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Academic Calendar 2001 - 2002

Fall Term

Aug 29, Wed.	Weekday and evening classes begin*
Sept. 1-3, Sat.-Mon.	Holiday Period - Labor Day
Sept. 5, Wed.	Last day for withdrawal with 100% refund for regular Fall Term classes
Sept. 7, Fri.	Weekend classes begin after 5 p.m.
Sept. 7, Fri.	Last day to register for the CLAST exam
Oct. 6, Sat.	CLAST exam
Nov. 6, Tues.	Last day to apply for institutional credit by examination, for individual course drop, and complete withdrawal from College
Nov. 22-25, Thur.-Sun.	Holiday Period - Thanksgiving
Dec. 14, Fri.	Last day of classes
Dec. 21, Fri.	Last day of examinations
Dec. 22, Sat.	Last day for faculty, grades due in Registrar's office by noon
Dec. 24 - Jan. 4, 2002, M-F	Semester Break

Spring Term

Jan. 8, Tues.	Weekday and evening classes begin*
Jan. 11, Fri.	Weekend classes begin after 5 p.m.
Jan. 14, Mon.	Last day for withdrawal with 100% refund for regular Spring Term classes
Jan. 18, Fri.	Last day to register for the CLAST exam
Jan. 19-21, Sat.-Mon.	Holiday Period - Martin Luther King, Jr., Day
Feb. 16, Sat.	CLAST exam
Mar. 7, Thur.	Faculty conference day - classes not in session
Mar. 19, Tues.	Last day to apply for institutional credit by examination, for individual course drop, and complete withdrawal from College
Mar. 29-31, Fri.-Sun.	Spring Recess
Apr. 1, Mon.	Last day to apply for degree and have name appear in Commencement program
April 25, Thur.	Last day of classes
May 2, Thur.	Last day of examinations
May 3, Fri.	Grades due in Registrar's Office by noon and last day for faculty
May 4, Sat.	Commencement ceremony
May 6-10, Mon.-Fri.	Semester Break

Summer Term A

May 3, Fri.	Last day to register for the CLAST exam
May 13, Mon.	Weekday and evening classes begin*
May 15, Wed.	Last day for withdrawal with 100% refund for regular Summer A Term classes
May 16, Thurs.	Last day for withdrawal with 100% refund for regular 12 week classes
May 17, Fri.	Weekend classes begin after 5 p.m.
May 25-27, Sat.-Mon.	Holiday period - Memorial Day
June 1, Sat.	CLAST exam
June 6, Thur.	Last day to apply for institutional credit by examination, for individual course drop, and complete withdrawal from College
June 19, Wed.	Last day of classes
June 21, Fri.	Last day of examinations
June 21, Fri.	Last day for faculty, grades due in Registrar's Office by midnight and late grade rolls will be processed until noon the following day

Summer Term B

June 24, Mon.	Weekday and evening classes begin*
June 26, Wed.	Last day for withdrawal with 100% refund for regular Summer B Term classes
July 1, Mon.	Last day to apply for institutional credit by examination, for individual course drop, and complete withdrawal from college for 12 week classes
July 4, Thur.	Holiday Period - Independence Day
July 18, Thur.	Last day to apply for institutional credit by examination, for individual course drop, and complete withdrawal from College for regular Summer B Term
July 31, Wed.	Last day of classes
Aug. 2, Fri.	Last day of examinations
Aug. 2, Fri.	Last day for faculty, grades due in Registrar's Office by midnight and late grade rolls will be processed until noon the following day

**Registration information provided each term by campus Registration Office.*

Academic Calendar 2002 - 2003

Fall Term

Aug. 28, Wed.	Weekday and evening classes begin*
Aug. 31-Sept. 2, Sat.-Mon.	Holiday Period - Labor Day
Sept. 4, Wed.	Last day for withdrawal with 100% refund for regular Fall term classes
Sept. 6, Fri.	Weekend classes begin after 5 p.m.
Sept. 6, Fri.	Last day to register for the CLAST exam
Oct. 5, Sat.	CLAST exam
Nov. 5, Tues.	Last day to apply for institutional credit by examination, for individual course drop, and complete withdrawal from College
Nov. 28 - Dec. 1, Thurs.-Sun.	Holiday Period - Thanksgiving
Dec. 13, Fri.	Last day of classes
Dec. 20, Fri.	Last day of examinations
Dec. 21, Sat.	Last day for faculty, grades due in Registrar's Office by noon
Dec. 23 - Jan. 3, 2003, M-F	Semester Break

Spring Term

Jan. 7, Tues.	Weekday and evening classes begin*
Jan. 10, Fri.	Weekend classes begin after 5 p.m.
Jan. 13, Mon.	Last day for withdrawal with 100% refund for regular Spring Term classes
Jan. 17, Fri.	Last day to register for the CLAST exam
Jan. 18-20, Sat.-Mon.	Holiday Period - Martin Luther King, Jr., Day
Feb. 15, Sat.	CLAST exam
Mar. 6, Thur.	Faculty conference day - classes not in session
Mar. 18, Tues.	Last day to apply for institutional credit by examination, for individual course drop, and complete withdrawal from College
Mar. 31, Mon.	Last day to apply for degree and have name appear in Commencement program
April 18-20	Spring Recess
May 1, Thur.	Last day of classes
May 8, Thur.	Last day of examinations
May 2, Fri.	Grades due in Registrar's Office by noon and last day for faculty
May 3, Sat.	Commencement ceremony
May 5-9, Mon.-Fri.	Semester Break

Summer A Term

May 2, Fri.	Last day to register for the CLAST exam
May 12, Mon.	Weekday and evening classes begin*
May 14, Wed.	Last day for withdrawal with 100% refund for regular Summer A Term classes
May 15, Thur.	Last day for withdrawal with 100% refund for regular 12 week classes
May 24-26, Sat.-Mon.	Holiday period - Memorial Day
May 31, Sat.	CLAST exam
June 5, Thur.	Last day to apply for institutional credit by examination, for individual course drop, and complete withdrawal from College
June 18, Wed.	Last day of classes
June 20, Fri.	Last day of examinations
June 20, Fri.	Last day for faculty, grades due in Registrar's Office by midnight and late grade rolls will be processed until noon the following day.

Summer B Term

June 23, Mon.	Weekday and evening classes begin*
June 25, Wed.	Last day for withdrawal with 100% refund for regular Summer B Term classes
June 30, Mon.	Last day to apply for institutional credit by examination, for individual course drop, and complete withdrawal from College for regular 12 week classes
July 4-6, Fri.-Sun.	Holiday Period - Independence Day
July 17, Fri.	Last day to apply for institutional credit by examination, for individual course drop, and complete withdrawal from College for regular Summer B Term.
July 30, Wed.	Last day of classes
Aug. 1, Fri.	Last day of examinations
Aug. 1, Fri.	Last day for faculty, grades due in Registrar's office by midnight and late grade rolls will be processed until noon the following day

About Miami-Dade Community College

Miami-Dade Community College offers a wide range of higher education programs designed to respond to the education and career needs of the diverse and populous metropolitan Miami-Dade County community. M-DCC's "open-door" policy ensures that each person seeking to enter higher education will have that opportunity.

The College offers two degree options and a wide range of occupational certificate and specialized programs. The Associate in Arts (A.A.) degree prepares students for transfer to the junior and senior years of study at a four-year institution. The AA program has more than 80 areas of concentration. The Associate in Science (A.S.) degree prepares students for direct entry into the workforce, with more than 50 areas of study. In addition, the College offers numerous short-term occupational certificate programs and courses of study to enhance career knowledge.

M-DCC maintains more than 50 transfer agreements with colleges and universities across the state and country, guaranteeing entry for M-DCC students who meet their requirements. Likewise, the College actively partners with business and industry, establishing advisory boards and direct entry into career positions with many of the most successful and innovative companies in South Florida. In the past five years, more than 50 new A.S. and certificate programs have been developed in direct response to the emerging economy of the region.

The Open-Door Policy

Miami-Dade Community College has an "open-door" admissions policy, which provides educational opportunities to all who seek to benefit from the degree and short-term certificate programs, as well as student and community services offered by the College. Community residents as well as persons from other states and foreign countries are encouraged to enroll.

Admission is a simple process, requiring a completed application form and official transcripts of high school or col-

lege studies. International applicants have additional entrance requirements based on U.S. Immigration rules. Transfer students may receive credit for courses that equate to Miami-Dade courses.

The College welcomes all students regardless of sex, race, religion, marital status, age, national origin or handicap.

Mission Statement

The mission of Miami-Dade Community College is to provide accessible, affordable, high quality education by keeping the learner's needs at the center of decision-making and working in partnership with its dynamic, multi-cultural community.

Teaching/Learning Values

The shared values concerning teaching and learning at Miami-Dade Community College listed below are among the beliefs which guide the institution in the development of its mission, goals, philosophy and operational procedures. Each value is followed by a series of supporting statements that illustrate ways by which M-DCC makes its values operational

I. Miami-Dade Community College Values Learning.

To support this value, the College

- creates an environment conducive to teaching and learning.
- supports life-long learning.
- encourages the free interchange of ideas and beliefs.
- provides the resources necessary for teaching and learning.
- employs qualified personnel to facilitate learning.
- provides advisement and counseling to support the needs of students.
- expects everyone to participate actively in the learning process.
- addresses the learning needs of the community.
- emphasizes communication skills.

II. Miami-Dade Community College Values Change to Meet Educational Needs and to Improve Learning.

To support this value, the College

- encourages and supports innovation and creativity.



- responds to the changing educational needs of the community.
- anticipates the future needs of the community.
- supports faculty and staff development.

III. Miami-Dade Community College Values Access While Maintaining Quality.

To support this value, the College

- provides supportive services to assist students in meeting their educational goals.
- offers students prescriptive learning opportunities.
- provides occupational education which prepares the graduate to work at levels expected by the community.
- expects students to meet defined standards.
- provides academic programs which prepare the graduate to succeed in upper division learning.
- provides educational opportunities for personal development.
- structures the admissions process to encourage enrollment.
- provides a variety of scholarships and financial aid programs.

IV. Miami-Dade Community College Values Diversity in Order to Broaden Understanding and Learning.

To support this value, the College

- respects individuals from a variety of cultural backgrounds.
- provides role models.
- offers interdisciplinary educational programs.
- provides programs and opportunities for student growth.
- teaches students about the cultural, economic, political, and social environments in which they live.
- helps students to understand themselves and others.
- sponsors academic organizations and extracurricular activities.
- respects and responds to students' different learning styles.
- respects and accepts different teaching styles.

V. Miami-Dade Community College Values Individuals.

To support this value, the College

- encourages a positive attitude toward teaching and learning.
- stresses honesty and integrity.
- expects all individuals to interact.
- communicates accurately and promptly.
- recognizes the importance of prior learning and experience.
- develops realistic expectations for all individuals.
- publishes explicit performance expectations for faculty, staff, and administrators.
- publishes explicit performance expectations for students.
- rewards achievement.

VI. Miami-Dade Community College Values a Systematic Approach to Decision-Making.

To support this value, the College

- collects accurate and current data.
- assesses the community's learning needs.
- measures students' abilities upon entry to the institution.
- assesses programs' effectiveness.
- provides feedback to assist in meeting standards.

- evaluates students' progress throughout their careers at Miami-Dade Community College.
- encourages individuals to be aware of relevant current research.
- surveys students' perceptions about courses, programs, and the teaching/learning environment.
- uses the expertise of the faculty to improve the teaching/learning process.

VII. Miami-Dade Community College Values Its Partnership With The Community.

To support this value, the College

- provides accessible campus and outreach centers.
- cooperates with other educational systems.
- supports activities that enrich the community.
- plans educational programs with business and industry to promote the local economic development of the community.
- increases the community's awareness of College programs and activities.

• Satisfied, well-prepared students who, through their extraordinarily positive experience at M-DCC, have acquired the needed knowledge and skills to be successful in their ongoing academic and career pursuits

• Empowered employees working within an environment that encourages creativity, risk-taking and accountability, who apply their individual and collective talents to fulfill the College's mission

• Highly supportive community that recognizes the significant impact of M-DCC's educational and training programs

• Effective use of adequate resources to enable programs to flourish and the talents of people to emerge

M-DCC History

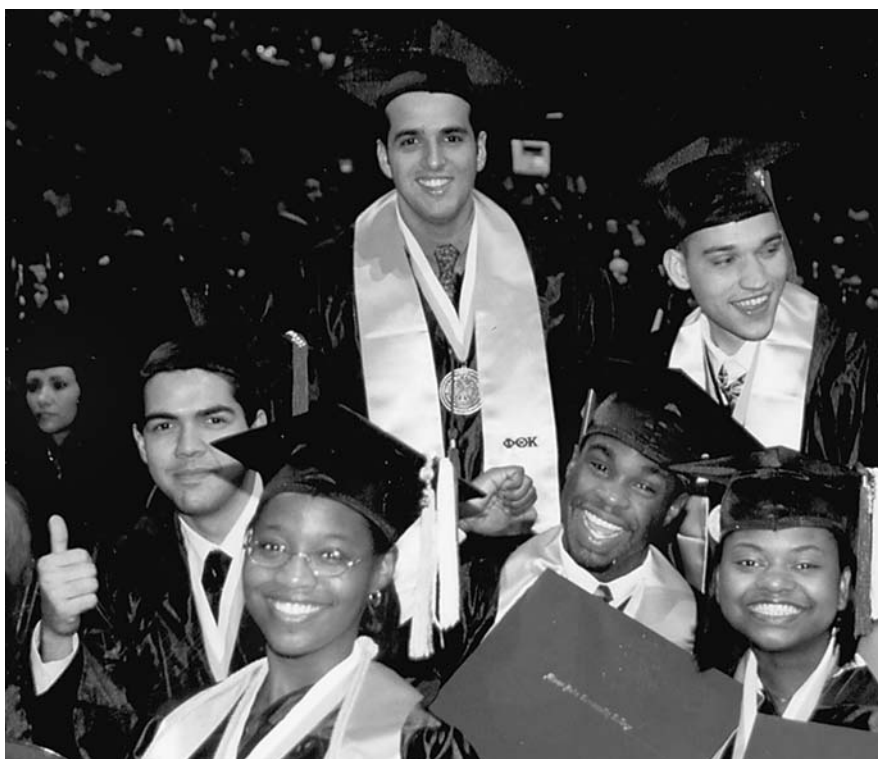
The Sixties: Opening Education's Doors

Miami-Dade Community College opened its doors in 1960 amid the strain of desegregation and the influx of thousands of Cuban refugees. One thousand, four hundred twenty-eight students entered "Chicken Coop College," nicknamed for the original buildings that were transformed into classrooms. Dade County Junior College, as it was then known, was open to any resident of then Dade County who had graduated from high school. The student body included the seven black students who made

Vision Statement

The vision of Miami-Dade Community College is . . .

To be the premier community college, renowned for its:



Dade County Junior the first integrated junior college in Florida, and the many Cuban refugees seeking a better life. The application fee was five dollars but tuition was free to county residents.

By the mid-sixties, the College was already thinking long range. With nearly 15,000 students attending, the original North Campus buildings were bursting at the seams. New construction was under way, with an eye toward not only a second campus in Kendall, but a third in downtown Miami.

By 1967, the College was the largest institution of higher education in the state of Florida, enrolling 23,341 students. Dade Junior had become the fastest growing junior college in the nation. It enrolled more freshmen than the University of Florida, Florida State University and the University of South Florida combined.

The 70s: Setting the Standard

In the mid-70s, Miami-Dade's guiding philosophy of "access with excellence" was clearly defined. A bold education review reaffirmed the College's "Open Door" policy but toughened academic standards. The project and its goals became the standard for community colleges across the country. K. Patricia Cross, Visiting Professor at Harvard's Graduate School of Education, called Miami-Dade the most exciting institution of higher education in the country.

The excitement spread to every corner of this changing community. The Medical Center Campus came into being in 1975. Bilingual studies became a full-fledged division in 1979, with more than 2,000 students enrolled in outreach centers in the Little Havana area. These centers would soon become the InterAmerican Center, the largest bilingual facility in all of higher education.

The 80s: Maturity and Recognition

By the 1983-84 academic year, the effects of a changing community were reflected at the community college. Thirty percent - nearly 18,000 students - were immigrants or refugees, and 46 percent reported that English was not their native language. Almost two-thirds of Miami-Dade students were minorities and 56 percent were women. Part-time students were common.

In 1984, the New World School of the Arts was conceived, designed to train future performing and visual artists from high school through the baccalaureate.

The school became a joint venture of Miami-Dade Community College, Dade County Public Schools and Florida International University, the latter handing the baton to the University of Florida in 1997. In no time, New World was recognized as one of the premier arts high school/college programs in the country. The work of New World's graduates graced venues from New York to Los Angeles.

In 1985, Homestead, the College's fifth campus, opened in the First Baptist Church with 350 students. By 1991, a modern campus facility had been built for South Dade's ever-growing student population.

There were many with expert credentials who watched with admiration as the College grew to maturity. Some of those comprised the University of Texas Community College Leadership Program, commissioned to identify the most progressive educational institutions nationwide. When the evaluations were complete, Miami-Dade stood at the head of the class, the number one community college in America.

The 90s: Ready for the New Economy

College personnel challenged the mindset of the past and initiated comprehensive reforms in academic programs and administrative operations. The Education Review revamped the general educational core and electives, and the reengineering process brought new strategies to human resources, maintenance and budget formulation. The College's effort to streamline its bureaucracy and contain costs brought a new financial stability, freeing resources for new staff and program development.

The College's Technology Master Plan put Miami-Dade on a very fast track in academic and administrative computing throughout the 1990's. Miami-Dade sought to keep pace with the changing economy and workforce, developing strong partnerships throughout business and industry. Over 50 new degree and short-term certificate training programs were developed, all aimed at emerging industries and South Florida's job market. The College developed multi-media classrooms and the Virtual College placed Miami-Dade on the Internet map, allowing students to "attend" classes via the World Wide Web.

Recognition soon followed: *YAHOO Internet Life*, one of the techno-bibles of the new age proclaimed us "WIRED, second best of all colleges and universi-

ties." Nominated for the Smithsonian Innovation Award, the College's information technology efforts also gained residence in the Smithsonian's permanent collection.

Campus number six became a reality in the mid-nineties when the already matured InterAmerican Center was granted campus status by the District Board of Trustees. It was subsequently accredited by the Commission on Colleges of the Southern Association of Colleges and Schools.

2000: A New Learning Agenda

The new millennium dawned and Miami-Dade breezed through the Y2K jitters safe and sound in its mission to serve students. The College's "Learning Agenda" laid out the next phase of growth, exploring new learning models and student support programs, as well as faculty and leadership development efforts. As always, students stand at the center of this vision: their success is the ongoing, number one priority of Miami-Dade Community College.

The Honors College offers a scholarly environment that challenges academically gifted and intellectually curious students. In addition to expert teachers and a rich comprehensive curriculum, The Honors College offers students a generous scholarship award, college-wide support services, and enrichment opportunities that include attendance and participation at national and regional conferences, internships, corporate coaches, travel study tours, university transfer counseling, and an individual educational plan. The successful Honors College graduate will be prepared to transfer to many of the most prestigious colleges and universities in the nation.

The Emerging Technologies Center of the Americas (ETCOTA) is Miami-Dade Community College's response to the need for a qualified workforce to fill the thousands of new jobs in the industries of Information Technology and Telecommunications. ETCOTA is a dynamic state-of-the-art 40,000 square-foot facility housing 21 multimedia classrooms and labs equipped with high-end computers, specialized instrumentation equipment, and simulation workstations. Located on the first floor of Building 7, it also has a 110 seat auditorium and offices for faculty and staff.



Campuses

Miami-Dade Community College opened in 1960 in temporary quarters with 1,400 students. Today M-DCC enrolls more than 127,000 credit and non-credit students at six major campuses and numerous centers throughout Miami-Dade County. With the transition from a single campus to a multi-campus College, the administrative operation was reorganized to provide service common to the whole College, while at the same time providing maximum autonomy to each campus.

The College District President's Office is located at the Wolfson Campus, 300 N.E. Second Avenue, Miami, Florida 33132-2297.

North

North Campus opened as the College's original campus in 1960. The campus is located in northern Miami-Dade County on a beautifully landscaped 245-acre site, originally part of a World War II Naval Air Station. Programs in film and television, funeral services, and criminal justice, among others, prepare students for outstanding careers in the South Florida workforce.

Kendall

Kendall Campus opened in 1967 and is situated amidst a lush, 185-acre tract of trees and lakes, easily accessible by major highways and public transportation. Among the many programs offered are engineering, business administra-

tion, music business, biotechnology, education, and computer and information systems.

Wolfson

Opened in 1973, Wolfson Campus is located in the heart of the business and government districts of Miami-Dade County. The campus offers a full range of academic and occupational programs, as well as customized workforce training. Miami Book Fair International and the Cultura del Lobo Series enrich community life, while multi-media classrooms, a computer courtyard and the conference center support academic programs.

Medical Center

Medical Center Campus located in Miami's medical/civic center complex opened in 1977. With its special focus on nursing and allied health, the campus offers state-of-the-art technology and the opportunity for high paying jobs in a wide range of exciting medical careers. Quality and caring professional medical faculty guide students with support from tutors, labs and the Student Success Center.

Homestead

Homestead Campus opened in 1985 in the city's historic downtown business district. In 1990, the campus opened at its present location. Award-winning facilities serve as home to a beautiful, full-service library, state-of-the-art science, nursing and allied health laboratories, and a computer courtyard and learning centers. The campus offers a full complement of academic programs, including its world-class aviation training program, student services, and work-

force and community educational opportunities.

InterAmerican

InterAmerican Campus is Miami-Dade's newest campus. It is located in the heart of Little Havana, one of South Florida's most colorful and ethnically diverse communities. The campus has the nation's largest higher educational bilingual/bicultural academic setting, offering a liberal arts and occupational curriculum. The campus offers state-of-the-art facilities including satellite link, electronic classrooms, a computer courtyard and distance learning.

Off-Campus Centers

Hialeah Center, 1776 W. 49th Street, Hialeah, serves the greater Hialeah-Miami Lakes area. The Hialeah Center offers day and evening classes Monday through Saturday and provides student support services in admissions, registration, advisement, and financial aid. The center offers a full range of courses leading to an Associate in Arts or Associate in Science degree. Variable length educational opportunities are also available through Vocational Credit Certificate programs, as well as through a wide variety of courses that provide career entry training in microcomputers, office technology, electronics and childcare. In addition, English language training for speakers of other languages as well as foreign language courses are offered in various instructional formats.

The **Entrepreneurial Education Center**, 6300 N.W. 7th Avenue, serves Liberty City. The center offers entrepreneurial seminars, credit courses leading toward an Associate in Arts or Associate in Science degree and vocational credit courses in occupational areas.

Credit courses are offered for degree seeking students in early childhood education, computer information systems, business administration-accounting, and secretarial training/office technology. Vocational credit courses are offered for career advancement in computer operations, general clerical, HRS, childcare and lifelong learning.

On-site assistance with registration, admission, and financial aid is available.

Other campuses maintain off-campus centers, which may be more convenient for you. Check with the campus you plan to attend for a list of their current off-site centers.

Admissions Information

Admissions Criteria

Admission to College Credit Programs

1. The following persons are eligible for admission to the college credit programs of Miami-Dade Community College:

- a. *Graduates from accredited high schools in the United States (Standard Diploma), persons holding a State-issued high school equivalent (GED) diploma, or home educated students who have completed a home education program- (all programs) evidenced by a signed affidavit from their parent or legal guardian, stating that the student completed a home education program;
 - b. Transfer students from colleges, universities, and certain other post-secondary institutions-(all programs);
 - c. *Foreign students with education equivalent to U.S. secondary school education and meeting language standards established through College policy and/or procedure-(all programs);
 - d. Persons eighteen years and older who do not hold a high school diploma, high school equivalent (GED) diploma, or have a certificate of completion will be admitted under non-degree status for up to 15 credits in Associate in Science (A.S.) vocational courses.**
2. Prior to enrolling in college degree programs, all first-time-in-college students will be provided admissions counseling and are required to be tested for achievement of communication and computation competencies.

***Students scoring below established minimum levels are required to enroll in college preparatory instruction.

3. A limited number of programs have supplementary admission requirements. Applicants who have been convicted of a felony or are the subject of an arrest pertaining to a controlled substance and who wish to apply for a program that leads to licensure should confer with the reg-

ulatory/licensing agency to determine eligibility for future credentialing and practice. Applicants who are determined not eligible for licensing for any reason may apply for admission to that program but must recognize that program completion may not result in licensure or employment (consult campus admissions office).

4. Admission to special student categories (dual enrollment, early admission) is permitted when authorized by the College President.
5. Foreign students who require a student visa (F-1) must also provide the following supplementary admission documents:
 - a. A minimum score of 550 on the TOEFL test. Students scoring below will be required to enroll in the English as a Second Language Program;
 - b. Certificate of health and accident insurance;
 - c. Statement of financial resources available to support education costs; and
 - d. Evidence of completion of secondary education, or equivalent, submitted with a certified official English translation. All required information is to be submitted to the admissions office of the campus to which the application is directed 60 days in advance of the beginning of the next term.

Admission to Post-Secondary Adult Vocational (PSAV) Credit Certificate Programs

1. The following persons are eligible for admission to the Vocational Credit programs of Miami-Dade Community College:

Graduates from accredited high schools, persons holding a State-issued high school equivalent (GED) diploma, home educated students who have completed a home education program evidenced by a signed affidavit from their parents or legal guardian, stating that the student completed a home education program, or persons at least 16 years of age or older who have left high

school prior to completion.

Some programs may require high school completion or equivalent as a requirement of admission (consult campus admissions office).

2. Students enrolling in a vocational credit certificate program of 450 or more contact hours are required to be tested for basic skills. All program completers must meet basic skills competencies before the Vocational Certificate is awarded.
3. A limited number of programs have supplementary admission requirements (consult campus admissions office).
4. Foreign students who require a student visa (M-1) must also provide the supplementary admission documents indicated in 5 above.

Note:

*Students graduating from a Florida public high school subsequent to August 1, 1987 and applying for admission to an Associate degree program must meet the specific general requirements for high school graduation as defined in Florida Statute §232.246.

**Students admitted to the College under this provision will not be given placement testing.

***Students admitted to the College within two years of graduation from high school with an earned College-Ready diploma are exempt from the Basic Skill Testing requirement.

How to Apply Admissions Procedures and Supporting Credentials

- A. The application for admission should be sent to the Admissions Office on the campus where the student plans to enroll, or submitted via the Internet at: <http://mdjobplace.mdcc.edu/admission/default.jsp>. The application may also be accessed at the M-DCC home page at <http://www.mdcc.edu> and select "Prospective Students" and

then "Online Admission." Submit the application prior to the beginning of the term of enrollment. International students and out of state students should submit the application at least 60 days prior to the beginning of the term. A \$20.00 non-refundable application fee is charged for processing a student's first application.

- B. All Florida residents must complete a Florida Residency statement to verify resident status for assessing fees and tuition. The statement is provided on the reverse side or with the application form. See "Florida Residency" information in this catalog for additional details.
- C. Official transcript(s) should be sent directly from the applicant's high school, college or other post-secondary educational institution to the Admissions office, M-DCC.
- D. High school equivalency diploma or certificate holders should provide the original document and score report (which will be returned) or an exact copy of the documents. In Florida, this certificate is the State of Florida High School Diploma. See the General Educational Development (GED) section (page 13) for additional information.
- E. Failure to submit all necessary admissions credentials, transcripts or certifications will prevent registration, release of grades, transcripts or enrollment certification.

Transfer Student Information

A transfer student's transcript(s) becomes part of the official student permanent record. Transfer credits are accepted only from regionally accredited colleges and universities or nationally accredited institutions that participate in the Florida Course Numbering System unless a written agreement between Miami-Dade and a specific post-secondary institution has been previously approved.

Courses from previous college(s) will be evaluated after the student is admitted to M-DCC. M-DCC will determine how many, if any, of your credits will apply toward your degree here.

Credit may be granted only for courses in which grades of "D" or better have been earned. Failing grades from other colleges are computed in the student's cumulative grade point average. A student who was on academic probation at a previous college may be admitted to Miami-Dade in a similar status. See the Standards of Academic Progress in the "Academic Regulations" section of this catalog.

College courses completed more than 10 years prior to the date of enrollment at Miami-Dade may require validation by examination. A high school transcript indicating date of graduation may be required of applicants who have completed fewer than 12 acceptable college credits or if the student is under 18 years of age.

Students who have taken courses in non-English speaking countries must have an official certified translation made of their credits and submit this translation to the Admissions Office. (See International Student Admissions section for further requirements.)

Transient Student Information

Transient students are students who are enrolled in another college or university and are coming to M-DCC to take one or a few courses. Transient students should be advised, preferably in writing, by their own college or university concerning recommended courses to take at Miami-Dade. Prerequisite and/or co-requisite course requirements will apply to course selections. Transient non-degree students at Miami-Dade may be required to have official transcript(s) sent directly to Miami-Dade from their previous college(s).

Non-Degree Applicants

Non-degree applicants are students who wish to take selected college courses without the intent of completing an Associate degree program. These students must fill out an application for admission and provide evidence of high school graduation. Many people attend the College because they want to upgrade their job skills, for transfer credit purposes, or for their own personal interest and enjoyment. Non-

degree students who wish to enroll in a math or English course or who have earned more than 15 credits as a non-degree student are required to complete the Computerized Placement Test (CPT). If, at a later time, these students become Associate degree candidates, regular admissions procedures regarding transcript(s) requirements will apply.

Special Admissions Categories

In each of the following categories, the regular admissions procedures apply:

A. **Dual Enrollment** - Selected high school students (11th or 12th grades) may enroll for a maximum of two courses each semester, excluding labs, up to a maximum of 24 credits each academic year. Acceptance in the Dual Enrollment program is based on the following:

1. Minimum 3.0 high school grade point average
2. Permission from the parent(s), high school guidance counselor and principal
3. A student's expressed intent to pursue a post secondary degree
4. Successful completion of the appropriate section of the College's CPT. Students who do not successfully complete the appropriate test will not be permitted to enroll at M-DCC until after high school graduation
5. Interview with a member of the College's advisement/counseling staff to determine that the student has the potential to successfully complete college credit courses. A special form for parental/high school approval is provided by the Admissions Office. This form is to be submitted prior to each term of enrollment to assure continuity of appropriate approvals.

B. **Early Admission** - Academically superior high school students may attend Miami-Dade in lieu of their senior year in high school. In addition to the requirements for Dual Enrollment above, the applicant for early admission must prepare and present to a high school counselor a comprehensive educational plan justifying early admission. The College will accept for screening only those applicants who have received approval from their principal to apply for early admission.

