS Instruction**  
3 Credits  
An introductory course for EMS instructors or training officers focusing on program design, teaching methods, student objectives and basic testing/measurement techniques as they apply to EMS training. Simulated patient care and use of Modern EMS equipment are emphasized. Experiences as an EMT, paramedic, registered nurse or physician is mandatory.  
Credit for this course does NOT apply to the Associate in Arts degree.

**EMS-2930**  
**EMS Seminar**  
1 Credit  
Focuses on the discussion of current topics in the EMS field. Content may vary by section. This course may be taken five times for credit.  
Credit for this course does NOT apply to the Associate in Arts degree.

**ENC-0010**  
**College Preparatory Writing I**  
4 Credits  
Designed to provide additional training in written communication skills. The CLAST skills of basic sentence structure, mechanics, and word choice are introduced. Emphasis is placed on how to express ideas in clear, logical standard English and on paragraph development. This class does not satisfy General Education requirements and generates compensatory credit only.

**ENC-0010C**  
**College Preparatory Writing I**  
4 Credits  
Designed to provide additional training in written communication skills. The CLAST skills of basic sentence structure, mechanics, and word choice are introduced. Emphasis is placed on how to express ideas in clear, logical standard English and on paragraph development. This class does not satisfy General Education requirements and generates compensatory credit only.

**ENC-0020**  
**College Preparatory Writing II**  
4 Credits  
Designed to emphasize CLAST skills, including modifiers, parallel structure, and embedding features of compound and complex sentences, coordination and subordination, advanced mechanics, and word use. Basic paragraph and essay structure are also addressed. This class does not satisfy General Education requirements and generates compensatory credit only.  
Prerequisite: ENC 0010 or ENC-0010C or appropriate placement score.

**ENC-0020C**  
**College Prep Writing II**  
4 Credits  
Designed to emphasize CLAST skills, including modifiers, parallel structure, compound and complex sentences, coordination and subordination, advanced mechanics, and word use. Basic paragraph and essay structure are also addressed. This class does not satisfy General Education requirements and generates compensatory credit only.  
Prerequisite: ENC 0010 or ENC-0010C or appropriate placement score.

**ENC-0090**  
**CLAST Grammar Review**  
1 Credit  
CLAST review emphasizing grammar. Previous number for this course was ENC 2090  
Prerequisites: ENC-0020C, REA-0002C or ENC-1101. College level reading and writing skills are required.

**ENC-0091**  
**CLAST Essay Review**  
1 Credit  
CLAST review emphasizing essay.  
Prerequisites: ENC-0020C, REA-0002C or ENC-1101. College level reading and writing skills are required.

**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.  
Prerequisites: A satisfactory score on the HCC placement test or ENC 0020C with a minimum grade of C. College level reading and writing skills are required.

**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. College level reading and writing skills are required.

**ENC-1102H**  
**Honors English Composition II**  
3 Credits  
Same as ENC 1102 with honors content. Honors Institute permission required.  
Prerequisite: ENC 1101 with a minimum grade of C.

**ENC-1151**  
**Technical English I**  
3 Credits  
Designed to help vocational-oriented students improve writing, reading and speaking skills focuses on basic English skills such as dictionary work, developing paragraphs and writing themes.  
Prerequisites: ENC 0020C with a minimum grade of C or better, or satisfactory score on the HCC placement test. College level reading and writing skills are required.  
Credit for this course does NOT apply to the Associate in Arts degree.
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 - 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

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

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, neo-classicism 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.

EPI-0003
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
The 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
The Foundations of Research-Based Practices in Reading
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 reading research as a mechanism to inform instructional practice.

EPI-0020
Professional Foundations
3 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
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.
Corequisite: EPI 0020

EPI-0945
Field Experience – Module 4
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.
Corequisite: EPI 0030
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.
Prerequisite: College level reading, writing and math skills are required.
Corequisite: ESC-1000L

ESC-1000H
Honors Earth Science
3 Credits
Same as ESC 1000 with honors content. Honors Institute permission required.
Prerequisite: College level reading and writing skills are required.
Corequisite: 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.
Prerequisite: College level reading, writing and math skills are required.
Corequisite: ESC-1000

EST-1436C
Biomedical Electronic Systems I
3 Credits
Designed to cover selected topics as outlined by the Florida Curriculum Frameworks for Biomedical Equipment Engineering Technology. Topics covered include: pneumatic systems, optical systems and treatment devices. Lab work will be assigned for all major topics.
Prerequisites: EET-1141C and CET-2113C
Credit for this course does NOT apply to the Associate in Arts degree.

EST-2438C
Biomedical Electronics Systems II
3 Credits
Covers topics from the Florida Curriculum Frameworks for Biomedical Equipment Engineering Technology that are not covered by previous courses. Topics include: electrosurgical generators and equipment, and electrical device hazards.
Prerequisite: EST-1436C
Credit for this course does NOT apply to the Associate in Arts degree.

EST-2439C
Biomedical Electronics Systems III
3 Credits
Covers topics from the Florida Curriculum Frameworks for Biomedical Equipment Engineering Technology that are not covered by previous courses. Topics include diagnostic devices and equipment, testers and analyzers, electrosurgical generators and equipment, and electrical device hazards.
Prerequisite: EST-2438C
Credit for this course does NOT apply to the Associate in Arts degree.

EST-2440C
Biomedical Electronics Systems IV
3 Credits
Covers topics from the Florida Curriculum Frameworks for Biomedical Equipment Engineering Technology that are not covered by previous courses. Continuation of Biomedical Electronics Systems III. Topics include electrosurgical generators and equipment and electrical device hazards.
Prerequisite: EST-2439C
Credit for this course does NOT apply to the Associate in Arts degree.

EST-2939
Biomedical Equipment 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.
Credit for this course does NOT apply to the Associate in Arts degree.

ETD-1030C
Drafting Technology
3 Credits
Focuses on drafting technology, with an emphasis on instruments, processes and technical skills. Topics include orthographic, pictorial, auxiliary, sectional and computer aided design drawings.
Prerequisites: College level reading skills are required.

ETI-1100
Statistical Quality Control
3 Credits
A comprehensive study of the practical application of statistical methods to monitor and continuously improve individual manufacturing processes and equipment performance.

ETI-1181
Quality Systems and Workplace Dynamics
2 Credits
Provides the basic concepts and protocols of modern quality systems found in advanced manufacturing facilities. Topics include relevant total Quality Management (TQM) and the International Standards Organization (ISO) standards for system quality and environmental quality management such as control, statistical process control, manufacturing methodologies.

ETI-1403
Introduction to Advanced Manufacturing Technology
1 Credit
Presents an overview of various advanced manufacturing industries and typical career opportunities of these industries to include circuit board manufacturing, semiconductor manufacturing, thin film and optical component production as well as others. Additionally, this course will orientate the student to the college advance manufacturing facilities and the course of study.

ETI-1411C
Advanced Manufacturing Processes
3 Credits
Explores a variety of advanced manufacturing processes including thin film deposition, chemical vapor deposition, photolithography, diode processing, and metal depositions.
Completion of ETI-1840 is strongly recommended.
ETI-1701
Process Safety and HazMat
2 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-1810C
Electronics & Electricity Technology I
3 Credits
Focuses on electronics technology, with an emphasis on AC and DC circuits, and circuits using magnetism, the structure of matter, functions of transformers and inductors, Ohm's law and Watt's law. Laboratory assignments are included.
Prerequisites: College level reading and math skills are required.

ETI-1815
Introduction to Electronics for Advanced Manufacturing Technology
3 Credits
Provides students with the basic concepts of AC and DC circuits and the essentials of electronic circuits and discrete logic concepts needed to deal with industrial process sensors, control elements, and motor interfaces as typically found in the advanced manufacturing systems. Completion of PHY-1025 is strongly recommended.

ETI-1840
Vacuum Science
3 Credits
This course covers the fundamental concepts of vacuum science especially gas behavior necessary to understand and operate vacuum pumps, gages and vacuum related simple devices that are commonly found in manufacturing environments. Completion of PHY-1025 is strongly recommended. Taking ETI-1840L concurrently is strongly recommended.

ETI-1840L
Vacuum Science Laboratory
1 Credit
Provides hands-on experience with vacuum equipment and systems to reinforce the fundamental concepts of vacuum environments. Completion of PHY-1025 is strongly recommended. Completion of or taking ETI-1840 concurrently is strongly recommended.

ETI-1844
Vacuum Technology and Systems
3 Credits
Provides an introduction to complex vacuum systems, how gasses behave therein, and how the systems are monitored. Additionally, this course explores some advanced manufacturing applications for vacuum systems including chemical vapor deposition, plasma etching, etc. Completion of ETI-1840 and ETI-1840L are strongly recommended. Taking ETI-1844L concurrently is strongly recommended.

ETI-1844L
Vacuum Technology Lab
1 Credit
Provides hands-on exercises to reinforce basic principles of vacuum technology including the operation of pumps and gauges for simple but fundamental equipment and configurations. Completion of PHY-1025 is strongly recommended. Taking ETI-1844 concurrently is strongly recommended.

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-2151C
Process Metrology
3 Credits
This course covers the principles, techniques, and devices of metrology as applied to the procedures and concepts of the quality process. The uses and applications of measurement with various types of instruments and measuring machines are also covered in the laboratory.
Prerequisite: ETI-1403

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 Laboratory
1 Credit
Provides hands-on experiences to reinforce the basic principles of hydraulics 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.

EUH-1000
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.
Prerequisite: College level reading and writing skills are required.

EUH-1000H
Honors The Western World: Origins to Early Modern Europe
3 Credits
Same as EUH 1000 with honors content. Honors Institute permission required.
Prerequisite: College level reading and writing skills are required.

EUH-1001
The 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.
Prerequisite: College level reading and writing skills are required.
EUV-1001H
Honors The Western World: Modern Europe
3 Credits
Same as EUH 1001 with honors content. Honors Institute permission required.
Prerequisite: College level reading and writing skills are required.

EVR-1041
Natural Resource Management With 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
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: BSC-1005C and EVS-1001. College level reading and math skills are required.

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 GIS 2040 or who have had previous experience with GIS software.
Prerequisite: GIS 2040

EVS-1001
Introduction to Environmental Science
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.
Prerequisite: College level reading and math skills are required.

EVS-1026
Chemistry & 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 Resource 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 & 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.
Corequisites: EVS-1183 and EVS-1185
Credit for this course does NOT apply to the Associate in Arts degree.

EVS-1183
Intro 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.
Corequisites: EVS-1181 and EVS-1190
Credit for this course does NOT apply to the Associate in Arts degree.

EVS-1185
Membrane Technologies
3 Credits
This course covers the theory, process and equipment of common membrane water treatment technologies. This course covers the microfiltration, ultrafiltration, electrodialysis, and electrodeionization membrane technologies. Some system design consideration and integration into water treatment systems are provided.
Prerequisite: EVS-1183, EVS-1190 and EVS-1181
Corequisites: EVS-1186 and EVS-2187
Credit for this course does NOT apply to the Associate in Arts degree.

EVS-1186
Membrane Tech II: Nanofilters/Reverse Osmosis
3 Credits
This course covers the theory, process and equipment of common membrane water treatment technologies. This course covers the nonfiltration and reverse osmosis membrane water treatment. Some system design consideration and integration into water considerations and integration into water treatment systems are provided.
Prerequisites: EVS-1183, EVS-1190 and EVS-1181
Corequisites: EVS-1186 and EVS-2187
Credit for this course does NOT apply to the Associate in Arts degree.

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.
Corequisites: EVS-1183 and EVS-2188
Credit for this course does NOT apply to the Associate in Arts degree.
EVS-1893
Comparative Sampling & Analysis Methods
3 Credits
Provides and 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 & 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 and CHM-1025L

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 and EVS-2187
Corequisites: EVS-2188 and EVS-2179
Credit for this course does NOT apply to the Associate in Arts degree.

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 and EVS-2180
Corequisites: EVS-2184, EVS-2939
Credit for this course does NOT apply to the Associate in Arts degree.

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 exchange units, full-train units and electrodeionization.
Prerequisites: EVS-2188, EVS-2179 and EVS-2180
Corequisites: EVS-2182 and EVS-2939
Credit for this course does NOT apply to the Associate in Arts degree.

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 electrodionization units are covered.
Prerequisites: EVS-1183, EVS-1190 and EVS-1181
Corequisites: EVS-1185 and EVS-1186
Credit for this course does NOT apply to the Associate in Arts degree.

EVS-2188
Pretreatment 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 and EVS-2187
Corequisites: EVS-2180 and EVS-2179
Credit for this course does NOT apply to the Associate in Arts degree.

EVS-2179
Water Analysis & 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 and EVS-2187
Corequisites: EVS-2180 and EVS-2188
Credit for this course does NOT apply to the Associate in Arts degree.

EVS-2793
Sources & 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 of 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 & Analysis I
5 Credits
Introduces the theory and methods of analysis of certain inorganic chemical substances 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 & 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 & 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-2894C

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.
Prerequisites: EVS-2179, EVS-2188 and EVS-2180
Corequisites: EVS-2184 and EVS-2182
Credit for this course does NOT apply to the Associate in Arts degree.

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 24 hours per week. 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 Laboratory 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.
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
Corequisite: FAS-2253L

FAS-2253L
Aquacultural Disease Processes Lab
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
Corequisite: 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 and writing skills are required

FAS-2353C
Aquaculture 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 are 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 are 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  
Focusses 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

**FAS-2944L**  
**Aquaculture Field Experience IV**  
3 Credits  
Focusses 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 last of the four field experience courses.  
Prerequisite: FAS-2943L

**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 & construction and fire fighting tactics. Topics include fire suppression & equipment, characteristics and behavior of fire, fire hazard properties of ordinary materials, extinguishing agents and public relations.  
Credit for this course does NOT apply to the Associate in Arts degree.

**FFP-1304**  
**Aerial Operators Course**  
3 Credits  
Covers driving laws and techniques, construction and operation of ladder trucks, aerial platforms and apparatus maintenance.  
Credit for this course does NOT apply to the Associate in Arts degree.

**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.  
Credit for this course does NOT apply to the Associate in Arts degree.

**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.  
Credit for this course does NOT apply to the Associate in Arts degree.

**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.  
Credit for this course does NOT apply to the Associate in Arts degree.

**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.  
Credit for this course does NOT apply to the Associate in Arts degree.

**FFP-2151**  
**Fire Service Information Management**  
3 Credits  
Emphasis on the development and implementation of effective information services systems, strategic planning documentation and technology.  
Credit for this course does NOT apply to the Associate in Arts degree.

**FFP-2280**  
**Management of EMS for Fire Science**  
3 Credits  
Provides a framework for the design and development of an emergency medical program. Focuses on current issues facing emergency medical services today.  
Credit for this course does NOT apply to the Associate in Arts degree.

**FFP-2303**  
**Fire Service Hydraulics**  
3 Credits  
This course will cover the principles of fire service hydraulic formulas and calculations to determine pump pressures. College level reading and mathematics skills are required.  
Credit for this course does NOT apply to the Associate in Arts degree.

**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  
Credit for this course does NOT apply to the Associate in Arts degree.

**FFP-2401**  
**Hazardous Materials I**  
3 Credits  
On site operational practices for hazardous materials in compliance with CFR 1910.120 standards.  
Credit for this course does NOT apply to the Associate in Arts degree.

**FFP-2402**  
**Hazardous Materials II**  
3 Credits  
On site operational practices for hazardous materials in compliance with CFR 1910.120 standards.  
Credit for this course does NOT apply to the Associate in Arts degree.

**FFP-2484C**  
**Hazardous Materials Scene Management**  
3 Credits  
This course will focus on the strategies and safe procedures for mitigating the danger at a hazardous materials incident. The course will meet the requirements set forth by OSHA 1910.120 and CFR 1910.120.  
Credit for this course does NOT apply to the Associate in Arts degree.
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.  
Credit for this course does NOT apply to the Associate in Arts degree.

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.  
Credit for this course does NOT apply to the Associate in Arts degree.

FFP-2521  
Construction Documents & Plans 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.  
Credit for this course does NOT apply to the Associate in Arts degree.

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.  
Credit for this course does NOT apply to the Associate in Arts degree.

FFP-2590  
Management of Fire Prevention Programs  
3 Credits  
Focuses on the ability of chief officers to effectively plan and execute fire prevention investigation functions.  
Credit for this course does NOT apply to the Associate in Arts degree.

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.  
Credit for this course does NOT apply to the Associate in Arts degree.

FFP-2630  
Latent Investigation  
3 Credits  
A survey of the principles of latent fire and arson investigation.

FFP-2701  
Organization/Command Fire Science Operations  
3 Credits  
Focuses on identifying the organizational structure, training, and the application of the incident command system to volunteer programs.  
Credit for this course does NOT apply to the Associate in Arts degree.

FFP-2720  
Executive Fire Officer Leadership/Personnel Management  
3 Credits  
Provides a framework to identify the required skill and abilities necessary for administrative effectiveness and personnel management.

FFP-2730  
Fire Service Organizational Theory  
3 Credits  
Provides a medium to relate current organizational theory to practical application in the fire service.

FFP-2740  
Fire Service Course Delivery  
3 Credits  
Draws from many recognized authorities in exploring the methods and mechanics of imparting information, with an emphasis 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.

FFP-2750  
Financial Management in Fire Service  
3 Credits  
Designed to assist fire executives in the planning and managing of a fiscal program.

FFP-2790  
Analysis of Fire Department Operations  
3 Credits  
Designed for upper level management and officers who will direct operations of maximum involvement at fire or emergency incidents within their community.

FFP-2791  
Interpersonal Management in Fire Science  
3 Credits  
Provides a critical self assessment of individual managerial techniques and the implementation of a successful human resource development plan.

FFP-2801  
Incident Command for Disaster Management  
3 Credits  
Focuses on the command and control of large scale disasters. Emphasis on inter-agency relationships, planning and implementation of a disaster plan, practice drills, and mutual aid agreements.

FFP-2811  
Fire Fighting Tactics and Strategy II  
3 Credits  
Covers advanced fire fighting techniques, with an emphasis on incident command systems.

FFP-2830  
Incident Command/Major Fire Dept Operations  
3 Credits  
Focuses on the command and control for fire officers charged with a greater alarm fire or incident, by emphasizing preplanning, size-up, ICS and safety.
FIL-1000  
Introduction to Film Studies  
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 mise en scene for documentaries. Students apply the essentials of creative filmmaking in both studio and location settings. Prerequisites: CGS-1000 and FIL-1000

FIL-1432C  
Motion Media II: Space & the Environment  
3 Credits  
A continuation of FIL 1420C with emphasis on developing camera techniques in space and the environment. Students will undertake more advanced projects in motion media to further works both technically and conceptually. Prerequisite: FIL 1420C

FIL-2010  
Films of Fantasy and the 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: FIL-1000 or FIL-2030

FIL-2030  
History and Future of Motion Pictures  
3 Credits  
This course explores the history of the motion media, including important films, techniques, and styles from 1900 to the present. It also surveys the industrial and social developments of cinema from the point of view of the artist.

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.
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 not allowed to enroll in this course. These students may see their instructor to take the 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.  
Prerequisite: FRE-1120 or an equivalent course

FSS-1223  
**Food Preparation for Managers**  
4 Credits  
Examines the chemical and physical changes that take place as food is processed. Hands-on experience in the cookery laboratory is included.

FSS-1246C  
**Food Specialties I (Baking)**  
3 Credits  
Covers the fundamentals of baking through the preparation of baked goods, with an emphasis on the proper use and care of equipment, sanitation, hygienic work habits and their conformance with health laws.

FSS-1248C  
**Food Specialties II (Garde Manger II)**  
3 Credits  
Stresses basic Garde Manger principles and the functions and duties of the department as it relates to other kitchen operations. Emphasis is on specialty work which includes ice carving, buffet decorations, equipment and area planning.

FSS-1249C  
**Food Specialties III (Garde Manger II)**  
3 Credits  
Focuses on advanced Garde Manger techniques such as aspics, pates, galantines and buffet table arrangements with an emphasis on equipment and organization.

FSS-1500  
**Food & Beverage Control**  
3 Credits  
Covers inventory control procedures, the determination of inventory cost and efficient space utilization with an emphasis on preparation of daily cost reports and monthly cost summaries. 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.

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.

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.

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.

FSS-2110  
**Food Plans & Menu Preparation**  
3 Credits  
Emphasizes the preparation of a nutritionally balanced cycle menu, portion control, use of leftovers and waste control.

FSS-2120  
**Food Purchase & Storage**  
3 Credits  
Focuses on volume food purchasing, with an emphasis on the legal obligations of vendors and vendees, receiving controls and storing & dispersal.  
Prerequisite: FSS-2110

FSS-2271  
**Beverage Management & Service**  
3 Credits  
Focuses on the purchase, storing and serving of wine and related beverages. Topics include identifying wines, liqueurs, aperitifs and other distillates.  
Prerequisites: College level reading skills are required.

GCO-2230  
**Pumping and Irrigation Systems**  
3 Credits  
This course is designed to allow students to focus on applying water to horticulture crops. Topics will include pumps, water resources, irrigation installation, pipe types and sizing, wire sizing, surge pressure, backflow, back siphon protection, valve locations, selection, sprinkler head location, geographical regions, pumps and pumping, water pressure calculation, cost estimation, troubleshooting and maintenance.

GEB-1011  
**Introduction to Business**  
3 Credits  
Presents an overview of the practices and procedures of the business world, with an emphasis on career selection. Topics include business institutions, problems, organizations and business deals.
GEB-2350  
Introduction to International Business Essentials  
3 Credits  
Prepares students for entry-level positions in international business; for those in the international business environment to broaden their knowledge and to acquire additional skills required for career advancement; and to provide academic opportunities for understanding international business in the global economy of the world.  
Prerequisites: GEB-1011. College level reading and writing skills required.

GEB-2361  
Introduction to International Business Policy Issues  
3 Credits  
Prepares students for entry-level positions in international business; for those in the international business environment to broaden their knowledge and to acquire additional skills required for career advancement; and to provide academic opportunities for understanding policy development and planning in international business in the global economy of the world.  
Prerequisites: GEB-1011, GEB-2350 and FIN-2051  
College level reading and writing skills 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 are not allowed to enroll in this course. These students may see their instructor to take the credit by exam test.

GER-1121  
Elementary German II  
4 Credits  
Enhances the skills taught in GER 1120  
Prerequisite: GER-1120 or an equivalent course

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

GIS-1041  
Survey/Geographic Info Systems & Global Positioning Systems  
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.  
Credit for this course does NOT apply to the Associate in Arts degree.

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.  
Credit for this course does NOT apply to the Associate in Arts degree.
Principles of Disease with Anatomy I
3 Credits
Covers techniques for supervising, motivating and instructing hourly wage employees, writing job descriptions and developing work simplification studies and job audits.
Prerequisites: College level reading, writing and math skills are required.

HIM-1430
Medical Record Content
1 Credit
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.
Credit for this course does NOT apply to the Associate in Arts degree.

HFT-2530
Merchandising/Advertising in Hospitality
3 Credits
Includes the planning of a sales campaign, display of food items, the physical appearance and condition of equipment and property. Community relations and interactions of employees and customers.

HFT-2600
Hospitality Law
3 Credits
Presents a study of the laws, codes and regulations applicable to the hospitality industry.

HFT-2750
Convention Management & Service
3 Credits
Defines the scope and various segments of the convention market, explains what is required to meet individual needs, and explores methods and techniques that lead to better service.

HFT-2840
Maitre D' & Dining Room Service
3 Credits
Presents introductory material on all types of dishes, how and when they are used. Includes the duties of waiters and waitresses, personal hygiene and appearance, basic rules and procedures for serving, accident prevention, familiarization with menu items, banquet service & table settings, and French, Russian and English buffet and smorgasbord service. Ninety hours of work experience in the food laboratory are included.

HFT-2941
Hospitality Management Internship
3 Credits
A work-based learning experience for hospitality management students. Student intern placements will be dependent upon student preferences and availability of participating hospitality institutions. The intern is to complete a minimum of 125 hours of internship experience during the term of enrollment.

HIM-1000
Medical Record Content
1 Credit
Covers the basics of medical record 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.
Credit for this course does NOT apply to the Associate in Arts degree.

HIM-1430
Principles of Disease with Anatomy I
4 Credits
Course content includes: etiology, anatomy, pathophysiology, treatment, and complications of human diseases. Focuses on the anatomy and the disease process of the body systems. Emphasizes general principles, classifications, causes and treatments of diseases, illnesses, and injuries. Common Laboratory and Diagnostic Tests are included.
Credit for this course does NOT apply to the Associate in Arts degree.

HIM-1436
Principles of Disease with Anatomy II
4 Credits
A continuation of Principles of Disease with Anatomy I. Course content includes: etiology, anatomy, pathophysiology, treatment, and complications of human diseases. Focuses on the anatomy and the disease process of the body systems. Emphasizes general principles, classifications, causes and treatments of diseases, illnesses and injuries. Common laboratory and diagnostic tests are included.
Prerequisite: HIM-1430
Credit for this course does NOT apply to the Associate in Arts degree.

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.
Credit for this course does NOT apply to the Associate in Arts degree.

HFT-2941
Hospitality Management Internship
3 Credits
A work-based learning experience for hospitality management students. Student intern placements will be dependent upon student preferences and availability of participating hospitality institutions. The intern is to complete a minimum of 125 hours of internship experience during the term of enrollment.

HFT-2941
Hospitality Management Internship
3 Credits
A work-based learning experience for hospitality management students. Student intern placements will be dependent upon student preferences and availability of participating hospitality institutions. The intern is to complete a minimum of 125 hours of internship experience during the term of enrollment.

HFT-2941
Hospitality Management Internship
3 Credits
A work-based learning experience for hospitality management students. Student intern placements will be dependent upon student preferences and availability of participating hospitality institutions. The intern is to complete a minimum of 125 hours of internship experience during the term of enrollment.
HIM-2272C
Medical Billing & 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 2273C, HSC-1531, and HIM-2253
Credit for this course does NOT apply to the Associate in Arts degree.

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-2273C, HIM-2272C, HSC-1531, and HIM-2253
Credit for this course does NOT apply to the Associate in Arts degree.

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-1430, HIM-1436, HIM- 1442, HIM- 2232, HIM-2253 and HIM-2254
Credit for this course does NOT apply to the Associate in Arts degree.

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-1000, HIM-2273C, APA-1111, SLS-1261, HIM-2253 and HIM-2220
Credit for this course does NOT apply to the Associate in Arts degree.

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: CIS-1931, HSC-1531, HIM-2253, HIM-1000, HIM-1430, HIM-1436, HSC-1641, HIM-2254, HSC-2232 and HIM-1442
Credit for this course does NOT apply to the Associate in Arts degree.

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 & Improvement III
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.

HLP-2000
Introduction to Physical Ed & Recreation
3 Credits
An introduction to the field of physical education health education and recreational activities including historical background, programs, qualifications, techniques, organization and career opportunities.

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.

HSC-1220
Introduction to 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.
Credit for this course does NOT apply to the Associate in Arts degree.

HSC-1530
Terminology For Healthcare Programs
1 Credit
Provides the student with the basic knowledge of the language of healthcare and the formation of complex medical terms. This independent study course is presented in modular design. It utilizes written and reading assignments as well as audiovisual presentations to maximize retention.
Credit for this course does NOT apply to the Associate in Arts degree.

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.
Credit for this course does NOT apply to the Associate in Arts degree.
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.
Credit for this course does NOT apply to the Associate in Arts degree.

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-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-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 the 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 the 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. 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 artifact.
Prerequisites: College level reading and writing skills are required.

HUM-2420
African Humanities
3 Credits
A historical survey of the 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-Colombian 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.

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 life, fiber, fast foods, the four food group plans and popular facts and fallacies. Includes the interpretation of current nutrition information.

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 required.
Credit for this course does NOT apply to the Associate in Arts degree.

HUS-1024
Abnormal Behavior: Etiology & Treatment
3 Credits
Focuses on the basic concepts of mental health and therapeutic interventions, with an emphasis on normal and abnormal behaviors. Topics include concepts of normalcy, models of abnormal designations (medical vs. non-medical) and identification and classification of abnormal behavior.
Credit for this course does NOT apply to the Associate in Arts degree.
HUS-1200  
Introduction to Group Process  
3 Credits  
Provides an introduction to the principles of group interaction, with an emphasis on observation and participation in the group environment. Credit for this course does NOT apply to the Associate in Arts degree.

HUS-1304  
Interpersonal Skills in Human Services  
3 Credits  
Focuses on the learning and proactive of the basic communication and interpersonal skills that are necessary in providing competent mental health and social services. Credit for this course does NOT apply to the Associate in Arts degree.

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 Abuse Disorders  
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. Credit for this course does NOT apply to the Associate in Arts degree.

HUS-1540  
Principles for Understanding and 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  
Credit for this course does NOT apply to the Associate in Arts degree.

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. Credit for this course does NOT apply to the Associate in Arts degree.

HUS-1820  
Counseling and Human Services Practicum I  
3 Credits  
Provides an opportunity to relate theory to practice in a community social service agency. Emphasis is on direct client contact and on understanding the role of the human services professional. Ethical and legal guidelines for client care are emphasized. 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. Prerequisites: HUS 1001, HUS-1024, HUS-1200, HUS-1304  
Credit for this course does NOT apply to the Associate in Arts degree.

HUS 2008  
Psychotherapy: Theory and Practice  
3 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. Credit for this course does NOT apply to the Associate in Arts degree.

HUS-2311  
Strategies 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. Credit for this course does NOT apply to the Associate in Arts degree.

HUS-2541  
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  
Credit for this course does NOT apply to the Associate in Arts degree.


**HUS-2542**  
**Working With Families 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 reviews 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 take 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.  
Prerequisite: HUS-1001  
Credit for this course does NOT apply to the Associate in Arts degree.

**HUS-2821**  
**Counseling and Human Service Practicum II**  
3 Credits  
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. 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.  
Prerequisites: HUS-1820  
Credit for this course does NOT apply to the Associate in Arts degree.

**HUS-2822**  
**Counseling and Human Service Practicum III**  
3 Credits  
Builds on the training received in HUS 2821. Emphasis is on providing effective and professional clinical services to clients and on achieving a sense of professional identity. 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.  
Prerequisites: HUS-2821  
Credit for this course does NOT apply to the Associate in Arts degree.

**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  
Credit for this course does NOT apply to the Associate in Arts degree.

**IDH-2931**  
**Honors Leadership**  
3 Credits  
An honors course in leadership and career theory that emphasizes understanding of oneself as an 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.  
Prerequisite: College level writing and reading skills required.

**IDS-1152C**  
**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 effect the environment. Field trips are possible.  
A special fee will be charged for this course.  
Prerequisites: College level reading, writing and math skills are required.

**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 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 footprinting. 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-1152H**  
**Honors Environmental Science**  
3 Credits  
Same as IDS 1152 with honors content. Honors program permission required.  
Prerequisites: College level reading, writing and math skills are required.

**IDS-2110**  
**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-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-2159
Environmental Issues in Tropical Ecosystems
3 Credits
This course 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 footprinting. 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-2930
Interdisciplinary Travel Study/Service Learning
3 Credits
This course will examine specific cultural regions from a variety of perspectives. It combines classroom activities, scholarly research, travel study, and service learning. Perspectives to be explored in this culture include the historical, social, economic, religious, and artistic (literature, art, architecture, dance, music, ritual). Additionally, the course promotes communication skills and team work.
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.
A special fee will be charged for this course.
Prerequisite: ASL-2130. College level reading and writing skills are required.
Corequisite: INT-2200.
Credit for this course does NOT apply to the Associate in Arts degree.

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.
Prerequisite: ASL-2130. College level reading and writing skills are required.
Corequisite: INT-2200L.
Credit for this course does NOT apply to the Associate in Arts degree.

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-2130. College level reading and writing skills are required.
Corequisite: INT-2200.
Credit for this course does NOT apply to the Associate in Arts degree.

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.
Credit for this course does NOT apply to the Associate in Arts degree.

INT-2210L
Interactive Transliterating Laboratory
2 Credits
Focuses on manually coded sign systems used primarily in educational settings with a focus on the unique role and ethics of an educational interpreter/transliterating techniques.
Prerequisites: ASL-2130. College level reading and writing skills are required.
Credit for this course does NOT apply to the Associate in Arts degree.

INT-2231L
American Sign Language to Spoken English Interpreting
3 Credits
Focuses on advanced skills in interpreting from a signed message to a voiced translation using videotapes and live voice, with an emphasis on more complex constructions in signed stories and dialogues.
Prerequisites: 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 educational interpreter, related vocabulary, use of transliteration and interpreting in various situations.
Prerequisites: College level reading and writing skills are required.
Corequisite: INT-2400L.
INT-2400L
Educational Interpreting Laboratory
1 Credit
Accompanies INT-2400. Live models, video tapes and interaction with
the deaf community will be used to improve expressive and receptive
interpreting skills in specific settings.
Prerequisites: College level reading and writing skills are required.
Corequisite: 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.
Prerequisite: INT-2200
Credit for this course does NOT apply to the Associate in Arts degree.

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.
Prerequisite: 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.
Corequisite: IPM-1011L

IPM-1011L
Plant Pests Laboratory
1 Credit
This course accompanies IPM 1011.
A special fee will be charged for this course.
Corequisite: IPM-1011

IPM-1301
Application of Pesticides & 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.

IPM-2253
Management of Insects and Nematodes
3 Credits
The course will focus on the significance of insects and nematodes to
horticulture. Emphasis will be placed on identification, classification,
signs, symptoms and damage associated with insects and nematodes.
It will also cover beneficial and harmful organisms, and provide
hands-on activities including collecting, inspecting and identifying
these organisms. Characteristics essential to management such as life
cycle and development, body characteristics, feeding habits, habitats,
hosts and control strategies will be included. Management will cover
host spectivity, harmful growth stage, control strategies to include legal,
chemical, cultural, mechanical and biological. Emphasis will be placed
on scouting and IPM strategies used in the horticultural industry.
Prerequisite: IPM-1011

IPM-2302
Applied Materials Chemistry and Calculations
3 Credits
The course focuses on the fundamentals of materials used in
agriculture. Emphasis will be placed on the safe and effective use
of the chemicals used on crops. It will cover theory and provide
practical hands-on activities in calculating chemicals for application.
Chemical composition, formulation, mode of action of materials,
families, application rate and factors affecting the effectiveness of the
applied materials will also be covered. Safety concerns for human
and domestic animals, food, feed, wildlife and aquatic systems will
also be addressed.

IPM-2551
Regulatory Environment of Pest Management
3 Credits
The course will focus on federal, state and local regulations in pest
management. It will address the various agencies with roles in pest
management. The regulatory roles of the USDA, EPA, DOT, DOI, FED,
DOL will be addressed. Federal, state and local regulatory roles on
certification, registration, special local needs, transport, spill, storage,
disposal, restricted pesticide usage will all be covered. Safe use of
pesticides with implication for handlers, groundwater, endangered
species, agriculture and maintaining biological diversity will be
addressed. Laws and acts with regulatory roles in pest management
will be discussed.
Prerequisite: IPM-1011

IPM-2634
Management of Diseases and Weeds
3 Credits
The course will focus on the diseases and weeds that impact Florida’s
agriculture. Emphasis will be placed on identification, classification
and signs and symptoms of disease organisms. Management strategies
to reduce impact of weeds and diseases of the landscape will be
addressed. Characteristics essential to management such as disease
occurrence, causative organisms, pathogenicity, development and
transmission will be discussed. Weed characteristics, identification,
classification, control strategies will be discussed. Principles and
methods crucial to the management of weed and diseases will be
covered, including legal, chemical, cultural, mechanical and biological.
Emphasis will be placed on scouting and IPM strategies used in the
horticultural industry.

ISC-1004C
Integrated Natural Science I
3 Credits
Students will examine integrative concepts in earth system science
and environmental science. Topics include: the scientific method,
the origin of the earth and life, geologic time processes/phenomena,
evolution, ecology, and biological/geochronal cycles. This course
is inquiry based and fully integrated with both laboratory and field
experiences which emphasize active learning strategies.