The applicant also must have advance approval from the high school principal to apply college credits toward high school graduation. Normally, a min-



imum of 24 college credits meets the requirements for the student's senior year and high school graduation.

A special approval form is available in the college Office of Admissions.

Readmission to the College

Submit an application for readmission and a new residency statement if:

The student was admitted for a specific term but did not enroll

The student did not attend any one of the four preceding terms

The student attended other colleges or universities since the last time enrollment at M-DCC. If so, official transcripts from those institutions will be required for degree-seeking students.

The Florida student residency was completed more than 12 months ago.

College Preparatory Courses

Degree-seeking students who have never attended college will be tested for proficiency in reading, writing and mathematics.

Students will be placed into College Preparatory courses in the subjects where scores indicate a need for this instruction. Enrollment in certain other courses may be restricted until all College Prep course(s) have been completed.

In accordance with Florida law 240.321, students may use Adult Basic Education, Adult Secondary Education, or private provider instruction as an alternative to traditional college prepara-

tory instruction.

State law requires students to complete College Prep courses by the time 12 credits are accumulated.

State Board of Education rules limit the number of times a student can take a College Prep course. Enrollment beyond the 100 percent refund deadline is considered an "attempt," and students can attempt a course only three times.

Contact Academic Advisement for additional information.

Eligibility for Placement Into Select College Programs and Programs Leading to Licensure

All candidates for admission to the College are accepted for enrollment as stipulated in the College "Admissions Policy Statement."

However, some specialized programs, such as those offered by Medical Center Campus, have specific eligibility requirements due to enrollment limitations imposed by physical facilities, state licensure regulations and related criteria.

Students requesting placement into such programs will receive specific eligibility requirements from the divisions or departments concerned. A selection committee determines final selection for placement into these specific programs. The department chairperson provides notification of placement into these programs to each individual candidate.

Students who are not selected for a specific program are encouraged to continue their studies in other courses and

programs at the College. Counseling and advisement offices will assist all such students to determine alternative educational objectives.

A limited number of programs have supplementary admissions requirements. Applicants who have been convicted of a felony and/or subjected to an arrest pertaining to a controlled substance and are applying to a program that leads to licensure may be ineligible for that license. Applicants in this situation should check with the appropriate regulatory/licensing agency to determine whether this would be the case. These students can still be admitted to the program, but need to understand that program completion may not result in licensure or employment. Additionally, there are usually other requirements for licensure, such as physical and psychological criteria, completion of unpaid internships, criminal history verification and other background checks. It is the student's responsibility to understand and meet these requirements.

General Educational Development (GED) Tests and Diploma

Non-high school graduates are encouraged to complete their high school education by obtaining a state-issued high school diploma. This diploma permits the GED high school graduate the opportunity to select an Associate degree program from within the College curriculum.

To qualify for the issuance of a Florida GED high school diploma, the individual must be at least 18 years old, reside in Florida, and successfully complete the GED tests.

Preparation for the GED test is available at any M-DCC campus. Please contact the Community Education department. The series of five comprehensive tests covers the writing skills, social studies, science, reading skills, and mathematics. A small charge is required to take the test battery and there is an additional charge, although nominal, to repeat tests, if necessary.

Teacher Certification Information

Teachers should clear in advance with the public school Certification Office or the State Department of Education, Office of Teacher Education, Certification and Staff Development, that the courses they wish to enroll in at M-DCC will meet specific certification requirements.

College credit courses offered by Miami-Dade, as approved by the Certification Office, may be used for extension, reissuance, other vocational certificates, reinstatement of certificates, and for recency of credit. Additionally, information on courses required for general and professional preparation certification is available in the Education Department or Academic Advisement offices at each campus.

Florida Residency

Miami-Dade Community College policy concerning Florida residency requirements complies with the laws of Florida (Statute 240.1201) and State Board of Education Rule 6A-10.044 which are reprinted as follows:

240.1201. Determination of resident status for tuition purposes.

Students shall be classified as residents or non-residents for the purpose of assessing tuition fees in public community colleges and universities.

(1) As defined under this section:

(a) The term "dependent child" means any person, whether or not living with his parent(s), who is eligible to be claimed by his parent(s) as a dependent under the Federal Income Tax Code.

(b) The term "institution of higher education" means any of the constituent institutions under the jurisdiction of the State University System or the State Community College System.

(c) A "legal resident" or "resident" is a person who has maintained his residence in this state for the preceding year, has purchased a home which is occupied by him as his residence, or has established a domicile in this state pursuant to s.222.17.



(d) The term "parent" means the natural or adoptive parent or legal guardian of a dependent child.

(e) A "resident for tuition purposes" is a person who qualifies as provided in subsection (2) for the in-state tuition rate; a "non-resident for tuition purposes" is a person who does not qualify for the in-state tuition rate.

(2) (a) To qualify as a resident for tuition purposes:

1. A person or, if that person is a dependent child, his parent or parents must have established legal residence in this state and must have maintained legal residence in this state for at least 12 months immediately prior to his qualification.

2. Every applicant for admission to an institution of higher education shall be required to make a statement as to his length of residence in the state and, further, shall establish that his presence or, if he is a dependent child, the presence of his parent or parents in the state currently is, and during the requisite 12-month qualifying period was, for the purpose of maintaining a bona fide domicile, rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.

(b) However, with respect to a dependent child living with an adult relative other than the child's parent, such child may qualify as a resident for tuition purposes if the adult relative is a legal resident who has maintained legal residence in this state for at least 12 months immediately prior to the child's qualification, provided the child has resided continuously with such relative for the five years immediately prior to the child's qualification, during which time the adult relative has exercised day-to-day care, supervision, and control of the child.

(c) The legal residence of a dependent child whose parents are divorced, separated, or otherwise living apart will be deemed to be this state if either parent is a legal resident of this state, regardless of which parent is entitled to claim, and does in fact claim, the minor as a dependent pursuant to federal individual income tax provisions.

(3) An individual shall not be classified as a resident for tuition purposes and, thus, shall not be eligible to receive the in-state tuition rate until he has provided such evidence related to legal residence and its duration as may be required by officials of the institution of higher education from which he seeks the in-state tuition rate.

(4) With respect to a dependent child, the legal residence of such individual's parent or parents is prima facie

evidence of the individual's legal residence, which evidence may be reinforced or rebutted, relative to the age and general circumstances of the individual, by the other evidence of legal residence required of or presented by the individual. However, the legal residence of an individual whose parent or parents are domiciled outside this state is not prima facie evidence of the individual's legal residence if that individual has lived in this state for five consecutive years prior to enrolling or re-registering at the institution of higher education at which resident status for tuition purposes is sought.

- (5) In making a domiciliary determination related to the classification of a person as a resident or non-resident for tuition purposes, the domicile of a married person, irrespective of sex, shall be determined, as in the case of an unmarried person, by reference to all relevant evidence of domiciliary intent.

For the purposes of this section:

- (a) A person shall not be precluded from establishing or maintaining legal residence in this state and subsequently qualifying or continuing to qualify as a resident for tuition purposes solely by reason of marriage to a person domiciled outside this state, even when that person's spouse continues to be domiciled outside of this state, provided such person maintains his legal residence in this state.
- (b) A person shall not be deemed to have established or maintained a legal residence in this state and subsequently to have qualified or continued to qualify as a resident for tuition purposes solely by reason of marriage to a person domiciled in this state.
- (c) In determining the domicile of a married person, irrespective of sex, the fact of the marriage and the place of domicile of such person's spouse shall be deemed relevant evidence to be considered in ascertaining domiciliary intent.
- (6) Any non-resident person, irrespective of sex, who marries a legal resident of this state or marries a person who later becomes a legal resident may, upon becoming a legal resident of this state, accede to the benefit of the spouse's immediately precedent duration as a legal resident for purposes of satisfying the 12-month

durational requirement of this section.

- (7) A person shall not lose his resident status for tuition purposes solely by reason of serving, or, if such person is a dependent child, by reason of his parent's or parents' serving, in the Armed Forces outside this state.
- (8) A person who has been properly classified as a resident for tuition purposes but who, while enrolled in an institution of higher education in this state, loses his resident tuition status because he or, if he is a dependent child, his parent or parents establish domicile or legal residence elsewhere shall continue to enjoy the in-state tuition rate for a statutory grace period, which period shall be measured from the date on which the circumstances arose that culminated in the loss of resident tuition status and shall continue for 12 months. However, if the 12-month grace period ends during a semester or academic term for which such former resident is enrolled, such grace period shall be extended to the end of that semester or academic term.
- (9) Any person who ceases to be enrolled at or who graduates from an institution of higher education while classified as a resident for tuition purposes and who subsequently abandons his domicile in this state shall be permitted to re-enroll at an institution of higher education in this state as a resident for tuition purposes without the necessity of meeting the 12-month durational requirement of this section if that person has reestablished his domicile in this state within 12 months of such abandonment and continuously maintains the reestablished domicile during the period of enrollment. The benefit of this subsection shall not be accorded more than once to any one person.
- (10) The following persons shall be classified as residents for tuition purposes:
 - (a) Active duty members of the armed services of the United States stationed in this state, their spouses, and dependent children.
 - (b) Active duty members of the Armed Services of the United States and their spouses attending a public community college or university within 50 miles of the military establishment where they are stationed, if such military establishment is within a

county contiguous to Florida.

- (c) United States citizens living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children.
- (d) Full-time instructional and administrative personnel employed by state public schools, community colleges, and institutions of higher education as defined in s.228.041, and their spouses, and dependent children.
- (e) Students from Latin America and the Caribbean who receive scholarships from the federal or state government. Any student classified pursuant to this paragraph shall attend, on a full-time basis, a Florida institution of higher education.
- (f) Southern Regional Education Board's Academic Common Market graduate students attending Florida's state universities.
- (g) Full-time employees of state agencies or political subdivisions 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.
- (h) McKnight Doctoral Fellows who are United State citizens.
- (i) 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 Board of Regents-approved graduate level education program which leads to a Florida teaching certificate.
- (j) 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 public community college or university within 50 miles of the military establishment where they are stationed.

History. - s.20, ch. 83-325; s.82, ch. 84-336; s. 12, ch. 85-196; s. 5, ch. 86-139; s. 1, ch. 89-367; s. 4, ch. 89-381; s. 21, ch. 92-321; s. 1, ch. 93-242; s. 25, ch. 95-148; s. 1, ch. 95-365; s. 5, ch. 95-392; s. 17, ch. 96-420; s. 5, ch. 98-65; s. 7, ch. 99-4; s. 3, ch. 99-13.

6A - 10.44 *Residency for Tuition Purposes*

The State Board of Community Colleges and the Board of Regents shall maintain consistent policies and practices for the classification of students as residents for tuition purposes to facilitate the transfer of students among institutions. The policies and practices may vary to accommodate differences in governance, but the determinations of classification shall be consistent to assure students of being classified the same regardless of the institution determining the classification.

(1) The classification of a student as a Florida resident for tuition purposes by a public Florida community college or university shall be recognized by other public postsecondary institutions to which the student may later seek admission, unless the classification was erroneous or the student did not then qualify as a resident for tuition purposes.

(2) Once a student has been classified by a public institution, institutions to which the student may transfer are not required to re-evaluate the classification unless inconsistent information suggests that an erroneous classification was made or the student's situation has changed.

(3) Changes the State Board of Community Colleges and the Board of Regents intend to make in the policies and practices for the classification of students as residents for tuition purposes shall be filed with the Articulation Coordinating Committee.

(4) Non-U.S. citizens such as permanent residents, parolees, asylees, refugees, or other permanent status persons (e.g., conditional permanent residents and temporary residents), who have applied to and have been approved by the U.S. Immigration and Naturalization Service with no date certain for departure shall be considered eligible to establish Florida residency for tuition purposes. In addition, non-immigrants holding one of the following visas shall

be considered eligible to establish Florida residency for tuition purposes. Persons in visa categories not listed herein shall be considered ineligible to establish Florida residency for tuition purposes:

(a) Visa category A - Government official.

(b) Visa category E - Treaty trader or investor.

(c) Visa category G - Representative of international organization.

(d) Visa category H-1 - Temporary worker performing professional nursing services or in a specialty occupation.

(e) Visa category H-4 - Only if spouse or child of alien classified H-1.

(f) Visa category I - Foreign information media representative.

(g) Visa category K - Fiance, fiancée, or a child of United States citizen(s).

(h) Visa category L - Intracompany transferee (including spouse or child).

(i) Visa category N - Parent or child of alien accorded special immigrant status.

(j) Visa category O-1 - Workers of "extraordinary" ability in the sciences, arts, education, business, or athletics.

(k) Visa category O-3 - Only if spouse or child of O-1 alien.

(l) Visa category R - Religious workers.

(m) Visa category NATO 1-7 - Representatives and employees of NATO and their families.

(5) Non-U.S. citizens who fall within the following categories shall also be considered eligible to establish Florida residency for tuition purposes:

(a) Citizens of Micronesia.

(b) Citizens of the Marshall Islands.

(c) Beneficiaries of the Family Unity Program.

(d) Individuals granted temporary protected status.

(e) Individuals granted withholding of deportation status.

(f) Individuals granted suspension of deportation status or cancellation of removal.

(g) Individuals granted a stay of deportation status.

(h) Individuals granted deferred action status.

(i) Individuals granted deferred enforced departure status.

(j) Applicants for adjustment of status.

(k) Asylum applicants with INS receipt or Immigration Court stamp.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.1201 FS. History - New 10-6-92, Amended 10-17-2000.

International Student Admissions

Admission - Miami-Dade Community College is authorized under United States Federal Law, Immigration and Nationality Act, Section (101)(a)(15) (F or M) to enroll non-immigrant alien students. These students are required to follow the regular admission procedures, provide a TOEFL (Test of English as a Foreign Language) score, if not a non-native speaker, or alternative English Placement Test, a certificate of health and accident insurance, statement of financial resources to support education costs, and request a Certificate of Eligibility (Form I-20 A-B) from the College.

Registration and placement into courses and programs is dependent on English language proficiency, advisement and counseling, assessment/placement testing and course or program requirements. Academic transcript(s) of secondary school, college, university, technical, and other postsecondary schools attended must be certified as official. Transcript(s) in languages other than English must include official certified English translations, authentic verifying statements, and signatures.

Deadlines - International applicants should apply at least six months prior to enrollment at the college. International mail, transcript verifications, international money transfers, consular appointments, travel and housing arrangements, and advisement/testing requirements all take a great deal of time and may cause delays. Applications for admission, including all admissions credentials and TOEFL test scores (if applicable), must be received at least 60 days prior to the start of the term in which the applicant plans to enroll. International applicants unable to complete the required admission and registration procedures prior to the beginning of classes for the approved term of enrollment will have to wait for the next term to begin studies at Miami-Dade. Students who arrive after the first week of classes for the approved term of enrollment may be required to delay their enrollment until the next term. In such cases, a new Certificate of Eligibility (Form I-20 A-B) may be required to clear visa and/or U.S. Immigration requirements. The request for a new I-20 A-B must be initiated by the student.

International students should plan to take the TOEFL at least six months prior



to the intended term of enrollment at Miami-Dade in order to assure the official test score report is received at least 60 days before the beginning of the term. The Test of English as a Foreign Language (TOEFL) is usually administered several times each year at centers in most countries of the world. Information and application forms for TOEFL may be obtained from international centers, by writing to TOEFL, Box 899, Princeton, NJ 08541, USA, or by visiting their Web site at <http://www.toefl.org>.

Readmission - Readmission to the College for the international student requires submitting a new application for admission, new official transcripts of postsecondary education attempted since last attendance at Miami-Dade, statement of financial resources to support education costs and a request for a Certificate of Eligibility (Form I-20 A-B). Transcript(s) in languages other than English shall include official certified English translations, authentic verifying statements, and signatures.

English Language Requirements - Miami-Dade Community College courses are taught in the English language. The College will provide English language training for students who have insufficient English language skills. English language test scores determine placement into college courses. Although no international students will be denied admission because of their TOEFL score, submission of a TOEFL

score or alternative testing for non-native speakers is required to complete the admissions process. Students with TOEFL scores (or an equivalent score on other standardized tests) of 550 or higher are eligible to take the Basic Skills Assessment Test, to determine placement in courses leading to an Associate degree. Alternative placement tests will be administered to students without TOEFL scores or with scores below 550. Students requiring English language training may need to attend additional semesters at the College in order to complete all associate degree requirements.

Financial Requirements - All international students must have sufficient funds to pay full college matriculation and non-resident fees, textbooks, living expenses, transportation expenses, and other incidental expenses while attending college in the United States. Financial requirements are included with the application for admissions form. Documentary evidence of means of financial support must be provided to the College to be issued a Certificate of Eligibility (Form I-20 A-B). This evidence is also required by the American Embassy or Consulate when applying for a student visa to enter the United States.

Students must have these funds available when they register for classes each term. College financial aid is not available to students on visa. See the "Fees" section in this catalog for details con-

cerning matriculation, non-resident, and other fee requirements.

Employment - Visa students in the United States are not allowed to be employed outside the College, unless permission has been granted by the United States Immigration Services.

Health and Accident Insurance Certificate - Visa students must provide to the College, in advance of the intended term of enrollment, a certificate indicating that the student is covered by standard health and accident insurance for a minimum of 12 months. This insurance coverage must continue for the entire period of enrollment at the College.

Duration of Status - International students on a visa are admitted to the United States for the entire time estimated for them to complete their approved program of study. Students must fulfill the following conditions to maintain Duration of Status: pursue a full course of study at the educational institution they are authorized to attend, make normal progress, keep a current

passport that is valid for at least six months, maintain a valid I-20, and cannot accept off-campus employment without INS approval.

Student Identification Number - Upon admission to the United States for the first time, international students are issued a Form I-20 ID endorsed with an admission number. This form must be kept with the student. The admission number is to be used any time Immigration and Naturalization Services is contacted.

Arrival in Miami - After receiving confirmation of acceptance to the College, International students should arrive in Miami approximately 30 days before the beginning of the first term of enrollment. Students need the time to obtain housing, provide a local address to the College, participate in new student orientation, take English language and placement assessment tests, obtain advisement and counseling, and register for courses.

Housing in the Community - As a Community College, Miami-Dade does not provide or supervise student housing. Each college campus has an International Student Advisor, to assist students to locate housing. International students must should bring sufficient funds to pay three months' rent up advance (first and last month rent, plus a security deposit equal to one month's rent). The estimated expense information provided with the application for admission form provides important details.

Transportation - International students must provide their own transportation or use public transportation (buses or rail) to travel between home and the campus(es) enrolled.

School Transfer - Non-immigrant alien visa students are required to attend the college that is designated on the Certificate of Eligibility (Form I-20 A-B). They are expected to complete at least one semester at that institution prior to requesting transfer to any other educational institution. Completion of a degree program at the designated educational institution is recommended.

International visa students who wish to transfer to another school in the same educational program must request a new Form I-20 A-B from the school to which they plan to transfer. That institution will notify Immigration of the student's intent to transfer to a new school. A student who transfers schools without completing this process is considered to be out of status.

Passport Validity - International students on a visa must have and maintain in their possession at all times a current passport valid for a period of not less than six (6) months into the future. It is the student's responsibility to meet this requirement.

Full-Time Enrollment - Non-immigrant alien students on visa are required by United States Immigration regulations to be enrolled full-time. The student should make satisfactory progress in their approved program each term, otherwise the continuation of study on a student visa may be jeopardized and the Certificate of Eligibility (Form I-20 A-B) rescinded. See Standards of Academic Progress in "Academic Regulations" section.

United States Department of Justice, Immigration and Naturalization Service Laws and Regulations - It is the student's responsibility to comply with all non-immigrant alien requirements as stated under the United States laws under Section 101(a)(15)(F) of the Immigration and Nationality Act. The College is required to report to the Immigration Office non-immigrant alien students who:

1. Do not register at the College at the time expected
2. Do not carry a full course of studies
3. Do not attend classes to the extent normally required
4. Become employed without authorization
5. Terminate their attendance at the College.

Special Fees for International Students may apply, in addition to course and other student fees.

Admission to Continuing Education (Non-College Credit) Programs and Courses

Miami-Dade Community College, through its Continuing Education Program, offers students opportunities for

enrollment in Continuing Workforce Education Training and Recreation and Leisure Courses.

Admission requirements are established by the nature of the particular program or course. A student who plans to register only for continuing education non-college credit courses need not apply for regular College admission.

A. Continuing Workforce Education Courses - These courses are for those students who have had prior employment in jobs related to the enrolled course or are presently employed in a career related to the Continuing Workforce Education course. Students enroll in the courses to upgrade their current skills, for re-employment purposes or to enhance their current employability.

For purposes of state certification or registration and updating to meet various professional organization requirements, the College student registration system allows for the award of Continuing Education Units (CEU's) on the student's transcript. These units may be awarded when a Continuing Workforce Education course is completed and the course has been designated for the award of C.E.U.'s. Ten contact hours of classroom instruction equal one CEU.

B. Recreation and Leisure Courses - These non-credit courses are self supporting with the total program costs being paid by the students who are enrolled. There are no state or College funds provided to support these activities. The College offers these courses on demand from students and community, as space is available. The range of activities and courses are unlimited and are determined by the students enrolled.

Fees and Refunds

A. Registration Fees - College Credit Courses

1. Florida Residents*
Matriculation and
Safety \$42.70 per credit
Service Fees** \$8.60 per credit
Total \$51.30 per credit
2. Non-Florida Residents*
Tuition and
Matriculation and
Safety \$159.10 per credit
Service Fees** \$20.05 per credit
Total \$179.15 per credit

*See "Florida Residency" section for definitions

** Service fee includes the following fees: student services, scholarship, capital improvement and technology.

passport that is valid for at least six months, maintain a valid I-20, and cannot accept off-campus employment without INS approval.

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Housing in the Community - As a Community College, Miami-Dade does not provide or supervise student housing. Each college campus has an International Student Advisor, to assist students to locate housing. International students must should bring sufficient funds to pay three months' rent up advance (first and last month rent, plus a security deposit equal to one month's rent). The estimated expense information provided with the application for admission form provides important details.

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International visa students who wish to transfer to another school in the same educational program must request a new Form I-20 A-B from the school to which they plan to transfer. That institution will notify Immigration of the student's intent to transfer to a new school. A student who transfers schools without completing this process is considered to be out of status.

Passport Validity - International students on a visa must have and maintain in their possession at all times a current passport valid for a period of not less than six (6) months into the future. It is the student's responsibility to meet this requirement.

Full-Time Enrollment - Non-immigrant alien students on visa are required by United States Immigration regulations to be enrolled full-time. The student should make satisfactory progress in their approved program each term, otherwise the continuation of study on a student visa may be jeopardized and the Certificate of Eligibility (Form I-20 A-B) rescinded. See Standards of Academic Progress in "Academic Regulations" section.

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Fees and Refunds

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Total \$51.30 per credit
2. Non-Florida Residents*
Tuition and
Matriculation and
Safety \$159.10 per credit
Service Fees** \$20.05 per credit
Total \$179.15 per credit

*See "Florida Residency" section for definitions

** Service fee includes the following fees: student services, scholarship, capital improvement and technology.

**B. Registration Fees -
Vocational Credit Courses**

1. Florida Residents*
Matriculation and
Safety \$40.80 per
vocational credit
Service Fees* \$ 2.90 per
vocational credit
Total \$43.70 per
vocational credit
2. Non-Florida Residents*
Matriculation and
Safety \$162.90 per
vocational credit
Services Fees** \$ 10.75 per
vocational credit
Total \$173.65 per
vocational credit

*See "Florida Residency" section for definitions

**Service fee includes the following fees: scholarship and capital improvement.

C. Special Fees and Charges

1. Application Service fee - a \$20.00 non-refundable college credit application service fee is charged for processing a student's first application.
2. Late Registration fee - a \$25.00 non-refundable fee charged to students registering for college credit on or after the first day of classes.

3. Full cost of instruction -
Florida Resident \$179.15
4. Examination fee - a \$15.00 per credit non-refundable fee is charged for institutional credit by exam.
5. Special course fees - variable fees are charged in certain courses to cover the use of special supplies, materials, equipment or facilities. Such fees are listed in the schedule of courses published prior to each term.
6. Credit for prior Specialized Training - a fee of \$15.00 per course, up to a maximum of \$50.00 per application, is charged for awarding credit for technical training as approved and defined in the College Technical Procedures Manual.
7. Special fees in music courses that offer private lessons range from \$60.00 to \$110.00.

**D. Registration Fees - Continuing
Education Non-Credit Courses**

1. Continuing Workforce Education (CWE) - Fees are variable and calculated to cover the cost of the course.
2. Recreation and Leisure Courses - Fees are charged to cover all expenses for providing the course.

Fee Policy for Repeated Courses

The Florida legislature has enacted policies affecting the assessment of fees for community college students who repeat a course due to withdrawal or failure. The fee for a third attempt of the same course is equal to 100 percent of the cost of instruction. Since state law prescribes student fees to equal 25 percent of the cost of instruction, the fee for a repeated course is approximately four times that of an initial attempt.

The law and College policy allow one-time exceptions to the increased fees for courses, and students assessed such a fee should consult an advisor for more information.

Refund Policy

Refunds of registration fees are made only if the student drops or withdraws from a course(s) in at the Registrar's Office by the published deadlines (see calendar), or via STAR Service or the Web (and the drop is confirmed) by the deadline. For more information on deadlines, see the sections on "Refund Deadlines," below.

Students who are withdrawn from the College as a result of administrative action, except for disciplinary reasons, are entitled to a full refund of registration fees.

Students withdrawn from a class due to cancellation of that class are entitled to a full refund of registration fees.

Students who are withdrawn from a course or courses for disciplinary reasons are not entitled to a refund.

The \$20 admissions application fee and the \$25 late registration fee are not refundable.

Refund checks are mailed as soon as possible after the refund deadline and should be received within 30 days after the start of classes.

1. Refund Deadlines - College Credit and Vocational Courses

Refund deadlines for each term are published in the Academic Calendar.



The dates vary, so be sure to check the deadlines. The Academic Calendar is found on pages 3 and 4 of this catalog, or a copy is also available from the Registrars Office, or on our Web site at http://www3.mdcc.edu/academic_calendar/.

Weekday classes (classes meeting Monday-Friday) - The number of days you have to receive 100 percent of your money back when you withdraw from courses is based on the length of the term, not individual course days.

This is the refund schedule for weekday classes, for a 100 percent refund of applicable matriculation, tuition and special class (lab) fees:

For a Term with This Number of Weeks	Student Has This Many Class Days to Make an Official Withdrawal to Receive a 100% Refund
1 - 3	1
4 - 5	2
6 - 10	3
11 - 14	4
15 - 16	5
17 - 20	6
21 - 23	7
24 - 26	8
27 - 29	9
30 - 32	10

A procedure exists for handling specified exceptions to the refund policy. See the "Petitions Procedure" in the Students' Rights and Responsibilities Handbook.

2. Refund Deadlines: Continuing Education Courses

One-day courses and workshops - Student must be paid-in-full and make an official withdrawal at least one day prior to the day of class.

Courses meeting for two or more days - Student must be paid-in-full and make an official withdrawal at least one day prior to the second class meeting.

3. A procedure exists for handling specified exceptions to the refund policy. See the Continuing Education Chairperson on your campus.

Payment Policy

1. All fees are due and payable in full at time of registration. Fees and charges are subject to change without notice.

Cash is not to be sent by mail.

2. *Payment of Fees by Check* - Checks may be remitted to Miami-Dade Community College for payment of fees owed. All checks accepted in payment for fees must be drawn on a United States bank and must be payable to the College. If you submit a check that exceeds the amount you owe the College, you will not get cash back. If the overage is less than \$250, then the College will issue you a check, but you will have to wait between nine and 20 business days. If the overage is more than \$250, the check will not be accepted and you will have to submit a new check. Miami-Dade will accept a maximum of \$21,000 of foreign fund checks, for any one student, for any year, July 1 to June 30. Any bank fees charged for processing foreign fund checks will be paid by the student. A student who remits a United States bank check where the funds originated in a country other than the United States will be required to show his or her valid passport before receiving any excess funds.

3. *Payment by Credit Card* - Miami-Dade Community College will accept MasterCard or Visa for payment of course fees and for purchases in the campus bookstore (\$15.00 or more). Charge card payments are also accepted by mail or telephone, and

via the M-DCC Web page, <http://www.mdcc.edu>. Refunds for fees paid by credit card will be made by a check payable to the student unless the student has an open debit account (applications are available at your campus Student Life Office). This may be accessed using the new student "Smart Card" identification card (www3.mdcc.edu/mdccard/) from ATMs worldwide.

4. *Payment by an Employer, Company, or Other Agency* - Prospective students whose registration fees will be paid in part or in full by an employer or other company or agency outside of Miami-Dade Community College should have these arrangements approved by Student Financial Services at least two weeks prior to the expected day of registration.

For further information, contact Student Financial Services.

Florida Pre-Paid Tuition Program

The Florida Pre-Paid Tuition Program covers only defined matriculation, scholarship and capital improvement fees. Students are required to pay any special fees and other local service fees which include student service fees and technology fees.



Financial Aid Information

Student Financial Aid

Financial aid is any grant, scholarship, loan or employment offered to assist a student to meet college expenses. Aid is usually provided by federal and state agencies, foundations, corporations, private donors and/or the College itself.

The amounts and types of financial aid that you can receive are determined by federal, state and institutional guidelines. Financial aid is usually offered in "packages," which consist of a combination of grants, loans, employment and scholarships. Grants and scholarships are regarded as a "gift" and need not be repaid. Loans are usually offered at low interest rates and can be repaid over an extended time period. When aid is offered in the form of employment, the student is paid an hourly rate for work performed (usually minimum wage).

Students who wish to be considered for any financial assistance offered by or through the College, including short-term tuition loans, must complete and submit the FAFSA (Free Application for Federal Student Aid, see "How to Apply" on page 11).

Philosophy of Financial Aid

The objective of the student financial aid program at Miami-Dade Community College is to provide financial assistance to students who, for lack of funds, would be unable to attend the College otherwise. Financial aid is based upon financial "need" as determined by the federal government's system of needs analysis. Well-trained financial aid officers are available to counsel and assist the student and parents seeking additional or alternative sources of aid. The College stands ready to help students who are willing to help themselves and whose families will contribute as their income and assets permit.

It is expected that those who receive a portion of their financial aid as an outright grant or scholarship would be willing to assume responsibility for repayment of a loan to complete their College careers and should also expect to earn a portion of their educational expenses.



The following information is intended to provide a broad overview of the different types of financial assistance available at Miami-Dade. Parents and prospective students are strongly encouraged to contact the Financial Aid Office at any one of the six campuses to obtain additional information regarding any of the aid programs listed.

Availability of certain types of financial aid is dependent upon the student's immigration status.

Financial aid is available for approved and/or certified credit and vocational certificate programs of study.