ISC-1005C
Integrated Natural Science II
3 Credits
Students will examine integrative concepts in earth system science
and environmental science. Topics include: fossils and earth history,
natural catastrophic events, classification of organisms, ecosystems
and how they work, the atmosphere and environment. This course
is inquiry based and fully integrated with both laboratory and field
experiences which emphasize active learning strategies.
Prerequisite: ISC-1004C
ISS-2930
Special Topics Interdisciplinary Social Science
3 Credits
This course focuses on in-depth coverage of one or more topics that are not covered in great detail in other Social Science courses. The course stresses an interdisciplinary approach. Course content varies according to the interests of students and faculty. This course may be repeated one time for credit under a different topic.
Prerequisites: College level reading and writing skills are required.

ITA-1120
Elementary Italian I
4 Credits
Covers the fundamentals of reading, writing, listening and speaking the Italian language while developing an understanding of the Italian culture. Native speakers of Italian are not allowed to enroll in this course. These students may see their instructor to take the credit by exam test.

ITA-1121
Elementary Italian II
4 Credits
A continuation of ITA-1120, this course enhances skills learned in ITA-1120. Native speakers of Italian are not allowed to enroll in this course; these students may see their instructor to take the credit by exam test.
Prerequisite: ITA-1120

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.
Prerequisite: ENC-1101

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 6 times for credit.

LAH-1020
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.

LDE-1310
Irrigation & 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 & 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.
Prerequisites: College level reading and writing skills are required

LIN-1670H
Honors English Grammar and Usage
3 Credits
Same as LIN-1670 with honors content. Honors Institute permission required.
Prerequisites: College level reading and writing skills are required.

LIS-1004
Introduction to Internet Research
1 Credit
This course is delivered via the World Wide Web and Internet e-mail. The course focuses on the methods of accessing information resources available through the Internet. Students will learn to design search strategies, retrieve resources, electronic journals, and electronic text, evaluate and cite Internet sources valuable for research purposes.

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.
Prerequisite: College level reading and writing skills are required.

LIT-2110H
Honors World Literature to 1650
3 Credits
Same as LIT-2110 with honors content. Honors Institute permission required.
Prerequisite: College level reading and writing skills are required.

LIT-2120
World Literature: 1650 to Present
3 Credits
Focuses on literature from the Renaissance to now.
Prerequisite: College level reading and writing skills are required.

LIT-2120H
Honors World Literature: 1650 to Present
3 Credits
Same as LIT-2120 with honors content. Honors Institute permission required.
Prerequisite: College level reading and writing skills are required.

LIT-2370
Introduction to the Bible as Literature
3 Credits
Introduces the student to the study of the Bible from a literary point of view using current critical writings as a resource. As such, the course will establish a foundation for an understanding of the Old and New Testaments from an historical, philosophical and literary perspective.
Prerequisite: ENC-1101 or permission of the instructor

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 in any MAC course precludes credit in MAC-1105
Prerequisite: MAT-1033, minimum grade of C or better, or appropriate score on HCC 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; conditional trigonometric equations; solutions of triangles; vector algebra; parametric equations; polar coordinates; applications.  
Previous credit for MAC-1147 precludes credit for MAC-1114.  
Prerequisite: MAC-1105, minimum grade of C or better or appropriate score on HCC 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; piecewise defined functions; conic sections; matrices and determinants; sequences and series; mathematical induction; binomial theorem; applications.  
Previous credit for MAC-1147 precludes credit for MAC-1140.  
Prerequisite: MAC-1105, with a grade of C or better or appropriate score on HCC placement test.

MAC-1147  
Pre-Calculus Algebra/Trigonometry  
5 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; piecewise defined functions; trigonometric functions, their properties and graphs; inverse trigonometric functions, their properties and graphs; trigonometric identities; conditional trigonometric equations; solutions of triangles; vector algebra; parametric equations; polar coordinates; conic sections; matrices and determinants; sequences and series; mathematical induction; binomial theorem; applications.  
Previous credit for MAC-1114 or MAC-1140 precludes credit for MAC-1147.  
Prerequisite: MAC-1105; Minimum grade B or better or appropriate score on HCC placement test.

MAC-2233  
Calculus for Business & Social Sciences  
3 Credits  
Provides a review of functions and an introduction to limits, with an emphasis on differentiation and integration of algebraic, exponential and logarithmic functions. Topics are directed toward applications in business, economics, and the social and behavioral sciences.  
Previous credit for MAC-2311 precludes credit for MAC-2233.  
Prerequisite: MAC-1105 with a grade of C or better or appropriate score on HCC placement test.

MAC-2311  
Calculus & Analytic Geometry I  
5 Credits  
Focuses on limits, continuity, derivatives, extreme value theorem, mean value theorem, differentials, integration and the fundamental theorem, with an emphasis on sine, cosine and algebraic functions. Topics include rate of change, related rates, extreme values, curve sketching, areas, arc length and volumes.  
Prerequisites: MAC-1140 and MAC-1114 or MAC-1147 with a grade of C or better or appropriate score on HCC placement test.

MAC-2311H  
Honors Calculus/Analytical Geometry I  
5 Credits  
Same as MAC-2311 with honors content. Honors Institute permission required.

MAC-2312  
Calculus & Analytical Geometry II  
5 Credits  
A continuation of MAC-2311. Focuses on differentiation and integration of trigonometric, logarithmic, exponential and hyperbolic functions, integration techniques, indeterminate forms and improper integrals, sequences and series, polar coordinates, conics, rotation of axes and parametric equations.  
Prerequisites: MAC-2311, with a grade of C or better.

MAC-2312H  
Honors Calculus & Analytic Geometry II  
5 Credits  
Same as MAC-2312 with honors content. Honors Institute permission required.  
Prerequisite: MAC-2311; with a minimum grade of C or better.

MAC-2313  
Calculus & Analytical Geometry III  
5 Credits  
A continuation of MAC-2312. Focuses on parametric equations, 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.  
Prerequisite: MAC-2312 with a grade of C or better.

MAD-2104  
Discrete Mathematics I  
3 Credits  
Focuses on sets, relations, functions, combinatorics, graphs, trees, recursion and formal logic. Designed for students majoring in computer science, engineering, mathematics, and other technical fields.  
Prerequisite: MAC-1140; Minimum grade of C or better.

MAN-1021  
Principles of Management  
3 Credits  
Presents basic management principles, including managerial duties and sound management practices.

MAN-1949  
Management 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.  
Credit for this course does NOT apply to the Associate in Arts degree.

MAN-2604  
Intercultural Relations in Business  
3 Credits  
Prepares students for entry-level positions in international business; for those in the international business environment to broaden their knowledge and to acquire additional skills required for career advancement; and to provide academic opportunities for understanding intercultural relations in international business in the global economy of the world.  
Prerequisite: PSY-2012 or ANT-2000
MAN-2761
Strategic Business Management and Leadership
3 Credits
This course examines techniques to creatively vision and analyzes the future to prepare individuals and organizations for future opportunities and threats. Designed to familiarize students with techniques for analyzing the future, critical issues, how the future will impact them as individuals. This course will expand the concepts in MAN 1021, Principles of Management, by focusing on strategies for effective planning management and leadership.

MAP-2302
Differential Equations
3 Credits
Covers first order differential equations including those with separate variables, homogeneous and exact equations and equations made exact 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; Minimum grade of C or better

MAR-1011
Principles of Marketing
3 Credits
An introduction to marketing, covering consumers, product development and pricing, with an emphasis on decision-making and marketing strategy.

MAR-2156
International Marketing
3 Credits
Offered as a required course for the International Business student to provide an understanding of international marketing concepts, trade organizations, cultural elements, business customs and practices, political and legal environment related to the international marketplace, marketing and distribution channels, promotions, market research, and market entry strategies.
Prerequisite: MAR-1011
Credit for this course does NOT apply to the Associate in Arts degree.

MAS-2103
Linear Algebra
3 Credits
Prerequisite: MAC-2312; Minimum grade of C

MAT-0012
Pre-Algebra
4 Credits
Focuses on manipulative skills. Topics include prime numbers, prime factorization, the base ten number system, fractions, decimals, integers, square roots, exponents, use of percent, formulas, measurement, properties of triangles, order of operations, basic linear equations, and introductory algebra. Designed as a preparation for Beginning Algebra. This course does not satisfy general education requirements in math and is awarded compensatory credit only. All students who successfully complete this course are required to complete MAT 0024 and MAT 1033 before enrolling in their first general education mathematics course and are encouraged to do so in consecutive semesters.
Prerequisite: REA 0001C with a grade of “C” or better.

MAT-0020
Integrated Arithmetic and Algebra
6 Credits
This course combines the arithmetic and algebra skills of MAT 0012 and 0024. 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-0024
Beginning Algebra
4 Credits
Provides an introduction to algebra. Topics will include basic linear equations, properties of real numbers, operations involving exponents and polynomials, factoring, quadratic equations, literal equations, systems of linear equations, rational expression equations, applications, graphing of linear equations and inequalities, and an introduction to radical simplification. This course does not satisfy general education requirements in math and is awarded compensatory credit only. All students who successfully complete this course are required to complete MAT 1033 before enrolling in their first general education mathematics course and are encouraged to do so in the consecutive semester. College level reading and writing skills required.
Prerequisite: MAT 0012 with a grade of at least “C” or appropriate score on HCC placement test.

MAT-1033
Intermediate Algebra
3 Credits
Topics include relations, functions, polynomial operations, factoring, absolute value, 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. No credit given if student has prior credit for any MAC course. College level reading and writing skills required.
Prerequisites: MAT 0020 or MAT 0024 with a grade of “C” or better, or appropriate score on HCC placement test.

MCB-1000
Microbiology & 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, infections, resistance, diagnostic testing and immunization.
Prerequisites: College level reading and writing skills are required.
Corequisite: MCB-1000L

MCB-1000L
Microbiology Laboratory
1 Credit
A special fee will be charged for this course.
Prerequisites: College level reading and writing skills are required.
Corequisite: MCB-1000
MCF-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 microorganisms, food in relation to disease, good sanitation control and inspection and the Food Additives Amendment of the Federal Food, Drug and Cosmetic Act.
Prerequisite: College level reading, writing, and mathematics skills required.
Corequisite: MCF-1060L

MCF-1060L
Food Microbiology Laboratory
1 Credit
This course is designed to accompany MCF 1060. Aseptic techniques and the culturing of microorganisms are presented. Various techniques for culturing foods, preparing food counts, preparing food using microorganisms, and sampling the environment for microorganisms are presented.
Prerequisite: College level reading, writing, and mathematics skills required.
Corequisite: MCF-1060

MCF-2010
General Microbiology
3 Credits
Focuses on a survey of general topics in microbiology needed by students majoring in biology, microbiology and allied health. Emphasis is given to the structures, functions, classification, metabolism and genetics of microorganisms. The course explores the interaction between infectious microorganisms and the human body including a survey of typical infectious diseases.
Prerequisite: BSC-1010L
Corequisite: MCF-2010L

MCF-2010L
General Microbiology Laboratory
1 Credit
Prerequisite: BSC-1010L
Corequisite: MCF-2010

MEC-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.

MGG-1106
Mathematics for Liberal Arts I
3 Credits
Topics 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 and prepare students for the mathematics portion of the College Level Academic Skills Test (CLAST). This course may be used to satisfy part of the mathematics general education requirement for the A.A. degree.
Prerequisites: MAT-1033 with a grade of C or better or appropriate score on HCC placement test.

MGG-1107
Mathematics for Liberal Arts II
3 Credits
This course may be used to satisfy part of the mathematics general education requirement for the A.A. 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.
Prerequisites: MAT-1033 with a grade of C or better or appropriate score on HCC placement test.

MGG-1107H
Honors Mathematics for Liberal Arts II
3 Credits
Same as for MGG-1107 with honors content. Honors Institute permission required.

MGG-1119
Introductory Math with Applications
3 Credits
This course is designed to provide a survey of mathematics topics to serve the AAS degree programs. Focuses on sets, probability, statistics, metric measurement, geometry, syllogisms and consumer mathematics with an emphasis on problem solving, reasoning, and the use of a calculator. This course does NOT satisfy the general education mathematics requirement of an AA degree and does not contain the CLAST topics of MGG 1106.
Prerequisite: MAT 0024C with a “C” or better or required score on the HCC placement test.

MGG-2118
CLAST Math Review
1 Credit
Provides preparation for the College Level Academic Skills Test (CLAST), with an emphasis on CLAST competencies. Recommended for students who have failed the computational portion of the Progress Assessment Test (PAT).

MKG-1041
Introduction to Retailing
3 Credits
Covers the retailing field from the perspective of a retail manager and is directed toward new employees and those involved in the total operation of the store. Topics include personnel, inventory and accounting management, buying, selling and displays.
Credit for this course does NOT apply to the Associate in Arts degree.

MKG-1949
Marketing 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.
Credit for this course does NOT apply to the Associate in Arts degree.

MKG-2021
Salesmanship
3 Credits
Covers the basic principles of selling, with an emphasis on finding and qualifying prospects, obtaining the sale and closing it. Techniques are taught through demonstrations, projects and case studies.
Credit for this course does NOT apply to the Associate in Arts degree.
**MKA-2105**
**Marketing Problems**
3 Credits
Focuses on using marketing methods to solve merchandising problems.
Credit for this course does NOT apply to the Associate in Arts degree.

**MKA-2162**
**Creative Selling**
3 Credits
Provides a comprehensive review of effective techniques and procedures for selling customer services. Upon successful completion of this course, the student should be able to describe the process of successful selling in the customer services environment. In addition, the student should be able to define the steps of selling and identify appropriate application. The student will also be able to apply selling principles through role play.
Prerequisite: College level reading skills are required.
Credit for this course does NOT apply to the Associate in Arts degree.

**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-2100**
**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: ENC-1101 and MMC-2000

**MNA-1162**
**Introduction to Customer Service Technology**
3 Credits
Describes the process of functioning effectively in a services economy. Defines and describes the nature and characteristics of services and the ways services need to be marketed due to their intangible core. Topics include service quality, the foundation of services marketing, and the success factors in service marketing.
Credit for this course does NOT apply to the Associate in Arts degree.

**MNA-1320**
**Human Resources 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.
Credit for this course does NOT apply to the Associate in Arts degree.

**MNA-1325**
**Human Resource 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.
Credit for this course does NOT apply to the Associate in Arts degree.

**MNA-2104**
**Team Building & Dynamics**
3 Credits
Describes the basic concepts, processes and principles of team building and team dynamics. Team leadership skills are emphasized. The skills included are total quality management, effective teamwork behavior, brainstorming, and group problem solving. Goal theory and the visioning process will be emphasized to increase organizational productivity through self-evaluation and the use of strategies to achieve individual and group goals.
Credit for this course does NOT apply to the Associate in Arts degree.

**MNA-2313**
**Creative Decision Making**
3 Credits
Focuses on the development of a contemporary approach to problem solving and decision making by combining knowledge and experience with new attitudes.
Credit for this course does NOT apply to the Associate in Arts degree.

**MNA-2400**
**Industrial Relations**
3 Credits
An in-depth study of labor-management relations and the historical, legal and structural factors influencing the behavior of both management and labor. Emphasis is on negotiation, administration and content of labor-management agreements.
Credit for this course does NOT apply to the Associate in Arts degree.

**MSL-1001**
**Foundations of Officership**
2 Credits
Examines the unique duties and responsibilities of officers, organization and role of the Army, review skills pertaining to fitness and communication, analyze Army values and expected ethical behavior.

**MSL-1001L**
**Foundations of Officership Laboratory**
0 Credits
Examines the unique duties and responsibilities of officers, organization and role of the Army, review skills pertaining to fitness and communication, analyze Army values and expected ethical behavior.

**MSL-1002**
**Basic Leadership**
2 Credits
Presents fundamental leadership concepts and doctrine, practice basic skills that underlie effective problem solving, examine the officer experience.

**MSL-1002L**
**Basic Leadership Laboratory**
0 Credits
Presents fundamental leadership concepts and doctrine, practice basic skills that underlie effective problem solving, examine the officer experience.

**MSL-2101**
**Individual Leadership Studies**
2 Credits
Develops knowledge of self, self-confidence, and individual leadership skills, develop problem solving and critical thinking skills, apply communication, feedback, and conflict resolution skills.

**MSL-2101L**
**Individual Leadership Laboratory**
0 Credits
Develops knowledge of self, self-confidence, and individual leadership skills, develop problem solving and critical thinking skills, apply communication, feedback, and conflict resolution skills.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSL-2102</td>
<td>Leadership and Teamwork</td>
<td>2</td>
<td>Focuses on self-development guided by knowledge of self and group processes, challenges current beliefs, knowledge, and skills.</td>
</tr>
<tr>
<td>MSL-2102L</td>
<td>Leadership and Teamwork Laboratory</td>
<td>0</td>
<td>Focuses on self-development guided by knowledge of self and group processes, challenges current beliefs, knowledge, and skills.</td>
</tr>
<tr>
<td>MSL-2900</td>
<td>Army Physical Readiness</td>
<td>1</td>
<td>This course will train students in the unique role of Army physical readiness in sustaining military operations. Students will plan, prepare and conduct military fitness training. Student can receive one credit per semester for up to four semesters.</td>
</tr>
<tr>
<td>MTB-1103</td>
<td>Mathematics for Business</td>
<td>3</td>
<td>Focuses on depreciation, overhead allocation, sales and property taxes, insurance, wages and payrolls, trade and cash discounts, markup and markdown, simple and compound interest, present value, bank discount, installment purchasing and annuities. Prerequisite: MAT 0024C. Credit for this course does NOT apply to the Associate in Arts degree.</td>
</tr>
<tr>
<td>MTB-1304</td>
<td>Using a Graphing Calculator</td>
<td>1</td>
<td>Covers the basic use of graphing calculators with an emphasis on the TI-83 and T-86 calculators. Topics include: basic operations, evaluating expressions, tables, solving linear and nonlinear equations and inequalities, graphs of linear, polynomial, rational and piece-wise defined functions, and identifying the characteristics of graphs. NOTE: A graphing calculator is required. Prerequisite: MAT 0024 with a grade of C or better, or appropriate score on the HCC placement test.</td>
</tr>
<tr>
<td>MTB-1327</td>
<td>Electronics Mathematics</td>
<td>4</td>
<td>Focuses on the basic algebraic and trigonometric skills required in the study of electronics. Topics include algebraic operations, equations, and fractions. Also included are solving simultaneous linear equations, trigonometric functions, right triangle applications, vectors, phasor algebra, and logarithms. Prerequisite: MAT 0024C. Credit for this course does NOT apply to the Associate in Arts degree.</td>
</tr>
<tr>
<td>MTG-2204</td>
<td>Geometry for Teachers</td>
<td>3</td>
<td>Designed for middle and high-school teachers, emphasizes Euclidean geometries. The problems, proofs, and constructions involve line segments, angles, triangles, polygons, circles, parallel lines and similarities. Credit for this course may not be used to meet General Education requirements for the A.A. degree.</td>
</tr>
<tr>
<td>MUL-1010</td>
<td>Introduction to Music</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>MUM-1623</td>
<td>Electronic Music: Introduction to MIDI</td>
<td>3</td>
<td>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</td>
</tr>
<tr>
<td>MUN-1120</td>
<td>Concert Band I</td>
<td>1</td>
<td>Provides for participation in a concert band which performs traditional and contemporary music. This course may be repeated four times for credit.</td>
</tr>
<tr>
<td>MUN-1310</td>
<td>Chorus</td>
<td>1</td>
<td>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.</td>
</tr>
<tr>
<td>MUN-1340</td>
<td>Vocal Ensemble</td>
<td>1</td>
<td>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.</td>
</tr>
<tr>
<td>MUN-1410</td>
<td>String Ensemble</td>
<td>1</td>
<td>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.</td>
</tr>
<tr>
<td>MUN-1420</td>
<td>Woodwind Ensemble</td>
<td>1</td>
<td>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.</td>
</tr>
<tr>
<td>MUN-1430</td>
<td>Brass Ensemble</td>
<td>1</td>
<td>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.</td>
</tr>
<tr>
<td>MUN-1440</td>
<td>Percussion Ensemble, Small Ensemble</td>
<td>1</td>
<td>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.</td>
</tr>
<tr>
<td>MUN-1450</td>
<td>Piano Ensemble</td>
<td>1</td>
<td>Designed to assist the pianist in learning how to perform in ensemble with other musicians. Repertoire will include piano duet and duet-piano works from the standard repertoire. May be repeated for credit each semester. Prerequisite: Approval of instructor.</td>
</tr>
</tbody>
</table>
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 (6) 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.

MUO-1001
Musical Theatre Workshop
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.

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 Credits
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.
Corequisite: MUT-1241L

MUT-1112
Music Theory II
3 Credits
A continuation of MUT 1111.
Corequisite: MUT-1242L

MUT-1241L
Sight Singing & 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.
Corequisite: MUT-1111

MUT-1242L
Sight Singing & 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.
Corequisite: 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.
Corequisite: MUT-2246L

MUT-2117
Music Theory IV
3 Credits
A continuation of MUT 2116.
Corequisite: 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.
Corequisite: 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.
Corequisite: 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’.
Corequisites: MUS-1010 and 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’.
Corequisite: 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.’
Corequisite: MUS-1010 and 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.’
Corequisite: 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.’
Corequisites: MUS-1010 and 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.’
Corequisite: 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.’
Corequisites: MUS-1010 and MUT-1001

MVB-1014
Pre-Principal Fresh 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.’
Corequisite: 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.’
Corequisite: MUS-1010 and 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.’
Corequisite: 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 one time for credit.
Corequisite: 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 one time for credit.
Corequisite: 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 one time for credit.
Corequisite: 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 one time for credit.
Corequisite: 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 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 one time for credit.
Corequisite: 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 one time for credit.
Corequisite: 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 one time for credit.
Corequisite: 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 one time for credit.
Corequisite: 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 one time for credit.
Corequisite: 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 one time for credit.
Corequisite: 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 one time for credit.
Corequisite: 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 one time for credit.
Corequisite: 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 one time for credit.
Corequisite: 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 one time for credit.
Corequisite: 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 one time for credit.
Prerequisite: MVB-1311
Corequisite: 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 one time for credit.
Prerequisite: MVB-1312
Corequisite: 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 one time for credit.
Prerequisite: MVB-1313
Corequisite: 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 one time for credit.
Corequisite: MUS-1010
Prerequisite: MVB-1314

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 one time for credit.
Corequisite: MUS-1010
Prerequisite: MVB-1315

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.'
Corequisites: MUS-1010 and 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.'
Corequisite: 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 one time 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 one time for credit.
Corequisite: 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 one time for credit.
Corequisite: MUS-1010

MVK-1811
Class Piano for Non-Music Majors
1 Credit
Beginning piano for the non-music major. This course may be repeated four times for credit.

MVK-2121
Sophomore Class Piano
1 Credit
Prepares the non-keyboard music major in basic piano proficiency. This course may be repeated one time for credit.
Prerequisite: MVK-1111

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 one time for credit.
Corequisite: 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.'
Corequisites: MUS-1010 and 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.'
Corequisite: 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 one time for credit.
Corequisite: 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 one time for credit.
Corequisite: 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 one time for credit.
Corequisite: 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 one time for credit.
Prerequisite: MVP-1311
Corequisite: 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’.
Corequisite: MUS-1010 and 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’.
Corequisite: 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’.
Corequisite: MUS-1010 and MUT-1001

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’.
Corequisite: MUS-1010 and MUT-1001
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.’  
Corequisite: MUS-1010 and 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.’  
Corequisite: MUS-1010

MVS 1116  
Classical 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 one time for credit.  
Corequisite: 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 one time for credit.  
Corequisite: 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 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 one time for credit.  
Corequisite: 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 one time for credit.  
Corequisite: 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 one time for credit.  
Corequisite: 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 one time for credit.  
Corequisite: 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 one time for credit.  
Corequisite: 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 one time for credit.  
Corequisite: 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 one time for credit.  
Corequisite: 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 one time for credit.  
Corequisite: 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 one time for credit.  
Corequisite: 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 one time for credit.
Corequisite: 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 one time for credit.
Corequisite: 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 one time for credit.
Corequisite: 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 one time for credit.
Corequisite: 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 one time for credit.
Prerequisite: MVS-1311
Corequisite: 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 one time for credit.
Prerequisite: MVS-1312
Corequisite: MUS-1010

MVS-2323
Principal Sophomore 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 one time for credit.
Prerequisite: MVS-1313
Corequisite: 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 one time for credit.
Prerequisite: MVS-1314
Corequisite: 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 one time for credit.
Prerequisite: MVS-1316
Corequisite: 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.’
Corequisite: MUS-1010 and 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.’
Corequisite: MUS-1010

MVV-1111
Elementary Voice
1 Credit
Covers the fundamentals of voice production; designed as a secondary study for the applied piano music major, or as an elective for the non-music major. This course may be repeated four times for credit.

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 one time for credit.
Corequisite: 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 one time for credit.
Corequisite: MUS-1010
MVV-2221
Secondary Sophomore Voice
1 Credit
This course is a continuation of MVV-222X and is designed for the music major who wishes to study a secondary instrument, or for a student who has completed the MVV-10XX level but still does not meet the requirements for entry to the MVV-13XX level course. This course may be repeated one time for credit.
Corequisite: MUS-1010

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.’
Corequisite: MUS-1010 and MUT-1001

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.’
Corequisite: MUS-1010 and MUT-1001

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.’
Corequisite: MUS-1010 and MUT-1001

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.’
Corequisite: MUS-1010 and 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.’
Corequisite: MUS-1010 and 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.’
Corequisite: MUS-1010 and 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.’
Corequisite: MUS-1010

MVW-1013
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.’
Corequisite: MUS-1010 and MUT-1001

MVW-1014
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.’
Corequisite: MUS-1010 and 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.’
Corequisite: MUS-1010 and MUT-1001

MVW-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 one time for credit.
Prerequisite: MVV-1311
Corequisite: 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.’
Corequisite: MUS-1010 and 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.’
Corequisite: MUS-1010
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.’  
Corequisite: 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 one time for credit.  
Corequisite: 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 one time for credit.  
Corequisite: 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 one time for credit.  
Corequisite: 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 one time for credit.  
Corequisite: 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 one time for credit.  
Corequisite: 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 one time for credit.  
Corequisite: 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 one time for credit.  
Corequisite: 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 one time for credit.  
Corequisite: 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 one time for credit.  
Corequisite: 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 one  
time for credit.  
Corequisite: 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 one  
time for credit.  
Corequisite: 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 one  
time for credit.  
Corequisite: 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 one time for credit.
Corequisite: 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 one time for credit.
Corequisite: 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 one time for credit.
Prerequisite: MVW-1311
Corequisite: 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 one time for credit.
Prerequisite: MVW-1312
Corequisite: 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 one time for credit.
Prerequisite: MVW-1313
Corequisite: 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 one time for credit.
Prerequisite: MVW-1314
Corequisite: 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 one time for credit.
Prerequisite: MVW-1315
Corequisite: MUS-1010

NMT-1002
Introduction to Nuclear Medicine Technology
3 Credits
Focuses on the history of nuclear medicine, nuclear medicine procedures, basic concepts of radioactivity, radiation detection, instrumentation, radiation safety and production of radiopharmaceuticals. Field trips to nuclear medicine training facilities are included.
Credit for this course does NOT apply to the Associate in Arts degree.

NMT-1051
Nuclear Medicine Data Analysis
3 Credits
Presents concepts dealing with data acquisition and reduction relative to the practice of nuclear medicine technology.
Credit for this course does NOT apply to the Associate in Arts degree.

NMT-1103
Introduction to Patient Care
2 Credits
Covers the basic concepts of patient care with an overview of proper patient management.
Credit for this course does NOT apply to the Associate in Arts degree.

NMT-1312
Radiation Safety & 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.
Credit for this course does NOT apply to the Associate in Arts degree.
Prerequisite: NMT-1613

NMT-1534
Nuclear Instrumentation
3 Credits
Covers the basic operation of various radiation detection instruments including the Geiger-Muller detector, analyzers, ionization chambers, scanners and cameras.
Corequisite: NMT-1534L
Credit for this course does NOT apply to the Associate in Arts degree.

NMT-1534L
Nuclear Instrumentation Laboratory
1 Credit
Accompanies NMT 1534. Laboratory exercises include plotting gamma spectra, instrument calibration, detector resolution, simultaneous and radio-nuclide quantification.
Corequisite: NMT-1534
Credit for this course does NOT apply to the Associate in Arts degree.

NMT-1613
Nuclear Physics
3 Credits
Covers the basic concepts of atomic, nuclear and radiation physics with an emphasis on the interaction of radiation with matter. Alpha, beta and gamma sources are used with various detection devices to demonstrate these concepts.
Prerequisite: NMT-1051 or NMT-1002
Corequisite: NMT-1534
Credit for this course does NOT apply to the Associate in Arts degree.
NMT-1713 Nuclear Medicine Methodology I
4 Credits
Teaches the foundations of nuclear medicine procedures. Emphasis is given to radiotracer methodology, preparation and properties of radiopharmaceuticals, routine imaging techniques, and radioimmunoassays. Prepares NMT students for the nuclear medicine practicum courses.
Credit for this course does NOT apply to the Associate in Arts degree.

NMT-1723 Nuclear Medicine Methodology II
4 Credits
Teaches non-imaging nuclear medicine procedures as well as some basic imaging methodologies. Special emphasis is given to hematology, ferrokinetics, endocrine functions, and the radioimmunoassay of hormones and drugs. The students are guided in the preparation of their term papers.
Prerequisite: NMT-1713
Credit for this course does NOT apply to the Associate in Arts degree.

NMT-1804 Nuclear Medicine Practicum I
4 Credits
Consists of up to 32 hours per week of clinical training at local hospitals affiliated with the NMT Program. Students follow a rotational schedule. Under the guidance of clinical supervisors and/or hospital staff, students learn routine nuclear medicine procedures while practicing radiation safety at all times.
Credit for this course does NOT apply to the Associate in Arts degree.

NMT-1814 Nuclear Medicine Practicum II
4 Credits
Consists of up to 32 hours per week of clinical training at local hospitals affiliated with the NMT Program. Students follow a rotational schedule. Under the guidance of clinical supervisors and/or hospital staff, students learn techniques in nuclear cardiology and basic tomography of various organ systems.
Credit for this course does NOT apply to the Associate in Arts degree.

NMT-2061 Nuclear Medicine Seminar
3 Credits
A comprehensive review of all aspects of the Nuclear Medicine Technology program.
Credit for this course does NOT apply to the Associate in Arts degree.

NMT-2733 Nuclear Medicine Methodology III
4 Credits
Continues the teaching of routine and special nuclear medicine imaging procedures. The properties of radio-pharmaceuticals and the special instrumentation used in those procedures are also taught. In addition, students present their papers in oral and written form.
Prerequisite: NMT-1723
Credit for this course does NOT apply to the Associate in Arts degree.

NMT-2824 Nuclear Medicine Practicum III
4 Credits
Consists of up to 32 hours per week of clinical training at local hospitals affiliated with the NMT Program. Students follow a rotational schedule. Under the guidance of clinical supervisors and/or hospital staff, students learn SPECT, PET and NMR procedures in cardiology, neurology and oncology.
Prerequisite: NMT-1814
Credit for this course does NOT apply to the Associate in Arts degree.

NUR-1000 Basic Healthcare Concepts/LPN to RN Transition
1 Credit
This course will introduce transition students (LPN/RN) to the nursing process and the role of the associate 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.
Corequisite: NUR 1260C
Credit for this course does NOT apply to the Associate in Arts degree.

NUR-1002C Transition Nursing Process I
3 Credits
Introduction to the nursing process and the role of the Associate Degree Registered Nurse utilizing previous knowledge and skills. The course will cover nursing theory and history, legal and ethical issues, communication skills, cultural diversity and common health problems.
Credit for this course does NOT apply to the Associate in Arts degree.

NUR-1004C Basic Nursing Skills Procedures
6 Credits
Provides an opportunity to review, practice or acquire basic nursing procedures with an Emphasis is on performance evaluation in both simulated laboratory and actual clinical settings. Designed for students enrolled in the transition option of the nursing program.
Corequisite: BSC-1086
Credit for this course does NOT apply to the Associate in Arts degree.

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.
Credit for this course does NOT apply to the Associate in Arts degree.

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-1142
Introduction to Math/Pharmacology
1 Credit
Introduction to the principles and concepts related to pharmacology and the administration of medications. This course builds a solid foundation of the understanding enabling the student to calculate and administer medications competently within a nursing process framework.
Corequisite: BSC-1086
Credit for this course does NOT apply to the Associate in Arts degree.

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
Corequisite: BSC-1086
Credit for this course does NOT apply to the Associate in Arts degree.

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 biopsychosocial 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
Credit for this course does NOT apply to the Associate in Arts degree.

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.
Credit for this course does NOT apply to the Associate in Arts degree.

NUR-2460C
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 biopsychosocial needs of this population. Content will continue to enhance the students understanding of pharmacology, communication, teaching, legal/ethical, and computer literacy concepts.
Prerequisite: NUR-1000 and NUR-1260C
Corequisite: NUR-2520C
Credit for this course does NOT apply to the Associate in Arts degree.
NUR-2823C
Leadership in Health Care
2.50 Credits
This is a capstone course integrating all theory and clinical objectives and focusing on nursing leadership. Decision making, management theory and practice are emphasized. Clinical experiences compliment theoretical content.
Credit for this course does NOT apply to the Associate in Arts degree.

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 are required.
Corequisite: OCB-2000L

OCB-2000H
Honors Marine Biology
3 Credits
Same as OCB 2000 with honors content. Honors Institute permission required.
Corequisite: OCB-2000H

OCB-2000L
Marine Biology Laboratory
1 Credit
Accompanies OCB 2000; the emphasis is on experiments and field trips.
Corequisite: OCB-2000

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.
Credit for this course does NOT apply to the Associate in Arts degree.

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.
Credit for this course does NOT apply to the Associate in Arts degree.

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.
Credit for this course does NOT apply to the Associate in Arts degree.

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.
Credit for this course does NOT apply to the Associate in Arts degree.

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.
Credit for this course does NOT apply to the Associate in Arts degree.

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 handwork of ophthalmic prescription eyewear. This course is a continuation of Ophthalmic Laboratory I.
Credit for this course does NOT apply to the Associate in Arts degree.

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.
Credit for this course does NOT apply to the Associate in Arts degree.

OPT-1460L
Ophthalmic Dispensing I Laboratory
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 multifocal lenses for duplication, measurement of frames and mountings, and the measurement of PDs.
Credit for this course does NOT apply to the Associate in Arts degree.

OPT-1666
Safety & 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.
Credit for this course does NOT apply to the Associate in Arts degree.

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.
Credit for this course does NOT apply to the Associate in Arts degree.

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.
Credit for this course does NOT apply to the Associate in Arts degree.
**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.

Credit for this course does NOT apply to the Associate in Arts degree.

**OPT-2375L**

**Refraction 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.

Credit for this course does NOT apply to the Associate in Arts degree.

**OPT-2376L**

**Refraction 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.

Credit for this course does NOT apply to the Associate in Arts degree.

**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.

Credit for this course does NOT apply to the Associate in Arts degree.

**OPT-2461L**

**Ophthalmic Dispensing II Laboratory**

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 calipering of lenses and frames, the facial measurements of orders (PD and seg heights), frame repair and the identification of various types of lenses.

Credit for this course does NOT apply to the Associate in Arts degree.

**OPT-2463L**

**Ophthalmic Skills Lab 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.

Credit for this course does NOT apply to the Associate in Arts degree.
This course will explore the hazards of and contribution of the horticultural industry on the environment. It will focus on providing sound practices for a safe environment. Topics will include but not limited to, water contamination sources, soil contamination, industry and farm roles in contamination, ecology of pesticides, invasive exotic species and their control, soil subsidence, wetland mitigation, habitat restoration, urban wildlife, plants and air quality, remediation, plant use in environmentally sensitive design and xeriscaping.

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. Credit for this course does not apply to the Associate in Arts degree.

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. Credit for this course does not apply to the Associate in Arts degree.