What is Financial Need?

Financial need is the difference between the cost of education and the amount the student (and parents) can be expected to contribute toward the educational expenses of attending College. Miami-Dade determines financial need based on federal regulations and information provided by the student and and/or student's family on the Free Application for Federal Student Aid (FAFSA, see below). It is the student's responsibility to apply for any additional

aid for which he/she may be eligible and report that aid to the Financial Aid Office.

How to Apply

1. The Free Application for Federal Student Aid (FAFSA)

In order to apply for the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Federal Perkins Loan, Federal Stafford Loans, Federal PLUS, Florida Student Assistance Grant, Florida Work-Experience Program and some other college awards, you must complete the Free Application for Federal Student Aid (FAFSA).

This free application is available at local high schools or campus Financial Aid Offices. It is completed by the student and the student's family and mailed to the processor. Results of the federal analysis are sent directly to the student in the form of Student Aid Reports (SAR). It is also transmitted to the College in the



form of an Institutional Student Information Record (ISIR). Students should carefully read all of the instructions received with the SAR, and timely provide the information to the College, or to the Federal Processor, as requested. Students do not need to take their SAR to the Financial Aid Office, unless specifically asked to do so by the Financial Aid Office.

Students can also apply via the Web. The address is <http://www.fafsa.ed.gov>. Transfer students are required by federal regulations to submit a Financial Aid Transcript from each postsecondary institution attended prior to Miami-Dade Community College. By federal law the Financial Aid Transcript must be sent whether or not aid was received.

2. Priority Deadline for Filing for Financial Aid

The College priority deadline for filing for federal financial aid is March 15 of each year, for awards that will start in August of that same year. So plan on submitting your FAFSA during early or mid-February, so that you

can be sure that it is received and processed by March 15. However, you may apply later than the priority date, and will be considered for an entitlement award (Pell) or other remaining funds the College may have available.

It is in your best interest to work with the Financial Aid Office at the campus where you expect to be taking most of your classes, because your financial aid records are kept at one Financial Aid Office only. If during your time at M-DCC, the campus where you take most of your classes changes, you should arrange to move your records to the Financial Aid Office at the new campus.

Verification

Federal regulations require that some students verify the information submitted on their application. If selected for verification, you will be asked to provide additional information (such as tax returns, a Verification Form, documentation of independent status, etc.). Student files cannot be processed or awarded until verification is complete and all corrections have been made.

Reapplying

Financial aid is not automatically renewed each year. To be considered for financial assistance from one year to the next, all students must reapply. Since the amount and type of aid are based upon the family's financial situation each year, it is quite possible that financial aid awards will change from one year to the next.

Students who submitted a FAFSA and received an eligible SAR during the prior year will receive a renewal application from the Federal Processor during November or December of that year. You should provide any new or updated information on these forms and submit them to the Federal processor by January or February of the following year, after your W2 forms are received and your income taxes are filed (if applicable).

In addition, students who are eligible to receive outside educational assistance such as Veterans Administration benefits and Vocational Rehabilitation assistance are expected to apply for this assistance.

Miami-Dade Community College reserves the right to request supplemental information from parent(s),

guardian(s), spouse, and/or student as required by the financial aid staff to assess the need of the student.

Basis on Which Financial Aid is Granted

The amount of financial assistance a student receives is generally determined by the need of the applicant, the availability of funds from federal, state, institutional and private sources, as well as the order in which the applications were completed (first-come, first served basis). In determining the financial need of each applicant, the College takes into account the objective facts of the financial circumstances of the student and the family, recognizing the differences of each family situation.

Student budgets are an essential element in determining the aid granted and are developed annually by the Financial Aid Office to realistically estimate what it would cost the student to attend Miami-Dade. The following table shows the average allowable educational cost for Florida residents enrolling for fifteen (15) credits for both the Fall and Spring Term.

	Dependent student Living at Home	Dependent student Living Away from Home
Matriculation Fee	\$ 1,539.00	\$ 1,539.00
(\$49.65 per credit)		
Books & Supplies	\$ 1,168.00	\$ 1,168.00
Room & Board	\$ 1,748.00	\$ 6,992.00
Transportation	\$ 2,190.00	\$ 2,190.00
Personal	\$ 2,171.00	\$ 2,171.00
Total	\$ 8,865.00	\$14,109.00

Note: Budget for non-Florida residents is calculated with tuition charges at \$179.15 per credit. The above fees and other educational costs are subject to change without advance notice.

The final decision as to the types of aid the student is to receive from the College rests with the Financial Aid officer.

Who Qualifies for Financial Aid

To qualify for federal, state and institutional aid, you must meet the following requirements:

1. Demonstrate financial need according to the financial needs analysis system, except for unsubsidized Stafford Loans
2. Be enrolled and in attendance at

least half time (6 credits per major term), with the exception of Pell Grant (no minimum required). Some institutional and state programs require full time enrollment (12 hours per major term)

3. Be a degree-seeking student (either A.A. or A.S. degree or working toward a certificate)
4. Maintain standards of academic progress in course of study
5. Not be in default or owe a repayment on any Title IV funds received at any institution
6. Be a U.S. citizen, eligible non-citizen, or permanent resident of the Trust Territory of the Pacific Islands or a citizen of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau
7. Be registered with Selective Service, if required. Check with the Financial Aid Office for further details
8. Have not borrowed in excess of loan limits under any Title IV program at any institution
9. Must have answered the questions regarding drug convictions on your FAFSA form

Students who are not high school graduates, or who do not possess a G.E.D., must pass the college placement test with minimum scores in at least one of the three areas of reading, writing or math to qualify for financial aid.

A student receiving financial aid must continue to meet college Standards of Academic Progress.

Financial aid will pay for a maximum of 30 credits of College Prep courses, and all EAP (English for Academic Purposes, formerly ESL/ENS) credits. Financial aid will also pay for a maximum of 150 percent of the number of credits registered to complete a degree or certificate. This 150 percent does not include the first 30 credits of College Prep courses, any credits registered as EAP, or "I" grades or audits.

Students may appeal denial of benefits; go to Financial Aid for more information.

Refunds and Repayments

If a financial aid recipient completely withdraws from the College after the refund period, but by the deadline to withdraw with a grade of "W", the unearned portion of the financial aid paid to the college, and disbursed to the student must be returned. A student who owes a repayment will not be eli-

ble for additional financial aid until the repayment is made in full.

Financial Aid Programs Grants

1. **FEDERAL PELL GRANT** - This is a federal program of gift aid based upon financial need. Awards range from \$400 up to approximately \$3,750 per year. Once a student completes the FAFSA, a standardized formula is used to determine eligibility for the Pell Grant. Results of the federal analysis (SAR) are mailed to the student for signature with instructions to deliver the SAR to the campus Financial Aid Office for processing. Students may now be eligible if enrolled for less than 6 credits. The Pell Grant only pays for up to 30 credits of remedial courses.
2. **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT** - This federal gift aid program is awarded to students who are Pell eligible based on extreme financial need. Students are automatically considered for this grant based on their effective family contributions on their Student Aid Report. Students with the greatest need are awarded these limited funds.
3. **FLORIDA STUDENT ASSISTANCE GRANT PROGRAM** - This is a need-based grant sponsored by the Florida Department of Education. To be considered for this grant, the student must complete and submit a completed FAFSA form before May 15, have a minimum of one year Florida residency, be a full-time student, and have and maintain a 2.0 cumulative and term grade point average, among other requirements.
4. **FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM** - This merit-based scholarship is a lottery-funded program sponsored by the Florida Academic Scholars Award, the Florida Merit Scholars Award, and the Florida Gold Seal Vocational Scholars Award. Each award level has different academic criteria for eligibility and receives a different award amount.

Employment

1. **FEDERAL WORK-STUDY PROGRAM (FWS)** - This federal, need-based program is designed to provide part-time employment for students. Jobs are available at all campus sites and approved students may work up to 20 hours per week. Participation in the FWS program is also contingent on possessing the skills to do the job as well as performing in a satisfactory manner. Students are encouraged to check with the home campus Financial Aid Office for specific openings.
2. **COMMUNITY SERVICE LEARNING PROJECT** - This employment program, a component of the Federal Work-Study Program, has been established to encourage Work-Study students to participate in community service activities. These are services identified to improve the life of community residents, particularly low-income individuals, or to solve particular problems related to their needs.
3. **AMERICA READS & AMERICA COUNTS** - These components of the Work-Study Program have been created to encourage Work-Study student to participate in programs designed to help children read well and develop math skills. America Reads and America Counts tutors work up to 20 hours per week with elementary age children who are experiencing difficulties reading independently or struggling with mathematics. All inquiries should be directed to the Center for Community Involvement.
4. **FLORIDA WORK-EXPERIENCE PROGRAM (FWEP)** - The Florida Work Experience Program provides an opportunity for students to gain on-site work experience as well as financial support while they attend the College. To qualify for this program, a student must (1) demonstrate financial need, (2) have resided in Florida in the preceding 12 months, (3) be enrolled at least half-time, and (4) maintain a cumulative GPA of 2.0.

Loans

1. **FEDERAL PERKINS LOAN** (formerly National Direct Student Loan-NDSL) -

The Perkins Loan is a low interest loan (5%) administered by the College for students who have demonstrated need for such assistance. Students may borrow up to \$3,000 annually for the first two years. Repayment of the loan begins nine months after the student drops below a half-time status, graduates, or leaves school for other reasons. Recipients of the Perkins Loan may be allowed up to ten years to repay the loan, depending on the loan amount, with a minimum repayment of \$40.00 a month. No payments are required for up to three years while serving in the Armed Forces, Peace Corps, or VISTA. Also, cancellation provisions are made for borrowers who go into certain fields of teaching

or specified military duty and the health professions (nursing). Other deferment provisions are available. Check with the campus Financial Aid Office. Entrance and exit interviews are required for all borrowers.

2. **FEDERAL FAMILY EDUCATION LOAN PROGRAMS** - The College participates in the Federal Family Education Loan Programs. This includes the Federal Stafford Loan (subsidized and unsubsidized) and the Federal Parent Loan for Undergraduate Students (PLUS). Students and parents borrow funds through private lenders in amounts determined by Federal regulations.

First-year students enrolled in a program that is a full academic year may borrow up to \$2,625. If a student has



completed the first year of study (30 credits), he/she may borrow up to \$3,500. The federal government pays interest on the loan while the student is in school or on deferment. Students whose first Federal Stafford Loan is disbursed after October 1, 1992, qualify for a variable interest rate (based on the 91-day Treasury Bill + 3.1% - reset every year). The interest rate is capped at 9%. The subsidized Federal Stafford Loan is based on financial need. Students are not responsible for payments on principal or interest, which accrue on the loan, while they are in school on at least a half-time basis. Payments begin six months after the student graduates or drops below half-time. The unsubsidized Federal Stafford Loan is not based on financial need. Students who are ineligible or partially eligible for the Federal Stafford Loan may apply for this loan up to the maximum Stafford Loan amount. Independent students may apply for an additional loan up to \$4,000. However, students are responsible for the interest, which accrues on the loan, while they are in school. Payments on the principal begins six months after the student graduates or drops below half-time.

3. **FEDERAL PLUS LOANS** - These loans are available for parents of dependent students to provide additional funds for educational expenses. PLUS borrowers do not have to demonstrate financial need. However, the student must first apply for the Federal Stafford Loan, via completion of the FAFSA before their PLUS application can be processed. The parent may have to undergo a credit analysis and meet citizenship criteria. The cost of attendance, less financial aid, can be borrowed at a variable interest rate. Repayment begins as soon as the loan is received.

Miami-Dade Student Assistance Programs Scholarships and Grants

Scholarships and grants are available annually for many students who require additional financial assistance beyond that received from federal and state sources. College funds for scholarships and grants are provided by businesses, clubs and organizations, agencies, and from individual friends of the College through the Miami-Dade Community

College Foundation, Inc. The primary criteria on which scholarship and grant recipients are chosen is financial need. A limited number of awards, however, have been set aside annually for service to the College, exceptional academic achievement, for extra-curricular activity, and for middle income students. Students who complete the FAFSA and the College Supplemental Aid Application are automatically considered for Miami-Dade scholarships and grants. Students who are applying for aid, based upon their prior academic achievements and service to the College, may be required to supply additional information and personal references.

Loans

Miami-Dade provides a revolving fund for small loans to meet unexpected fee payment emergencies. These loans are repayable before the end of the term in which money is borrowed or upon withdrawal from the College.

Employment

Miami-Dade offers a limited number of on-campus student employment opportunities for those students who are not eligible to participate in the federal College Work Study Program. Arrangement to participate in this program should be made through the campus Financial Aid Office or through the specific department where the student wants to work.

Currently Employed Full-Time Miami-Dade Employees and Their Spouse/Dependents Fee Assistance Program

Currently employed full-time employees of Miami-Dade Community College, who have been employed full-time for at least six months prior to the first day of the term, are eligible for matriculation fee benefits up to six (6) credits for courses taken in each of the 16 week Fall and Spring terms or in the 12 week combined Summer A-Summer B Term. This benefit includes Vocational Credit (PSAV) courses, but does not apply to audit or include special fee charges in certain courses.

The spouse and/or dependent sons and daughters of full-time Miami-Dade employees may enroll without paying matriculation fees if they do not qualify for regular financial aid. Please contact the campus Financial Aid Office for more details.

Current full-time employment and/or the dependency of those planning to enroll under this policy will be certified through the College Human Resources Office.

Tax Help for Educational Expenses

The Taxpayers Relief Act of 1997 offers several tax credits and deductions for educational expenses. The two most commonly affecting M-DCC students are summarized below. For more information about these and other tax credits and deductions for education, go to the IRS Web page at:

<http://www.irs.gov/hot/not97-60.html>.

Hope Scholarship Credit - Students enrolled on at least half-time basis for any portion of the calendar year, while participating in a program leading to a degree or certificate such as Associate in Arts (AA), Associate in Science (AS), or any Vocational Certificate Program, are eligible for a federal income tax credit. The tax credit equals 100 percent of the first \$1,000 of tuition and fees of the first year and 50 percent of the first \$1,000 of the second year, less any grants or scholarships received by the student. This program became effective for enrollment after December 31, 1997. For additional information and eligibility on the Taxpayers Relief Act of 1997 contact the Internal Revenue Service.

Lifetime Learning Tax Credit

Students beyond the first two years of college, or taking classes part-time to improve or upgrade their job skills, will receive a 20 percent tax credit for the first \$5,000 of tuition and fees through 2002, and for the first \$10,000 thereafter. The credit is available for net tuition and fees (less grant aid) paid for postsecondary enrollment after June 30, 1998. The credit is available on a per-taxpayer (family) basis, and is phased out at the same income levels as the HOPE Scholarship.

Veterans Administration Assistance

The Veterans Benefit Program is designed exclusively for providing educational assistance to veterans of the

United States armed forces and eligible dependents. Miami-Dade Community College is an approved institution for the education and training of veterans and eligible dependents under all public laws now in effect. The College assists veterans and eligible dependents wishing to receive V.A. educational benefits. Personal and academic counseling, registration fee deferments, tutorial assistance, and V.A. Work-Study programs are available. Veterans are encouraged to contact any campus Registrar's Office to obtain further information.

Veterans and eligible dependents planning to attend Miami-Dade should contact the college two months prior to their date of entry in order to expedite the processing of paperwork required to obtain educational allowances from the Veterans Administration.

To continue receiving benefits, veterans and eligible dependents must:

1. Maintain satisfactory attendance in all courses
2. Maintain a satisfactory grade average
3. Satisfactorily complete the courses in which they enroll
4. And take only those courses required for their degree and program approved by the Bureau of State Approving for Veterans Training, Department of Veterans Affairs

Other Sources Of Financial Assistance

Benefits for the Disabled - The state of Florida provides funding for the purchase of special equipment and services for all persons with disabilities enrolled

in public postsecondary institutions. Contact the campus coordinator of Disabled Student Services.

Vocational Rehabilitation Aid

Public Law 93-112, the Rehabilitation Act of 1973 as amended by PL 93-516 in 1974 and PL 95-602 in 1978, authorizes vocational rehabilitation services for persons with disabilities. Vocational Rehabilitation may provide evaluations, guidance and counseling, partial scholarships, and other services for eligible persons with physical, emotional, or mental impairments that interfere with employment. Vocational Rehabilitation has several offices in Miami-Dade County. These services are designed to enable persons with impairments to enter, regain or retain employment.



Student Support Services

Advisement and Counseling

The Academic Advisement/Counseling Department assists students in selecting courses and programs of study to satisfy their educational objectives. A staff of full-time advisors representing a diversity of educational and professional backgrounds is available to provide this service.

All students are encouraged to see an advisor after admission to the College, and after assessment testing has been completed and before registration. Returning students with declared majors should seek advisement from faculty in their major department. At this time the student and the advisor work out an appropriate choice of courses based on the student's past academic performance, results from the Basic Skills Assessment Test (CPT, SAT, or ACT), their chosen program, and outside commitments.

During enrollment at Miami-Dade, students are encouraged and sometimes required to see an advisor when they encounter academic problems or contemplate a change in educational goals. They are especially encouraged to consult with an advisor in the term preceding the term in which they expect to graduate, in order to determine their graduation eligibility.

Advisors are available to assist students with making career choices or resolving problems affecting their academic performance. Students may be referred for testing, or to community agencies when appropriate, as a means to aid decision-making.

Degree Audit

Miami-Dade's computerized degree audit system informs students of progress toward meeting the graduation requirements of their particular degree or certificate. It also indicates the suggested and required courses for transfer to the M-DCC baccalaureate program or to one of the public universities in Florida as well as the five large private institutions in Miami-Dade County.

Basic Skills Assessment Program

In an effort to provide more effective educational services for students, the College has established a Basic Skills Assessment Program. Through the assessment program, the College can identify the student's academic strengths and weaknesses in reading, writing and mathematics. This information is used to provide advisement and placement in courses which will best help those who need to improve skills in reading, writing and mathematics.

M-DCC administers the Computerized Placement Test (CPT) free of charge, and you can schedule a convenient time to take this test, which is not timed. The CPT consists of three sections: reading comprehension, sentence skills, and elementary algebra. Arithmetic or college level math subtests may also be administered.

Florida's Board of Education requires that first-time-in-college students who are degree-seeking provide scores on an entry-level placement examination. The rule specifies that you have to submit a CPT, SAT-I, or ACT to meet this requirement. If you present valid SAT-I or ACT scores which meet or exceed the State minimum score requirements, you do not have to take the CPT. To find out what minimum scores you need to be excused from taking the CPT, call the testing office at your campus, or check our Web site at <http://www.mdcc.edu>. Select "Institutional Research and Testing" and then choose "Placement Testing Information." All scores presented must have been obtained within the past two years.

The CPT, SAT-I or ACT is required for:

1. All first-time-in-college student who are seeking a degree.
2. All students who register for any English or mathematics course.
3. All students who register beyond 12 credits since first enrolled at M-DCC.
4. High school students applying for dual enrollment.
5. Students whose placement examination was more than two years ago and scores were not used for enrollment.

6. Students whose placement examination was more than two years ago and were placed into either a college prep or college credit course but did not pass the course(s) into which you were placed, or a higher level course(s) in the same subject area.

The CPT, SAT-I or ACT is not required for:

1. Students with an associate degree or higher from an accredited institution. Official documentation must be submitted to the Registrar's Office.
2. Students who earned a grade of "C" or higher in both a college-level English course and a college-level algebra course
3. Transient students who are not taking English or math (a transient student is someone who is primarily attending another institution and coming to M-DCC to take one or a few courses).
4. SAT-I or ACT scores meet state minimum requirements, and the scores are valid when you enter M-DCC (placement scores are valid for two years). If you passed the SAT-I or ACT but scored in a certain range on the math part, you still have to take the CPT College-Level Math Test. Check with the testing office or see the Web site for the specific score range.
5. You obtained a "College Ready" high school diploma from a Florida public school within the last two years. (A "College Ready" high school diploma is a specific type of diploma awarded by high schools; check with your high school guidance counselor or the campus Registrar's Office for more information).
6. You are in one of the specified programs for which the College president may waive assessment within the guidelines provided by State Rule.

If you do have to take the CPT, you should take the Practice-CPT, known as "PASS" first. Taking the PASS will give you

a better idea of what to expect on the CPT. If you have never taken a test on computer, you definitely should consider taking the PASS so that you can get used to taking a test on computer.

There may be other additional basic skills tests that you have to take. For example, if you scored in the lowest range on the reading subtest of the CPT, you may need to take the Levels of English Proficiency (LOEP) subtest of the CPT.

Students whose English language proficiency is insufficient to be tested on the CPT will be given the College-approved alternative for placement into appropriate English language courses. Upon completion of the English instructional curriculum, students will take the required CPT for further course placement.

If your scores on one or more of the subtests of the CPT fall below minimum passing scores established by the state Board of Education, you must enroll for at least one course in the College Preparatory program.

In accordance with Florida law 240.321, students may use **Adult Basic Education, Adult Secondary Education, or private provider instruction** as an alternative to traditional College Preparatory instruction.

Further assessment may be conducted in classes and course placement changed based on the results of the additional assessments. In keeping with State Rule, students at or above the minimum scores identified as likely to benefit from College Preparatory placement may enroll in College Preparatory courses.

The State requires agencies offering **Vocational Credit Certificate Programs (VCCP)** to assess the basic skills level of students entering programs of more than 180 clock hours. M-DCC offers the Test of Adult Basic Education (TABE) for these vocational students. The minimum passing scores vary among the vocational programs, so check with your advisor for these scores. You must take the TABE within the first six weeks of admission into the program.

You are required to take the TABE if:

1. You are a first-time-in-program student, and are seeking a certificate in a vocational program of more than 180 hours.
2. Your TABE (or other approved examination) scores are more than two years old and have not been used for placement.

You do not have to take the TABE if:

1. You have earned an Associate in Arts degree or higher from an accredited institution. There are a few exceptions, however, such as certain programs sponsored by external funding agencies.
2. You achieved passing SAT-I, ACT, or CPT scores which exempt you from college preparatory placement. You must have passing scores in all three areas.
3. You met the College-Level Academic Skills Test (CLAST) requirement.
4. You can present official scores on any of the state-approved exams (including the CPT) which demonstrate the skill level required by the specific program. The scores must have been obtained within the past two years.

Academic support labs are available to prepare students to take the TABE. If you are enrolling in an Adult General Educational program, you also must take the TABE.

If you have any questions regarding the TABE please contact the campus Testing Department. For additional placement testing information, please visit the Institutional Research and Testing Web site, which can be accessed via the M-DCC home page at <http://www.mdcc.edu>.

Bookstore

Bookstores are located at all the campuses and the Hialeah Center. Hours vary during the term, with longer opening hours in the early weeks of the semesters.

Here are the locations and phones:

Hialeah Center

305-237-8724 • Room 1121, inside the main door, next to the cafeteria

Homestead Campus

305-237-5042 • Building H, Room 103, next to the Admissions Office

Kendall Campus

305-237-2361 • Building 8, Room 8105, near the cafeteria main entrance

InterAmerican Campus

305-237-6019 • Building 1, Room 1114, corner of 6th St. and 27th Ave.

Medical Center Campus

305-237-4178 • Room 1180, between buildings 1 and 2

North Campus

305-237-1247 • Building 4, Room 4101, just outside the cafeteria entrance

Wolfson Campus

305-237-3236 • Building 2, Room 2102, 4th St. side, near the red elevators

The list of required textbooks for classes is published before the semester begins, and it's usually a good idea to buy books before classes start. When you go to buy your textbooks, bring your schedule with you, because the book list is organized alphabetically by course and by reference number (6-digit code identifying your class, see glossary). If you don't see your book in the bookstore, or you don't see your class on the list, or you have some other kind of question or problem, the store's textbook manager can help you.

If you get to your class and find that the required text has changed, you should be eligible for a refund on the book(s), provided you have not damaged or marked in it. The official refund policy is as follows: "Textbooks with the original receipt will be fully refunded within 15 calendar days from the start of classes for Fall and Spring terms, or within two days of the purchase date thereafter. During short, interim or Summer Terms refunds will be given within seven calendar days from the start of classes or within two calendar days of the purchase date thereafter. Within these time periods, textbooks are fully refundable when returned in the same condition as purchased. Textbooks are not refundable during the last week of classes and exam weeks, but if purchased may be sold back at "buyback."

If you have used your book but don't want to keep it, you can often sell it back to the bookstore. The prices for "buyback books" vary at different times of the year, depending upon the level of demand for that book in the upcoming term. If the bookstore has a need for a particular title, you can sell the book back to the bookstore for up to half its retail price. There is no time or date limitation on selling your books. You can do this any time of the year.

Books can also be purchased on the bookstore corporate Web site: <http://www.efollet.com>.



Career Planning

Each campus has a career center where students who are uncertain about their future careers may obtain career counseling, vocational interest testing, and may review a variety of career materials. Throughout the year campuses also sponsor career fairs, job days, and similar activities to help you network with professionals and learn more about different career opportunities. Some programs offer student internships, so that you can get work experience while you are still in school.

Class Schedules

Although the College tries to offer courses at times convenient for all students, the College cannot guarantee that every student will be able to get the class schedule desired. Registering early is the best way to get the schedule you want. When you are finished with the registration process you will get a printed copy of your schedule, which also states that you have paid your tuition and fees. **Keep this schedule handy for the entire term**, you will be surprised how often you need to show it to someone or refer to it for information.

College Level Academic Skills Test (CLAST)

In Florida, the state Board of Education sets and maintains "minimum and uniform standards of college-level com-

munication and computation skills" as a means of ensuring quality in the state's higher education systems. Before a student can receive an Associate in Arts degree or advance to the upper division of the State University System, he or she must demonstrate competence in English language, reading, and mathematics.

You can demonstrate competence in these skills by achieving a certain minimum grade point average in specific college level courses, or by achieving scores on the SAT-I or ACT which meet or exceed certain minimum levels. (The Advisement Office can tell you what the current minimum GPA and scores are). If either your GPA or SAT-I or ACT scores do not meet the minimum requirements, you can take the College-Level Academic Skills Test (CLAST). The CLAST has four subtests, all of which you must pass before you can obtain your AA degree or transfer to the upper division of a state university in Florida. Passing scores on the various subtests are determined by the state board, and vary according to when you first take the examination. Current passing scores are: Reading, 295; English, 295; Mathematics, 295; and Essay, 6.

You are permitted to take the CLAST only after you have completed 18 college credits. For the English Language Skills, reading, and essay subtests, you must have successfully completed ENC 1101. For the mathematics subtest, you have to have passed one college-level mathematics course (excluding MAT 1033). But if you passed all portions of the entry-level placement examination (the CPT) then you don't have to pass ENC 1101 or a math class before you take the CLAST.

Although students may use CLAST

alternatives to satisfy the graduation requirement, students who plan to major in education need to note that successful CLAST scores are necessary for teacher certification.

Students may retake any CLAST subtest until a passing score is obtained, but if you fail a CLAST subtest two or more times, you must follow CLAST prescriptions guidelines before retaking the subtest. If you have taken and failed any subtest of the CLAST at least four times, a request for a waiver for that subtest may be initiated. Contact the Advisement Office for details. Disabled students may also request waivers for CLAST subtests. See the ACCESS coordinator for details.

Students who do not meet the CLAST minimum score requirements on the four subtests or meet one of the alternative requirements will not be awarded the Associate in Arts degree. However, students who pass three of the four subtests may, if otherwise qualified for admission, enroll for up to 36 semester credits in upper division courses at public universities in Florida before they are required to pass the fourth subtest.

The CLAST is only offered three times per year and state rules require students to sign up by specific deadlines, during the same term in which you take the CLAST. The campus Advisement/Counseling, Testing and/or CLAST offices have information about how and when to register for the CLAST. CLAST is available by computer on the North, Kendall and Wolfson campuses, but the essay subtests can only be taken on the three regular test dates. The fee for the computer version (CAT-CLAST) is \$30, the paper-and-pencil version is free. Students may schedule appointments to take the CAT-CLAST according to the guidelines published by their Campus Testing Department. Testing office advisors can tell you where the communication and computation skills are taught in the curriculum, and how the test is offered to those with disabilities.

If you have any questions regarding the CLAST please contact the campus Testing Department. For additional CLAST testing information, please visit the Institutional Research and Testing Web site, which can be accessed from the M-DCC home page <http://www.mdcc.edu>.

Job Placement Services

The campus Career Center/Job Placement Center provides part-time, full-time, temporary, summer and career-related employment within the community. In addition to job listing, and referrals, the center offers on-campus employer recruitment, job counseling, workshops on employability skills and resume writing, credential files for graduates, job fairs, and employer literature.

Library and Audio-Visual Services

The libraries at Miami-Dade have a combined book collection of approximately 300,000 items. In addition, the campus libraries have thousands of periodical titles and access to hundreds of electronic databases to meet information and research needs. The electronic library of the future is available through LINCC, a statewide electronic information system, in all libraries. Numerous CD-ROM and online databases are available to complement the book and periodical collections.

M-DCC libraries utilize library networks such as SEFLIN and OCLC in obtaining materials for students, staff, and faculty. In addition to basic services, such as book borrowing and reference assistance, the libraries provide specialized services such as library instruction, inter-library loan and reserve collections. Libraries provide these vital services at all six campuses and at two outreach centers.

Miami-Dade audio-visual centers have over 37,000 media titles in a variety of media formats including film, DVD, laser disk, CD, audio and video cassettes. In addition, the College offers extensive classroom media services with a large variety of audio-visual equipment and materials to faculty and students. The latest computer based presentation hardware, including multimedia interactive videodisc and large screen projection systems are available for use by faculty and students.

Arrangements for state-of-the-art video conferencing services may be made at all of the campuses. Audio-visual centers are located on all six campuses, providing classroom delivery and materials production service to faculty, and media center facilities and services for individual use and student groups.

Registration and Records

Registration is held each term according to scheduled dates available from the campus Registration Office. Students may register for courses in person or from any Touchtone™ telephone using the College's STAR registration service. You can also register via the Internet by going to the "Current Students" section of the college Web site, <http://www.mdcc.edu>.

The Registrar's office is the designated custodian of all official student academic records. The office maintains official student transcripts, processes final grades at the end of each term and updates student records with address, name and approved grade changes. It provides both official and unofficial copies of student academic records to students or to other individuals, institutions or agencies upon request from students. The college also participates fully in the electronic transmission of student transcripts with other participating institutions.

This office also provides official certifications of student enrollment and academic status to other agencies such as the Veterans Administration, insurance companies and financial institutions. The Registrar's office also provides prompt final grade information at the end of each term via the College Web site and by use of the STAR Service from any Touchtone™ telephone. Degree Audits and transcripts also furnish this information. Hard copy Final Grade Reports are provided at your request from the campus Registrar's Office. The Registrar's office is also responsible for processing applications for degrees and ordering and distributing associate degree diplomas and certificates.