This course focuses on low volume irrigation systems and their advantages and disadvantages of low volume irrigation in the landscape. Areas to be covered include irrigation for lawn and landscape, crops, shrubs, the diagnosis of landscape problems and landscape structure repair.

This course focuses on the physiological and environmental factors affecting growth and yield of ornamental crops and greenhouse and field production. Prequisite: HOS-1010 and BOT-1000

This course is designed to provide hands-on teaching experiences on outdoor and horticultural vocational skills. The skills will be those required for certification by the Florida Nursery and Growers Association, and employers in the areas of landscape technicians, contracting, landscape design and installation.

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-1300
Computer Software for Irrigation
3 Credits
Focuses on the use of computers and software for irrigation systems. Topics to be covered include golf course, athletic fields, nursery, parks, residential and commercial properties and irrigation scheduling. Introduction to products such as basics and commercial software as well as the WWW as a tool for marketing and understanding software systems will also be included.

ORH-1309
Irrigation Troubleshooting and Repair
3 Credits
Students will learn and develop knowledge of the components of troubleshooting and repairing systems. Students will be able to use diagnostic tools of sight, equipment to solve problems. Students will be able to understand the reasons for poor or non-performance in a system. Manufacturers, materials and supplies, availability, costs and estimating repairs will be addressed.
Prerequisite: LDE-1310

ORH-1312
Residential Irrigation Design
3 Credits
Topics include cost, water, resources, crops, soil and terrain. Zoning, pipes and fittings, layout, installation, maintenance will also be addressed. Students will get hands-on exercises in residential designs and be able to understand the factors that impact the designing of residential landscapes. The use of technology such as computer and the WWW in irrigation designs will be addressed.
Prerequisite: LDE-1310

ORH-1314
Commercial Irrigation Design
3 Credits
Provides the foundation for effective systems commercial water management. Emphasis will be placed on athletic fields, golf courses, parks, schools, housing developments, resorts and commercial crop production. Determining water requirements to meet the needs of plants based on soil, plant and atmosphere relation and components of systems will be covered. Students will be able to understand and use computers as a tool in irrigation design and will estimate cost effectiveness of designs.
Prerequisite: LDE-1310

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-1515
Plant Identification II
3 Credits
Focuses on the identification of 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 insitu 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.

ORH-1851
Landscape Installation
3 Credits
Focuses on preparing students for certification in landscape installation and maintenance. Emphasizes landscape crew supervision, reading plans, construction, establishing lawns, planting and transplanting, watering, pest and weed control, chemicals and fertilizers.

ORH-1873
Interiorscaping
3 Credits
Focuses on the interior use of ornamental plants. Topics include appropriate species, design, installation, maintenance and acclimation. Also addresses business aspects, including leasing, rental and bidding.

ORH-1936
Irrigation Seminar
3 Credits
The course is designed to expose students to and provide information on irrigation topics that are common in agriculture. Students will prepare and present seminar, attend field trips to operations utilizing different irrigation systems and attend instructional seminars given by professionals.
Prerequisite: LDE-1310 and HOS-1010

ORH-2212
Principles of Woody Ornamental Plants
2 Credits
Focuses on nursery design, structures, irrigation systems and watering practices, equipment, media components and preparation, fertilization, management theory of wholesale nursery production and operations. Topics include weed control, pest management and physiological disorders.
Prerequisite: SOS-1102, HOS-1030, BOT-1000 and PLS-1002
Corequisite: ORH-2212L

ORH-2212L
Principles of Ornamental Plants Lab
2 Credits
Practical, hands-on application of techniques learned in Principles of Woody Ornamental Plant Production classroom sessions. Potting activities, weed control, chemical application and fertilization will be performed plus field trips to area nurseries for practical application appraisal.
Corequisite: ORH-2212
ORH-2251
Florida Horticulture Professional Preparation
3 Credits
This course will offer a broad perspective of the nursery industry. Topics will include but not limited to, business management, nursery organization and development, marketing, inventory control, cultural practices, pest management, employer/employee relations, and industry requirements.

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-1211
Shorthand I
3 Credits
Basic course covering shorthand theory and dictation with options of alpha or symbol methods.
Prerequisite: OST-1330 and OST-1100

OST-1330
Skills for Transcription
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-1345
Forms Design and Management
2 Credits
Focuses on the creation of business forms, emphasizing design of both paper and electronic forms. Various software programs may be used to design forms. Also focuses on management of forms in a business organization. Emphasis is placed on the procedures for establishing and maintaining a forms management program.

OST-1355
Records Information
3 Credits
Provides a general overview of records management, focusing on manual and electronic filing systems and procedures, the creation and organization of files, scheduling, maintaining, storing and retrieving of records, and the scope and employment potential in the field.

OST-1382
International Office Protocol
1 Credit
Focuses on the tasks required of office personnel employed by organizations doing business internationally.

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.
Prerequisite: CGS-1000 or permission of instructor.

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.
Prerequisite: OST-1813 or permission of instructor.

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-1833
Introduction to Windows III
1 Credit
Advanced course covering Windows commands.
Prerequisite: OST-1832 or permission of instructor.
COURSE DESCRIPTIONS

OST-1941
OST Internship
3 Credits
On-the-job training related to the coursework completed at HCC in the Office Administration program. Involves a “learning by doing” educational approach. Paid or unpaid internships will be provided at HCC and Tampa area businesses.

OST-1949
Co-Op Office Education
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.

OST-2131
Legal Document Production on the PC
3 Credits
Covers basic skills, with an emphasis on legal terminology and the preparation of legal documents. Topics include fill-in forms, derivation of information from one document for inclusion in another, and spelling. A minimum of one hour per week in the laboratory is required.

OST-2135
Medical Document Production on the PC
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-2251
Legal Shorthand
3 Credits
Focuses on legal terminology and secretarial procedures that are unique to the law office, with an emphasis on taking legal dictation and transcribing it accurately. A minimum of one hour per week in the laboratory is required. Prerequisite: OST-1110 and OST-1211

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-2402
Office Procedures
3 Credits
Provides a comprehensive review of office skills and procedures, with an emphasis on problem solving, decision making, and work habits. May use personal information management software. Prerequisite: OST-1741

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-2601
Machine Transcription/Terminology
3 Credits
Covers basic dictation and transcription techniques. Specialized vocabulary is emphasized, and students can choose the legal, medical or general options. Prerequisite: OST-1110 and OST-1330

OST-2611
Medical Transcription I
3 Credits
Provides a working knowledge of the transcription of medical reports based on individual case studies. Prerequisite: OST-1330, OST-1741 and CGS-1500

OST-2612
Medical Transcription II
3 Credits
Presents advanced transcription of medical reports, with an emphasis on speed and accuracy. Prerequisite: OST-2611

OST-2722
Advanced Word Processing
3 Credits
Focuses on advanced word processing functions such as macros, math calculations, equation-editor, tables, column formats, importing and exporting files, text imaging and formatting, integrating graphics, generating tables of contents, indexes, and lists. Topics include design techniques for production of multi-page documents such as newsletters, brochures, reports, and flyers. Prerequisite: OST-2743

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 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 by repeating this course three times for credit. However, only one Credit hour will apply toward meeting program graduation requirements. Prerequisite: OST-2742

OST-2826
Desktop Graphics
3 Credits
Covers the basics of graphics software, focusing on techniques for creating original art. Topics include composition, colorization and scanning.
PCB-1730
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 diseases and heredity.
Prerequisite: College level reading, writing and math skills are required.
Corequisite: PCB-1730L

PCB-1730L
Human Reproduction and Inheritance Lab
1 Credit
A laboratory course designed to reinforce concepts covered in PCB 1730.
Corequisite: PCB-1730

PEL-1121
Golf
2 Credits
Teaches the skills of recreational golf. This course may be repeated two times 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-1342
Intermediate Tennis
2 Credits
Teaches the skills, techniques and strategies of recreational tennis on an intermediate level. Topics include the development of the overhead, the net game, lobs, spins and drop shots.

PEL-1441
Racquetball
2 Credits
Teaches the skills of recreational racquetball. Topics include terminology, rules, strategy and etiquette. Equipment is not furnished. This course may be repeated two times for credit.

PEL-1621
Basketball
2 Credits
Teaches the skills and strategies of recreational basketball.

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 two times for credit.

PEM-1141
Aerobics
1 Credit
A fitness activity that combines principles of dance, calisthenics and aerobic. This program is based on the principles of continuous movement and is designed to improve cardiovascular endurance. This course may be taken four times without penalty.

PEM-1405
Judo and Self Defense
1 Credit
An activity course designed to provide knowledge of basic self-defense techniques and skills necessary to enjoy and participate in the sport of Judo. A gi (uniform) is required for participation in this course.

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 feed back. Dancers will learn routines to showcase their artistry. This course may be repeated two times for credit.

PEM-136C
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.

PET-2622C
Prevention and Care of Athletic Injuries
3 Credits
Focuses on the prevention and care of athletic injuries with an emphasis on modern equipment, supplies and therapeutic aids, and athletic training as a career. Topics include professional relationships with physicians and coaches, medical examination, referrals and follow-up care.

PGY-1401C
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-1410C
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, collages, and the production of a cohesive exhibition quality body of work.
Prerequisite: PGY-1401C

PGY-2000
History of Photography
3 Credits
Focuses on exploring early photographic processes, various trends, and their applications. The evolution of photography and the impact of this progressive medium on the growth, culture, and communication in the world today will also be examined. Major emphasis will be on the inventors, entrepreneurs, artists, and the network they formed which provided the foundation on which the visual syntax inlay art changed and expanded expression throughout the 20th century.
Prerequisites: College level reading and writing are required.

PGY-2450C
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-1410C

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-1401C

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 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.

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. Transfer credit is the prerogative of the receiving institution.
Prerequisite: PGY-1401C or PGY-1410C or permission of instructor.

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.
Prerequisite: College level 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.
Prerequisite: College level 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.
Prerequisite: College level reading and writing skills are required.

PHI-1600
Ethics
3 Credits
Covers several major ethical theories in philosophy and their applications, including contemporary issues.
Prerequisite: College level reading and writing skills are required.

PHI-1600H
Honors Ethics
3 Credits
Prerequisite: College level reading and writing skills are required.

PHY-1025
Fundamental 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.
Prerequisite: College level reading, writing and math skills are required.
Corequisite: PHY-1025L
PHY-1025L  
**Fundamental of Physics Laboratory**  
1 Credit  
A physics laboratory course designed primarily for students lacking laboratory experience who need the background prior to taking PHY 1053L 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.  
Prerequisite: College level reading and writing skills are required.  
Corequisite: PHY-1025  

**PHY-1053**  
**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. Note: PHY 2049C should be added to the sequence. PHY 1053-54 by students needing general physics with calculus.  
Prerequisite: PHY-1025L; College level math skills are required.  
Corequisite: PHY-1053L  

**PHY-1054**  
**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.  
Prerequisite: PHY-1053 and PHY-1053L  
Corequisite: PHY-1054L  

**PHY-2048**  
**General 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  
Corequisite: PHY-2048L  

**PHY-2048L**  
**General Physics with Calculus I Lab**  
1 Credit  
Prerequisite: College level math skills are required.  
Corequisite: PHY-2048  

**PHY-2049**  
**General Physics with Calculus II**  
4 Credits  
Second semester of general physics and laboratory for physics majors and engineering students.  
Prerequisite: MAC-2312, PHY-2048 and PHY-2048L  
Corequisite: PHY-2049L  

**PHY-2049C**  
**General Physics with Calculus**  
4 Credits  
Presents calculus as an analytical, unifying, and problem-solving tool in relation to the concepts studied in General Physics. Laboratory portions of the course will include advanced experiments, including computer assisted experimental data analysis. Intended for engineering and physics majors who have completed a non-calculus based physics course.  
Prerequisite: PHY-1054, PHY-1054L and MAC-2312  
Corequisite: MAC-2313  

**PHY-2049L**  
**General Physics with Calculus II Lab**  
1 Credit  
Prerequisite: AC-2312, PHY-2048 and PHY-2048L  
Corequisite: PHY-2049  

**PLA-1003**  
**Introduction to 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/Trust/Probate**  
3 Credits  
Presents a survey of estate planning and administration including the preparation of wills, trusts, probate forms and guardianship procedures.
COURSES

PLA-1611
Real Estate Law/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.
Prerequisites: 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 re-organizations, 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.
Prerequisite: College level reading and writing are required.

PLA-2612
Real Estate Law/Property Transaction 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 well as 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.

PLS-1220
Plant Propagation
2 Credits
Focuses on the basic practical skills regarding containers, budding hormones, preparations of the media, the collection of seed, seed treatments and all areas of propagation.
Corequisite: PLS-1220L

PLS-1220L
Plant Propagation Lab
2 Credits
Field experience in the use of containers preparation of media, collection of seeds, use of hormones, and seed treatments. Students will participate in propagation processes relating to cutting, seeds, air layering, grafting and tissue culture.
Corequisite: PLS-1220

POS-1001
Introduction to Political Science
3 Credits
Covers the basic concepts and theories of government and politics.
Prerequisite: 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.  
Prerequisite: 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.

POS-2930  
**Selected Topics in Political Science**  
3 Credits  
Provides an in-depth study of topics in political science not covered in other courses.  
Prerequisite: POS-2041

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.  
Prerequisite: College level reading, writing and math skills are required.  
Corequisite: PSC-1515L

PSC-1515L  
**Energy and the Environment Lab**  
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.  
Prerequisite: College level reading, writing and math skills are required.  
Corequisite: 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.  
Prerequisite: 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 one time for credit.  
Prerequisite: PSY-2012. College level reading and writing skills are required.

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.

RAT-1614  
**Radiation Therapy 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.  
Credit for this course does NOT apply to the Associate in Arts degree.

RAT-1618  
**Radiation Therapy 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  
Credit for this course does NOT apply to the Associate in Arts degree.

RAT-1800  
**Introduction to Radiation Therapy Clinic I**  
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, RAT-2001C and admission to the Radiation Therapy or Radiation Therapy Specialist Programs.  
Credit for this course does NOT apply to the Associate in Arts degree.  
Corequisite: RTE-1157

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.  
Credit for this course does NOT apply to the Associate in Arts degree.
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
Credit for this course does NOT apply to the Associate in Arts degree.

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
Corequisite: RAT-2902L
Credit for this course does NOT apply toward an Associate in Arts degree.

RAT-2023
Principles and Practices of 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.
Credit for this course does NOT apply to the Associate in Arts degree.

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.
Credit for this course does NOT apply to the Associate in Arts degree.

RAT-2242
Principles and Practices of 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.
Credit for this course does NOT apply to the Associate in Arts degree.

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 multi-disciplinary 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-2620, and admission to AS or certificate Radiation Therapy program
Corequisite: RAT-1810
Credit for this course does NOT apply to the Associate in Arts degree.

RAT-2619L
Computer Application/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
Credit for this course does NOT apply to the Associate in Arts degree.

RAT-2620
Radiation Therapy Physics III
3 Credits
Provides the student with the fundamentals of 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
Credit for this course does NOT apply to the Associate in Arts degree.

RAT-2621C
Radiation Therapy Physics IV
3 Credits
Provides the students 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
Credit for this course does NOT apply to the Associate in Arts degree.
Simulation Laboratory I

RAT-2804
Radiation Therapy Clinic 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 and admission to the Radiation Therapy program

RAT-2814
Radiation Therapy Clinic 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. Students will refine that behavior which demonstrates competence in the field of radiation therapy at the level of job entry radiation therapists.
Prerequisite: RAT-2804 and admission to the Radiation therapy and Radiation Therapy Specialist programs
Corequisite: RAT-2901L
Credit for this course does NOT apply to the Associate in Arts degree.

RAT-2824
Radiation Therapy Clinic 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 and admission to the Radiation Therapy and Radiation Therapy Specialist programs
Corequisite: RAT-2902L
Credit for this course does NOT apply to the Associate in Arts degree.

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.
Credit for this course does NOT apply to the Associate in Arts degree.
Corequisite: 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 anthropomorphicic 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.
Corequisite: RAT-2901
Credit for this course does NOT apply to the Associate in Arts degree.

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.
Corequisite: RAT-2902L
Credit for this course does NOT apply to the Associate in Arts degree.

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 and admission to the Radiation therapy and Radiation Therapy Specialist Programs.
Corequisites: RAT-2902, RAT-2021
Credit for this course does NOT apply to the Associate in Arts degree.

REA-0001 College Preparatory Reading I

4 Credits
Develops basic reading skills necessary for success in a college program of studies. Topics include vocabulary and comprehension skills, test taking skills, outlining, time management, highlighting and concentration, as well as, emphasis on flexible rate of varied reading tasks. This class does not satisfy General Education requirements and generates compensatory credit only.

REA-0001C College Preparatory Reading I

4 Credits
Develops basic reading skills necessary for success in a college program of studies. Topics include vocabulary and comprehension skills, test taking skills, outlining, time management, highlighting and concentration, as well as, emphasis on flexible rate of varied reading tasks. This class does not satisfy General Education requirements and generates compensatory credit only.

REA-0002 College Preparatory Reading II

4 Credits
Develops basic reading skills necessary for success in a college program of studies as well as CLAST reading competencies. Topics include vocabulary skills, structural analysis, context clues, word analogies, and denotation and connotation. Emphasis is placed on critical thinking through three levels of comprehension: literal, inferential, and applied. This class does not satisfy General Education requirements and generates compensatory credit only.
Prerequisite: REA-0001C or REA-0001 or appropriate placement score.

REA-0002C College Preparatory Reading II

4 Credits
Develops basic reading skills necessary for success in a college program of studies as well as CLAST reading competencies. Topics include vocabulary skills, structural analysis, context clues, word analogies, and denotation and connotation. Emphasis is placed on critical thinking through three levels of comprehension: literal, inferential, and applied. This class does not satisfy General Education requirements and generates compensatory credit only.
Prerequisite: REA-0001C or REA-0001 or appropriate placement score.
REA-0010
CLAST Prep Reading
1 Credit
Focuses on increasing critical reading and study skills by providing individualized instruction, based on test scores; designed to prepare students for the College Level Academic Skills Test (CLAST). This course generates compensatory credit only.