Services for Students with Disabilities

(ACCESS - A Comprehensive Center for Exceptional Students' Services)

Federal and state laws and regulations guarantee students with disabilities equal opportunity in postsecondary education. The College has developed special support services and accommodations to assist students with disabilities in achieving equal opportunity. These services include, but are not limited to, assistance with registration, advisement, financial aid and readers for blind persons, interpreters for deaf students, note takers and adaptive technology, special equipment, and special testing accommodations. Tutoring and/or specialized classes may be available. Florida Law enables the College, in certain instances, to alter entrance and graduation requirements.

Students may find out about additional services and eligibility for these services by contacting the College's general information number listed in the white pages of the Telephone Directory and then asking for the number for Services for Students with Disabilities or the campus ACCESS Department.

Student Health Services

Miami-Dade is not legally or financially responsible for medical care and does not provide the services of a physician on any campus. The Fire Department Rescue Service provides first aid emergency health service.

At the time of enrollment, each student should provide the name of a person to contact in an emergency on the appropriate line of the application form. If that contact person changes while the student is attending Miami-Dade, the student should update that information with the Registrar's Office. Students should carry emergency information at all times, as well as any medical insurance card(s).

Information and Policies

AIDS Policy

Miami-Dade Community College will offer students and employees diagnosed as HIV positive the same opportunities and benefits offered to other students and employees. These include access to educational programs, advisement and counseling services, employment opportunities and financial aid. The College is committed to a policy of non-discrimination in the conditions and privileges of employment for those having been diagnosed as HIV infected, but who are otherwise qualified and physically capable of performing assigned duties and responsibilities. Except where course work or employment requires involve-

ment with body fluids, no special policies, procedures or rules will be imposed on students or employees diagnosed as HIV infected that will limit or restrict the students' participation in College activities, programs or the employees' rights to employment, use of benefits or livelihood.

The College has implemented an HIV education program for students and employees and will adopt such work and educational procedures as may be necessary to maintain and utilize universal disease control procedures as defined by the Center for Disease Control (CDC).

The individual campuses will be responsible for the initial management of students and employees who are

identified as HIV infected. Each campus president shall appoint a campus task force responsible for overseeing the appropriateness of this management and all campus HIV education activities.

Automobiles on Campus

Student and faculty parking areas are designated on each campus. The M-DCCard may be required for access to the lot, in some lots students need to have the M-DCC parking sticker affixed to the rear car window. The parking sticker is issued upon acceptance to the College. Parking stickers are good for one year. Updated stickers are available from the Student Life Office on each campus.

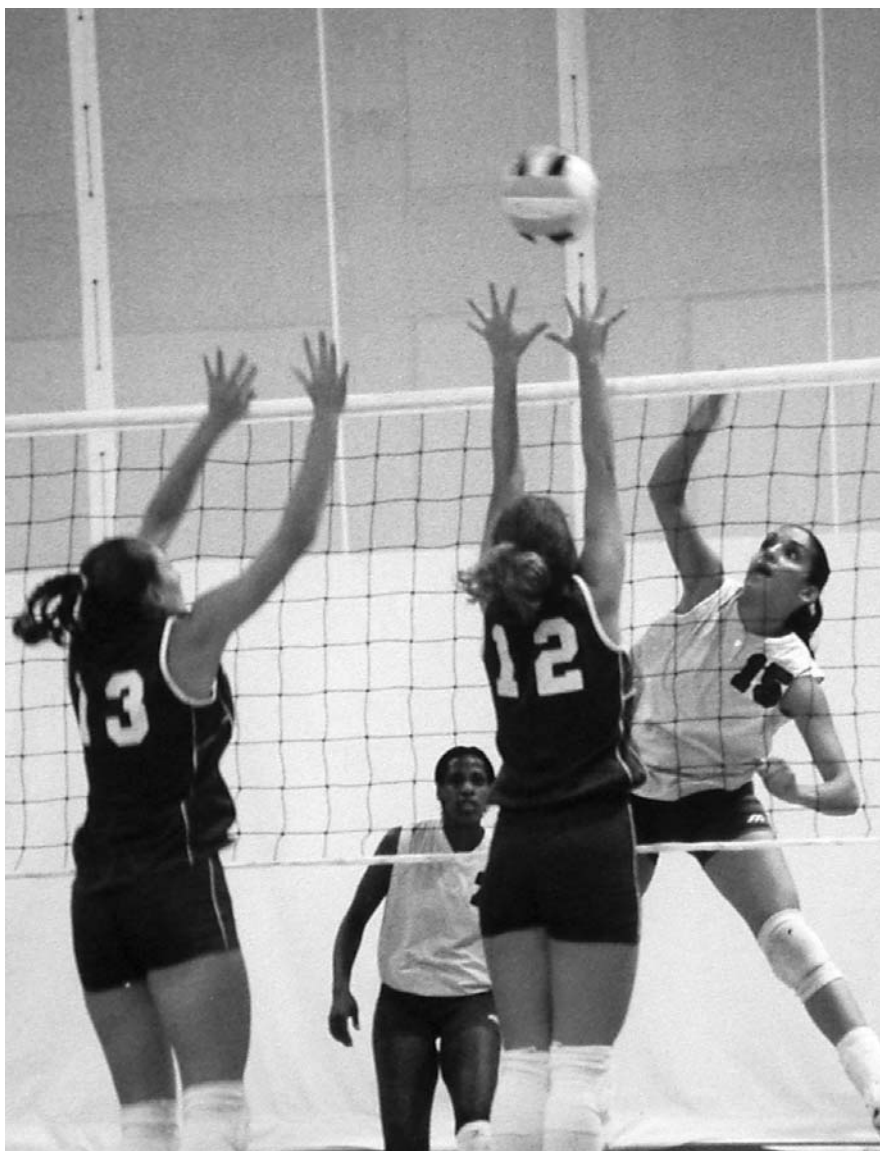
Miami-Dade County and municipal police enforce traffic and parking regulations on and around each campus. Traffic citations are issued for traffic and parking irregularities on and around all campuses, and violators may be towed at their own expense.

Although campus security officers patrol parking areas, the College assumes no responsibility for the care or protection of a vehicle or its contents at any time it is operated or parked on campus. If a vehicle must be left on campus overnight, notify the Campus Security Office.

Visitor parking policies vary by campus, so visitors should phone ahead for information. Visitors parked in unauthorized spaces may be subject to traffic citations and towing at the owner's expense.

North Campus has numerous lots surrounding the campus, though some are accessible only by faculty and staff.

Kendall Campus has a multi-story parking facility with more than 700 student, staff and visitor parking spaces, as well as a number of parking lots. The parking garage is open Monday through Friday from 6 a.m. to 11 p.m. and Saturday from 6 a.m. to 6 p.m. The facility is closed on Sundays. During special events requiring visitor parking permits,





visitors may obtain parking passes in advance from the Campus' Information Booth, from Campus Security located on the south side of Building 5000, or from their event sponsor.

Wolfson Campus has a multi-story parking garage open to students, faculty and staff. The garage, also known as Building 7, is located between First and Second avenues and between Fifth and Sixth streets. Entrances are on Fifth Street, Sixth Street, and First Avenue. Student must show the M-DCCard to get in. Hours of operation vary, so check with the security guards if you plan to leave your car late at night.

The Medical Center Campus operates a parking lot at Northwest 10th Avenue

and 20th Street. This lot is equipped with electronic control arms monitored by Campus Patrol Officers from 6 a.m. to 10:30 p.m. Monday to Thursday and, 6:30 a.m. to 6 p.m. Fridays, Saturdays and Sundays. Handicapped parking is available east of Building II. Limited shuttle service is provided to and from the Santa Clara Metro-Rail station from 6:30 a.m. to 10:30 a.m. and from 3:30 p.m. to 5:30 p.m. Monday through Friday. Drop-off and pick-up at the Campus is north of Building II. The driveway is posted as "NO PARKING" and "TOW-AWAY" zones. Vehicles parked illegally in this area will be towed. Campus Patrols enforce traffic laws on campus. Identification is verified before entry to the lots.

The Homestead Campus provides visitor, student, faculty and staff parking in designated areas. The College and the Homestead Police Department enforce traffic and parking regulations on the campus.

The InterAmerican Campus has a multi-story parking garage and several off-campus nearby facilities for students. These facilities offer parking free of charge and access is gained upon presentation of a M-DCCard or a paid schedule. Direct access to campus buildings is available from the parking garage.

Family Rights and Privacy Act - Information Statement Release of Student Information

Miami-Dade Community College has a long-standing commitment to the concern for and protection of students' rights and privacy of information. This commitment will continue as a matter of College practice. The College complies

with the provisions of the Federal Family Rights and Privacy Act, State of Florida law and State Department of Education, Division of Community College rules. These federal and state requirements relate to accessibility and confidentiality of student records. Miami-Dade Community College Procedure 4085, Release of Student Information, provides pertinent and detailed information concerning classification of student records and access and release provisions. The College procedure is available to students, faculty, administration, and staff in the Dean of Student Services Office as well as other offices and departments at each campus. In addition, the complete procedures are published in the Students' Rights and Responsibilities handbook.

In accordance with Public Law 93-380, FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, and Florida statute s.229.782, students at Miami-Dade have the right to inspect their educational records, correct such records if warranted, and are protected from release of information without written consent. All student records are open for inspection and review by the student unless he or she waives this right. The parent(s) of a dependent student as defined in Title 26 U.S.C. s.152 of the Internal Revenue Code, also has this right to inspect records which are maintained by the College on behalf of the student.

There are three distinct categories of records: (1) Directory Information Records, (2) Limited Access Records, and (3) Sole Possession Records.

(1) Directory Information, which may be made public, includes the student's name, last known address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletes, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The office of the Dean of Student Services or designee will only release this information after the requestor has demonstrated a legitimate need to have such information. Students not wishing the dissemination of Directory Information

must complete a statement in the Registrar's Office, otherwise Directory Information may be disclosed for legitimate purposes by the College.

(2) Limited Access Records pertain to the permanent academic records of the student, disciplinary records, financial information, and testing data. This category also covers all records maintained officially by the College, which do not come under the categories of Directory Information, or Sole Possession Records. The College will not release information in Limited Access Records without written permission of the student or parent, except as provided by law.

(3) Sole Possession Records pertain to records of instructional, supervisory, and administrative personnel, which are in the sole possession of the maker and are not accessible or revealed to any other person except their designated substitute.

Additional details concerning the release of student information, including exceptions, challenges to the content of records and related matters, may be obtained by consulting with the dean of student services, the Registrar's Office, or designee, at any campus.

Grievance Policy

In compliance with federal and state requirements, the College has an institutional grievance policy for students alleging discriminatory practices or sexual harassment. The initial contact point for students to lodge a claim of discrimination or sexual harassment is the office of the Dean of Student Services at Kendall, North and Wolfson campuses, dean of Students and Administration Support Services at the Medical Center and InterAmerican campuses, and the dean of Academic and Student Services at Homestead.

Housing

As a community college, Miami-Dade does not provide or supervise housing facilities. Two or three months' advance rental payment are generally required for rental housing. Out-of-area students

should arrive approximately two to four weeks in advance of registration in order to locate suitable housing.

Identification

The M-DCCard is the official identification card for students and employees. This card will provide immediate access to the library, laboratories, cafeterias, vending, copying, parking and automatic teller machines, as well as for many additional services/functions in the near future. See the Student Life Office on your campus for details.

Students' Rights and Responsibilities

A Students' Rights and Responsibilities publication, available to all students, sets forth the rights of students with corresponding responsibilities. Consolidated into this one document are issues associated with the relationship between the student and the College.

The document covers protection in academic pursuit; privacy of records; sets forth all the conditions for responsible behavior on the campus; and lists the various appeal mechanisms and grievance procedures that exist for students. The section on student discipline complies with State Rule 6A-14.56 and Florida Statutes 240.132, 240.133 and 877.13 dealing with control and discipline of community college students. The document complies with relevant federal regulations such as the award of financial aid, protection of privacy of records, and equal access/equal opportunity.

Safety and Security

As required by the Federal Student Right to Know Legislation, the College publishes each year the crime statistics for each campus. These statistics may be obtained at the campus bookstore, Registrar's Office or the Security Office. Prospective students may request a copy from the Admissions Office.

Campus Activities

Campus Activities, Clubs and Organizations

There are many opportunities for you to get involved in campus activities. Each year, outstanding artists, musicians, singers, dancers, lecturers and other performers share their talents and expertise with students. Student Life committees, composed of representatives from student groups, assist with the establishment of these programs and the policies governing these activities. In addition, there are on-campus art exhibits, dance programs, musical concerts, and theatrical productions presented by different campus departments.

Students have the opportunity to join some 85 clubs chartered on the various campuses. The best time to find out about clubs and organizations on each campus is at the beginning of the semester, when most campuses hold special events to publicize the various clubs. Students may also visit the campus Student Life Office to find out how to get involved. Descriptions for student organizations are listed in the Student Life Handbooks located at each campus. All students are encouraged to actively participate in clubs and organizations.

North Campus Pen Players and Kendall Campus Caravan Players present several full-length theatrical productions each year, and tryouts are open to all students. In addition, there are several programs of experimental one-act plays produced and directed by students. At Wolfson Campus, Prometeo presents a number of productions in Spanish and the New World Players give perfor-

mances in English, both on and off campus. Contact the Campus Theater Department.

The College bands, choruses, and ensembles are open to all students regardless of their major, and in some cases you can receive College credit for participating in a music group. These groups present numerous concerts each year, both on and off campus, and participate in various College activities. Check with each group's director to find out if you need to audition to join. The campus Music Department is the best resource for information on music groups.

Intercollegiate Athletics

Students with outstanding abilities may try out for one of the following intercollegiate sports teams: for men, basketball or baseball, for women, basketball, volleyball or softball.

M-DCC teams, all known as The Sharks, compete at the highest level of the National Junior College Athletic Association and consistently finish in the higher rounds of conference and state competitions. Each year, Shark teams travel around the state to compete against other community college teams. Sharks also have the opportunity to compete for the National Junior College Championship, and have the chance to be selected for NJCAA All-America teams and special awards. M-DCC offers first-rate athletic facilities, training and conditioning services, and a talented coaching staff.

For information on trying out for an athletic team, contact the college director of athletics, who is based at the Kendall campus.

Student Government Association

Through student governing bodies, students are given an opportunity for self-government and participation, with the faculty and administration in formulating appropriate policies. The Student Government Association provides an opportunity for students to gain the leadership skills vital in today's competitive job market.

Student Publications

The College newspapers, the *Falcon Times* at North, the *Catalyst* at Kendall, the *Metropolis* at the Wolfson Campus, and the *Antidote Newsletter* at Medical Center Campus, are under the guidance of advisors who work with student editors and staff members. The newspapers serve as the media of student expression on matters involving the curricular and extra curricular activities of the College and provide training for those interested in journalism.

The Students' Rights and Responsibility Handbook provides students on each campus with basic information about College policies and procedures that students need to know.

Academic Regulations

Attendance in Class

Students are expected to attend every class meeting and to arrive on time. If you know ahead of time that you will be missing a class or coming late to class, let your instructor know. In most courses attendance requirements are listed on the syllabus.

It is the responsibility of the student to make up work missed.

Students who know that they will be absent for an extended period, should notify the dean of students.

Audit

Students desiring to enroll in a course at Miami-Dade but who do not wish to receive a grade or credit for that course may enroll for audit. Students will not be allowed to change from an audit status to a credit status or from credit to audit after the 100 percent refund date each term.

Audit courses will be included in the student's academic record with a non-punitive grade of "X". Courses and credits enrolled for audit do not count in the computation of a student's full-time or part-time enrollment status. College Preparatory students, who are required to be certified as completing competency based College Preparatory instruction, cannot be enrolled as an audit.

Auditing a class costs the same as enrolling for credit, and as an audit student, it can be difficult to get a space in some classes.

Course Load

All courses carry a specified number of credits. A 3-credit lecture course normally meets three hours per week during the 16-week terms, and eight hours per week during the six-week terms. Lab classes generally meet for two hours per credit.

The Fall and Spring terms are called "major terms" and are approximately 16 weeks long. During a major term, a full course load is considered to be between 12 and 17 credits. Summer A and Summer B Terms are each six weeks long. Some courses are scheduled for the



combined Summer A/Summer B Term of 12 weeks. During the six-week summer terms a full load is considered to be 6-7 credits.

It is suggested that students who are employed should reduce their college load as follows:

Work Hours per week	# Credits Fall/Spring	# Credits Summer A/B
20	12-15	6-7
25	8-11	5-6
40	6-7	3

Grading System

Students in College credit and vocational credit courses are graded according to the following Grade Point Average (GPA) system:

A. Used in GPA computation:

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

B. Not used in GPA computation:

I	Incomplete
W	Withdrew
X	Audit
S	Satisfactory
P	Progress - course requirements not completed, student must repeat

NR Grade not reported
by instructor

"S" and "P" grades are not included in the cumulative Grade Point Average (GPA) if the course number is below 1000 or 9000 or higher. Credits for these courses are indicated on the transcript as credits registered and earned.

Final grades are available on the College's STAR telephone service (305-237-0000) or on the College's Web site following the end of the term.

Grade Point Average (GPA)

Each letter grade has a point value.

To compute the grade points for a course, multiply the grade point value by the number of credits. For example, a "B" in a 3-credit course, is worth 9 points. A "B" in a 4-credit course is worth 12 points. To calculate a GPA, add the total grade point values for all courses

and divide that figure by the total number of credits attempted.

Example:

ENC 1101	3 credits	Grade A	(4 points)	=	12
HUM 1020	3 credits	Grade C	(2 points)	=	6
ISS 1120	3 credits	Grade F	(0 points)	=	0
ISS 1161	3 credits	Grade B	(3 points)	=	9
ART 1300C	3 credits	Grade C	(2 points)	=	6
DAA 1160	1 credit	Grade B	(3 points)	=	3
Total Credits	16		Total Points		36
Divide 36 points by 16 credits = 2.25 GPA					

In order to qualify for entry into a four-year college or university, a student should have a minimum 2.0 GPA in all work attempted.

Repeating Courses

Students may repeat courses taken at M-DCC if they received a "W", "D", or "F" grade.

State rule limits the number of repeat attempts to two per course. A third and final repeat attempt may be granted based upon documented major extenuating circumstances, if the student petitions for such an attempt through the academic appeals process. However, a student is not permitted to withdraw during the third attempt. Normally, credit is given for the last grade earned when repeating a course. Repeated courses will appear on the student's transcript. The first attempt will also be shown, but the cumulative GPA will be recomputed to count the last attempt only.

Specific courses, as identified in the course description section, may be repeated for credit and all attempts will be included within the cumulative GPA. Some state universities and colleges may not accept courses repeated for additional credit.

Students should be also aware that some private colleges or universities might not accept a grade of a repeated course, or they may also compute the grade originally assigned.

Incomplete "I" Grade

When a student is unable to complete the requirements of a course by the end of the semester, the student may be given an "Incomplete" or "I" grade. The "I" grade is given by the instructor, if



the student has valid reasons for not being able to finish the work. The student and instructor complete an "Agreement for Grade of Incomplete" form, which stipulates the work to be completed for a grade. Students have until the end of the next major term to finish the coursework or a failing grade for the course may be assigned.

Grade Appeals

The responsibility for the academic evaluation and assignment of grades is that of the faculty member teaching the course. A student who believes that he/she has been unfairly graded should first appeal the grade to the faculty member. If satisfaction is not received, the student may appeal through administrative channels (Department Chair, Academic Dean or the grade appeals committee).

Academic Amnesty

Students with credits that date from ten years ago or longer may petition to have their previous academic record not included in their cumulative credit totals and cumulative GPA. This is a one-time privilege. Students may not request specific courses to be removed; it must be the entire prior record. Students may obtain a petition form at the Dean of Student Services Office.

Petitions Committee

The Petitions Committee considers exceptions to financial and withdrawal policies as stated in this catalog. Students should submit a written petition to the committee. The committee will make a recommendation to the dean of student services for approval and implementation. The decision of the dean is final.

Petitions should clearly identify the student (complete name and student number), clearly and concisely state the request, justify it, and supply supporting documentation from professors, medical doctors, military service, etc. Address the petition to: Petitions Committee, Office of the Registrar, Homestead, Medical Center, North or Kendall, Wolfson or InterAmerican Campus.

Petitions must be made by the end of the next major term.

Student Ombudsman

The student ombudsman is a person who serves as the initial point of contact for students who have concerns, complaints or issues involving the awarding and posting of credits or the access to courses. (The student ombudsman is not a student, however, but an employee of the College). The student ombudsman has the authority to investigate the issue and to arrange for meetings among the

involved parties so as to reach a resolution of the concern.

The student ombudsman listens to the students' concerns and directs the students to the appropriate College/campus office and College procedures/policies to deal with the concerns, if applicable. Such referrals should be made for 1) Grade Appeals, 2) Petitions for Withdrawals and Refunds, 3) SOAP Appeals, 4) Discipline and 5) Sexual Harassment. In these situations, the student ombudsman acts as a referral agent and if asked, can assist students in completing any necessary forms required to address their concerns through established College/campus committees.

Standards of Academic Progress

The "Standards of Academic Progress" establishes a formal process through which the administration and faculty at Miami-Dade can identify and provide assistance to students who experience academic difficulty.

Most students at Miami-Dade do make satisfactory academic progress. However, students who experience academic difficulty are alerted through the standards of any academic weaknesses so they may be corrected at an early point in the student's College career. In addition, the College's other "Standards of Satisfactory Academic Progress" must be maintained by financial aid recipients, to remain eligible for participation.

The standards are not intended to discourage or penalize students who are sincerely trying to make good use of the College's instructional services. Rather, the standards reflect the commitment of the Miami-Dade faculty and administration to provide students with as much assistance as possible to ensure success in achieving their educational goals.

Several College resources are available to assist students to remedy their academic weaknesses.

When academic progress has not been satisfactory, the Standards will require the students to limit the number of credits for which they register, and the College will provide special academic assistance.

The overall objective of the standards is to improve performance by students having academic difficulty and to increase public support for Miami-Dade's efforts to provide sound educational programs of the highest quality.

Academic Standards

Consequences of sustained poor academic performance are summarized below.

Credits Attempted	GPA	Credits Earned	Result
	less than 1.5	n/a	Academic Warning
7-16.9			
	n/a	less than half	Academic Warning
17-29.9			
	less than 1.5	n/a	Academic Probation
17-29.9			
	1.50-1.79	n/a	Academic Probation
30-44.9			
	n/a	less than half	Academic Probation
30-44.9			
45 or more	1.50-1.99	n/a	Academic Probation
30 or more	less than 1.5	n/a	Academic Suspension
45 or more	n/a	less than half	Academic Suspension

Note that incomplete and audit grades are not calculated when determining whether a student has earned "less than half" of the credits attempted.

Academic Warning

"Academic Warning" limits a student's enrollment to 12 credits in the Fall Term, 12 credits in the Spring Term, 6 credits in the Summer A Term, and 6 credits in the Summer B Term. This includes 3 credits of prescribed program intervention courses. This may include College Preparatory courses, a study skills course, career counseling or a combination of all three.

Academic Probation

"Academic Probation" limits a student's enrollment to 9 credits in the Fall Term, 9 credits in the Spring Term, 3 credits in the Summer A Term, and 3 credits in the Summer B Term. This limitation includes 3 or more credits of prescribed intervention courses. Students remain on "Academic Probation" until they maintain a 2.0 overall GPA and earn credit in at least half the credits for which they register.

Academic Suspension

"Academic Suspension" requires a student to discontinue enrollment at Miami-Dade through the next major term. Probation after suspension permits students who successfully appeal academic suspension to continue to register on "Academic Probation" provided they maintain a 2.0 term GPA and earn credit in at least half the credits for which they register.

Students who discontinue their enrollment because of suspension during a major term may re-enter the Col-

lege and continue for each subsequent term of enrollment, provided they maintain a 2.0 term GPA and earn credit in at least half the credits for which they register.

Academic Dismissal

"Academic Dismissal" represents a separation of students from Miami-Dade Community College for at least twelve months. "Academic Dismissal" occurs after students fail to meet the minimum requirements during probation after suspension. If, after being readmitted following suspension, the student fails to meet minimum standards, which are maintaining a 2.0 term GPA and earning credit in at least half the courses for which they are registered, they will be separated from the College.

Students are eligible to apply for enrollment to the College after the dismissal period. This request will be on a petition basis. In order for re-enrollment to be approved, the petition must present evidence of some change in the student's circumstances.

Standards of Progress for Students Receiving Financial Aid - A student receiving financial aid must be meeting "Standards of Academic Progress." Benefits will be terminated after 150 percent of the credits required for the degree have been attempted or completed.

Federal regulations state that students are eligible to receive financial aid benefits for up to 150 percent of the number of credits registered to complete the degree or certificate. This applies to all credits registered, (including courses which were attempted or withdrawn, but does not include "I" grades or audits). Thirty credits of College Preparatory and EAP credits are exempted from this 150 percent rule. Students who meet or exceed the 150 percent are no longer eligible to receive federal/state financial aid. For extenuating circumstances, students may appeal through the Petition for Financial Aid Waiver.

Standards of Progress for Veterans - A student receiving educational benefits from the U.S. Department of

involved parties so as to reach a resolution of the concern.

The student ombudsman listens to the students' concerns and directs the students to the appropriate College/campus office and College procedures/policies to deal with the concerns, if applicable. Such referrals should be made for 1) Grade Appeals, 2) Petitions for Withdrawals and Refunds, 3) SOAP Appeals, 4) Discipline and 5) Sexual Harassment. In these situations, the student ombudsman acts as a referral agent and if asked, can assist students in completing any necessary forms required to address their concerns through established College/campus committees.

Standards of Academic Progress

The "Standards of Academic Progress" establishes a formal process through which the administration and faculty at Miami-Dade can identify and provide assistance to students who experience academic difficulty.

Most students at Miami-Dade do make satisfactory academic progress. However, students who experience academic difficulty are alerted through the standards of any academic weaknesses so they may be corrected at an early point in the student's College career. In addition, the College's other "Standards of Satisfactory Academic Progress" must be maintained by financial aid recipients, to remain eligible for participation.

The standards are not intended to discourage or penalize students who are sincerely trying to make good use of the College's instructional services. Rather, the standards reflect the commitment of the Miami-Dade faculty and administration to provide students with as much assistance as possible to ensure success in achieving their educational goals.

Several College resources are available to assist students to remedy their academic weaknesses.

When academic progress has not been satisfactory, the Standards will require the students to limit the number of credits for which they register, and the College will provide special academic assistance.

The overall objective of the standards is to improve performance by students having academic difficulty and to increase public support for Miami-Dade's efforts to provide sound educational programs of the highest quality.

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Standards of Progress for Veterans - A student receiving educational benefits from the U.S. Department of

Veterans Affairs (VA student) must maintain satisfactory progress (cumulative GPA of 2.0 or better) at the end of any term. A VA student who does not have a 2.0 cumulative GPA at the end of a term will be placed on "Academic Probation" for the next two terms. If the VA student has not attained a 2.0 cumulative GPA by the end of the probationary period, the student's VA educational benefits will be terminated. After one term has elapsed, the student may petition the school to be re-certified for VA educational benefits. The student may be re-certified only if there is a reasonable likelihood the student will be able to attain and maintain satisfactory progress for the remainder of the program.

Veterans enrolled in Vocational Credit Certificate programs will have their VA benefits suspended if they accumulate three or more unexcused absences during any calendar month. An individual whose benefits are suspended for excessive absences may be reinstated once during a semester upon written permission of the instructor.

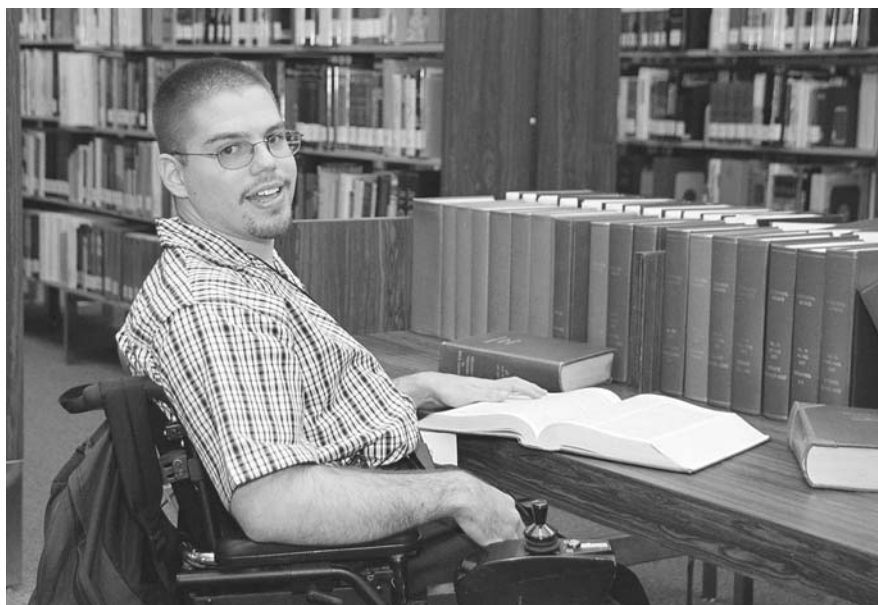
Suspension

By the act of registering at Miami-Dade, a student agrees to abide by the "Student Code of Conduct" of the College. A student who violates the "Student Code of Conduct" while on College property or while participating at a College-sponsored event may be suspended.

Transcript of Records

A transcript is a printed list of all the courses taken, the number of credits, and grade earned. Transcripts summarize the GPA, and also indicate whether you have received any certificates or degrees. Students must submit a written request to the Registrar's Office in order to have a transcript sent.

Students will be unable to get a transcript if an obligation to the College has not been satisfied. These include unpaid fees, overdue loans, library books, audio-visual or athletic equipment that was borrowed but never returned.



For more information, see "Family Educational Rights and Privacy Act" in the "Student Services" section of this catalog.

Withdrawals

Withdrawal from Courses

A student desiring to withdraw from a course after the first week of classes should initiate withdrawal procedures with the classroom instructor. Withdrawals are not official until the withdrawal (drop) card is completed and turned in to the Registrar's Office. Withdrawal deadlines are published in the official College calendar.

A reduction in course load may jeopardize the student's athletic eligibility, financial aid and veteran benefits, student visa status or participation in student activities.

The student may withdraw without academic penalty from any course by the mid-point in the semester. Withdrawals after that date would be granted only through established institutional procedures.

Effective Fall Term 1997, State rule specifies the student will be permitted a maximum of three attempts per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for that course.

Administrative Withdrawal from Courses

Faculty have the right to withdraw a student from class for excessive absences as determined by established departmental guidelines.