REA-1105
College Reading I
3 Credits
Designed to improve reading skills. Focuses on comprehension, vocabulary and study techniques. Individualized instruction, based on pre-tests is provided.
Prerequisite: REA 0020 or REA-0002C or college level reading.

REA-1106
College Reading II
3 Credits
Designed to enhance reading skills. Focuses on developing critical reading skills such as comprehension, understanding inferences, distinguishing facts and opinions, and recognizing the author's tone. Vocabulary and study skills are also emphasized. Individualized instruction, based on pre-tests is provided.
Prerequisite: REA-1105

REA-1605
College Study Skills
3 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-2205
Advanced College Reading I
3 Credits
Designed to improve reading skills. Focuses on vocabulary, rate improvement, study techniques, critical/analytical reading, logical inferences, detecting bias, and drawing conclusions. Individualized instruction, based on pre-tests will be provided.
Prerequisite: REA-1106

REA-2206
Advanced College Reading II
3 Credits
Designed to enhance college reading skills. Focuses on critical reading, rate flexibility and study techniques. Individualized instruction, based on pre-test scores is provided. Designed to prepare students for the College Level Academic skills Test (CLAST).
Prerequisite: REA 0002, or REA-0002C or college level reading.

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.
Prerequisite: 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.
Prerequisite: 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.
Prerequisite: 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.
Credit for this course does NOT apply to the Associate in Arts degree.

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.
Credit for this course does NOT apply to the Associate in Arts degree.

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.
Credit for this course does NOT apply to the Associate in Arts degree.

RET-1503
Cardiopulmonary Pathophysiology
6 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.
Credit for this course does NOT apply to the Associate in Arts degree.

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.
Credit for this course does NOT apply to the Associate in Arts degree.
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.
Credit for this course does NOT apply to the Associate in Arts degree.

RET-2264C
Principles of 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.
Credit for this course does NOT apply to the Associate in Arts degree.

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.
Credit for this course does NOT apply to the Associate in Arts degree.

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.
Credit for this course does NOT apply to the Associate in Arts degree.

RET-2533C
Advanced Respiratory Care
6 Credits
Coursework focuses on hemodynamic monitoring, pulmonary function testing, sleep apnea, medical reimbursement, homecare and rehabilitation of the cardiopulmonary patient. The course work will include a lab to allow experience performing advanced diagnostic skills.
Credit for this course does NOT apply to the Associate in Arts degree.

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.
Credit for this course does NOT apply to the Associate in Arts degree.

RET-2834
Respiratory Care 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.
Credit for this course does NOT apply to the Associate in Arts degree.

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.
Credit for this course does NOT apply to the Associate in Arts degree.

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 and RET-2835
Credit for this course does NOT apply to the Associate in Arts degree.

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.
Credit for this course does NOT apply to the Associate in Arts degree.

RTE-1000
Introduction to Radiography
1.50 Credits
Covers all aspects of radiographic image production from the X-ray tube to the image receptor with emphasis on basic radiation protection practices. Radiographic formulae are introduced and fundamental concepts of radiation interactions are addressed.
Corequisite: HSC-1220
Credit for this course does NOT apply to the Associate in Arts degree.

RTE-1111
Introduction to Radiography Patient Care
1.50 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.
Corequisites: RTE-1000, HSC-1220
Credit for this course does NOT apply to the Associate in Arts degree.

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 and RAT-2001C
Credit for this course does NOT apply to the Associate in Arts degree.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
<th>Prerequisites</th>
<th>Corequisite</th>
<th>Credit for this course does NOT apply to the Associate in Arts degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTE-1308</td>
<td>Radiation Protection and Safety</td>
<td>2</td>
<td>Focuses on radiation safety/protection practices for both patients and personnel. Laboratory exercises are included in this course.</td>
<td>Prerequisite: RTE-1000 and admission to the Radiography program</td>
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<tr>
<td>RTE-1418</td>
<td>Principles of Radiographic Exposure I</td>
<td>3</td>
<td>Covers the principles of radiographic exposure to include prime factors, radiographic quality, latent image formation, intensifying screens, tube rating charts and radiographic accessory devices.</td>
<td>Prerequisites: RTE-1000, RTE-1607, and admission to Radiography Program</td>
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</tr>
<tr>
<td>RTE-1418L</td>
<td>Principles Radiographic Exposure I Lab</td>
<td>1</td>
<td>Provides the students the opportunity to radiographically demonstrate viz. lab exercises exposure concepts as delivered in lectures.</td>
<td>Prerequisites: RTE-1000, RTE-1607 and admission to Radiography program</td>
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<tr>
<td>RTE-1457</td>
<td>Principles Radiographic Exposure II</td>
<td>1</td>
<td>Focuses on darkroom chemistry, processor design and sensitometry used to monitor processor conditions.</td>
<td>Prerequisites: RTE-1418 and RTE-1418L</td>
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<tr>
<td>RTE-1503</td>
<td>Radiographic Positioning I</td>
<td>3</td>
<td>Focuses on proper positioning for various projections of the chest, abdomen and skeletal system.</td>
<td>Prerequisite: Admission to the Radiography program</td>
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<tr>
<td>RTE-1503L</td>
<td>Radiographic Positioning I Laboratory</td>
<td>1</td>
<td>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.</td>
<td>Prerequisite: Admission to the Radiography Program</td>
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</tr>
<tr>
<td>RTE-1513</td>
<td>Radiographic Positioning II</td>
<td>3</td>
<td>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.</td>
<td>Prerequisite: RTE-1503</td>
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<tr>
<td>RTE-1513L</td>
<td>Radiographic Positioning II Laboratory</td>
<td>1</td>
<td>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.</td>
<td>Prerequisites: RTE-1503 and RTE-1503L</td>
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<tr>
<td>RTE-1523</td>
<td>Radiographic Positioning III</td>
<td>3</td>
<td>Focuses on radiographic procedures and anatomical identification, with an emphasis on the skull and facial bones.</td>
<td>Prerequisites: RTE-1513 and RTE-1513L</td>
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<tr>
<td>RTE-1523L</td>
<td>Radiographic Positioning III Laboratory</td>
<td>1</td>
<td>Provides experience in positioning the skull phantom to demonstrate various projections of the skull and facial bones.</td>
<td>Prerequisites: RTE-1513, RTE-1513L and admission to the Radiography program</td>
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<tr>
<td>RTE-1607</td>
<td>Radiographic Science Principles</td>
<td>1</td>
<td>Focuses on the basic natural laws, metric conversions, atomic structure and mathematical formulae.</td>
<td>Prerequisite: Admission to the Radiography program</td>
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<tr>
<td>RTE-1613</td>
<td>Radiographic Physics I</td>
<td>3</td>
<td>Includes the fundamental of electrical and radiation physics and basic principles underlying the operation of x-ray equipment and auxiliary devices.</td>
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<tr>
<td>RTE-1782</td>
<td>Pathology of Medical/Surgical Diseases</td>
<td>3</td>
<td>Focuses on terminology, the nature of diseases and their affect on tissues and organs.</td>
<td>Prerequisite: Admission to the Diagnostic Medical Sonography, Nuclear Medicine Technology, Radiation Therapy, or Radiography programs</td>
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<tr>
<td>RTE-1800</td>
<td>Introduction to Radiography Practicum</td>
<td>2</td>
<td>Designed to introduce the entering first year radiography students to the clinical education settings and associated patient care methodologies.</td>
<td>Prerequisite: Admission to the Radiography program</td>
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</tbody>
</table>
**RTE-1804**  
Radiography Practicum I  
3 Credits  
See the description for RTE-2844.  
Prerequisites: HSC-1220, RTE-1800 and admission to the Radiography program  
Credit for this course does NOT apply to the Associate in Arts degree.

**RTE-1814**  
Radiography Practicum II  
3 Credits  
See course description for RTE-2844.  
Prerequisite: RTE-1804 and admission to the Radiography program  
Credit for this course does NOT apply to the Associate in Arts degree.

**RTE-1824**  
Radiography Practicum III  
3 Credits  
See the description for RTE-2844.  
Prerequisite: RTE-1814 and admission to the Radiography program  
Credit for this course does NOT apply to the Associate in Arts degree.

**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.  
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.  
Credit for this course does NOT apply to the Associate in Arts degree.

**RTE-2061**  
Radiographic Seminar  
2 Credits  
Provides the students a comprehensive review of all aspects of the Radiography Program.  
Prerequisites: RTE-1613 and RTE-2385 and admission to Radiography program  
Credit for this course does NOT apply to the Associate in Arts degree.

**RTE-2385**  
Radiation Biology  
3 Credits  
Focuses on the interaction of radiation with physiological systems, genetics, radiation injury and radiation dosimetry with an emphasis on the principles of radiation safety.  
Prerequisite: Admission to the Nuclear Medicine Technology, Radiation Therapy, Radiation Therapy Specialist, or Radiography programs  
Credit for this course does NOT apply to the Associate in Arts degree.

**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  
Credit for this course does NOT apply to the Associate in Arts degree.

**RTE-2563**  
Special Radiographic Procedures  
2.50 Credits  
Focuses on special radiographic and angiographic procedures with an emphasis on procedural tasks and anatomical structures.  
Prerequisites: RTE-1523 and RTE-1523L and admission to the Radiography program  
Credit for this course does NOT apply to the Associate in Arts degree.

**RTE-2834**  
Radiography Practicum IV  
3 Credits  
See the description for RTE-2844.  
Prerequisite: RTE-1824 and admission to the Radiography program  
Credit for this course does NOT apply to the Associate in Arts degree.

**RTV-1245**  
Electronic Field Production  
3 Credits  
This 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/TV Internship I  
3 Credits  
This course offers the 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-1245, RTV-2000, RTV-2201 and RTV-2270

**RTV-2000**  
Introduction to Broadcasting  
3 Credits  
This is an introductory course in principles, tools and skills involved in the broadcasting field today.

**RTV-2201**  
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-2240**  
Radio Production  
3 Credits  
This course includes the production of music (live and recorded) and talk, sports, interview, discussion, and documentary programs, including direction and performance.  
Prerequisite: RTV-2201
RTV-2242
**Advanced Television 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 2201

RTV-2246
**Advanced Electronic Field Production**
3 Credits
This course builds on what the student has learned in the beginning electronic field production class. It takes 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-1245

RTV-2270
**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-2300
**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 newsroom. 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-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-2000, RTV-1245, RTV-2201, RTV-2270 and RTV 2300

RTV-2942
**Radio/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/TV Internship III**
3 Credits
The final Radio-TV internship experience is designed to provide the Digital Television and Media Production program 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
Focuses on the rewards and disadvantages of owning a small business.

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-1011
**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 investigations, 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 & procedures. Provides assistance in planning a two-year program of study and offers guidance in transferring to other educational institutions.

SLS-1101H
**Honors Orientation**
1 Credit
Same as SLS 1101 with honors content. Honors program permission required.

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.
Credit for this course does NOT apply to the Associate in Arts degree.

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, communication skills, study techniques, and interpersonal relationship issues.

SLS-1533
Math Study Skills
1 Credit
Presents techniques for learning mathematics as well as basic skills and practical applications in time management, listening, note-taking and test taking. Designed to help overcome mathematics anxiety.

SLS-2264
PTK Leadership Development Studies
3 Credits
Designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from humanities, experiential exercises, films, and contemporary readings on leadership. Prerequisite: College level reading and writing skills are required.

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.
Credit for this course does NOT apply to the Associate in Arts degree.
Prerequisite: BSC-1085
Corequisite: SON-1804C

SON-1053
Sonographic Imaging of Medical & 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.
Credit for this course does NOT apply to the Associate in Arts degree.
Prerequisite: SON-1000
Corequisites: 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
Corequisites: SON-1840, SON-1311
Credit for this course does NOT apply to the Associate in Arts degree.

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, gynecologic 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
Corequisites: SON-2814, SON-1313
Credit for this course does NOT apply to the Associate in Arts degree.

SON-1210
Intro Sonographic Physics/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 and SON-1804C
Corequisite: SON-1840
Credit for this course does NOT apply to the Associate in Arts degree.

SON-1311
Introduction to Sonographic Cross Section 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.
Prerequisites: SON-1000, SON-1804C and admission to Diagnostic Medical Sonography Program.
Corequisite: SON-1840
Credit for this course does NOT apply to the Associate in Arts degree.
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
Corequisite: SON-1850
Credit for this course does NOT apply to the Associate in Arts degree.

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.
Prerequisite: SON-1312, SON-1850
Corequisites: SON-2814, SON-1101
Credit for this course does NOT apply to the Associate in Arts degree.

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-1085 and admission to Diagnostic Medical Sonography Program
Corequisite: SON-1000
Credit for this course does NOT apply to the Associate in Arts degree.

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 and SON-1000
Corequisite: RTE-1782
Credit for this course does NOT apply to the Associate in Arts degree.

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 and admission to Diagnostic Medical Sonography Program.
Corequisites: SON-1312
Credit for this course does NOT apply to the Associate in Arts degree.

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 and admission to Diagnostic Medical Sonography Program
Corequisite: SON-2834
Credit for this course does NOT apply to the Associate in Arts degree.

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 and admission to Diagnostic Medical Sonography Program
Corequisite: SON-2814
Credit for this course does NOT apply to the Associate in Arts degree.

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 and admission to Diagnostic Medical Sonography Program
Corequisites: SON-2211, SON-2211L
Credit for this course does NOT apply to the Associate in Arts degree.

SON-2121
Obstetrics & Gynecology in 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, transabdominal and trans-vaginal scanning techniques will be covered.
Prerequisite: SON-1311 or permission of instructor and admission to Diagnostic Medical Sonography Program.
Credit for this course does NOT apply to the Associate in Arts degree.
SON-2122
Obstetrics/Gynecology in 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 and admission to Diagnostic Medical Sonography Program
Corequisites: SON-2211, SON-2211L
Credit for this course does NOT apply to the Associate in Arts degree.

SON-2211
Sonographic Physics/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 and admission to Diagnostic Medical Sonography Program
Corequisite: SON-2211
Credit for this course does NOT apply to the Associate in Arts degree.

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 and admission to Diagnostic Medical Sonography Program
Corequisite: SON-2211
Credit for this course does NOT apply to the Associate in Arts degree.

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.
Prerequisite: SON-1311 and admission to Diagnostica Medical Sonography Program
Corequisites: SON-2111, SON-2121
Credit for this course does NOT apply to the Associate in Arts degree.

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
Corequisites: SON-2212, SON-2112
Credit for this course does NOT apply to the Associate in Arts degree.

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 and admission to Diagnostic Medical Sonography Program
Corequisite: SON-2061
Credit for this course does NOT apply to the Associate in Arts degree.

SOP-1741
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.

SOS-1102
Soils and Fertilizers
3 Credits
Focuses on the fundamental concepts of soil fertility in regard to the chemical and biological factors affecting soil and plant relationships. Topics include soil classification, pH, natural fertility, texture and plant absorption of nutrients.

SPA-1610L
Non-Verbal Communication and Pantomime for Interpreters
2 Credits
Designed to reduce inhibitions and self-consciousness regarding body movement and facial expression through warm-up exercises, relaxation techniques, and the development of visualization and physicalization of movement and character. Topics include the principles of stage presence, body movement and positioning, pantomime, improvisation, and the incorporation of gesture and facial expression and non-verbal communication.
Credit for this course does NOT apply to the Associate in Arts degree.

SPO-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.

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-1016
Business and Professional Speaking
3 Credits
Focuses on analyzing interpersonal communications such as oral reporting, interviewing and conferences in complex business and professional organizations.
SFC-1600  
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.  
Prerequisite: College level reading and writing skills are required.

SFC-1600H  
Honors Public Speaking  
3 Credits  
Same as SFC 1600 with honors content. Honors Institute program permission required.

SFC-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.  
Prerequisite: College level reading and writing skills are required.

SFC-2511  
Debate  
3 Credits  
Focuses on the logical patterns of argumentation used in various formal debate styles. Student participation is emphasized. Meets speech component of the General Education communications requirement.  
Prerequisite: SFC-1060

SPN-1015  
Conversational Spanish for Professional Programs  
3 Credits  
Focuses on developing basic work-related vocabulary and conversational skills. May be repeated once for credit.

SPN-1120  
Elementary Spanish I  
4 Credits  
Covers the fundamental of reading, writing, listening and speaking the Spanish language. Hispanic students educated in their respective countries are not permitted to enroll in this course for credit. These students may see their Dean or Academic Counselor to take the credit by exam test.  
Prerequisite: College level reading and writing skills are required.

SPN-1120H  
Honors Elementary Spanish I  
4 Credits  
Same as SPN 1120 with honors content. Honors Institute program permission required.  
Prerequisite: College level reading and writing skills are required.

SPN-1121  
Elementary Spanish II  
4 Credits  
Enhances elementary Spanish skills.  
Prerequisite: SPN-1120

SPN-1121H  
Honors Elementary Spanish II  
4 Credits  
Same as SPN 1121 with honors content. Honors program permission required.  
Prerequisite: SPN-1120H

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 Hispanic culture.  
Prerequisite: SPN-1121

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 Hispanic values and ideas.  
Prerequisite: SPN-2220

SPN-2240  
Intermediate Spanish Conversation  
3 Credits  
Stresses the acquisition of greater fluency in the language with an emphasis on comprehension and speaking in the Hispanic culture.

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.  
Prerequisites: College level reading and writing skills are required. MAT 1033 with a grade of “C” or better or appropriate score on HCC placement test.

SUR-2000C  
Surveying I  
3 Credits  
Introduces the basic methods of plant surveying, use of instruments and note recording, with an emphasis on site plan development 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.  
Prerequisite: 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.  
Prerequisite: 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. Focuses on the description and analysis of current social problems, with an emphasis on cause and effect and possible solutions. Topics include racism, poverty, pollution, over population, and personal deviancy.

SYG-2361
Aging, Dying and Death
3 Credits
An in-depth study of aging, dying and death. Topics include ageism, aging in other cultures, retirement, euthanasia, children and death, suicide and bereavement. Interviews, value clarification and field trips are included.