If a student is withdrawn from class because the class is cancelled, they should see an advisor about selecting another course. A full refund is automatically granted for canceled courses.

Withdrawal from College

In order to withdraw completely and officially from the College, a student must go through the following steps:

At North, Kendall, Wolfson, Inter-American and Homestead campuses complete an official withdrawal card and turn it in to the Registrar's Office. At Medical Center Campus initiate the withdrawal procedure with the appropriate department chairperson who will prepare an official withdrawal card. The student clears with the library and turns in the withdrawal card to the Student Services Office.

Failure to follow these steps may cause the student to fail courses unnecessarily and in some cases may prevent the receipt of a refund.

If illness makes it impossible to return to campus, a letter to the Registrar's Office will initiate withdrawal.

Graduation Requirements and Transfer Information

Graduation Requirements

Miami-Dade Community College awards the Associate in Arts and the Associate in Science degrees as well as college credit certificates, advanced technical certificates and vocational credit certificates. To be eligible for a degree students must meet the general education requirements and any particular program requirements.

Continuous Enrollment for Graduation Requirements

The College graduation requirements are based upon the year and term of entry to Miami-Dade. Those requirements will apply as long as the student continues to register for at least one term during any twelve-month period. Graduation requirements for students who don't register for classes for a period exceeding four terms will be those in effect for the year and term of reentry to the College.

State graduation requirements, like the College Level Academic Skills Test (CLAST) for the Associate in Arts degree, apply to all students regardless of whether the students have been continuously enrolled.

Requirements for All Associate Degrees

- Complete at least 15 of the last 30 credits applied toward the degree at Miami-Dade Community College.
- Complete a minimum of 24 credits in discipline related courses at Miami-Dade Community College for Associate in Science degree programs.
- Complete an application for graduation before the published deadline date. (See Academic Calendar.)
- Fulfill all financial obligations to the College.

Associate in Arts Degree

The Associate in Arts degree is the degree designed for transfer to upper division universities. These university parallel or college transfer areas of concentration prepare students to enter the junior year at four-year upper-division colleges and universities. Students who have already earned a baccalaureate degree will not be awarded an Associate in Arts degree.

Requirements for an Associate in Arts Degree

The Associate in Arts degree will be awarded to students who meet the following requirements:

- Complete 60 credits in courses numbered 1000-2999 that are eligible for inclusion in the Associate in Arts degree, including a prescribed 36-credit program of general education.
- Earn a 2.0 cumulative Grade Point Average (GPA) in all courses attempted at Miami-Dade Community College or elsewhere (excluding courses not eligible for inclusion in the Associate in Arts degree), a 2.0 cumulative GPA at Miami-Dade, and a 2.0 cumulative GPA in all courses presented towards the Associate in Arts degree.
- Earn a "C" grade or better in all of the general education courses, as defined except for the required general education elective.
- Present passing scores on the Florida College Level Academic Skills Test (CLAST) or meet state approved alternative criteria.

Students should be aware that credits earned in excess of the 60 credits required for graduation may not be accepted for transfer by the upper division university.

Foreign Language Requirements for University Admission

Transfer students must have two years of foreign language study in order to be admitted to the upper division of a state university. Two years of foreign language study is defined as two years in high school, or eight-ten semester credits in college, of sequential study in one foreign language. (Note: American Sign Language will satisfy the foreign language requirements.) A student whose

native language is not English is exempt from this admissions requirement provided the student demonstrates proficiency in the native language.

Associate in Science Degree

The Associate in Science degree is awarded to students who successfully complete one of the occupational education or allied health programs.

These areas of study are designed primarily to prepare students for immediate employment. However, credits earned for many courses in these programs are acceptable to upper division colleges should the student decide to continue toward a four-year degree.

To be granted upper division standing at a state university, however, the student must successfully complete the College Level Academic Skills Test (CLAST) or meet state approved alternative criteria.

Requirements for an Associate in Science Degree

- Complete an approved program with 60 or more credits specified in courses numbered 1000-2999, including the general education core courses.
- Earn a 2.0 GPA in the 60 or more program credits presented for graduation.
- Complete the general education courses with a minimum of a "C" grade.

General Education

The Purpose of General Education

Sound education has its foundation in "General Education." The "General Education" program provides students with the opportunity to acquire the knowledge, skills, and attitudes that are fundamental to every individual's effort to have a more satisfying life and to function as a more effective citizen. The "General Education" program has many values for students:

- A "General Education" enables students to integrate their knowledge so that they may draw on the many sources of learning in making deci-

sions and taking action in daily situations.

2. A "General Education" encourages students to make a commitment to a lifetime of learning.
3. A "General Education" assists students in achieving their full potential.
4. A "General Education" helps students find value in the activities and experiences of their lives and to make effective use of their leisure time.
5. A "General Education" opens students to new ideas and assists them to understand their society and culture.

Students have the opportunity to develop interests in many areas of the arts and sciences. When interests become focused on a specific goal, the student is ready for a smooth transition to a specialized program.

General Education Goals

Miami-Dade has adopted the following goals as the basis for the "General Education" requirements:

1. Students will be able to speak, listen, write, and read competently and in an organized and critical manner.
2. Students will be able to communicate effectively with individuals in the different aspects of their lives.
3. Students will be able to carry out computations necessary to producers and consumers in society.
4. Students will be able to use systematic, critical, and creative processes, drawing from knowledge of appropriate disciplines, to identify problems, analyze alternate solutions, and make decisions, including the application of basic computer technology.
5. Students, based on their knowledge of themselves, will develop capability for self-direction.
6. Students will know the major aspects of the biological, psychological, and social natures of man.
7. Students will be able to do what is necessary to develop and maintain their physical and mental health.
8. Students will develop the capability for making worthwhile use of their leisure or discretionary time.
9. Students will assess the impact of prejudices on their attitudes and behaviors.
10. Students will develop appreciation for and find value in participating in aesthetic and creative activities; they

will have knowledge of the major areas of human self-expression, especially those related to the reflection of the human spirit in aesthetic forms and humanistic ideas.

11. Students will analyze and assess their personal values and their life goals in order to integrate these with their decision-making.
12. Students will investigate career choices that are compatible with their abilities, interests and opportunities.
13. Students will set educational objectives in view of their tentative or definite career choices and non-career pursuits.
14. Students will be aware of their responsibility for continued learning throughout their lives.
15. Students will know the characteristics of effective interpersonal relationships and will assess their interpersonal skills.
16. Students will apply principles of interpersonal skills in order to make their own human relationships, especially in the family or another primary group, more mutually satisfying.
17. Students will analyze how groups function, within and apart from organizational structures, and will assess their own skills in working with groups.
18. Students will know characteristics of the cultures of other ethnic and racial groups, and will assess their own ability to establish positive relationships with individuals who have different ethnic and racial identities.
19. Students will know and appreciate major accomplishments of various cultures and will evaluate their impact on contemporary society.
20. Students will know significant philosophies and life styles which societies and individuals have adopted and will assess their relevance to themselves and to society.
21. Students will know major ideas and events which have shaped United States society as compared and contrasted with other societies.
22. Students will know the organization and functioning of United States society and will apply their knowledge of social principles as enlightened individuals.
23. Students will know the basic components, structures, and functioning of natural phenomena.
24. Students will have knowledge of the philosophy of science and of principles that are basic to scientific inquiry and research.

25. Students will analyze human interaction with the natural environment, will assess the quality of their local environment, and will assume responsibility for their personal impact on the environment.

General Education Requirements for the Associate in Arts Degree

To receive an Associate in Arts degree, students must complete 36 "General Education" credits with the minimum grade requirements of "C" except in the "General Education" elective (3 credits).

Students must complete the following:

GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE

1. **COMMUNICATIONS** (6 credits)
ENC 1101 English Composition 1
ENC 1102 English Composition 2
2. **ORAL COMMUNICATIONS** (3 credits)
ENC 2106 Advanced Communication Skills
(Required for students who have not passed the English language and essay sections of the CLAST)
LIT 2480 Issues in Literature and Culture
SPC 1026 Fundamentals of Speech Communication
3. **HUMANITIES** (6 credits)
Students must take 3 credits from Group A and 3 credits from Group B. Students are encouraged to choose courses from different disciplines in Group A and B. Students who are majors in Architecture, Art, Dance, Interior Design or Music should choose courses for their respective major identified under the "Majors Only" heading.
Group A (3 Credits)
ARH 1000 - Art Appreciation
HUM 1020 - Humanities
MUL 1010 - Music Appreciation
PHI 2604 - Critical Thinking and Ethics (Prereq.: ENC 1101)
Majors Only
ARC 2701 - History of Architecture 1
(Arch majors only; dept. permission required)
ARH 2050 - Art History 1
(Art majors only; dept. permission required)

IND 1100 - History of Interiors 1
(*Interior Design majors only; dept. permission required*)
MUH 2111-Survey of Music History 1
(*Music majors only; dept. permission required*)

Group B (3 credits) (Gordon Rule assigned to all courses in Group B: 2000 words)

ARH 2740 - Cinema Appreciation
LIT 2120 - A Survey of World Literature
MUL 2380 - Jazz and Popular Music in America
PHI 2010 - Introduction to Philosophy
THE 2000 - Theatre Appreciation
Majors Only
ARC 2702 - (Prerequisite:ARC 2701; Architecture majors only; Dept. permission required)
ARH 2051 - (Prerequisite:ARH 2050; Art majors only; Dept. permission required)
DAN 2130 - (Dance majors only; Dept. permission required)
IND 1130 - (Prerequisite IND 1100; Interior Design majors only; Dept. Permission required)
MUH 2112 - (Prerequisite: MUH 2111; Music majors only; Dept. permission required)

4. **BEHAVIORAL/SOCIAL SCIENCE** (6 credits)
Students must take 3 credits from Group A and 3 credits from Group B.
If students select a 1000 level course from one group, they must select a 2000 level course from the other group.

Group A (3 credits) (Gordon Rule assigned to 2000 level courses: 2000 words)

ANT 2410 - Introduction to Cultural Anthropology
DEP 2000 - Human Growth and Development
ISS 1161 - The Individual In Society
PPE 1005 - Psychology of Personal Effectiveness
PSY 2012 - Introduction to Psychology
SYG 2000 - Introduction to Sociology

Group B (3 credits) (Gordon Rule assigned to 2000 level courses: 2000 words)

AMH 2010 - History of the United States To 1877
AMH 2020 - History of the United States Since 1877
ECO 2013 - Principles of Economics (Macro)

ISS 1120 - The Social Environment
POS 2041 - American Federal Government
WOH 2012 - History of World Civilizations to 1715
WOH 2022 - History of World Civilizations from 1715

5. **NATURAL SCIENCE** (6 credits)
Students must take 3 credits from Life Sciences and 3 credits from Physical Sciences, excluding labs.

Life Sciences (3 credits)

BSC HUN 1201 ZOO
BOT PCB 2033

Physical Sciences (3 credits)

AST GLY OCE PSC
CHM MET PHY

Majors in one of the natural sciences, architecture, engineering, nursing and allied health programs should select the appropriate sequence of courses beginning with one of the following:

BSC 2010 CHM 1045 PHY 2048
BSC 2085 CHM 3032 PHY 2053
CHM 1033

6. **MATH** (6 credits)
Any 6 credits excluding labs:
MAC MAS QMB 2100
MAD MGF STA 2023
MAP MTG 2204

7. **REQUIRED GENERAL EDUCATION ELECTIVE** (3 credits)
Select 3 credits from any of the following options.

•Cross-Cultural Studies
ANT 2410 INR 2002 SYG 2230
ECO 2013 ISS 2270 WOH 2012
EDG 2701 LIT 2120 WOH 2022
GEO 2420

•Any approved general education course previously listed but not used to satisfy another general education requirement.

•Any AST, BOT, BSC, CHM, GLY, MET, OCE, PHY, PSC, ZOO, HUN 1201, PCB 2033 or linked lab.

•Any MAC, MAD, MAP, MAS, MGF, STA 2023, QMB 2100 (excluding labs)

•Computer Science: 1 to 3 credit transferable computer course

•Health - Wellness:
HSC 1121, HSC 2400, HLP 1080, or HLP 1081

•Any 3 credit introductory course in a major field that satisfies statewide general education requirements:

ACG 2021 EDF 1005 REL 2300
AMH 2010 LIT 2120 PSY 2012
ANT 2410 PHI 2010 STA 2023
ARH 1000 PHY 2048 SYG 2000
CHM 1045 POS 2041 THE 2000

ECO 2013 POS 2112

•Any Foreign Languages course at the 2000 level.

•Sign Language: SPA 2614C or SPA 2615C

8. COMPUTER COMPETENCY TEST/COURSE BY 31ST CREDIT

By the 16th college level credit (excluding ESL, ENS, EAP and college preparatory courses), a student **must take and pass** the computer competency test

OR

by the 31st college level credit (excluding ESL, ENS, EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education or vocational credit course **or retest with a passing score** on the computer competency test.

Writing and Mathematics Requirements: Gordon Rule

The State of Florida requires all public community colleges and universities to include a specified amount of writing and mathematics in its curriculum to ensure that students have achieved substantial competency (grade of "C" or higher required) in these areas (Florida Board of Education Rule 6A-10.30). This requirement applies to all students who are pursuing an Associate in Arts degree.

Students will fulfill the 24,000 word-writing requirement by completing the state mandated requirements commonly known as the Gordon Rule:

Communications:

(Three courses required)

ENC 1101	English Composition 1	8,000 words
ENC 1102	English Composition 2	8,000 words
ENC 2106	Advanced Communication Skills	4,000 words

or

LIT 2480	Issues in Literature and Culture	4,000 words
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or

SPC 1026	Fundamentals of Speech Communications	4,000 words
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Humanities: (One course required)

ARH 2740	Art Cinema Appreciation	2,000 words
LIT 2120	A Survey of World Literature	2,000 words
MUL 2380	Jazz and Popular Music in America	2,000 words
PHI 2010	Introduction to Philosophy	2,000 words
ARH 2740	Cinema Appreciation	
LIT 2120	A Survey of World Literature	
MUL 2380	Jazz and Popular Music in America	

PHI 2010	Introduction to Philosophy	
THE 2000	Introduction to Drama	2,000 words
ARC 2702	History of Architecture 2	2,000 words
ARH 2051	Art History 2	2,000 words
DAN 2130	Dance History 1	2,000 words
IND 1130	History of Interiors 2	2,000 words
MUH 2112	Survey of Music History 2	2,000 words

**Behavioral/Social Science:
(One course required)**

AMH 2010	History of the United States to 1877	
DEP 2000	Human Growth and Development	2,000 words
PSY 2012	Introduction to Psychology	2,000 words
AMH 2020	History of the United States Since 1877	2,000 words
ANT 2410	Introduction to Cultural Anthropology	2,000 words
ECO 2013	Principles of Economics (Macro)	2,000 words
POS 2041	American Federal Government	
SYG 2000	Introduction to Sociology	2,000 words
WOH 2012	History of World Civilizations to 1715	
WOH 2022	History of World Civilizations from 1715	2,000 words

General Education Requirements for the Associate in Science/ Associate in Applied Science Degrees

To receive an Associate in Science degree, students must complete the following courses and earn a minimum of a "C" grade:

Communications

ENC 1101 English Composition 1*

Oral Communications

SPC 1026 Fundamentals of Speech Communications

Humanities

PHI 2604 Critical Thinking and Ethics

Behavioral Sciences

PPE 1005 Psychology of Personal Effectiveness

Math/Science (any 3 credits excluding labs):

Math

MAC • MAP • MGF • QMB • MAD • MAS • MTB • STA

Science

AST • CHM • MCB • PCB 2033 • ZOO • BOT • GLY • MET • PSC • BSC • HUN 1201 • OCE • PHY

Computer Competency Test/ Course by 31st credit

Must do one of the following:

1. By the 16th earned college level credit (excluding EAP and College Preparatory courses), a student must take and pass the computer competency test or

2. By the 31st earned college level credit (excluding EAP and College Preparatory courses), a student must pass CGS 1060, an equivalent continuing education or vocational credit course or retest with a passing score on the computer competency test

In order to be eligible to enroll in the communications courses, students must achieve specified scores on the reading and the writing assessments. Students who do not demonstrate the required proficiency on these assessments must register for College Preparatory courses.

Advanced Technical Certificate Programs

The Advanced Technical Certificate is available to students who have already been awarded an Associate in Science degree and wish to upgrade their skills. Students must successfully complete a prescribed set of courses at the advanced level in order to be awarded the certificate.

Applied Technology Diploma - College Credit (A.T.D. - C.C.)

The college credit Applied Technology Diploma prepares individuals for immediate entry into a career upon graduation. The A.T.D. - C.C. is comprised of college credit courses and are applicable to the corresponding A.S. degree program. The courses are actu-

ally a subset of the A.S. degree program; for example, the EMT program is comprised of 11 credit hours, which are part of the A.S. degree in Emergency Medical Services.

Applied Technology Diploma - Vocational Credit (A.T.D. - V.C.)

The vocational credit Applied Technology Diploma prepares individuals for immediate entry into a career upon graduation. The A.T.D. - V.C. is comprised of vocational credit courses and is a stand-alone diploma; however, it does articulate into the corresponding A.S./A.A.S. degree program.

College Credit Certificate Programs

A College Credit Certificate is awarded to students who complete all course requirements for state-approved College Credit Certificate programs offered at the College. All College Credit Certificate program courses also apply towards the related Associate in Science degree. See pages 79 and 99 for a description of College Credit Certificate programs.

Vocational Credit Certificate Programs

To receive a Vocational Credit Certificate, students must successfully complete all courses specified within the program, meet the language and computational skills required for the particular program, and apply for graduation.



Commencement (Graduation Ceremony)

If you think you will be completing your program during the academic year, you should meet with your academic advisor to be sure you have met all the graduation requirements. You must apply for graduation by the deadlines published in the Academic Calendar. If you think you will be graduating in the Spring or Summer term, you need to be aware that the deadline is very early in the Spring Term.

The ceremony is held once a year, at the end of the Spring Term (late April or early May). Cap and gown rental is available at campus bookstores, and there is a deadline.

Special Recognition for Outstanding Academic Performance

(College Credit Students Only)

As part of the Honors/Emphasis on Excellence program the College gives special recognition to students who demonstrate outstanding academic performance while working toward a degree. Students are eligible for the following recognition:

Dean's List - Dean's List recognizes students who have a term GPA of 3.5 or above for 12 or more credits earned in the Fall or Spring term, and for 6 or more credits earned in the Summer A or Summer B term.

Letter of Congratulations - the campus academic dean sends a special Letter of Congratulations to students who earn a term grade point average of 4.0 for 12 or more credits earned in the Fall or Spring term (excluding courses which do not satisfy degree requirements).

In addition, special designations are entered on transcripts of students awarded an Associate in Arts or Associate in Science degrees as follows:

Honors

To graduate with Honors a cumulative GPA of 3.5-3.69 is required.

Highest Honors

To graduate with Highest Honors a cumulative GPA of 3.7 or higher is required.



In addition to each "honors" course being noted on the transcript with an H, the following special designations are entered on transcripts of students completing "honors" courses:

Honors and Distinction

To graduate with Honors and Distinction a cumulative GPA of 3.5-3.69 and at least 15 credits earned in "honors" courses is required.

Highest Honors and Distinction

To graduate with Highest Honors and Distinction a cumulative GPA of 3.7 or higher and at least 15 credits earned in "honors" courses is required.

Honors Transfer Program

To graduate from the College Honors Transfer program a cumulative GPA of 3.25 or higher is required with at least 18 credits earned in "honors" courses, and meet all additional College Honors Transfer program requirements.

Phi Theta Kappa

Students who have been initiated into Phi Theta Kappa, the International Honor Society of the Two-Year College will have this noted on the transcript. To be eligible for induction into Phi Theta Kappa, a student must have completed a minimum of 12 credits leading to an Associate degree with a 3.5 GPA and be currently enrolled.

Transfer Information

Students who have been awarded the Associate in Arts degree may transfer to an upper division institution (public or private) to complete the Baccalaureate degree. A limited number of Associate in Science degree programs may also transfer to specific institutions if other

requirements are met.

Campus Career and Transfer Centers offer students a variety of career-related services. Students who are undecided about their academic major, career exploration and goals, or interested in a systematic investigation of the universities best suited for their needs, should visit the center.

Articulation

Articulation is a system which is designed to provide a smooth movement of students from high school through the community college system, and into the State University System. There are a number of types of articulation agreements which create special opportunities for students.

Interinstitutional Articulation Agreement

Miami-Dade Community College and Miami-Dade County Public Schools have created interinstitutional articulation agreements, which range from the formalized New World School of the Arts, to agreements for transfer of specific adult vocational credits to Associate in Applied Science and Associate in Science degrees and certificate programs.

State of Florida Articulation Agreement

If you graduate from a Florida public community college with an AA degree, the Articulation Agreement guarantees, within certain limitations, that you will receive priority admission into a state university. The Articulation Agreement also guarantees that the general educa-

tion and elective courses you take at M-DCC will all be accepted as transfer credit, so that you will enter the state university as a junior.

However, each university has some programs where there are admission limits or additional requirements. They are designated "limited access programs" and require higher grade point averages or other specific criteria for admission at the junior level. Students are advised to contact the program director at the university well before completion of the AA degree or applicable AS degree to obtain the list of admission requirements.

If you attempt to transfer to a Florida state university without first completing the AA (or applicable AS) degree, that university will expect you to meet the same admission requirements as high school seniors applying for freshman admission. These admission requirements are based on (1) high school graduation, (2) GPA in high school academic core courses, (3) admissions test scores, and (4) course distribution requirements. Moreover, the state university may require you to take additional courses, since the courses you took at M-DCC will be reviewed individually for transfer (and not automatically transfer) if you did not complete the AA degree.

These "Two-Plus-Two" articulation policies encourage students to attend public community colleges as their starting point for higher education, but you need to complete the AA to benefit from them. As established in Section 240.115, Florida Statutes, and State Board of Education Rule 6A-10.025, the Articulation Agreement states that "every Associate in Arts graduate of a Florida community college shall have met all general education requirements and must be granted admission to the upper division of a state university..."

Independent Colleges and Universities of Florida (ICUF)

There is also an articulation agreement between the State Board of Community Colleges and the Independent Colleges and Universities of Florida (ICUF). Under the agreement, community college students holding an Associate in Arts degree are guaranteed junior standing in any member institution, recognition of their completed general education core, and the application of a

minimum of 60 earned credit hours toward a Baccalaureate degree.

Additional Agreements

In addition, Miami-Dade Community College has developed several unique arrangements with local and out-of-state colleges and universities that make it possible for a student to apply for admission toward a Baccalaureate degree. As a general rule, participating institutions will accept Associate degree credits and work out a schedule for the additional Bachelors' degree requirements. Thus, agreements have been signed with the following institutions:

1. Barry University, Miami, FL*
2. Berklee College of Music, Boston, MA
3. Bethune-Cookman College, Daytona, FL*
4. Bucknell University, Lewisburg, PA
5. Canisius College, Buffalo, NY
6. California State University, Dominguez Hills, Carson, CA
7. Capella University, Minneapolis, MN
8. Carlos Albizu University, Miami, FL
9. Clearwater Christian College, Clearwater, FL*
10. Cleveland Chiropractic College, Los Angeles, CA
11. Drexel University, Philadelphia, PA
12. Eckerd College, St. Petersburg, FL
13. Edward Waters College, Jacksonville, FL*
14. Embry-Riddle Aeronautical University, Daytona, FL*
15. Flagler College, St. Augustine, FL*
16. Florida College, Temple Terrace, FL*
17. Florida A & M University (FAMU), Tallahassee, FL (Electronics Engineering Technology)
18. Florida Atlantic University (FAU), Boca Raton, FL (Engineering Consortium, Geographic Information Systems)
19. Florida Institute of Technology, Melbourne, FL*
20. Florida International University (FIU), Miami, FL (AS to BS Agreements: Business Management, Electronics Engineering Technology, Nursing, Hospitality Management) (Architecture, Engineering Consortium)
21. Florida Hospital College of Health Sciences, Orlando, FL
22. Florida Memorial College, Miami, FL*
23. Florida Southern College*
24. Georgia Institute of Technology, Atlanta, GA
25. Indiana University, Bloomington, IN
26. International College, Naples, FL*
27. Jacksonville University, Jacksonville, FL*
28. Kettering University, Flint, MI

29. Lincoln University, Lincoln, PA
30. Logan College of Chiropractic, Chesterfield, MO
31. Long Island University/C.W. Post, Long Island, NY
32. Louisiana Tech University, Ruston, LA
33. Lynn University, Boca Raton, FL*
34. Mary Baldwin College, Staunton, VA
35. Michigan State University, East Lansing, MI
36. Mount Holyoke College, South Hadley, MA
37. Nova Southeastern University, Ft. Lauderdale, FL*
38. Palm Beach Atlantic College, West Palm Beach, FL*
39. Parsons - School of Design, New School University, New York, NY
40. Pine Manor College, Chestnut Hill, MA
41. Polytechnic University of the Americas, Puerto Rico
42. St. Peter's College, Jersey City, NJ
43. Richmond College, London, England
44. Ringling School of Art and Design, Sarasota, FL*
45. Rollins College, Winter Park, FL*
46. Smith College, Northhampton, MA
47. Southeastern College, Lakeland, FL*
48. St. Leo College, St. Leo, FL*
49. St. Thomas University, Miami, FL*
50. Stetson University, Deland, FL*
51. The University of Findlay, Findlay, OH
52. The University of Tampa, Tampa, FL*
53. Union College, Schenectady, NY
54. Universidad del Valle de Mexico, Mexico City, Mexico
55. University of Bridgeport, Bridgeport, CT
56. University of Florida, Gainesville, FL (Engineering)
57. University of Miami, Miami, FL (Engineering)
58. University of Mobile, Mobile, AL
59. University of South Florida (USF), Tampa, FL (BS in Education with Technology Education Certif.)
60. University of Texas-Pan American, Edinburg, TX
61. University of Wisconsin-Madison, Madison, WI
62. Warner Southern College, Lake Wales, FL*
63. Webber College, Babson Park, FL*

** Independent Colleges and Universities of Florida (ICUF) - institutions that participate in articulation agreement with the State Board of Community Colleges.*

For additional information relating to articulation agreements, contact the Academic Advisement Department, the Honors College, or the Career/ Transfer Center at the campuses, or the District Office of School and College Relations.

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Associate in Arts Degree

AA Degree Programs

Miami-Dade Community College offers Preparatory Courses for a wide range of majors for the Associate in Arts degree. These prepare students to enter the junior year at four-year upper-division colleges and universities.

Four-year colleges and universities vary in the required number and nature of courses, which should be taken during the freshman and sophomore years. The State University System (SUS) of Florida has identified common prerequisites for most majors. See an advisor for additional information.

Students who have determined which profession or major they plan to pursue should become familiar with the requirements of the upper division universities. Thus, with the help of advisors and using the degree audit, students may take the choice of electives which will be most advantageous in the pursuit of a Baccalaureate degree.

Students must be high school graduates or have a high school equivalency diploma (GED) to enroll in Associate in Arts degree courses.

Each area of concentration is comprised of courses specified by one or more of the universities in the State University System (SUS) or local private university. The first two years of these transfer programs contain specialized courses as prescribed by the respective university. All general education requirements are included. Students should be aware that credits earned in excess of the 60 credits required for graduation might not be accepted for transfer by the upper division university.

AA Degree University Parallel Programs

Accounting

This program offers fundamental instruction in accounting and related subjects such as economics and business. Students who wish to become an accountant may transfer to senior colleges or universities that offer Baccalaureate degrees in accounting.

Accountants work in a variety of settings such as corporations, small businesses, financial institutions, and government agencies.

Agriculture

Agriculture is the art, science, and industry of managing the growth of plants and animals for human use. Study at M-DCC emphasizes a strong foundation in science topics such as biology, chemistry, physics and botany. The range of careers in agriculture extends from rural farming to urban landscaping, with numerous specializations in areas such as hydroponics, agricultural engineering, animal husbandry, food packing and processing, and soil chemistry.

Anthropology

Anthropology studies all aspects of human life by evaluating society, evolution and culture. Course offerings prepare the student in the four fields of the discipline: cultural anthropology, physical anthropology, anthropological linguistics and archaeology. Most anthropologists are researchers who work in museums or educational institutions. Students majoring in anthropology should plan to obtain the Ph.D. degree to fully succeed in the field.

Architecture

This program provides a foundation in areas such as architectural drawing, design, and structure, as well as necessary courses in mathematics. Students may transfer to one of three universities in Florida that have accredited programs in architecture. An architect designs and oversees construction or remodeling of buildings or parts of buildings, working with engineers and contractors.

Area and Ethnic Studies

The undergraduate major in area and ethnic studies is a flexible, interdisciplinary

program that emphasizes the history, politics and literature of various groups. Students can concentrate in a specific area such as African-American (Black) studies, American studies, Asian Studies, Jewish studies, Latin American studies, or women's studies. These studies could lead to careers in sociology, political science, or academic work in areas such as comparative literature or history.

Art or Art Education

This program offers hands-on instruction in media such as ceramics, jewelry making and metalsmithing, painting, photography, print making and sculpture. Additionally, design, art history and education coursework is included, so that students may work as artists or art teachers.

Atmospheric Science and Meteorology

To transfer to a four-year program in atmospheric science and meteorology, students must take science and math courses as well as introductory courses in meteorology. Job opportunities may include weather forecasting in aviation, marine or shipping companies, government agencies, broadcasting, or transportation industries. Additionally, meteorologists may work with other scientists researching phenomena such as volcanoes, hurricanes and global warming.

Pre-Bachelor of Arts

The Pre-Bachelor of Arts program at M-DCC is designed for students who seek a general degree program and greater freedom to explore intellectual

fields of their particular interest. This program challenges students to assume major responsibility for the direction of their own education. The program also provides a broader range of educational opportunities than currently exists in specialized programs. At the upper division, a major theme or area of concentration is usually required.

Biology

Biology, or life science, is the study of all aspects of living organisms, emphasizing the relationship of animals and plants to their environment. This program provides the first two years of a four-year program for students planning to major in biology, botany, zoology, marine biology, ecological studies or microbiology. Biology majors may also enter professional schools in medicine, dentistry, veterinary medicine, optometry or podiatry.

Building Construction

This program is for students primarily interested in the construction of buildings rather than their architectural design. Coursework includes math and science subjects as well as courses in business and construction. A four-year degree in this program will prepare students to enter the building construction industry at the management level.

Business Administration

Business administration includes courses in accounting, business law, finance, as well as more generalized mathematics courses. Students may transfer to senior colleges or universities that offer Baccalaureate degrees in business administration, and ultimately work in fields such as banking, finance, marketing, information systems, or real estate.



Chemistry

Chemistry is the science that investigates the composition, properties, and change of properties of elementary forms of matter. In addition to coursework in chemistry, the AA is a science and math intensive program that includes courses in botany, biology, physics, geometry and calculus. Chemists may work as researchers, analysts, or quality control specialists in companies that manufacture anything from pharmaceuticals to food products. Additionally, they may pursue careers in medicine, environmental science, chemical engineering or many other fields.

Computer Arts Animation

This program enables students to develop creative and artistic skills in conjunction with advanced computer skills. Studies include basic and figure drawing, use of computer animation software, general education as well as exposure to trends and standards in the animation industry for television and film.

Computer Information Systems (CIS)

CIS focuses on the structure, management, and control of information resources on computers. Coursework

includes business and math courses, as well as courses in information systems, programming languages, and assembler language. Students transfer to four-year institutions and major in computer information systems, computer and information sciences, information sciences, or management information systems. Degrees lead to careers in systems analysis, computer programming, database management, network services and support.

Computer Science

As the name suggests, computer science is a more science-intensive program than CIS. In addition to courses in programming and applications, the program provides a thorough grounding in biology, chemistry, and physics. Computer scientists are software designers who work in science and engineering fields.

Criminal Justice Administration

In addition to coursework focusing on criminal justice and law, this program includes courses in history, sociology, and political science. Thus pre-law students will find this suitable, as well as those seeking Bachelors' degrees in criminal justice. Careers to which this program may lead are in law enforcement, corrections (including probation and parole), and security in private businesses as well as the government.

Dance

Studio classes feature modern dance and ballet, and the program also includes theoretical courses. This curriculum meets the pre-professional and general education course requirements for transfer, but students should meet with an advisor to discuss the specific requirements of the four-year institution they plan to attend. Often, departments in four-year institutions will require an audition. This program is designed to prepare students who are pursuing a career in teaching, choreography or the performance of ballet, jazz or contemporary forms of dance.

Dietetics

This program provides the science education needed to transfer to a four-year program in dietetics. Chemistry, biology, anatomy and physiology are emphasized in this program. Dieticians and nutrition specialists may work as meal planners in institutions such as schools and hospitals, in the food products or health and fitness industry, or in a range of health and medical professions.

Drama or Drama Education

This is a comprehensive program in all aspects of theatrical production, including lighting, costuming, make-up, and other aspects of stagecraft. Students participate in stage productions which are presented to the public throughout the academic year. While this program does provide the necessary coursework to transfer to a four-year institution, some departments in four-year colleges and universities will require an audition or portfolio, depending upon the student's intended area of study. Careers in drama include drama education, theatrical production, casting, acting, and a wide variety of stagecrafts.

Economics

Economics is the study of how people produce, trade, and consume goods and services. The AA program emphasizes fundamental coursework in busi-

ness and mathematics. While many students choose to obtain graduate degrees, economists with Bachelors' degrees can work in fields such as business economics and forecasting, urban real estate and regional planning, analysis of markets and industrial regulation, management consulting, and in banking and financial services.

Engineering

Miami-Dade Community College offers ten Engineering AA programs: architectural, chemical, civil, computer, electrical, industrial, mechanical, ocean, science, and surveying and mapping. Each has its own curriculum to best prepare students for transfer to a four-year institution.

English Literature & English Education

English/Literature is the study of great written works and how they were shaped by historical and cultural events. This program also includes education courses to prepare students for careers as teachers. However, students who graduate with a Bachelor's degree in English are also equipped to work in publishing, and may be qualified to work as a writer in virtually any field.

Environmental Studies

Environmental studies examines environmental issues from both ecological and sociological standpoints. Thus, it is an interdisciplinary major which combines life sciences, social sciences and the humanities. Students at M-DCC take mostly science and mathematics courses, to prepare them for transfer into a Baccalaureate program. This field is projected to grow in the 21st century, as the need for environmental researchers, analysts, engineers and journalists will grow.

Exercise Science

Exercise science studies the relationship of physical exercise to human health and disease prevention. This

interdisciplinary field can include the study of biomechanics, kinesiology, nutrition, and related areas.

The program at M-DCC prepares students for transfer with coursework in human anatomy and physiology, nutrition, health and exercise. Exercise science is a growing field; professionals work in venues as diverse as hospitals, health clubs, research facilities, sports teams, and as specialists in corporate, industrial, and educational settings.

Foreign Languages

Foreign language programs train students to achieve reading, writing, and speaking fluency in one or more foreign languages. The demand for interpreters, translators, and language instructors is projected to grow in the 21st century, and graduates with Bachelors' degrees can work almost anywhere in the world for corporations, businesses, governments, non-profit agencies or schools.

Forestry

Forestry studies the ecology and economy of forest management. Students should be aware that the University of Florida is the only in-state university offering this program, with majors in forest resources, and conservation and urban forestry. Foresters manage, develop, and protect woodlands and their resources - timber, water, wildlife, forage, and recreational areas.

Geology

Geologists study the structure, composition, and history of the Earth. This program provides basic coursework in geology, calculus, biology and chemistry. Some examples of employers of geologists include agencies targeting pollution or urban waste, corporations searching for new sources of petroleum or natural gas, and research organizations studying volcanoes or earthquakes.

Graphic or Commercial Arts

Graphic arts emphasizes studio courses in design, drawing and digital techniques. Graduates may work in advertising agencies, design studios, exhibit and display businesses, department stores and industrial organizations.

Health Services Administration

This program provides the fundamental science coursework for transfer to a Baccalaureate program in health services administration, which prepares students for entry-level management positions in health services delivery organizations. Persons licensed in clinical health often pursue this degree, as do medical care professionals who do not have an undergraduate degree. The Baccalaureate also prepares individuals for graduate study in this field.

History

History is the study of the events, patterns and cycles that have shaped our present world. Depending upon the area of specialization, history may examine political events, social evolution, cultural developments, or a combination of these. The two-year program at M-DCC prepares students for transfer with courses in American, Afro-American, and Latin American history, and surveys of American, English, and world literature. While professional historians tend to be people with Doctorates who work in museums or educational institutions, a Bachelors' degree in history can prepare one for graduate work in law or political science, and have application to careers requiring good writing or analytical skills.

Hospitality Administration/Travel & Tourism Management

This field combines traditional business and management education with training specific to the tourism, travel and hospitality industries. Careers in the hospitality, travel and tourism industry include hotel and restaurant management, and managerial positions with cruise ships, airline companies, land-based tourism companies, as well as travel agencies.

Interior Design

Interior design studies combines architecture, art and design courses, training the student to understand the relation of interior spaces to the total design of structures, including architecture, landscaping and lighting. The professional interior designer generally encounters a great variety of challenging work, available in professional, institutional, and private settings.

International Relations

Students can obtain the coursework necessary to transfer to four-year programs in international relations, a major which usually includes political science and economics courses. Employment opportunities are available at the Baccalaureate level in business, govern-

ment, journalism, and political organizations. Many students, however, go on to pursue graduate work or law school.

Landscape Architecture

The A.A. in landscape architecture prepares students for transfer by offering courses in architecture, horticulture and botany. Landscape architects plan the arrangement of outdoor areas for people's use and enjoyment, making recommendations for the types and location of plantings, circulation, drainage, and other harmonizing improvements with existing land features and architectural structures. The University of Florida offers the only in-state program in landscape architecture.

Pre-Law

Although no specific area of study is mandatory for a pre-law major, the M-DCC program offers courses in criminal justice, government, history and business to best prepare a student for future coursework. Students should work with an advisor to determine the best four-year degree to pursue.

Mass Communication/Journalism

Mass communication examines the role of media in society. Coursework includes media criticism and analysis,



U.S. history and government, sociology, and a study of the broadcast, cable and Internet industries. Depending upon the student's area of interest, study can also include journalism, and television and radio production. A bachelors' in mass communication equips one to work in journalism, corporate communication, or in certain business or managerial positions in television or radio.

Mathematics

The mathematics AA emphasizes math and science training, and includes coursework in computer programming. Mathematics is both a science and a tool essential for many kinds of work in industry and business. As a result, employment opportunities for graduates trained in mathematics have expanded rapidly in industries such as aviation and communications, sciences such as oceanography and meteorology, and government agencies such as the U.S. Census Bureau.

Pre-Medical Science/ Pre-Dentistry/ Pre-Physician's Assistant

This program is designed to meet the first two years of required courses for students planning careers in medicine and dentistry. Pre-medical education should include a good foundation in chemistry, biology, mathematics, and physics, as well as a broad education in the humanities and social sciences. This program enables the student to transfer to colleges or universities that offer a Baccalaureate degree in physician assistant (PA), or other pre-medical degrees such as biology. Admission to a professional school is dependent upon academic course work and scores on a national test. Applicants should have a "B" average.

Medical Technology

This program provides the science coursework necessary to transfer to a four-year Baccalaureate program. Students must transfer to an upper division institution for the third year. Generally,

the fourth year is spent in a clinical setting, usually in a hospital where students learn laboratory techniques.

Members of this profession work in a clinical laboratory performing a wide variety of tests, which aid the physician in the diagnosis, and treatment of patients. Most medical technologists work in hospitals, physician's public health laboratories, universities, or in industry.

Music or Music Education

Music or music education students must be proficient in music theory and music history as well as be a skilled performer. Careers in music include individual and group performance, conducting, composing, and teaching. Music graduates may also have jobs working in ancillary professions such as retail, publishing and recording.

Pre-Nursing

This program includes the pre-professional courses necessary for admission to a Bachelor of Science degree program in nursing (BSN). The first two years at the community college level consist of general education and science courses. The professional nursing courses are taken in the last two years at the upper division.

Upper division programs are limited access, require an above average academic record, and have widely differing pre-professional course requirements. Therefore, students are advised to check with the Nursing Department of the senior institution they wish to attend. Most upper division programs also offer a track for registered nurses (RNs) completing an Associate in Science degree to earn a BSN degree.

Occupational Therapy

Occupational therapy is a profession that uses creative/recreational activities and manual skills to evaluate and treat physical and mental illnesses. The AA prepares students for transfer by offering courses in human anatomy and physiology, human behavior, growth and development, along with more tradi-

tional science courses. Employment possibilities include civilian, military, and government hospitals, rehabilitation centers, long-term and extended care facilities, community mental health centers, and clinics for the physically limited.

Pre-Optometry

This program provides the fundamental science coursework necessary to transfer to a four-year institution, where students can obtain a degree in an appropriate field, such as biology. To be an optometrist, one must earn the Doctor of Optometry professional degree. A Bachelor's degree with a strong science background is required for admission. Graduates must pass a state licensure exam in order to practice. Optometrists prescribe glasses, contact lenses and visual therapy and offer non-surgical treatment of eye diseases and the rehabilitation of patients with visual disabilities.

Pre-Pharmacy

The pre-pharmacy program provides the math and science education needed to transfer to a Baccalaureate program. Career opportunities in pharmacy include positions in a hospital or institutional pharmacy, in industry or manufacturing, in a retail pharmacy or a clinical pharmacy, in government service, in pharmacy administration, in laboratories and pharmaceutical journals. The University of Florida, Florida A&M University and Nova Southeastern are the only in-state institutions that offer a Baccalaureate and/or Doctorate in this field.

Philosophy

Philosophy investigates the fundamental principles of being, knowledge, or conduct. There are many different systems of philosophical discourse, and the two-year program introduces students to many of them. Unless a student wishes to earn a Doctorate and teach at the college level, a Bachelors' degree in philosophy is generally useful only in indirect ways. It can prepare students for graduate work in other fields such as

law or theology, and the study of philosophy usually sharpens a student's analytic skills.

Physical Education Teaching and Coaching

This program is designed for students who are interested in pursuing a career in physical education at the pre-school, elementary, secondary, college or community program level. This curriculum meets the pre-professional and "General Education" course requirements for transfer, but due to variations in course requirements, students should confer with a departmental advisor. Employment opportunities include teaching, coaching, sports communications, sports psychology, sports history, sports sociology, and sports medicine. Target populations include the able-bodied, physically limited, and aged in educational, governmental, public, and/or private settings.

Physical Therapy

This program prepares students for transfer by providing intensive coursework in mathematics and science subjects. Most upper division programs have selective admissions, and transfer requirements vary, so students should work with an advisor to plan their program of study. Physical therapists help rehabilitate individuals who have been disabled by injury or disease. They usually work in health care settings such as hospitals or nursing homes.

Physics

Physics is the study of the motion and force of energy and matter. This science is applied to different kinds of energy and matter, as in thermodynamics, astrophysics, nuclear physics and wave motion analysis. The AA coursework provides a fundamental education in mathematics and science topics so that students may transfer to pursue

their area of interest. Careers in research are available both in government agencies and private industries, as well as in educational institutions, though in most cases graduate degrees are required.

Political Science

Political science examines the role and effects of government actions on society. The AA program prepares students for transfer with coursework in history, literature, economics, and government. Political scientists may work in various government jobs, or may work as lobbyists, researchers, political analysts, or journalists. In addition to graduate work in the field, a Bachelor's degree in political science also prepares students for law school.

Psychology

Psychology is the science of human behavior and mental processes that affect mental and physical health. AA coursework covers the science and mathematics subjects needed to transfer to a four-year institution. While a Bachelor's degree in psychology could be useful in a number of careers, professional psychologists must continue training beyond the Bachelors' degree. Employment opportunities with a Doctorate or a Masters' degree include teaching or counseling in a wide variety of settings.

Public Administration

This is an interdisciplinary program which combines business, government, and economics courses geared towards work in the public sector. Although some students do pursue graduate degrees, those with Bachelor degrees can obtain work managing budgets, programs and policies in government, education, and non-profit settings.

Recreation

To prepare for upper division work in recreation, students take courses in accounting, economics, human anatomy and physiology, and health sciences.

This curriculum meets the pre-professional and general education course requirements for transfer, but due to variations in upper division requirements, students should confer with an advisor. Recreation professionals often work in youth agencies, but may also develop careers in other industries such as health care, fitness, and travel and tourism.

Religion

Religion majors may compare religions of the world, study the inherent values of various religions, examine the impact of religion on culture and society, and explore one religious system in depth. The two-year curriculum offers basic coursework in world and western religions, as well as an array of history courses. Students who obtain Bachelor's degrees may pursue graduate theological studies or a ministerial career, or they may seek work immediately in a religious organization.

Social Work

This program prepares students for upper division education in social work by offering courses in science and sociology. Social workers provide the link between organized social services and individuals and families who are not able to provide for themselves or who need assistance in solving their problems. Potential employers include hospitals, mental health centers, rehabilitation centers, government agencies, schools and correctional institutions.

Sociology

Sociology is the systematic study of human interaction, that is, society, social relationships, social structures and social change. Coursework emphasizes liberal arts topics such as literature, cultural anthropology, theatre appreciation and history, as well as introductory courses in sociology. Graduates with Bachelor's degrees can work in settings such as community organizations, government agencies, and the criminal justice field. Many go on to pursue graduate degrees and work in social policy, public administration, law, government or social services.



Speech Pathology and Audiology

This program provides fundamental coursework in biology and communications so that students may transfer to a four-year institution. The curriculum leading to the Baccalaureate degree is usually designed as pre-professional education for a graduate program. Speech-language pathologists and audiologists provide clinical services to individuals with speech, language, and hearing impairments. Eligibility for the Certificate of Clinical Competence from the American Speech-Language-Hearing Association and state licensure are not possible until requirements for the graduate degree are met.

Teaching

This program prepares students to major in elementary education by providing a curriculum that provides the science, liberal arts and education courses necessary for transfer to Florida colleges and universities. Available areas of specialization include elementary, pre-elementary/early childhood, exceptional student and secondary education. Available areas of specialization in secondary education are biology, chemistry, earth/space, English and foreign languages, mathematics, physics, and social science. Additionally a specialization in vocational secondary education is available, which includes agriculture, business, home economics and technical. Coursework appropriate to each area of specialization is featured in the specific AA program. Students should work with an advisor to determine the appropriate coursework for transfer into their intended area of study.

Pre-Veterinary Medicine

Veterinary medicine is the study of the diagnosis, treatment, and control of disease and injuries among animals. Veterinarians may specialize in the health and breeding of certain animals, performing surgery, prescribing and administering drugs and vaccines, research and inspecting meat, poultry, and other foods as part of federal and state public health programs.

The University of Florida is the only state school that offers this program.

Associate in Science Degree

A.S. College Credit Programs

The two-year Associate in Science degree is designed for individuals looking for specialized study at the college level, which will lead to immediate entry into a career upon graduation. The A.S. degree programs are comprised mostly of courses directly related to the identified career area. The remaining courses are comprised of general education courses such as English, oral communications, math/science, behavioral/social science, and humanities. Several of the A.S. degree programs are covered by a statewide articulation agreement that allows transfer to the corresponding bachelor's degree program at Florida public universities. In addition, many of the other A.S. degree programs have established articulation agreements with selected universities. The general education component of the A.S. degree is transferable to the upper divisions.

Allied Health programs are offered at the Medical Center Campus only. See page 91.

STUDENTS IN ALL PROGRAMS SHOULD CHECK THEIR INDIVIDUALIZED DEGREE AUDIT REPORT TO DETERMINE THE SPECIFIC GRADUATION POLICIES IN EFFECT FOR THEIR PROGRAM OF STUDY FOR THE YEAR AND TERM THEY ENTERED MIAMI-DADE. THIS OUTLINE INCLUDES CURRENT GRADUATION REQUIREMENTS.

THE FINAL RESPONSIBILITY FOR MEETING GRADUATION REQUIREMENTS STATED IN YOUR DEGREE AUDIT REPORT RESTS WITH YOU.



Accounting Technology Associate in Science

The Accounting Technology program is designed mainly for students who intend to seek immediate employment in the field of accounting and for those presently employed in business but seeking advancement. Completion of this program prepares the student for employment as a paraprofessional in the accounting field.

Instruction emphasizes accounting competencies required at the entry level while also providing the student with a broad business overview and the required general education courses.

The Associate in Arts degree is also available to the student planning to transfer to a senior institution after graduation from miami-dade community college. Please consult a business advisor about additional courses for such plans.

Course	Course Title	Cr
Major Course Requirements - 29 Credits Required		
<i>(Select the following courses)</i>		
* ACG 2021	Financial Accounting	3
ACG 2021L	Financial Accounting Lab	1
ACG 2071	Managerial Accounting	3
ACG 2071L	Managerial Acct Lab	1
ACG 2450	Microcomp In Accounting	3
BUL 2130	Legal Environment	3
or		
BUL 2241	Business Law 1	3
ECO 2013	Prin of Eco/Macro	3
FIN 2000	Principles of Finance	3
GEB 1011	Principles of Business	3
OST 2335	Business Writing	3
TAX 2000	Income Taxes	3

* ACG2021 covers in one term what ACG2001 and 2011 cover in two terms; therefore, ACG2001 and ACG2011 may be substituted for ACG2021.

Electives - 20 Credits Required

(Select from the following courses)

ACG 2031	Accounting Theory	3
ACG 2100	Interm Accounting 1	3
ACG 2110	Interm Accounting 2	3
ACG 2170	Fin Statement Analysis	3

ACG 2360	Cost Accounting	3
ACG 2450L	Microcomp Acct Lab	2
ACG 2630	Auditing	3
BUL 2242	Business Law 2	3
CGS 1060	Intro to Microcomp	4
CGS 1510	Elec Sprdsht Bus Data Proc	1
ECO 2023	Prin of Eco/Micro	3
MAN 2021	Prin of Management	3
MAR 1011	Prin of Marketing	3
MTB 1103	Business Mathematics	3
MTB 1302L	Business Mathematics Lab	1
OST 1141	Keyboarding for Comp	1
QMB 2100L	Business Statistics Lab	1
TAX 2010	Bus Taxes and Returns	3

Any other ACG, MAN, MNA, MAR, MKA, FIN, REE, PUR or GEB prefix courses must be approved by the Department Chairperson.

Communications - 3 Credits Required

(Select the following course)

ENC 1101	English Comp 1	3
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Oral Communications - 3 Credits Required

(Select the following course)

SPC 1026	Fund Of Speech Comm	3
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Humanities - 3 Credits Required

(Select the following course)

PHI 2604	Crit Think/Ethics	3
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Behavioral Science/Social Environment - 3 Credits Required

(Select the following course)

PPE 1005	Psy of Personal Effect	3
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Mathematics/ Science - 3 Credits Required

(Select from the following course)

QMB 2100	Business Statistics	3
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Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the Computer Competency test and **pass** or

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education or vocational credit course or retest with a **passing** score on the Computer Competency test

Total credits required for Associate in Science degree is 64.

Air Conditioning Refrigeration/ Heating Systems Technology Associate in Science

The Air Conditioning Refrigeration/Heating Systems Technology program prepares the student to perform engineering design of air conditioning environmental control systems. The graduate will qualify for positions as an engineering technician with a consultant engineer, architect, contractor, project manager, sales engineer, maintenance or operations supervisor, and other similar air conditioning positions. The graduate may apply degree towards a State of Florida Mechanical Contractor's License. Consult with an air conditioning advisor prior to registration.

Course	Course Title	Cr
Major Course Requirements - 43 Credits Required (Select the following courses)		
EGS 2020	Engin Meas & Comp	3
ETD 1200	Technical Drawing 1	4
ETD 1330	Comp Aided Draw/Design	3
ETM 1102	Solar Energy Fund	3
ETM 1700	Aircond Fundamental	3
ETM 1710C	Aircond Load Anly	3
ETM 1720C	Aircond Equipment	3
ETM 2730C	Air Distribution	3
ETM 2740C	Aircond Cont & Motors	3
ETM 2750C	Aircond Sys Design	3
ETM 2752C	Aircond Cent Sys Des	3
ETM 2760C	Heat & Refrigeration	3
ETM 2930	Aircond Seminar	3
MTB 1321	Tech Math 1	3

Electives - 6 Credits Required

See an academic advisor for approval of electives not already taken with the following prefixes: ARC, BCN, ETC, ETD, ETI, SUR

Communications - 3 Credits Required

(Select the following course)		
ENC 1101	English Comp 1	3

Oral Communications - 3 Credits Required

(Select the following course)		
SPC 1026	Fund of Speech Comm	3

Humanities - 3 Credits Required

(Select the following course)		
PHI 2604	Crit Think/Ethics	3

Behavioral Science/Social Environment - 3 Credits Required

(Select the following course)		
PPE 1005	Psy of Personal Effect	3

Mathematics/Science - 3 Credit Required

(Select the following course)		
MAC 1105	College Algebra	3

Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the Computer Competency test and **pass** *or*

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education *or* vocational credit course or retest with a **passing** score on the Computer Competency test

**Total credits required for
Associate in Science degree is 64.**

Architectural Design and Construction Technology Associate in Science

The Architectural Design and Construction Technology program offers courses that enable the student to translate the design and systems of the architect into graphic and written form and assists the professional in rendering architectural services. The attainment of these skills qualifies the student

for several specialties, such as, architectural drafting, cost estimating, material selecting, specification writing, and preparing presentations, drawings & models. The graduate of this program may also transfer to Florida International University as a junior in architectural technology or construction management. (many other universities also accept graduates at the junior level.)

Course	Course Title	Cr
Major Course Requirements - 43 Credits Required (Select the following courses)		
ARC 1126	Arch Drawing 1	4
ARC 1115	Arch Commun 1	2
ARC 1128	Arch Drawing 2	4
ARC 1301	Arch Design 1	4
ARC 2053	Arch Computer Applic	4
ARC 2056	Comp Aided Arch Present	4
ARC 2171	Comp Aided Draft 1	4
ARC 2172	Comp Aided Draft 2	4
ARC 2461	Arch Mat Const 1	4
ARC 2681	Environmental Tech	3
ARC 2701	Hist Architecture 1	3
BCT 2760	Bldg Code Regulation	3

Electives - 8 Credits Required

(Select from the following courses)		
ARC 1131	Arch Present	3
ARC 1302	Arch Design 2	4
ARC 1949	Co-Op Work Exper	3
ARC 2201	Theory of Arch	3
ARC 2580	Arch Structures 1	4
ARC 2581	Arch Structures 2	4
ARC 2702	Hist Architecture 2	3
ARC 2949	Co-Op Work Exper	3
BCN 1721	Bldg Const Plan Cost	3
BCT 1600	Bldg Const Est Fund	3
BCT 1601	Bldg Const Adv Est	3
BCT 1743	Bldg Const Law	3
BCT 1750	Bldg Const Finance	3
GRA 1500	Intro to Graphic Comm	3
GRA 1571C	Intro to Dig Imaging	4
GRA 2577C	Electronic Photoshop	4

Communications - 3 Credits Required

(Select the following course)		
ENC 1101	English Comp 1	3

Oral Communications - 3 Credits Required

(Select the following course)		
SPC 1026	Fund of Speech Comm	3

Humanities - 3 Credits Required

(Select the following course)		
PHI 2604	Crit Think/Ethics	3

Behavioral Science/Social Environment - 3 Credits Required

(Select the following course)		
PPE 1005	Psy of Personal Effect	3

Mathematics/science - 3 credits required

(Select the following course)		
MAC 1105	College Algebra	3

Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the Computer Competency test and **pass** *or*

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education *or* vocational credit course or retest with a **passing** score on the Computer Competency test

**Total credits required for
Associate in Science degree is 66.**

Automotive Service Management Associate in Science

The Automotive Service Management Technology program is offered for students who have completed or are concurrently enrolled in a nationally certified and approved 1440 contact-hour auto mechanics training program. The graduate will be

prepared to progress from an automotive technician position to administrative, service or sales positions in the automotive sales and services industry. Students are required to possess a high school diploma or equivalent in order to complete the A.S. degree in Automotive Service Management Technology.

To be awarded the Associate in Science degree a student must complete the general education requirements, courses in business and management and other technical and oral communication courses, in addition to completing the Automotive Certified Auto Mechanics program at a technical center.

Course	Course Title	Cr
Major Course Requirements - 9 Credits Required (Select from the following courses)		
MNA 1345	Effective Supervision	3
MAN 2021	Prin of Management	3
MNA 2120	Managerial Psycholog	3
or		
MAN 2300	Human Resources Mgt	3

Major Course Requirements - 44 Credits Required

(Awarded for successful completion of 1440 contact hour nationally certified and approved auto mechanics training program as prescribed in M-DCC technical procedures)

+ AER 9995	ASE Certification	44
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Communications - 3 Credits Required

(Select the following course)		
ENC 1101	English Comp 1	3

Oral Communications - 3 Credits Required

(Select the following course)		
SPC 1026	Fund of Speech Comm	3

Humanities - 3 Credits Required

(Select the following course)		
PHI 2604	Crit Think/Ethics	3

Behavioral Science/Social Environment - 3 Credits Required

(Select the following course)		
PPE 1005	Psy of Personal Effect	3

Mathematics/Science - 3 Credits Required

(Select the following course)		
QMB 2100	Business Statistics	3
or		
MAC 1105	College Algebra	3

Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the Computer Competency test and **pass** *or*

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education *or* vocational credit course or retest with a **passing** score on the Computer Competency test

**Total credits required for
Associate in Science degree is 68.**

Additional information:

+ Awarded to students who have graduated from the Automotive Technology program offered by the Miami-Dade County Public Schools, that is Automotive Service Excellence (ASE) certified by the National Automotive Technicians Education Foundation (NATEF).

Aviation Administration Associate in Science

The Aviation Administration program provides training in entry level skills for many aviation employment fields. Graduates find opportunities in airport ground-side and air-side jobs as well as the areas of air-cargo and the many data entry positions required by modern airline management.

Course	Course Title	Cr
Major Course Requirements - 38 Credits Required (Select the following courses)		
ASC 2320	Aviation Laws & Regs	3
ATT 2820	Air Traffic Control	3
AVM 1010	Aviation Ind Operations	3
AVM 1022	Flight Operations	3
AVM 1062	Aviation Career Plan	1
AVM 1520	Airline Reservations	3
AVM 1521	Airline Ticketing	3
AVM 2120	Air Cargo Operations	3
AVM 2431	Customer Service Agent	3
AVM 2510	Airline Management	3
AVM 2515	Airline Marketing	3
CGS 1060	Intro to Microcomputers	4
MAN 2021	Prin of Management	3

Electives - 11 Credits Required (Select from the following courses)		
ACG 2001	Prin of Accounting 1	3
ASC 1210	Aviation Meteorology	3
ATF 1000	Intro to Flight	3
ATT 2821	ATC Radar Procedures	3
ATT 2822	VCR Tower Operations	3
AVM 1101	International Routes	3
AVM 1949	Co-Op Work Exp 1:AVI	1-3
AVM 2949	Co-Op Work Exp 2:AVI	1-3

Communications - 3 Credits Required (Select the following course)		
ENC 1101	English Comp 1	3

Oral Communications - 3 Credits Required (Select the following course)		
SPC 1026	Fund of Speech Comm	3

Humanities - 3 Credits Required (Select the following course)		
PHI 2604	Crit Think/Ethics	3

Behavioral Science/Social Environment - 3 Credits Required (Select the following course)		
PPE 1005	Psy of Personal Effect	3

Mathematics/Science - 3 Credits Required (Select the following course)		
MAC 1105	College Algebra	3
or		
MET 1010	Intro to Weather	3

Computer Competency
By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the Computer Competency test and **pass**
or
By the 31st earned college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education **or** vocational credit course or retest with a **passing** score on the Computer Competency test

Total credits required for Associate in Science degree is 64.

Additional Information:

For information and advisement: contact the Aviation Department (305) 237-5060.

Students may choose to take ATT2881; 2822; AVM1022, 2431 to pursue the Air Traffic option.

Aviation Maintenance Management Associate in Science

The Aviation Maintenance Management is a special program where 45 semester hours are awarded to students who possess the federal aviation administration aircraft and powerplant (A & P) certificate. The thirty additional required credits consist of general education and technical requirements needed by the licensee for the Associate in Science degree.

Course	Course Title	Cr
Major Course Requirements - 65 Credits Required (Select the following courses)		
+	ASC 9995	A
& P Certification 45		
ASC 2320	Aviation Laws & Reg	3
AVM 1022	Flight Operations	3
AVM 1062	Aviation Career Plan	1
AVM 2510	Airline Management	3
AVM 2515	Airline Marketing	3
AVM 2431	Customer Service Agent	3
CGS 1060	Intro to Microcomputer	4

Electives - 3 Credits Required (Select from the following courses)		
ATT 2820	Air Traffic Control	3
or		
AVM 1010	Aviation Indus Oper	3
or		
ATT 1100	Priv Pilot Theory	3

Communications - 3 Credits Required (Select the following course)		
ENC 1101	English Comp 1	3

Oral Communications - 3 Credits Required (Select the following course)		
SPC 1026	Fund of Speech Comm	3

Humanities - 3 Credits Required (Select the following course)		
PHI 2604	Crit Think/Ethics	3

Behavioral Science/Social Environment - 3 Credits Required (Select the following course)		
PPE 1005	Psy of Personal Effect	3

Mathematics/Science - 3 Credits Required (Select the following course)		
MAC 1105	College Algebra	3
or		
MET 1010	Intro to Weather	3

Computer Competency
By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the Computer Competency test and **pass**
or
By the 31st earned college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education **or** vocational credit course or retest with a **passing** score on the Computer Competency test

Total credits required for Associate in Science degree is 83.