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. Permission of Honors Institute required.
Prerequisite: SYG-2000

TAR-1120
Architectural Drawing I
3 Credits
Covers the basic fundamental 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. Students enrolled in a degree or college credit certificate program must complete all prerequisites.
Prerequisite: BCN-1250

TAR-1122C
Architectural Drawing II
3 Credits
Concentrates on piping, air conditioning, heating and electrical construction, drawing, structural steel drafting and topographic site drawing. Elements of descriptive geometry are included.
Prerequisites: TAR-1120 and BCN-1250

TAR-2053
Introduction to Computer Aided Design and Drafting
3 Credits
An introductory course on working effectively with computer-aided drafting and design applications: focuses on using the microcomputer and AutoCAD (full version) software as tools for the development of drawings.
Prerequisite: BCN-1250 and TAR-2053

TAR-2054
Intermediate Computer Aided Design/Drafting
3 Credits
An introductory course on working effectively with computer-aided drafting and design applications: focuses on using the microcomputer and AutoCAD (full version) software as tools for the development of drawings.
Prerequisite: BCN-1250, TAR-1120, TAR-2053 and TAR-2054

TAX-2000
Federal Tax Accounting I
3 Credits
Covers the basics of individual income taxation and applicable IRS code. Topics include returns, exemptions, gross income, deductions, tax liability, gains and losses.
Prerequisite: ACG-2021 or APA-1111

TAX-2010
Federal Tax Accounting II
3 Credits
Covers advanced individual income taxation procedures with an introduction to basic concepts of partnerships, corporations and fiduciary returns. Emphasis is on solving practical problems by researching IRS code.
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.
Prerequisite: 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.
Prerequisite: College level reading and writing skills are required.

THE-1304
Script Analysis
3 Credits
Teaches the techniques of closing 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.
Prerequisite: TPP-1110 and consent of instructor.

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.)
Prerequisite: THE-1000

VIC-1202
Film and TV Graphics
3 Credits
The production and use of visual graphics for television and film covering the standards and procedures of the art, techniques and materials used.

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.

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.
Prerequisite: College level reading and writing skills are required.
Corequisite: ZOO-1450L

ZOO-1450L
Ichthyology Laboratory
1 Credit
Focuses on fish identification.
Prerequisite: College level reading and writing skills are required.
Corequisite: ZOO-1450
Postsecondary Adult Vocational Course Descriptions

AER-0010C
Introduction to Automotive Technology
5.00 Vocational Credits
150 Clock Hours
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-0199C
Engine Repair
5.00 Vocational Credits
150 Clock Hours
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-0299C
Automatic Transmissions & Transaxles
5.00 Vocational Credits
150 Clock Hours
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-0399C
Manual Transmissions and Drivelines
5.00 Vocational Credits
150 Clock Hours
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-0499C
Suspension & Steering Systems
5.00 Vocational Credits
150 Clock Hours
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-0599C
Brake Systems
5.00 Vocational Credits
150 Clock Hours
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 anti-lock braking systems.

AER-0691C
Electrical/Electronic Systems I
5.00 Vocational Credits
150 Clock Hours
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-0692C
Electrical/Electronic Systems II
5.00 Vocational Credits
150 Clock Hours
This course facilitates an advanced study of automotive electrical systems including interpreting wiring diagrams and using testing and diagnostic equipment. Specific activities include the testing, diagnosis, and service of cruise control systems, supplemental restraint systems, anti-theft systems, and body electronic controls.

AER-0891C
Engine Performance I
5.00 Vocational Credits
150 Clock Hours
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-0892C
Engine Performance II
5.00 Vocational Credits
150 Clock Hours
An advanced course that focuses on electronic engine control, component identification, and diagnostic methods servicing engines. Students will learn to use modern diagnostic tools including scan tools, exhaust gas analyzers, digital storage oscilloscopes and chassis dynamometers.

ARR-0020
Estimating
3.33 Vocational Credits
100.00 Clock Hours
Covers topics related to analyzing damage, creating a damage report using manual and computerized methodologies.

ARR-0110
Welding and Cutting
3.33 Vocational Credits
100.00 Clock Hours
Covers topics related to MIG (GMAW) welding, cutting and heating processes and advanced welding methods.
ARR-0121  
Refinishing  
10.00 Vocational Credits  
300.00 Clock Hours  
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, cures and detailing.

ARR-0240  
Plastic Repair  
3.33 Vocational Credits  
100.00 Clock Hours  
Covers topics related to identification and repair decisions, adhesive repairs, welding repairs, repair of padded dashes, SMC repairs and refinishing of plastics.

ARR-0290  
Structural Repair  
5.00 Vocational Credits  
150 Clock Hours  
This course covers topics related to damage analysis, straightening structural parts, full or partial panel replacement, stationary glass replacement and restoring corrosion protection.

ARR-0310  
Non-Structural Repair  
5.00 Vocational Credits  
150 Clock Hours  
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-0374  
Mechanical and Electrical Repair  
3.33 Vocational Credits  
100.00 Clock Hours  
This course covers topics related to steering and suspension, electrical and electronic systems, brake systems, air conditioning, cooling systems, drive trains, fuel, intake and exhaust systems and restraint systems.

ARR-0940  
Auto Collision Internship  
13.33 Vocational Credits  
400.00 Clock Hours  
Designed to provide students with the occupational experience of an auto collision repair technician on a daily and ongoing basis.

CJD-0001  
Law Enforcement Auxiliary Skills  
1.96 Vocational Credits  
59.00 Clock Hours  
Prepares the auxiliary/reserve trainee for the duties and responsibilities of an auxiliary law enforcement officer. This preparatory training will include basic academic areas that are indigenous to the police function. The trainee will obtain the skills needed to be certified as an auxiliary officer.

CJD-0520C  
Public Safety Telecommunications I  
6.93 Vocational Credits  
208.00 Clock Hours  
This course will prepare students for the challenging role of a 9-1-1 dispatcher. Students will learn the history of emergency communications and become familiar with the rewards and demands of this profession. Topics include: first responder, CPR, stress management, crises intervention, radio operations, keyboarding, Haz Mat and emergency call receiving.

CJD-0525C  
Public Safety Telecommunications II-EMD  
0.80 Vocational Credits  
24.00 Clock Hours  
This course is a continuation of CJD-0520C, which prepares students for the challenging role of a 9-1-1 dispatcher. This course will further enhance the students’ EMD (Emergency Medical Dispatcher) skills. Topics include: roles & responsibilities, medical & legal aspects, dispatch life support, pre-arrival instructions, emergency medical complaints and quality assurance.

CJD-0632  
Field Supervision

CJD-0272  
Human Diversity  
24.00 Clock Hours  
Designed to enhance the participants awareness of their own cultural rules and predispositions and how these cultural influences come into play in common interactions with others.

CJD-0480  
Emergency Preparedness  
Vocational Credits 0.86  
Clock Hours 26.00  
The skills needed for riot and disturbance control and firefighting are studied and practiced. Lectures include methods of riot prevention, handling, and unusual occurrences. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD-0750  
Interpersonal Skills II  
Vocational Credits 1.66  
Clock Hours 50.00  
Provides skills needed by officers to understand the incarcerated society, with emphasis upon supervision methods. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD-0752  
Correctional Operations  
Vocational Credits 2.13  
Clock Hours 64.00  
An overview of state rules and regulations, addressing issues involved with inmate rights, correctional officers rights and responsibilities, along with environmental issues.

CJD-0770  
Criminal Justice Legal I  
Vocational Credits 1.53  
Clock Hours 46.00  
Provides an introductory overview of the criminal justice system, and the history and philosophies of corrections.
### CJD-0771
**Criminal Justice Legal II**
- Vocational Credits: 0.73
- Clock Hours: 22.00
- Provides insight into the history and evolution of laws, legal terms, constitutional laws, and civil and criminal liabilities.

### CJD-0772
**Criminal Justice Communications**
- Vocational Credits: 1.40
- Clock Hours: 42.00
- The report writing process, from interview, taking statements, note taking, through the final report and reporting procedures are presented. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

### CJD-0773
**Correctional Interpersonal Skills I**
- Vocational Credits: 2.06
- Clock Hours: 62.00
- Provides insight to the intervention techniques for various situations, with emphasis on the needs of diverse groups - juveniles, elderly, ethnic, and cultural. Offered for correctional academy students.

### CJD-0780
**Cross-Over Corrections**
- Vocational Credits: 0.43
- Clock Hours: 13.00
- The cross-over course will review topics including, but not limited to the following: civil and criminal liability, correctional officer rights and responsibilities, privileged communications, Baker Act, arrest laws, assault/battery, and assault with a deadly weapon.

### CJD-0800
**Bail Bonds**
- Vocational Credits: 4.00
- Clock Hours: 120.00
- 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.

### CJD-0939
**Testing Review**
- Vocational Credits: 0.47
- Clock Hours: 14.00

### CJD-0990
**Security Guard Basic “G” License**
- Vocational Credits: 0.93
- Clock Hours: 28.00
- This 28-hour course is required by Chapter 493, F.S. The purpose of this course is to prepare students for employment as a Class “G” licensed armed Private Security Officer. Students enrolled in this program will learn the following: the provisions of Chapter 493, F.S., as they relate to armed security officers; The provisions of Chapter 775, F.S., as they relate to the classification of crimes; The provisions of Chapter 776, F.S., as they relate to the use of force; The provisions of Chapter 790, F.S., as they relate to owning and carrying a firearm; the civil and criminal liability relating to the use of deadly force; Firearms safety measures; Firearms mechanical skills. Students enrolled in this program must pass written examinations and qualify with a firearm on the firing range as specified in Chapter 493, F.S.

### CJK-0006
**Introduction to Law Enforcement - Module 1, Units 1-6**
- Vocational Credits: 2.23
- Clock Hours: 67.00
- 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-0010
**Introduction to Law Enforcement - Module 1, Units 7-12**
- Vocational Credits: 1.66
- Clock Hours: 50.00
- This module includes units of instruction in the following topics: Mental Retardation, Mental Illness, Substance Abuse, Physical Disabilities, Criminal Street Gangs and Extremist Groups and Responding to the Elderly.

### CJK-0015
**Introduction to Law Enforcement - Module 1, Units 13-22**
- Vocational Credits: 2.56
- Clock Hours: 77.00
- This module includes instruction in the following topics: note taking, report writing, interviewing, taking statements, use of telecommunications, officer safety and survival, crisis intervention, community oriented policing. Secure approach to problem solving and hazardous materials awareness.

### CJK-0020C
**Vehicle Operations, Module 2**
- Vocational Credits: 1.60
- Clock Hours: 48.00
- 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-0031C
**CMS First Aid**
- Vocational Credits: 1.33
- Clock Hours: 40.00
- This module includes instruction in the following topics: Responding to medical emergencies; Musculoskeletal and soft tissue injuries; Medical related issues.

### CJK-0040C
**Firearms, Module 4**
- Vocational Credits: 2.66
- Clock Hours: 80.00
- 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.
This module includes instruction in the following topics: Response to resistance; Officer presence; Communication; Falling techniques; Take downs; Pressure points; Counter moves; Escape techniques; Ground control; Prisoner transport; Impact weapons; Defense against edge weapons; Handgun retention and disarming; Chemical agents.

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.

This module includes units of instruction in the following topics: Responding to medical related emergencies; and Using defensive tactics.

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.

This module includes instruction in the following topics: firearms safety procedures, types of ammunition use, service weapons use on the range, shotgun use on the range and chemical agent use.

In this course the student will learn applicable Florida statutes, legal issues, civil liabilities, emergency first aid, emergency procedures, ethics and professional conduct, patrol techniques, fire prevention and suppression, observation techniques/report writing, crime and accident prevention, crime and accident scene protection.

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.

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 2.66
Clock Hours 80.00
This course is designed to introduce students to the basic theories and procedures involved in various dental specialties including Restorative/Cosmetic Dentistry, Endodontics, 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 Laboratory
5.00 Vocational Credits
150 Clock Hours
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-0931
Dental Assisting in Orthodontics
Vocational Credits 0.50
Clock Hours 15.00
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-0020
Head, Neck and Dental Anatomy
Vocational Credits 1.50
Clock Hours 45.00
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-0020L
Head, Neck and Dental Anatomy Laboratory
1.00 Vocational Credit
Clock Hours 30.00
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-0051
Dental Pharmacology/Pain Control
1.00 Vocational Credit
Clock Hours 30.00
A study of agents used in dentistry for local anesthesia and pain control. Nitrous Oxide sedation and its use will be covered.

DES-0051L
Dental Pharmacology and Pain Control Lab
Vocational Credits 0.50
Clock Hours 15.00
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-0100
Dental Materials
Vocational Credits 1.50
Clock Hours 45.00
Provides the student with the theoretical knowledge of the composition, preparation, and application of materials commonly used in dentistry.

DES-0100L
Dental Materials Laboratory
Vocational Credits 1.50
Clock Hours 45.00
Designed to provide basic knowledge and laboratory practice necessary for the proper manipulation of dental materials commonly employed in dentistry.

DES-0200
Dental Radiology
Vocational Credits 1.50
Clock Hours 45.00
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-0200L
Dental Radiology Laboratory
Vocational Credits 1.50
Clock Hours 45.00
A corequisite to Dental Radiography (DES 0200), this course provides the student with laboratory experience in exposing, processing, mounting, and critiquing diagnostically acceptable intraoral and extraoral radiographs.

DES-0300
Dental Psychology
Vocational Credits 0.50
Clock Hours 15.00
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 1.50
Clock Hours 45.00
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.
Preventive Dentistry

DES-0500
Computer Applications in Modern Dentistry
1.00 Vocational Credit
Clock Hours 30.00
Introduces the student to basic computer and word processing concepts including file management, system back-up, equipment maintenance, diskette format and care, and DOS commands. In addition, the student may make use of the following software capabilities: test creation and editing, macros, mailing labels, enhancement, spreadsheets, and database.

DES-0502
Dental Office Management
1.00 Vocational Credit
Clock Hours 30.00
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-0800
Introduction to Clinical Procedures I
2.00 Vocational Credits
Clock Hours 60.00
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-0800L
Introduction to Clinical Procedures I Laboratory
1.00 Vocational Credit
Clock Hours 30.00
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 0.50
Clock Hours 15.00
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 45.00
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-0840
Preventive Dentistry
1.00 Vocational Credit
Clock Hours 30.00
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 0.50
Clock Hours 15.00
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.

EVS-0081
Water Treatment Math
Vocational Credits 1.50
Clock Hours 45.00
This self-paced course provides the math needed to excel in the advanced water treatment field. Topics include the addition, subtraction, multiplication and division of whole numbers, fractions, decimal fractions and number expressed in scientific notation, as well as how to solve equations and how to round off numbers obtained from measurements.

EVS-0150
Certification Review
Vocational Credits 1.50
Clock Hours 45.00
This course will review requirements and subject matter required for persons wishing to sit for the state certification exam for the Drinking Water Operators C License classification. Drinking water laws will be reviewed 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 workshop are provided. This course will not necessarily substitute for the state required C License Operators course.

EVS-0160
Advanced Membrane Monitoring
Vocational Credits 1.50
Clock Hours 45.00
This course will cover 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 course builds on information previously presented.

EVS-0161
Conventional & Pretreatment Technologies
Vocational Credits 1.50
Clock Hours 45.00
This course introduces the technologies required to produce safe drinking water as well as the pretreated water required for advanced technological uses. Technologies covered include clarification, media filtration, cartridge filtration, bag filtration, membrane filtration, silt dispersants, biocides, acids, scale inhibitors, sulfite compounds, ultraviolet irradiation and softening.

EVS-0162
High Purity Water Technologies
Vocational Credits 1.50
Clock Hours 45.00
This course will cover 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.
EVS-0163
Introduction to Water Treatment Systems
Vocational Credits 1.50
Clock Hours 45.00
This course is the first in a sequence of courses that leads to an AAS degree in Advanced Water Treatment. This course serves to introduce the student to a career in advanced water treatment and prepares students to work safely in an advanced water treatment laboratory and water plant. It will review: industries needing advanced water treatment; typical job duties of water treatment professionals; and safety techniques.

EVS-0164
Ion Exchange Technology
Vocational Credits 1.50
Clock Hours 45.00
This course will cover the characteristics of feedwater 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 are single-bed units, mixed-bed exchange units, full-train units and electrodeionization.

EVS-0165
Membrane Technologies
Vocational Credits 1.50
Clock Hours 45.00
The content of this course will cover the theory, process and equipment common to membrane water treatment technologies. This course will cover the microfiltration, ultrafiltration, electrodialysis and electrodeionization membrane technologies. Some system design considerations and integration into water treatment systems are provided.

EVS-0166
Membrane Technologies II: Nanofilters & Reverse Osmosis
Vocational Credits 1.50
Clock Hours 45.00
The content of this course will cover the theory, process and equipment common to membrane water treatment technologies. This course will cover the nanofiltration and reverse osmosis membrane water treatment technologies. Some system design considerations and integration into water treatment systems are provided.

EVS-0167
Membrane Unit Monitoring & Troubleshooting
Vocational Credits 1.50
Clock Hours 45.00
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 problems are occurring. Monitoring and troubleshooting of microfiltration, ultrafiltration, nanofiltration, reverse osmosis and electrodeionization units are covered.

EVS-0170
Pretreatment Troubleshooting
Vocational Credits 1.50
Clock Hours 45.00
This course will cover 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.

EVS-0171
Water Analysis & Monitoring
Vocational Credits 1.50
Clock Hours 45.00
This course covers the standard laboratory procedures and on-stream analysis for the measurement of silica, organic compounds, ions, particles and microorganisms.

EVS-0172
Water Treatment Biology
Vocational Credits 1.50
Clock Hours 45.00
This self-paced course provides an overview of water treatment biology with the focus being primarily on bacteria; however, referencing other microorganisms and other suspended contaminants. Topics include algae, fungi, viruses, bacteria, bacterial replication, bacterial structure and how to measure the quantity of bacteria.

EVS-0173
Water Treatment Chemistry
Vocational Credits 1.50
Clock Hours 45.00
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, suspended substances, polarity and instruments used to measure dissolved and suspended substances.

EVS-0174
Water Treatment Controllers
Vocational Credits 1.50
Clock Hours 45.00
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, ladder logic and troubleshooting electronic circuits.

EVS-0175
Water Treatment Plant Equipment
Vocational Credits 1.50
Clock Hours 45.00
This course will cover 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 will be provided.