Additional Information:

+ Awarded to students who possess the FAA A & P certification.

Contact the Aviation Department at (305) 237-5060 for information and advisement.

Building Construction Technology Associate in Science

The Building Construction Technology program is designed to furnish technically trained personnel for the building construction industry. The graduate may work with a contractor as part of the adminis-

trative team in such entry job positions as those leading to estimators, job coordinators, or project managers. Technical jobs may also be available in the following areas: land and project developers; technical sales for building materials, systems, and equipment; with local, state, and federal government agencies, as well as various financial institutions.

Course	Course Title	Cr
Major Course Requirements - 42 Credits Required (Select the following courses)		
ARC 1126	Arch Drawing 1	4
ARC 2053	Arch Computer Applic	4
ARC 2461	Arch Mat Const 1	4
ARC 2681	Environmental Tech	3
BCN 1272	Bldg Const Plan Int1	3
BCN 1275	Bldg Const Plan In 2	3
BCN 1721	Bldg Const Plan Const	3
BCT 1600	Bldg Const Est Fund	3
BCT 1601	Bldg Const Adv Est	3
BCT 1743	Bldg Const Law	3
BCT 1750	Bldg Const Finance	3
BCT 2760	Bldg Code Regulation	3
SUR 1001C	Construction Survey	3

Electives - 7 Credits Required (Select from the following courses)		
ARC 1128	Arch Drawing 2	4
ARC 2171	Comp Aided Draft 1	4
ARC 2580	Arch Structures 1	4
BCN 2925	Bldg Const Seminar	1-3
ETM 1700	Aircond Fundamental	3

Communications - 3 Credits Required (Select the following course)		
ENC 1101	English Comp 1	3

Oral Communications - 3 Credits Required (Select the following course)		
SPC 1026	Fund of Speech Comm	3

Humanities - 3 Credits Required (Select the following course)		
PHI 2604	Crit Think/Ethics	3

Behavioral Science/Social Environment - 3 Credits Required (Select the following course)		
PPE 1005	Psy of Personal Effect	3

Mathematics/Science - 3 Credits Required (Select from the following course)		
MAC 1105	College Algebra	3

Computer Competency
By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the Computer Competency test and **pass**
or
By the 31st earned college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education **or** vocational credit course or retest with a **passing** score on the Computer Competency test

Total credits required for Associate in Science degree is 64.

Business Administration Associate in Science

*** This program transfers to four-year institutions. See department for information ***

The Business Administration program trains individuals to assume management or supervisory positions in business, industry, and government. It provides basic skills in a broad range of business function including accounting, computer usage, management, and marketing. Successful completion of this program earns the student entry into any university in the State University System as part of the A.S. to B.S. program.

Course	Course Title	Cr
Major Course Requirements - 40 Credits Required (Select the following courses)		
* ACG 2021	Financial Accounting	3



ACG 2021L	Financial Act Lab	1
ACG 2071	Managerial Accounting	3
ACG 2071L	Managerial Acct Lab	1
BUL 2241	Business Law 1	3
<i>or</i>		
BUL 2130	Legal Environment	3
CGS 1060	Intro to Micro Usage	4
ECO 2013	Prin/Economics-Macro	3
ECO 2023	Prin/Economics-Micro	3
ECO 2301	Hist Economic Ideas	3
GEB 1011	Prin of Business	3
MAN 2021	Prin of Management	3
MAR 1011	Prin of Marketing	3
OST 2335	Business Writing	3
PUR 2003	Public Relations	3
QMB 2100L	Statistics Lab	1

*ACG2001 & ACG2001L and ACG2011 & ACG2011L may be taken in place of ACG2021 & ACG2021L (ACG 2021 & ACG2021L cover in one term what ACG2001 & 2001L & 2011 & 2011L cover in two terms.)

Communications - 6 Credits Required

(Select the following course)

ENC 1101	English Comp 1	3
ENC 1102	English Comp 2	3

Oral Communications - 3 Credits Required

(Select the following course)

SPC 1026	Fund of Speech Comm	3
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Humanities - 3 Credits Required

(Select the following course)

PHI 2604	Crit Think/Ethics	3
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Behavioral Science/Social Environment - 3 Credits Required

(Select the following course)

PPE 1005	Psy of Personal Effect	3
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Mathematics/Science - 9 Credits Required

(Select from the following courses)

MAC 1105	College Algebra	3
MAC 2233	Business Calculus	3
QMB 2100	Basic Business Stats	3

Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the Computer Competency test and **pass**

or
By the 31st earned college level credit (excluding EAP and college preparatory courses), a student must **pass** CGS 1060, an equivalent continuing education **or** vocational credit course or retest with a **passing** score on the Computer Competency test

Total credits required for Associate in Science degree is 64.

Child Development and Education Associate in Science

The Child Development and Education program provides training for students who desire to enter the field of early childhood education. It combines classroom instruction and field work experience with an emphasis on developmentally appropriate programming for young children. Within the program there is the option of earning a child development associate equivalency certificate. This option is designed for those students who intend to seek immediate employment in the field. The requirements for the Florida D.C.E. 40-Hour Child Care Training Certificates are included in the program. Students who complete the A.S. Degree in Child Development and Education also earn the A.A. degree in Pre-Bachelor of Arts.

Course	Course Title	Cr
Major Course Requirements - 27 Credits Required		
<i>(Select the following courses)</i>		
EDF 1005	Intro to Education	3
EDG 2701	Diverse Populations	3
EEC 1000	Intro/Early Child Ed	3
EEC 1200	Erly Chldhd Curr 1	3
EEC 1311	Erly Chldhd Curr 2	3
EEC 2202	Oper of Early Chil Fac	3
EME 2040	Intro to Educational Tech	3
ENC 1102	English Comp 2	3
MAC 1105	College Algebra	3

Select an additional three (3) credits from the following humanities courses:

ARH 2740	Cinema Appreciation	3
LIT 2120	Survey of World Lit	3
MUL 2380	Jazz & Pop Music In Amer	3
PHI 2010	Intro to Philosophy	3
THE 2000	Intro to Drama	3

Select an additional six (6) credits from the following behavioral science courses one of which must be DEP 2000 OR DEP 2100.

AMH 2020	History of US Since 1877	3
ANT 2410	Intro to Cult Anthrop	3
DEP 2000	Human Growth/Dev	3
<i>or</i>		
DEP 2100	Child Growth/Develop	3
ISS 1120	The Social Environment	3
ISS 1161	Individual in Society	3
SYG 2000	Intro to Sociology	3

Select an additional six (6) credits from the following natural science courses one of which must be BSC 1008.

BSC 1008	Gen Ed Biology	3
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HUN 1201	Essential of Nutrition	3
MET 1010	Intro to Weather	3
OCE 1001	Intro to Oceanography	3
PSC 1515	Energy in Nat Environ	3

Electives - 6 Credits Required

(Select from the following courses)

ARE 1110C	Art in Elem School	4
AMH 2020	History of US Since 1877	3
ARH 1000	Art Appreciation	3
BSC 1008L	Gen Ed Biology Lab	1
DEP 2000	Human Growth & Dev	3
DEP 2100	Child Growth/Developmnt	3
EDG 2943	Edu Serv Field Work	3
EDF 1949	Co-Op Edu Work Exp	3
EEC 1500	Infant/Toddler Dev	3
EEC 2002	Oper Early Chld Fac	3
EEX 2000	Intro/Special Ed	3
HSC 2400	First Aid	3
ISS 1120	The Social Environment	3
ISS 1161	Individual in Society	3
LIT 2330	Survey of Children's Lit	3
MUE 1290	Music Skills	3
MUL 1010	Music Appreciation	3
PET 2430	Skil/Con Elem Child	3
PSY 2012	Intro to Psychology	3
SYG 2000	Intro to Sociology	3
SYG 2010	Social Problems	3
SYG 2430	Marriage & the Family	3

Communications - 3 Credits Required

(Select the following course)

ENC 1101	English Comp 1	3
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Oral Communications - 3 Credits Required

(Select the following course)

SPC 1026	Fund of Speech Comm	3
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Humanities - 3 Credits Required

(Select the following course)

PHI 2604	Crit Think/Ethics	3
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Behavioral Science/Social Environment - 3 Credits Required

(Select the following course)

PPE 1005	Psy of Personal Effect	3
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Mathematics/Science - 3 Credits Required

(Select the following course)

MGF 1106	Math for Liberal Arts	3
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Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student

must take the Computer Competency test and **pass** *or*

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student must **pass** CGS 1060, an equivalent continuing education *or* vocational credit course or retest with a **passing** score on the Computer Competency test

Total credits required for Associate in Science degree is 63.

Additional Information:

Note: EEC1000, 1200, 1311, 2202, must be completed with a grade of "C" or better in each course.

Upon completion of these requirements students will be eligible for both the A.S. and A.A. degrees.

Civil Engineering Technology Associate in Science

The Civil Engineering Technology program is designed for those students who wish immediate job placement prior to or after graduation. This program also satisfies many of the civil engineering freshman and sophomore requirements for the bachelor of engineering technology degree offered by certain universities. Consult with your civil engineering advisor prior to registration.

Course	Course Title	Cr
Major Course Requirements - 45 Credits Required (Select the following courses)		
ETC 1250	Construction Mater	3
ETC 2201	Design Insp Eng Sm 1	3
ETC 2203	Computing & Estim	3
ETC 2451	Concrete Construction	3
ETD 1330	Comp Aided Draft/Design	3
ETG 2502	Statics	3
ETG 2530C	Strength of Material	3
SUR 1101C	Surveying 1	4
SUR 1102C	Surveying 2	4
SUR 2301C	Topography & Mapping	4
SUR 2402C	Land Surveying 1	3
SUR 2403C	Land Surveying 2	3
SUR 2462C	Subdivisions	3

Electives - 3 Credits Required

(Select from the following courses)		
EGS 1111C	Engineering Graphics	5
EGS 1220C	Basic Computer Lang	2
EGS 2020	Engin Measure & Comp	3
ETC 1930	Const/Engin Sem 1	1-3
ETC 2210C	Geotechnics & Soils	4
ETC 2521	Hydrlics/Drain Struct	3
ETC 2562	Eng Proj Plan/Dev	3
ETD 1330	Comp Aided Draw/Des	3
ETD 1542	Structural Drafting	3
ETG 1513C	Hydraul & Pneumatics	3
ETI 2121	Materials Testing	3
SUR 1001C	Construction Survey	3
SUR 1640C	Land Surveying Compu	3
SUR 2330C	Photogrammetry 1	3
SUR 2401C	Land Surveying 1	3
SUR 2403C	Land Surveying 2	3
SUR 2462C	Subdivisions	3

Communications - 3 Credits Required

(Select the following course)		
ENC 1101	English Comp 1	3

Oral Communications - 3 Credits Required

(Select the following course)		
SPC 1026	Fund of Speech Comm	3

Humanities - 3 Credits Required

(Select the following course)		
PHI 2604	Crit Think/Ethics	3

Behavioral Science/Social Environment - 3 Credits Required

(Select the following course)		
PPE 1005	Psy of Personal Effect	3

Mathematics/Science - 3 Credits Required

(Select the following course)		
MAC 1105	College Algebra	3

Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the Computer Competency test and **pass** *or*

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student must **pass** CGS 1060, an equivalent continuing education *or* vocational credit course or retest with a **passing** score on the Computer Competency test

Total credits required for Associate in Science degree is 63.

Computer Engineering Technology Associate in Science

The Computer Engineering Technology program prepares students for employment as computer engineering technicians/technologists and in related occupations in electronics or to provide supplemental training for persons currently or previously employed in these occupations. The program focuses on the understanding and applying of hardware and software concepts, in addition to troubleshooting techniques to digital, microprocessor, or computer-based systems. Assembly, installation, operation, maintenance, calibration, troubleshooting, repairing, and elementary design of medical systems are taught using an integrated applied and theoretical approach.

Course	Course Title	Cr
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Major Course Requirements - 46 Credits Required

(Select from the following courses)		
CET 1171	Micro-Comp Serv & Maint 1	3
CET 1172C	Micro-Comp Serv & Maint 2	3
CET 1173C	Networking 1	3

CET 2114C	Dig Comp Circ Analysis 1	4
CET 2123C	Microprocessors	4
CET 2142C	Computers 2	4
CET 2176C	Micro-Comp Serv & Maint 3	3
COP 1220	"C" Programming	4
EET 1015C	Direct Current Circuitry	4
EET 1025C	Alter Current Circuitry	4
EET 1082	Intro to Electronics	3
EET 2351	Fund Dig & Data Comm	4
MTB 1322	Tech Mathematics 2	3

Electives - 7 Credits Required

(Select from the following courses)		
CEN 1511	Networking Tech	4
CET 2253	Appl Oper Systems	4
CET 2930	A+ Certification	3
EET 1141C	Semiconduct Fund	4
EET 1142C	Transistors	4
EET 2101C	Electronic Device	4
ETD 1330	Autocad	3
ETD 2350	Auto Cad 2	3
MTB 1321	Tech Mathematics 1	3

Communications - 3 Credits Required

(Select the following course)		
ENC 1101	English Comp 1	3

Oral Communications - 3 Credits Required

(Select the following course)		
SPC 1026	Fund of Speech Comm	3

Humanities - 3 Credits Required

(Select the following course)		
PHI 2604	Crit Think/Ethics	3

Behavioral Science/Social Environment - 3 Credits Required

(Select the following course)		
PPE 1005	Psy of Personal Eff	3

Mathematics/Science - 3 Credits Required

(Select the following course)		
MAC 1105	College Algebra	3

Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the Computer Competency test and **pass** *or*

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student must **pass** CGS 1060, an equivalent continuing education *or* vocational credit course or retest with a **passing** score on the Computer Competency test

Total credits required for Associate in Science degree is 68.



Computer Information Systems Analysis Associate in Science

This program provides an opportunity to establish a basic foundation in computer programming for employment in commercial, industrial, scientific, and government institutions. Graduates are prepared for starting positions as applications programmers, network administrators, or pc application specialists. Associate in Arts degree programs are available to the student planning to transfer to a senior institution after graduation. Please contact the Computer Information Systems Department on any one of the campuses for advice concerning course selection.

Course Course Title Cr

Major Course Requirements - 25 Credits Required

(Select from the following courses)

ACG 2021	Financial Accounting	3
CIS 2321	Intro to Syst Anal/Design	3
CGS 1060	Intro to Microcomp Usage	4
CGS 1541	Database Applications	4
COP 1170	Intro to Program/BASIC	4
COP 1220	Intro to Programming/"C"	4
QMB 2100	Business Statistics	3
or		
STA 2023	Statistical Methods	3

Complete the requirements for one of the following areas of concentration

A. Computer Programmer-Visual Basic Emphasis - 23 Credits Req.

(Select the following courses)

COP 2171	Adv Prog Concept Basic	4
COP 2333	Visual Basic 3	4
COP 2700	Database Appl Program	4

Choose 11 credits of additional courses under your advisor's guidance.

B. Computer Programmer-Visual C++ Emphasis - 23 Credits Req.

(Select the following courses)

CEN 1511	Networking Technologies	4
CGS 2405	Intermediate Prog In C	4
COP 2334	Obj Oriented Prog C++	4
COP 2400	Microcomp Assembly Lang	4
COP 2700	Database Appl Program	5

Choose 5 credits of additional courses under your advisor's guidance.

C. Mainframe Programmer - 23 Credits Req.

(Select the following courses)

COP 1120	COBOL	4
COP 1340	Oper Syst OSJCL	4
COP 2122	Adv COBOL On-Line Apl	4
COP 2123	CICS Com Lev Prog COBOL	4
COP 2401	ASSEMBLER Language	4

Choose 3 credits of additional courses under your advisor's guidance.

D. Microcomputer Applications Specialist - 23 Credits Req.

(Select the following courses)

CGS 1501	Microcomp Wordproc	4
CGS 1511	Microcomp Spreadsheets	4
CGS 1560	Using Microcomp Oper Sys	4
COP 2700	Application Prog	4

Choose 7 credits of additional courses under your advisor's guidance.

E. Midrange Programmer-AS/400 Programming - 23 Credits Req.

(Select the following courses)

CIS 1400	Op Sys Mgt/Mini-Comp Sys	4
COP 2567	AS/400 Control Lang	4

Complete 8 credits of COBOL or 8 credits of RPG

COP 1120	COBOL	4
and		
COP 2122	Adv COBOL On-Line Apl	4
or		
COP 1160	RPG With Business Appl	4
and		
COP 2162	Adv RPG III/AS400	4

Choose 7 credits of additional courses under your advisor's guidance.

F. Network Specialist - 23 Credits Req.

(Select the following courses)

CEN 1301	Support WIN 2000 Prof	4
CEN 1304	Support WIN 2000 Server	4



CEN 2305	Sup WIN 2000 Net Infrastrct	4
CEN 2306	Implemnt WIN Dir Serv	4
CEN 2321	Design WIN 2000 Dir Serv	4

Choose 3 credits of additional courses under your advisor's guidance.

G. Database Administration - 12 Credits Req.

(Select the following courses)

CGS 1546	Database Administration	4
CGS 2547	Database Implementation	4
CGS 2548	Adv Database Programming	4

Choose 11 credits of additional courses under your advisor's guidance.

H. Novell Specialist - 24 Credits Req.

(Select the following courses)

CDA 1500	Novell Networking Tech	4
CDA 1524	Novell System Admin	4
CDA 1527	Novell Design & Implement	4
CDA 2403	Novell Service & Support	4
CDA 2520	Novell Adv Administration	4
CDA 2529	Novell Integrating NT/2000	4

I. Oracle Database Developer Concentration - 12 Credits Req.

(Select the following courses)

COP 2745	Programm PL/SQL in Oracle	4
COP 2746	Intro Oracle Database Appl	4
COP 2747	Intermed Oracle Datsb Appl	4
COP 2748	Oracle Report Building	4

J. Oracle Database Administration Concentration - 12 Credits Req. (25053)

(Select the following courses)

COP 2740	Intro Oracle: SQL & PL/SQL	4
COP 2741	Intro Oracle Datsb Admin	4
COP 2742	Intmd Oracle Datsb Admin	4
COP 2744	Oracle Datsb Perform Tun	4

Electives - 2-11 Credits Required

(Select from the following courses EXCEPT THOSE IDENTIFIED FOR YOUR AREA OF CONCENTRATION):

ACG 20211	Financial Acct Lab	1
ACG 2071	Managerial Acct	3
ACG 20711	Managerial Acct Lab	1
CAP 1700	Intro Comp Graph Prog	4
CDA 1522	Microcomp Networking	4
CDA 1526	Global Networking	4
CDA 2524	Adv Microcomp Netwrk	4
CEN 2425	Adv Windows NT Admin	4
CET 1171	Microcomp Serv/Maint 1	4
CGS 1558	Internet Working TCP/IP	4
or		
CGS 1568	Supporting Windows	4
CGS 1580	Microcomp Desktop Pub	4
CGS 1751	Network Syst Mgmt	4
CGS 1871	Intro to Multimedia	4
CIS 1000	Intro to Data Process	4
COP 1210	Intro to PASCAL	4
COP 1220	Intro to Prog in "C"	4
COP 2333	Visual BASIC 3	4
COP 2334	Obj Oriented Prog in C++	4
COP 2704	AS/400 Database Mgmt	4
MTB 1103	Business Mathematics	3
QMB 2100L	Statistics Laboratory	1

Communications - 3 Credits Required

(Select the following course)

ENC 1101	English Comp 1	3
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Oral Communications - 3 Credits Required

(Select the following course)

SPC 1026	Fund of Speech Comm	3
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Humanities - 3 Credits Required

(Select the following course)

PHI 2604	Crit Think/Ethics	3
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Behavioral Science/Social Environment - 3 Credits Required

(Select the following course)

PPE 1005	Psy of Personal Effect	3
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Mathematics/Science - 3 Credits Required

(Select one of the following courses)

MAC 1105	College Algebra	3
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Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student must take the Computer Competency test and pass

or

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student must pass CGS 1060, an equivalent continuing education or vocational credit course or retest with a passing score on the Computer Competency test

**Total credits required for
Associate in Science degree is 63.**

Court Reporting Technology Associate in Science

The Court Reporting Technology program provides training for students who desire to enter the field of court reporting. Court reporters play an important role in the judicial process by providing an official record of court proceedings. They are employed by the court or work on a freelance basis and earn an excellent salary. Upon successful completion of the prescribed program of study, the student will earn an Associate in Science degree.

Course Course Title Cr

Major Course Requirements - 58 Credits Required

(Select the following courses)

Hsc 2531	Medical Terminology	3
OST 1110	Doc Format/Typewriting 2	3
OST 1110L	Doc Format Type 2 Lab	1
OST 1330	Business English	3
OST 1601	Machine Transcription 1	3
OST 1741	Begin Word Processing	3
OST 1741L	Beg Word Processing Lab	1
OST 2221	Machine Shorthand 1	4
OST 2222	Machine Shorthand 2	4
OST 2223	Machine Shorthand 3	3
OST 2224	Machine Shorthand 4	3
OST 2225	Machine Shorthand 5	3
OST 2226	Machine Shorthand 6	3
OST 2231	Comp Aided Transcript 1	3
OST 2232	Comp Aided Transcript 2	3
OST 2335	Business Writing	3
OST 2251	Legal Dictation&Tran	3
OST 2256	Med Dictation & Tran	3
OST 2436	Court Proc & Law Terms	3
OST 2602	Machine Transcription 2	3

Communications - 3 Credits Required

(Select the following course)

ENC 1101	English Comp 1	3
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Oral Communications - 3 Credits Required

(Select the following course)

SPC 1026	Fund of Speech Comm	3
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Humanities - 3 Credits Required

(Select the following course)

PHI 2604	Crit Think/Ethics	3
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Behavioral Science/Social Environment - 3 Credits Required*(Select the following course)*

PPE 1005	Psy of Personal Effect	3
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Mathematics/Science - 3 Credits Required*(Select the following course)*

QMB 2100	Basic Business Statistics	3
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Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the Computer Competency test and **pass** *or*

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education **or** vocational credit course or retest with a **passing** score on the Computer Competency test

Total credits required for Associate in Science degree is 73.

Additional Information:

For advanced placement in OST1110, students must complete OST1100 or one year of high school type-writing with a minimum speed of 35 wpm or Permission of the Department Chairperson.

Criminal Justice Technology: Basic Law Enforcement Associate in Science

The Criminal Justice Technology: Basic Law Enforcement program is designed to provide competency for the diverse field of criminal justice. Upon successful completion of the Florida Department of Law Enforcement State Certification Exam for Law Enforcement, the student may seek the Associate in Science degree in Criminal Justice Technology.

Course	Course Title	Cr
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Major Course Requirements – (A Selection) - 21 Credits Required*(Select from the following courses)*

CCJ 1010	Intro to Criminology	3
CCJ 1020	Intro to Criminal Justice	3
CCJ 1300	Intro to Corrections	3
CCJ 1330	Parole-Probation	3
CCJ 2250	Constitutional Law	3
CCJ 2500	Juvenile Delinquency	3
CCJ 2650	Narcotic/Danger Subs	3

Major Course Requirements – (B Selection) - 9 Credits Required*(Select from the following courses)*

* CCJ 1193	Com/Hum Rel Crim Jus Prac 3	
<i>or</i>		
* CCJ 2220	Crim Proc & Evidence 1	3
* CCJ 2230	Crim Proc & Evidence	3
* CJD 2724	Law Enf Invest Police Ofc	3

Electives – (A Selection) - 19 Credits Required*(Select from the following courses)*

CCJ 1949	Co-Op Work Exp 1: CCJ	3
CCJ 2122	Crim Just & Community	1-3
CCJ 2400	Police Org & Admin	3
CCJ 2430	Manage Of Police Funct	1-3
CCJ 2482	Crim Ethics & Professional	3
CCJ 2632	Comparative Legal Syst	3
CCJ 2940	Admin Just Field Serv Prog	3
CCJ 2949	Co-Op Work Exper 2: CCJ	3
CJD 2310	Police-Corr Supervision	3
CJD 2320	Police Mid-Management	3
* CJD 2702	Crim Justice Comm	3
* CJD 2720	Law Enforce Legal 3	2
* CJD 2721	Law Enforce Patrol	3
* CJD 2722	Law Enforce Traffic	3
* CJD 2723	Vehicle Operations	2
* CJT 1330	Def Tact Skl Crim Just Prc	3
* CJT 1362	First Resp Public Saf Ofc	3
* CJT 1800	Intro Sec/Loss Prevention	3
* CJT 2310	Law Enforce Equip & Tech	3

* Courses are for Basic Law Enforcement (BLE) Academy students only:

Communications - 3 Credits Required*(Select the following course)*

ENC 1101	English Comp 1	3
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Oral Communications - 3 Credits Required*(Select the following course)*

SPC 1026	Fund of Speech Comm	3
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Humanities- 3 Credits Required*(Select the following course)*

PHI 2604	Crit Think/Ethics	3
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Behavioral Science/Social Environment - 3 Credits Required*(Select the following course)*

PPE 1005	Psy of Personal Eff	3
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Mathematics/Science - 3 Credits Required*(Select the following course)*

PSC 1515	Energy in Nat Envir	3
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Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the Computer Competency test and **pass** *or*

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education **or** vocational credit course or retest with a **passing** score on the Computer Competency test

Total credits required for Associate in Science degree is 64.

Important Note:

There is only one A.S. program in Criminal Justice Technology. Students may select one of the three options available (BLE, Generic, Corrections), but the degree is awarded only once.

Criminal Justice Technology: Corrections Associate in Science

The Criminal Justice Technolgy program is designed to provide competencies for the diverse field of criminal justice. Upon successful completion of the Florida Department of Law Enforcement State Certification Exam for Corrections, the student may seek the Associate in Science degree in Criminal Justice Technology.

Course	Course Title	Cr
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Major Course Requirements – (A Selection) - 21 Credits Required*(Select from the following courses)*

CCJ 1010	Intro to Criminology	3
CCJ 1020	Intro to Criminal Justice	3
CCJ 1300	Intro to Corrections	3
CCJ 1330	Parole-Probation	3
CCJ 2250	Constitutional Law	3
CCJ 2500	Juvenile Delinquency	3
CCJ 2650	Drugs and Society	3

Major Course Requirements – (B Selection) - 9 Credits Required*(Select from the following courses)*

* CCJ 1193	Com/Hum Rel Crim Jus Prac 3	
* CCJ 2220	Crim Proc & Evidence 1	3
* CJD 2740	Interpers Skills Corr Ofc	3
* CJD 2742	Correctional Operations	3

* Courses are for Correction Academy students only:

Electives – (A Selection) - 19 Credits Required*(Select from the following courses)*

CCJ 1949	Co-Op Work Exp 1: CCJ	3
CCJ 2122	Crim Just & Community	1-3
CCJ 2400	Police Org & Admin	3
CCJ 2430	Manage of Police Funct	1-3
CCJ 2482	Crim Ethics & Profession	3
CCJ 2632	Comparative Legal Syst	3
CCJ 2940	Admin Just Field Serv Prog	3
CCJ 2949	Co-Op Work Exper 2: CCJ	3
CJD 2310	Police-Corr Supervision	3

CJD 2320	Police Mid-Management	3
* CJD 2702	Crim Justice Communica	3
* CJD 2741	Emergency Preparedness	1
* CJD 2771	Crim Just Legal 2	1
* CJT 1330	Def Tact Skil Crim Just Prac	3
* CJT 1362	First Resp Public Saf Ofc	3
CJT 1800	Intro Sec/Loss Prevention	3
* CJT 2310	Law Enforce Equip & Tech	3

* Courses are for Correction Academy students only:

Communications - 3 Credits Required*(Select the following course)*

ENC 1101	English Comp 1	3
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Oral Communications - 3 Credits Required*(Select the following course)*

SPC 1026	Fund of Speech Comm	3
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Humanities - 3 Credits Required*(Select the following course)*

PHI 2604	Crit Think/Ethics	3
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Behavioral Science/Social Environment - 3 Credits Required*(Select the following course)*

PPE 1005	Psy of Personal Eff	3
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Mathematics/Science - 3 Credits Required*(Select the following course)*

PSC 1515	Energy in Nat Envir	3
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Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the Computer Competency test and **pass** *or*

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education **or** vocational credit course or retest with a **passing** score on the Computer Competency test

Total credits required for Associate in Science degree is 64.

Important Note:

There is only one A.S. program in Criminal Justice Technology. Students may select one of the three options available (BLE, Generic, Corrections), but the degree is awarded only once.

Criminal Justice Technology: Generic Associate in Science

Upon completion of the Criminal Justice Technology program, the student will be eligible for the Associate in Science degree. The A.S. degree opens up entry-level non-sworn 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.

Course	Course Title	Cr
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Major Course Requirements – 30 Credits Required*(Select from the following courses)*

CCJ 1010	Intro to Criminology	3
CCJ 1020	Intro to Criminal Justice	3
CCJ 1191	Hum Behav Crim Just	3
CCJ 1210	Criminal Law	3
CCJ 1300	Intro to Corrections	3
CCJ 1330	Parole and Probation	3
CCJ 2250	Constitutional Law	3
CCJ 2500	Juvenile Delinquency	3
CCJ 2650	Drugs and Society	3
CJT 2100	Criminal Investigations	3

Electives – 19 Credits Required*(Select from the following courses)*

CCJ 1102	Career Expl/Crim Just	1
CCJ 2122	Crim Just & Community	3
CCJ 2400	Police Org & Admin	3
CCJ 2430	Manage of Police Funct	3
CCJ 2482	Crim Ethics & Profession	3
CCJ 2940	Admin Just Field Serv Prog	3
ECO 2013	Prin of Econ/Macro	3

OST 1141	Keyboard for Comp	3
PPE 2001	Dynamics of Behavior	3
POS 2041	American Fed Govt	3
POS 2112	State/Local Govt in Amer	3
PSY 2012	Intro to Psychology	3
SOP 2002	Social Psychology	3
SPC 2600	Intro to Speech Comm	3
SPN 1120	Elem Spanish 1	4
SPN 1121	Elem Spanish 2	4
SYG 2000	Intro to Sociology	3
SYG 2010	Social Problems	3
SYG 2430	Marriage & the Family	3

Communications - 3 Credits Required

(Select the following course)

ENC 1101	English Comp 1	3
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Oral Communications - 3 Credits Required

(Select the following course)

SPC 1026	Fund of Speech Comm	3
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Humanities - 3 Credits Required

(Select the following course)

PHI 2604	Crit Think/Ethics	3
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Behavioral Science/Social

Environment - 3 Credits Required

(Select the following course)

PPE 1005	Psy of Personal Eff	3
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Mathematics/Science - 3 Credits Required

(Select the following course)

PSC 1515	Energy in Nat Envir	3
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Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the Computer Competency test and **pass** *or*

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student must **pass** CGS 1060, an equivalent continuing education **or** vocational credit course or retest with a **passing** score on the Computer Competency test

**Total credits required for
Associate in Science degree is 64.**

Important Note:

There is only one A.S. program in Criminal Justice Technology. Students may select one of the three options available (BLE, Generic, Corrections), but the degree is awarded only once.