FFP-0015
Fire Fighting I
Vocational Credits 4.33
Clock Hours 130.00
This course prepares the candidate to take the state exam for certification as a firefighter. The course consists of basic rope, hose, self-contained breathing apparatus and ladders operations. The course follows the curriculum and standards from the Bureau of Fire Standard and Training.

FFP-0025
Fire Fighting II
Vocational Credits 4.20
Clock Hours 126.00
This course prepares the candidate to take the state exam for certification as a firefighter. The course consists of advanced fire control, hazardous materials and extrication operations. This course follows the curriculum and standards from the Bureau of Fire Standard and Training.
FFP-0026
Fire Fighting III
Vocational Credits 4.20
Clock Hours 126.00
This course prepares the candidate to take the state exam for certification as a firefighter. The course consists of advanced rope, hose, ladder, search and rescue, ventilation operations and basic fire control. This course follows the curriculum and standards from the Bureau of Fire Standard and Training.

FFP-0141
Emergency Services First Responder
Vocational Credits 1.76
Clock Hours 53.00
Trains individuals to accept and recognize medical standards in emergency first aid procedures to include medical, environmental, and trauma related emergencies.

GEY-0300
Communicating With Older Adults
3.33 Vocational Credits
Clock Hours 100.00
This course will help students understand the concept of cultural competence and develop strategies for communicating more effectively with older adults.

GEY-0304
Community Resources
Vocational Credits 0.33
Clock Hours 10.00
Provides an in-depth knowledge of the formal and informal community resources that are available for individuals aged 60+.

GEY-0606
Physical Changes and Aging
3.33 Vocational Credits
Clock Hours 100.00
Examines the normal and pathological physical changes occurring from middle age through older age. Emphasis will be on basic age related changes from an applied perspective.

GEY-0611
Depression: Recognition and Treatment
Vocational Credits 0.66
Clock Hours 20.00
Examines depression in later life. Basic techniques and guidelines for working with depressed older adults will be presented.

GEY-0624
Grief and Loss in Later Years
Vocational Credits 0.66
Clock Hours 20.00
Explores loss, grief, mourning, pain and the impact of the dying process. Examines how the hospice method can be utilized in working with the family and the dying person and identifies cultural influences surrounding practices related to death.

GEY-0653
Ethical and Legal Issues in Aging
Vocational Credits 1.66
Clock Hours 50.00
Provides an overview of the major legal and ethical issues in aging and its implications on policies, priorities and services. Emphasis will be placed on day-to-day application.

HEV-0008
Health, Wellness and Nutrition
3.33 Vocational Credits
Clock Hours 100.00

HEV-0108
Child Abuse and Neglect
Vocational Credits 0.13
4.00 Vocational Credits
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 0.20
Vocational Credits 6.00??
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 0.20
Vocational Credits 6.00??
Course provides the basic child care training required for all child care employees in the State of Florida.

HEV-0126
Developmentally Appropriate Practices - Caregiving for Children with Special Needs
Vocational Credits 0.33
Clock Hours 10.00
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 0.33
Clock Hours 10.00
A continuation of child growth and development principles primarily focusing on the characteristics of school-age children.

HEV-0132
Developmentally Appropriate Activities
Vocational Credits 0.50
Clock Hours 15.00
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 0.50
Clock Hours 15.00
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 0.33
Clock Hours 10.00
HEV-0142
Learning Environments II
Vocational Credits 0.33
Clock Hours 10.00
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
Developmentally Appropriate Practices - Young Children Ages 3-5
Vocational Credits 0.33
Clock Hours 10.00
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 Profession
Vocational Credits 0.33
Clock Hours 10.00
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 0.33
Clock Hours 10.00
Focuses on professional relationships, organizational skills, positive role modeling, community involvement, and other skills related to effective leadership qualities.

HEV-0164
Food & Nutrition
Vocational Credits 0.26
Clock Hours 8.00
A continuation of the basic child care training required for all child care employees in the State of Florida.

HEV-0172
Behavioral Observation and Screening in Child Care
Vocational Credits 0.20
Clock Hours 6.00
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
Developmentally Appropriate Practices - Infants and Toddlers
Vocational Credits 0.33
Clock Hours 10.00
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 0.33
Clock Hours 10.00
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
3.33 Vocational Credits
Clock Hours 100.00
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 8.33
Clock Hours 250.00
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 4.33
Clock Hours 130.00
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
Developmentally Appropriate Practices - School Age Curriculum
Vocational Credits 0.33
Clock Hours 10.00
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 of Allied Health Occupations
Vocational Credits 0.53
Clock Hours 16.00
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.

SLS-0341
Employability Skills
Vocational Credits 0.50
Clock Hours 15.00
Provides instruction on obtaining employment such as conducting a job search, identifying sources for job information, making preparations for applying for a job, preparing a resume, preparing a job-application letter, completing a job-application form, and interviewing for a job. Includes instruction on maintaining employment such as proper work habits and attitudes, human relations, appropriate dress and grooming, acceptable health habits and job change techniques.

SLS-0504
Critical Thinking and Problem Solving
Vocational Credits 1.66
Clock Hours 50.00
Provides problem-solving techniques and helps students learn how to apply critical thinking skills in their daily activities.
Alford, Emery E.
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<th>Education Details</th>
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<td>Hervey, Robert M.</td>
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## INDEX

### General Information

#### A
- Academic Advising ...................................... 74
- Academic Policies ........................................ 66
- Academic Programs ....................................... 87
- Academic Progress ....................................... 68
- Academic Support Services .............................. 71
- Academic Year ........................................... 66
- Acceleration Programs ................................... 42
- Accreditation ............................................ 8
- Activities Calendar ..................................... 82
- ADA ......................................................... 82
- Administrative Staff Listing .............................. 291
- Admissions & Registration .............................. 31
- Admissions Policies ...................................... 32
- Admissions Procedures .................................. 36
- Admissions Requirements ................................. 32
- Admissions, Registration and Records ................. 74
- Advanced Placement ..................................... 42
- Advanced Technical Certificate ........................ 158
- Advisory Committees .................................... 9
- Affiliation Agreements .................................. 49
- AIDS Policy ............................................. 82
- Alumni Association, HCC ................................. 28
- Application for Degree .................................. 70
- Application ............................................... 36
- Applied Technology Diploma ............................. 159
- Articulation Agreements .................................. 44
- Associate Degree ......................................... 89
- Associate in Arts Degree ................................ 91
- Associate in Science Degree ............................. 108
- Associate in Science Degree, Health, Nursing ....... 112
- Associate in Science Degree, Technical ............... 129
- Attendance .................................................. 66
- Audit .......................................................... 40

#### B
- Board of Trustees ......................................... 3
- Bookstores ................................................... 74
- Bulletin Boards ............................................ 82

#### C
- Calendar, College ......................................... 10
- Campus Disturbances .................................... 83
- Campus Events ............................................ 83
- Campus Locations ........................................ 15
- Capstone Course Requirement ........................... 95
- Career Resource Center .................................. 74
- Certified Professional Secretary ........................ 42
- Children on Campus ...................................... 83
- CLAST ....................................................... 69
- CLEP .......................................................... 42
- Clubs, Student ............................................. 80
- College Credit Certificate ................................ 157
- College Preparatory Program ............................ 88
- College Publications & Information .................... 75
- Communities of Learning ................................ 71
- Computer Proficiency Requirement ..................... 95
- ConAP ....................................................... 35
- Confidentiality, Student Records ........................ 85
- Continuing Education .................................... 7
- Counseling Services, Student ........................... 75
- Course Adjustment ........................................ 41
- Course Descriptions ...................................... 189
- Course Load ............................................... 40
- Course Numbering Information .......................... 184
- Credit by Examination .................................... 42
- Criminal Justice Training Institute ...................... 27
- Cultural and Special Events .............................. 79

#### D
- DANTES ....................................................... 43
- Degree, AA/AAS Listing .................................. 108
- Directory, Phone .......................................... 16
- Disability Services ....................................... 76
- Disability, Policy .......................................... 82
- Disciplinary Action ....................................... 83
- Distance Learning ........................................ 24
- Dress Code .................................................. 83
- Drop and Add ............................................... 41
- Drugs and Alcohol Policies ............................... 83
- Dual Enrollment ........................................... 34, 43

#### E
- EAP, English for Academic Purposes .................... 89
- Educator Preparation Institute ........................... 24
- Email, Student ............................................ 78
- Enrollment Restrictions .................................... 37
- Environmental and Technical Outreach Programs .... 27
- Equal Access/ Equal Opportunity ........................ 5
- Experiential Credit ........................................ 43

#### F
- Faculty Listing ............................................. 293
- Fees .......................................................... 51
- Final Exam Schedule ...................................... 12
- Financial Aid ............................................... 55
- Financial Information ...................................... 51
- First Year Experience ..................................... 27
- Food Services, Campus .................................... 77
- Forgiveness Policy ........................................ 67
- Former Student Returning ............................... 32
- Foundation, HCC .......................................... 29

#### G
- General Education Requirements ......................... 93
- Glossary of Terms ......................................... 14
- Gordon Rule ............................................... 91
- Grade Point Average ...................................... 66
- Grade Reports .............................................. 66
- Grading Policies .......................................... 66
- Graduation Requirements ................................. 90

#### H
- Handbook, Student ........................................ 75
- Hazing ........................................................ 83
- Health Science Programs .................................. 111
- Honors Institute .......................................... 215
- Housing ...................................................... 77

#### I
- ID Cards ...................................................... 77
- Information Centers ........................................ 78
- International Baccalaureate ................................ 44
- International Students .................................... 33
Publications, Student ........................................... 79
PSAV Programs ................................................. 174
PSAV Course Descriptions ..................................... 282
Program Placement Rates .................................... 181
Orientation, Student ........................................... 37

M, N, O
Misconduct, Student ........................................... 84
Mission Statement ............................................. 4
Occupational Programs ....................................... 108
Ombudsman/Student Advocate ............................... 83
OneCard ...................................................... 54
Orientation, Student ........................................... 37

P, Q
Postsecondary Adult Vocational Certificate .............. 174
Privacy, Student Rights ....................................... 86
Program Placement Rates .................................. 181
PSAV Course Descriptions ................................... 282
PSAV Programs ................................................ 174
Publications, Official College ................................. 75
Publications, Student ......................................... 79

R
Records Policies ................................................ 85
Recreation and Leisure Courses ............................. 54
Refund of Fees. ............................................... 53
Registration ...................................................... 40
Religious Observances, Policy ............................. 83
Residency Requirements .................................... 37
Rights, Student ................................................ 86
ROTC, Reserve Officers Training Corps .................. 50

S
Safety and Security ............................................ 84
Scholarship Information ...................................... 58
Senior Citizen Tuition Waiver .............................. 54
Service Learning .............................................. 26
Service Members Opportunity College (SOC) .......... 50
Sexual Harassment Policy ................................... 84
Smoking Policy ................................................ 84
Special Category Exemptions ............................... 38
Sports .......................................................... 80
Student Activities ............................................ 79
Student Government Association .......................... 79
Student Organizations ....................................... 80
Student Policies ............................................... 82
Student Publications ......................................... 79
Student Services .............................................. 74
Student Support Services Program ........................ 78

T, U, V
TDD, Telecommunication Device for the Deaf .......... 77
Telephones ..................................................... 84
Test Centers ................................................... 78
Textbook Refund Policy ...................................... 85
The Corporate Training Center@HCC .................... 30
Threats of Violence .......................................... 85
TIPS Plan ....................................................... 54
Transcripts ...................................................... 36
Transcripts, College .......................................... 70
Transfer Centers .............................................. 78
Transfer Credit ................................................ 39
Transfer Students ............................................. 33
Transient Students .......................................... 33
Tuition Waivers for Senior Citizens ....................... 54
University Transfer Program ................................ 92

Veterans' Benefits ........................................... 63
Vocational Rehabilitation Services ....................... 78

W, X, Y, Z
Web Services .................................................. 72
Weekend College ............................................. 11
WINGS ......................................................... 78
Withdrawal Policy ............................................ 41

Programs of Study

AA Degree Pre-Majors
Agriculture ...................................................... 96
Architecture ..................................................... 97
Art .............................................................. 97
Building Construction ....................................... 98
Business Administration .................................... 98
Computer Information Systems ......................... 99
Computer Science, Engineering .......................... 99
Dance .......................................................... 100
Dramatic Arts ................................................ 100
Education/Teacher Preparation ......................... 101
Engineering .................................................... 102
Graphic Design .............................................. 102
Hospitality Administration Management ............... 103
Liberal Arts and Sciences .................................. 103
Mass Communications .................................... 104
Medical Sciences ............................................ 104
Music .......................................................... 105
Pharmacy ....................................................... 106

AS/AAS Degrees and Certificates

Health Science Programs (ATC, ATD, CCC)
Counseling and Human Services .......................... 113
Family Health and Support Worker (ATD) ............... 114
Maternal and Child Services ................................ 114
Dental Hygiene ............................................... 115
Diagnostic Medical Sonography Technology .......... 116
Emergency Medical Services .............................. 117
Emergency Medical Technician (CCC) ................. 117
Nuclear Medicine Technology ............................. 118
Paramedic (CCC) ............................................. 118
Nursing ........................................................ 119
Optical Management Technology ....................... 121
Eye Care Technician (CCC) ................................ 122
Opticianry ..................................................... 122
Visual Assessment (ATC) .................................. 122
Ophthalmic Laboratory Technician (CCC) .............. 123
Radiation Therapy .......................................... 123
Radiation Therapy Specialist (CCC) ...................... 124
Radiography .................................................. 125
Radiologic Technologist .................................... 126
Respiratory Care ............................................ 127
Cardiovascular Technology ................................. 128

AS/AAS Degree Technical Programs
Accounting Technology ...................................... 130
Aquaculture ................................................... 131
Architectural Design and Construction Technology .... 131
Business Administration and Management ............. 132
Computer Engineering Technology ...................... 133
Computer Information Administrator .................... 134
Computer Programming ..................................... 135
Criminal Justice Technology ................................ 136
Culinary Management ...................................... 138
Dietetic Technician .......................................... 139
Digital Media/Multimedia Technology .................... 139
Digital TV and Media Production ........................................ 140
Early Childhood Management ........................................ 141
Electronics Engineering Technology .................................. 143
Environmental Science Technology ................................. 143
Fire Science Technology .................................................. 145
Hospitality and Tourism Management ............................... 145
Industrial Management Technology ................................. 146
Information Technology Security ...................................... 146
Internet Services Technology .......................................... 147
Landscape and Horticulture Technology ............................. 148
Manufacturing Technology .............................................. 149
Network Administrator .................................................... 150
Office Administration ..................................................... 152
Paralegal Studies (Legal Assisting) ................................. 154
Restaurant Management ................................................ 154
Sign Language Interpretation ......................................... 155
Vernacular Technology ................................................... 156
Advanced Technical Certificates (ATC)
Executive Fire Officer .................................................... 158
Paralegal (Legal Assisting) ................................................. 158
Applied Technology Diplomas (ATD)
Medical Records Transcription ....................................... 159
Pest Control Operations .................................................. 159
College Credit Certificates (CCC)
Accounting ................................................................... 160
Aquaculture Technology .................................................. 160
AutoCAD Foundations .................................................... 160
Broadcast Production ....................................................... 160
Business Management ..................................................... 161
Business Operations ........................................................ 161
Business Specialist .......................................................... 161
Cable Installation ............................................................. 161
CISCO CCNA ................................................................. 161
Computer Programming Specialist ................................... 162
Credit Union Management .............................................. 162
Credit Union Operations ................................................. 162
Credit Union Specialist ..................................................... 163
Crime Scene .................................................................. 163
Digital Media/Multimedia Authoring ................................. 163
digital Media/Multimedia Instructional Technology ............. 163
Digital Media/Multimedia Presentation ............................... 163
Digital Media/Multimedia Production ................................ 164
Digital Media/Multimedia Video Production ....................... 164
Digital Media/Multimedia Web Production ......................... 164
Digital Video Production ................................................... 164
Drafting ...................................................................... 164
Electronics Technician ...................................................... 165
Food and Beverage Management ...................................... 165
Information Technology Analysis .................................... 165
Information Technology Management ............................. 165
Information Technology Support Specialist ....................... 166
Information Technology Technician ................................ 166
Internet Services Technology Web Development
  Specialist - Designer ....................................................... 166
  Internet Services Technology Web Development
  Specialist - Developer ..................................................... 166
Irrigation Technology ........................................................ 167
Landscaping and Horticulture Professional ......................... 167
Landscaping and Horticulture Specialist ......................... 167
Landscaping and Horticulture Technician ......................... 167
Microcomputer Repair/Installer ....................................... 168
Network Communication – LAN ...................................... 168
Network Communication – WAN ..................................... 168
Office Support – Office Support ....................................... 168
Office Support – Office Software Applications Support .... 168
Office Support – Records Management Support ............... 168
Office Specialist – Office Specialist ................................ 169
Office Specialist – Office Software Applications
  Specialist ................................................................. 169
Office Specialist – Records Management Specialist .......... 169
Office Specialist – Medical Office Specialist .................... 169
Office Management – Management .................................. 169
Office Management – Software Applications
  Management ............................................................... 170
Office Management – Records Management ..................... 170
Office Management – Human Resource Management .......... 170
Medical Office Management .......................................... 170
Office Administration – Medical Information Coder/
  Biller: Medical Coder ................................................... 171
Office Administration Specialist – Medical Information
  Coder/Biller: Medical Biller ............................................ 171
Television Production ....................................................... 171
Unix/Linux System Administration .................................. 172
Video Editing and Post Production ..................................... 172
Wireless Communications ................................................ 172
PSA V Programs
Advanced Water Treatment .............................................. 174
Auto Body Collision Repair and Refinishing ....................... 174
Automotive Service Technology ....................................... 175
Bail Bonding ................................................................ 175
correctional Officer ....................................................... 175
Dental Assisting ............................................................. 176
Early Childhood Education ............................................. 177
Fire Fighting .................................................................. 178
Geriatric Care Assistant .................................................. 178
Industrial Maintenance .................................................... 179
Law Enforcement ............................................................ 179
Law Enforcement Auxiliary ............................................ 180
Private Security Officer .................................................... 180
Public Safety Telecommunications ................................. 180