Dietetic Technician Associate in Science

The Dietetic Technician program is designed to provide technical competency for a career in dietetics in health care facilities. This program meets the requirements of the American Dietetic Association for Education of the Dietetic Technician. Supervised field experience is required in each of the three semesters to complement classroom instruction.

Course	Course Title	Cr
Major Course Requirements- 49 Credits Required		
<i>(Select the following courses)</i>		
DIE 1401	Nutrition Ed/Intervi	3
DIE 1350	Diet Clinic Pract 1	6
DIE 2100	Dietary Dept Operat	3
DIE 2124	Dietary Mgt Operatns	4
DIE 2211	Intro/Diet Therapy	3
DIE 2221	App/Diet In Disease	3
DIE 2500	Dietetic Seminar	2
DIE 2533	Diet Clinic Pract 2	6
DIE 2534	Diet Clinic Pract 3	6
FSS 1115	Food Pur/Menu Design	3
FSS 1202C	Elementary Food Prep	4
HUN 1201	Essentials/Nutrition	3
MTB 1103	Business Mathematics	3

Communications - 3 Credits Required

(Select the following course)

ENC 1101	English Comp 1	3
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Oral Communications - 3 Credits Required

(Select the following course)

SPC 1026	Fund of Speech Comm	3
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Humanities - 3 Credits Required

(Select the following course)

PHI 2604	Crit Think/Ethics	3
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Behavioral Science/Social

Environment - 3 Credits Required

(Select the following course)

PPE 1005	Psy of Personal Effect	3
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Mathematics/Science - 3 Credits Required

(Select one of the following courses)

PSC 1515	Energy/Nat Environ	3
<i>or</i>		
BSC 1008	Gen Education Biology	3

Computer Competency

By the 16th earned college level credit (excluding

EAP and college preparatory courses), a student **must** take the Computer Competency test and **pass** *or*

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student must **pass** CGS 1060, an equivalent continuing education **or** vocational credit course or retest with a **passing** score on the Computer Competency test

**Total credits required for
Associate in Science degree is 64.**

Additional Information:

For enrollment in clinic courses, student contract must be signed.

Drafting & Design Technology Associate in Science

The Drafting and Design Technology is a highly technical program to adequately equip the student with the ability and skills necessary for acquisitions and advancement in the engineering technical aid and professional drafting fields. Specialized areas within the program include such specifics as structural steel drafting, welding, piping, technical illustration, and computer aided drafting and design.

Course	Course Title	Cr
Major Course Requirements - 42 Credits Required		
<i>(Select the following courses)</i>		
EGS 1111C	Engineering Graphics	5
EGS 2020	Engin Measure & Comp	3
EGS 2033	Civilization & Engineer 1	3
ETD 1200	Technical Draw 1	4
ETD 1330	Comp Aided Draw/Des	3
ETD 1542	Structural Drafting	4
ETD 1801	Technical Illustration	4
ETD 2215	Tech Drawing 2	5
ETD 2350	Computer Graphics	3
ETD 2400	Tool Mach Des	5
SUR 1001C	Construction Surveying	3

Electives - 5 Credits Required

See academic advisor for approval of electives not already taken with the following prefixes:
EGS, ETC, ETD, ETI, ETM, SUR

Communications - 3 Credits Required

(Select the following course)

ENC 1101	English Comp 1	3
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Oral Communications - 3 Credits Required

(Select the following course)

SPC 1026	Fund of Speech Comm	3
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Humanities- 3 Credits Required

(Select the following course)

PHI 2604	Crit Think/Ethics	3
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Behavioral Science/Social

Environment - 3 Credits Required

(Select the following course)

PPE 1005	Psy of Personal Effect	3
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Mathematics/Science - 3 Credits Required

(Select the following course)

MAC 1105	College Algebra	3
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Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the Computer Competency test and **pass** *or*

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student must **pass** CGS 1060, an equivalent continuing education **or** vocational credit course or retest with a **passing** score on the Computer Competency test

**Total credits required for
Associate in Science degree is 62.**



Electronics Engineering Technology Associate In Science

*** This program transfers to four-year institutions. See department advisor for information ***

The Electronics Engineering Technology program prepares students for work as technicians in various fields of electronics technology. No previous experience is required to enter. Courses offered cover basic and advanced electrical circuits, semi-conductors, integrated circuits, pulse circuits, digital computer circuits, electrical machinery, communication systems, and industrial control. Theory and laboratory experience is provided.

Course	Course Title	Cr
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Major Course Requirements- 50 Credits Required

(Select the following courses)

CET 2114C	Fund of Dig Circ	4
CET 2123C	Microprocessors	4
EET 1015C	Direct Current Circ	4
EET 1025C	Alter Current Circ	4
EET 1037	Elec Circuit Simulation	3
EET 1082	Intro to Electronics	3
EET 1141C	Semiconductor Fund	4
EET 2101C	Electronic Devices	4
EET 2305C	Electronic Comm	4
EET 2351	Digital & Data Comm	4
EGS 1220C	Basic Comp Lang	2
EGS 2033	Civilization & Eng 1	3
MTB 1322	Technical Math 2	3
PHY 2053	Physics w/o Calculus	3
PHY 2053L	Physics w/o Calculus Lab	1

Electives - 3 Credits Required

(Select from the following courses)

CET 1171	Micro-Comp Serv & Maint 1	3
CET 1172C	Micro-Comp Serv & Maint 2	3
CET 2142C	Adv Digital Circuit	4
EET 1142C	Transistor Circuits	4
EET 1949	Co-Op Work Experience	3
EET 2949	Co-Op Work Experience	3
EST 2122C	Electro-Mechanic Devices	4
ETE 2250C	Instruments 1	3

Communications - 3 Credits Required

(Select the following course)

ENC 1101	English Comp 1	3
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Oral Communications - 3 Credits Required

(Select the following course)

SPC 1026	Fund of Speech Comm	3
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Humanities - 3 Credits Required

(Select the following course)

PHI 2604	Crit Think/Ethics	3
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Behavioral Science/Social Environment - 3 Credits Required

(Select the following course)

PPE 1005	Psy of Personal Effect	3
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Mathematics/Science - 3 Credits Required

(Select the following course)

MTB 1321	Technical Math 1	3
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Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the Computer Competency test and **pass**

or

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student must **pass** CGS 1060, an equivalent continuing education or vocational credit course or retest with a **passing** score on the Computer Competency test

Total credits required for Associate in Science degree is 68.

Environmental Science Technology Associate in Science

This program is designed to train students in proper chemical management in accordance with regulatory process. Students will be able to function successfully in industrial and government environments. Five options are available: emergency services, environmental service technician, safety compliance-industry, safety compliance-health, and air, water and rain runoff.

Course	Course Title	Cr
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Major Course Requirements - 22 Credits Required

(Select the following courses)

EVR 1015	Hazardous Mat & Environ	3
EVR 1260	Intr Eco/Urban Indus Poll	3
EVR 1633	Haz Mat Emer	4
EVR 1640	Haz Mat Reg 1	3
EVR 1802	Industrial Processes	3
EVR 1895	Environ Pollutants	3
EVR 2805	Haz Mat Hlth Effects	3

Electives - 27 Credits Required

(Select from the following courses)

BSC 2085	Anat & Physiology 1	3
BSC 2085L	Anat & Physiology Lab 1	1
BSC 2086	Anat & Physiology 2	3
BSC 2086L	Anat & Physiology Lab 2	1
CHM 2205	Sur Organic & Biochem	3
CHM 2205L	Sur Organic & Biochem Lab	2
EVR 1010	Environmental Compl	3
EVR 1030	Soil & Grnd Wtr Monting	3
EVR 1215	Open Channel Flow Meas	3
EVR 1230	Air Pollution	3
EVR 1260	Intro to Ecol & Urban Ind	3
EVR 1635	Haz Comm Standard	3
EVR 1639	Haz Mat Trans Strg & Disp	3
EVR 1655	Haz Mat Rec Inc & Disp	3
EVR 1802	Industrial Processes	3
EVR 1809	Industrial Haz Waste	3
EVR 1930	Environmental Seminar	1-3
EVR 2613	Haz Mat Emer Resp 2	4
EVR 2625	Infect & Nuclear Mat	3
EVR 2630	Haz Matrls Risk Anal	3
EVR 2680	Haz Mat Shipping & Packing	3
EVR 2695	Adv Haz Matrls Anal	4
EVR 2808	Haz Mat Injuries	3
EVR 2820	Maz Mat Corp Prog Devel	3
EVR 2840	Haz Mat Emer Resp 3	4
EVR 2890	Instru Monitor & Smplng	3
PCB 2340C	Field Biology	3

Communications - 3 Credits Required

(Select the following course)

ENC 1101	English Comp 1	3
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Oral Communications - 3 Credits Required

(Select the following course)

SPC 1026	Fund of Speech Comm	3
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Humanities - 3 Credits Required

(Select the following course)

PHI 2604	Crit Think/Ethics	3
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Behavioral Science/Social

Environment - 3 Credits Required

(Select the following course)

PPE 1005	Psy of Personal Effect	3
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Mathematics/Science - 3 Credits Required

(Select the following course)

MAC 1105	College Algebra	3
or		
PSC 1515	Energy in Nat Environ	3

Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the Computer Competency test and **pass**

or

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student must **pass** CGS 1060, an equivalent continuing education or vocational credit course or retest with a **passing** score on the Computer Competency test

Total credits required for Associate in Science degree is 64.

Film Production Technology Associate in Science

The Film Production Technology program prepares students to learn all aspects of the film industry through hands-on, production-oriented classes both in the studio and on location. Students can receive training in cinematography, lighting, audio recording and editing. High-end equipment is used by students to shoot and edit sound 16mm film. Students are also exposed to video and the business aspects of the industry.

Course	Course Title	Cr
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Major Course Requirements- 43 Credits Required

(Select the following courses)

FIL 1100	Film Writing	3
FIL 1270	Film Production 1	4
FIL 1276	Film Production 2	4
FIL 1281	TV/Film Computer Appl	3
FIL 1400	History of Film	3
FIL 1600	Business Film/Video	2
FIL 2102	Screenwrit/Storybrd 1	3
FIL 2211	Film Edit/Post Prod	2
FIL 2220	Film Direction	3
FIL 2251	Film Camera & Light	2
FIL 2277	Film Production 3	4
FIL 2601	Film Bus Market	3
FIL 2931	Careers in Film/TV	1
VIC 1000	Visual Communication	3
VIC 1202	TV/Film Arts & Graph	3

Electives - 6 Credits Required

(Select from the following courses)

FIL 1406	Amer Indep Cinema	3
FIL 2214	Film/Video Portfolio Prep	1
FIL 2240	Film Pre-Production	2
FIL 2618	Adv Editing (Digital)	3



FIL	2278	Film Workshop	3
FIL	2945	Internship	4
VIC	2203	Video Graphics & Animat 1	4
VIC	2204	Video Graphics & Animat 2	4

Communications - 3 Credits Required

(Select the following course)

ENC	1101	English Comp 1	3
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Oral Communications - 3 Credits Required

(Select the following course)

SPC	1026	Fund of Speech Comm	3
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Humanities - 3 Credits Required

(Select the following course)

PHI	2604	Crit Think/Ethics	3
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Behavioral Science/Social Environment - 3 Credits Required

(Select the following course)

PPE	1005	Psy of Personal Effect	3
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Mathematics/Science - 3 Credits Required

(Select one of the following courses)

BSC	2250	Nat Hist of South Florida	3
or			
MET	1010	Intro to Weather	3

Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the Computer Competency test and **pass** or

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education or vocational credit course or retest with a **passing** score on the Computer Competency test

Total credits required for Associate in Science degree is 64.

Financial Services Associate in Science

The Financial Services program is designed to meet the needs of students who plan to seek employment with commercial banks, savings and loan associations, stock brokerage companies and related financial organizations. It is also planned for students who are currently employed and desire advancement to positions of greater responsibility with financial organizations. This program meets most of the requirements for the American Institute of Banking diploma/certificates. The Associate in Arts degree is also available to the student planning to transfer to a senior institution after graduation from M-DCC. Consult an advisor about which additional courses are included in that program.

Course	Course Title	Cr
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Major Course Requirements - 11 Credits Required

(Select the following courses)

ACG	2001	Prin of Accounting 1	3
ACG	2001L	Prin of Acct 1 Lab	1
ACG	2011	Prin of Accounting 2	3
ACG	2011L	Prin of Acct 2 Lab	1
ECO	2013	Prin/Economics-Macro	3

Students can take ACG2001 and ACG2011 or ACG2021. If you take ACG2021, See Business advisor for additional credits needed.

Banking Specialization - 30 Credits Req.

(Select the following courses)

BAN	1004	Principles/Banking	3
BAN	1013	Negot Instru/Pay Mec	3
BAN	1231	Intro/Commec Lend	3
BAN	1240	Installment Credit	3
BAN	1800	Law & Banking	3
BAN	2210	Anal Fin Statements	3
BAN	2253	Res Mort Lend	3
BAN	2501	Money And Banking	3
BAN	2511	Marketing/Bankers	3
BUL	2241	Business Law 1	3

Students completing this option, must complete 8 credits of electives

Financial Management Specialization - 31 Credits Req.

(Select the following courses)

ACG	2071	Managerial Accounting	3
ACG	2071L	Man Accounting Lab	1

BAN	1004	Principles/Banking	3
BUL	2241	Business Law 1	3
or			
BUL	2130	Legal Environment	3
ECO	2023	Prin/Economics-Micro	3
FIN	2000	Survey of Finance	3
FIN	2010	Invest-Stocks/Bonds	3
FIN	2100	Personal Finance	3
GEB	1011	Prin of Business	3
MAN	2021	Prin of Management	3
MAR	1011	Prin of Marketing	3

Students completing this option, must complete 7 credits of electives

Mortgage Finance Specialization - 31 Credits Req.

(Select the following courses)

BAN	1004	Principles/Banking	3
BAN	2253	Res Mortgage Lending	3
BRC	1059	Diversity Aware/Cust Serv	3
BRC	1602	Tech Appl in Mortgage Fin	3
BRC	2266	Afford Housing & Comm	3
BRC	2267	Fair Housing & Fair Lend	3
BRC	2268	Mort Loan Serv/Qual Cntrl	3
BRC	2941	Field Exp in Mortgage Fin	3
MKA	1021	Fund of Selling	3
REE	2040	Real Estate Prin & Prac 1	4

Students completing this option, must complete 7 credits of electives

Electives - 7-8 Credits Required

(Select from the following courses)

ACG	2070	Financial Statement Anal	3
ACG	2071	Managerial Accounting	3
ACG	2071L	Man Accounting Lab	1
ACG	2450	Microcomp in Accounting	3
BAN	1155	Internatl Bank AIB	3
BAN	1156	Letters of Credit	3
BAN	1231	Intro/Comm Lend	3
BAN	1241	Bank Cards	3
BAN	1400	Trust Functions/Serv	3
BAN	1782	Bank Investments	3
BAN	1920	Workshop	1-3
BAN	2135	Bank Accounting	3
BAN	2210	Analyz Finan Statm	3
BAN	2253	Resid Mort Lend	3
BAN	2746	Bank Control/Audit	3
BAN	2784	Trust Management	3
BAN	2920	Workshop	1-3
BRC	1059	Divers Aware Cust Serv	3
BRC	1602	Tech Appl In Mtg Fin	3
BRC	2266	Afford Housing/Comm	3
BRC	2267	Fair Hous/Fair Lending	3
BRC	2268	Mtg Loan Serv/Qual Contrl	3
BRC	2941	Fld Exp In Mtg Fin	3
BUL	2242	Business Law 2	3
CGS	1060	Intro to Microcom Usage	4
ECO	2023	Prin/Economics-Micro	3
FIN	2000	Survey of Finance	3
FIN	2010	Investment-Stocks/Bonds	3
FIN	2100	Personal Finance	1-3
MNA	1345	Effective Supervisio	3
MTB	1103	Business Mathematics	3
QMB	2100L	Basic Bus Stat Lab	1

Communications - 3 Credits Required

(Select the following course)

ENC	1101	English Comp 1	3
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Oral Communications - 3 Credits Required

(Select the following course)

SPC	1026	Fund of Speech Comm	3
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Humanities - 3 Credits Required

(Select the following course)

PHI	2604	Crit Think/Ethics	3
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Behavioral Science/Social Environment - 3 Credits Required

(Select the following course)

PPE	1005	Psy of Personal Effect	3
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Mathematics/Science - 3 Credits Required

(Select the following course)

QMB	2100	Basic Business Statistics	3
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Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the Computer Competency test and **pass** or

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing edu-

cation or vocational credit course or retest with a **passing** score on the Computer Competency test

Total credits required for Associate in Science degree is 64.

Fire Science Technology Associate in Science

The Fire Science Technology program prepares students for a wide variety of technical positions in the area of fire prevention and control. Students will learn about safety factors, building code requirements, national and local standards, hazardous materials, supervision and management skills, hydraulics, fire apparatus, tactics and strategy. The program has been designed to meet both the Florida Fire Fighters Pre-Officer Requirements and the NFPA 1021 Fire Officer Level Two Requirements.

Course	Course Title	Cr
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Major Course Requirements - 21 Credits Required

(Select the following courses)

EMS	1119	Emergency Med Tech	3
FFP	1000	Fire Protection	3
FFP	1200	Fire Prevention	3
FFP	1130	Supv Leader/Officers	3
FFP	2110	Fire Department Mgt	3
FFP	2150	Fire Service Instr	3
FFP	2410	Fire Fight Tact/Stra	3

Emergency Medical Sciences - 7 Credits Required

EMS	1119	Emergency Med Tech	3
EMS	1119L	Emergency Med Tech Lab	4

or

Environmental Sciences - 9 Credits Required

(Select courses from the following)

EVR	1633	Emergency Response 1	4
EVR	1639	Trans Storage & Disposal	3
EVR	1802	Industrial Processes	3
EVR	2613	Emergency Response 2	4
EVR	2625	Infectious & Nuclear Mat	3
EVR	2630	Risk Analysis	3
EVR	2805	Haz Mat Health Effects	3
EVR	2808	Haz Mat Injuries	3
EVR	2840	Emergency Response 3	3
EVR	2890	Instr Monitor & Sampling	3

Electives - 15-18 Total Credits Required

(Select courses from the following)

EMS	2274	Paramedic Lecture 1	6
FFP	1077	1st Respond Fire Ser	3
FFP	1530	Indus Fire Protect 1	2-3
FFP	2100	Municipal Fire Admin	3
FFP	2240	Arson Detection/Inve	3
FFP	2300	Fire/Building Codes	3
FFP	2315	Fire Inspector Prep	1-9
FFP	2320	Bldg Const For Fire Ser	3
FFP	2326	Blprnt Read/Plans Rev	3
FFP	2420	Command Tactics/Stra	3
FFP	2500	Hazardous Material 1	3
FFP	2501	Hazardous Material 2	3
FFP	2600	Fire Appar/Equipment	3
FFP	2620	Fire Dect/Sup System	3
FFP	2640	Fire Hydraulics/Equip	3
FFP	2666	Airpt/Aircf Fire Pro	3

Communications - 3 Credits Required

(Select the following course)

ENC	1101	English Comp 1	3
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Oral Communications - 3 Credits Required

(Select the following course)

SPC	1026	Fund of Speech Comm	3
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Humanities - 3 Credits Required

(Select the following course)

PHI	2604	Crit Think/Ethics	3
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Behavioral Science/Social Environment - 3 Credits Required
(Select the following course)

PPE 1005 Psy of Personal Effect 3

Mathematics/Science - 3 Credits Required

(Select one of the following courses)

CHM 1033 Chem for Health Sci 3

or

MAC 1105 College Algebra 3

or

PSC 1515 Energy & Nat Environ 3

Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the Computer Competency test and **pass** or

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education or vocational credit course or retest with a **passing** score on the Computer Competency test

Total credits required for Associate in Science degree is 60.

Funeral Services Associate in Science

Students in the Funeral Services program are given a broad understanding of all phases of funeral home operations as well as the public health responsibilities of the funeral director and embalmer. This Funeral Service program is accredited by the American Board of Funeral Service Education, approved by the Florida State Board of Funeral Directors & Embalmers and the Funeral Service Boards of most states. Students who plan Funeral Service licensure in other states must register as student trainees with their respective state boards prior to enrollment at Miami-Dade Community College in the Funeral Service education curriculum.

Course	Course Title	Cr
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Major Course Requirements - 57 Credits Required

(Select the following courses)

BUL 2130	Legal Environment	3
FSE 1000	Intro Funeral Serv	3
FSE 1080	Funeral Law	3
FSE 1105	Funeral Serv Chem	3
FSE 2060	Funeral Directing	3
FSE 2061	Thanatology	3
FSE 2100	Embalming 1	3
FSE 2100L	Embalming 1 Lab	2
FSE 2106	Funeral Serv Microbiology	3
FSE 2120	Restorative Art	3
FSE 2120L	Restorative Art Lab	1
FSE 2121	Funeral Serv Cosmetology	3
FSE 2140	Embalming 2	3
FSE 2140L	Embalming 2 Lab	2
FSE 2160	Pathology	4
FSE 2200	Funeral Home Acct	3
FSE 2201	FnrL Hm Operation	3
FSE 2202	Funeral Serv Admin	3
FSE 2203	Funeral Home Appl	3
FSE 2931	Funrl Serv Pro Rev 1	1
FSE 2932	Funrl Serv Pro Rev 2	1
FSE 2944	Prof Practicum	1
or		
FSE 1204	Micro Comp Lit FnrL Serv	1

Communications - 3 Credits Required

(Select the following course)

ENC 1101 English Comp 1 3

Oral Communications - 3 Credits Required

(Select the following course)

SPC 1026 Fund of Speech Comm 3



Humanities - 3 Credits Required

(Select the following course)

PHI 2604 Crit Think/Ethics 3

Behavioral Science/Social Environment - 3 Credits Required

(Select the following course)

PPE 1005 Psy of Personal Effect 3

Mathematics/Science - 3 Credits Required

(Select the following course)

BSC 1005 Functnl Human Anat 3

Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the Computer Competency test and **pass** or

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education or vocational credit course or retest with a **passing** score on the Computer Competency test

Total credits required for Associate in Science degree is 72.

Graphic Arts Technology Associate in Science

The Graphic Arts Technology Associate in Science degree program is designed to give students a comprehensive background in the printing and publishing industry. This A.S. degree may transfer to upper division universities with a Bachelor's of Science degree in Graphic Arts or Graphic Communications. The degree will give students employability skills for the printing and publishing industry. Miami-Dade Community College's graphic communications department offers one of the most extensive electronic publishing teaching facilities in the United States. Students will have coursework on production workflow processes from the design concept to the finished printed product. Students will get hands-on experience with graphic design, estimating, color theory, electronic scanning, page makeup, imposition, electronic color retouching and presswork.

Course	Course Title	Cr
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Major Course Requirements - 46 Credits Required

(Select the following courses)

GRA 1500	Intro to Graph Comm	3
GRA 1543C	Graphic Design 1	4
GRA 1571C	Intro to Graph Imaging	4
GRA 1600C	Offset Strip (Imposition)	4
GRA 1706C	Graphic Art Estim	3
GRA 2540C	Elec Publishing	4
GRA 2550C	Comp Assist Grph Design	4
GRA 2575C	Color Tech 1	4
GRA 2577C	Electronic Photoshop	4
GRA 2578C	Adv Elec Photoshop 2	4
GRA 2635C	Offset Presswork 1	4
GRA 2638C	Offset Presswork 2	4

Electives - 4 Credits Required

(Select from the following courses)

GEB 1011	Prin of Business	3
GRA 1949	Co-Op Work Experience	3
GRA 2560C	Digital Graphic Painting	4
GRA 2707C	Graph Arts Est 2	3
GRA 2820C	Prof Desktop Pub Media	4
GRA 2949	Co-Op Work Experience	3

Communications - 3 Credits Required

(Select the following course)

ENC 1101 English Comp 1 3

Oral Communications - 3 Credits Required

(Select the following course)

SPC 1026 Fund of Speech Comm 3

Humanities - 3 Credits Required

(Select the following course)

PHI 2604 Crit Think/Ethics 3

Behavioral Science/Social Environment - 3 Credits Required

(Select the following course)

PPE 1005 Psy of Personal Effect 3

Mathematics/Science - 3 Credits Required

(Select the following course)

MAC 1105 College Algebra 3

Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the Computer Competency test and **pass** or

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student

must **pass** CGS 1060, an equivalent continuing education **or** vocational credit course or retest with a **passing** score on the Computer Competency test

*Total credits required for
Associate in Science degree is 64.*

Graphic Design Technology Associate in Science

The Graphic Design Technology program is designed to give creative students a rewarding and challenging career in the artistic field of printing, publishing, electronic communication and advertising. An art aptitude is required or supplemental classes may be taken. Miami-Dade Community College's graphic department offers one of the most extensive electronic publishing teaching facilities in the United States. This A.S. degree may transfer to upper division universities with a Bachelor's of Science degree in Graphic Design. This degree will give students employability skills for the printing, publishing, electronic communication, design or advertising industries.

Course	Course Title	Cr
Major Course Requirements- 46 Credits Required (Select the following courses)		
GRA 1500	Intro to Graph Comm	3
GRA 1543C	Graphic Design 1	4
GRA 1544C	Graphic Design 2	4
GRA 1571C	Intro to Digital Imaging	4
GRA 1706C	Graphic Art Estim	3
GRA 2540C	Elec Publishing	4
GRA 2545C	Graphic Design 3	4
GRA 2546C	Graphic Design 4	4
GRA 2550C	Comp Assist Graph Design	4
GRA 2560C	Digital Graph Paint	4
GRA 2577C	Elec Photoshop	4
GRA 2578C	Adv Elec Photoshop 2	4

Electives - 3 Credits Required (Select from the following courses)

ART 1300C	Drawing	4
ART 1330C	Figure Drawing	4
GRA 1530C	Prin of Typography	4
GRA 1949	Co-Op Educ Work Exp	3
GRA 2575C	Color Technology 1	4
GRA 2707C	Graph Arts Estimating 2	3
GRA 2820C	Prof Desktop Pub Media	4
GRA 2949	Co-Op Educ Work Exp	3
MAN 1800	Small Bus Management	3
MAN 2021	Princ of Management	3

Communications - 3 Credits Required (Select the following course)

ENC 1101	English Comp 1	3
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Oral Communications - 3 Credits Required (Select the following course)

SPC 1026	Fund of Speech Comm	3
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Humanities - 3 Credits Required (Select the following course)

PHI 2604	Crit Think/Ethics	3
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Behavioral Science/Social Environment- 3 Credits Required (Select the following course)

PPE 1005	Psy of Personal Effect	3
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Mathematics/Science - 3 Credits Required (Select the following course)

MAC 1105	College Algebra	3
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Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the Computer Competency test and **pass** **or**

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education **or** vocational credit course or retest with a **passing** score on the Computer Competency test

*Total credits required for
Associate in Science degree is 64.*

Hospitality and Tourism Management Associate in Science

*** This program transfers to
four-year institutions.
See department for information ***

The Hospitality and Tourism Management program provides professional preparation for a career in the hospitality industry. Hospitality management is presented as a core curriculum with emphasis on hotel, cruise-line, resorts, conventions, and institutional management. An internship program is required to provide practical experience in the field of the student's choice. The Associate in Arts degree is also available to the student planning to transfer to a four-year institution after graduation from M-DCC. Consult an advisor about which additional courses are included in that program.

Course	Course Title	Cr
Major Course Requirements – 46 Credits Required (Select the following courses)		
HFT 1000	Intro to Hosp Industry	3
HFT 1210	Human Relations/Supv Dev	3
HFT 1220	Comm/Supervision Dev	3
HFT 1300	Supervisory Housekeep	3
HFT 1454	Food & Bev Controls	3
HFT 1949	Co-Op Wrk Exp 1: HFT	3
HFT 2223	Train/Supervisory Dev	3
HFT 2410	Hotel Front Office Proc	4
HFT 2421	Managerial Acct For Hosp	3
HFT 2500	Marketing Hosp Services	3
HFT 2501	Hotel/Motel Sales/Promo	3
HFT 2750	Convention Serv & Mgt	3
HFT 2800	Food & Bev Mgt	3
HFT 2949	Co-Op Wrk Exp 2: HFT	3
MKA 1045	Intro to Customer Serv	3

Communications - 6 Credits Required (Select the following course)

ENC 1101	English Comp 1	3
ENC 1102	English Comp 2	3

Oral Communications - 3 Credits Required (Select the following course)

SPC 1026	Fund of Speech Comm	3
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Humanities - 3 Credits Required (Select the following course)

PHI 2604	Crit Think/Ethics	3
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Behavioral Science/Social Environment - 3 Credits Required (Select the following course)

PPE 1005	Psy of Personal Eff	3
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Mathematics/Science - 3 Credits Required (Select from the following courses)

MAC 1105	College Algebra	3
or		
MGF 1106	Math for Liberal Arts 1	3

Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the Computer Competency test and **pass** **or**

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education **or** vocational credit course or retest with a **passing** score on the Computer Competency test

*Total credits required for
Associate in Science degree is 64.*

Human Services Associate in Science

The Human Services program prepares students for employment in the network of programs and agencies which provide for a vast array of human needs. These needs include areas such as health, mental

health, retardation, handicap, housing, income maintenance, child care, criminal justice, education, recreation and others. These needs are provided for in a variety of settings such as hospitals, clinics, nursing homes, agencies and schools. A student may prepare as a generalist or may follow a specialization tract in addiction counseling.

Course	Course Title	Cr
Major Course Requirements - 58 Credits Required (Select the following courses)		
DEP 2000	Hum Grwth/Dev	3
ENC 1210	Tech Writing Reports	3
HUS 1001	Intro to Human Services	3
HUS 1031	HIV & Substance Abuser	1
HUS 1110	Basic Counseling Skills	3
HUS 1306	Family Counsel in Addict	3
HUS 1342	Fam Issues in Chem Dep	3
HUS 1504	Fam Counsel & Law	1
HUS 1682	Asses/Trt Pln In Addict	3
HUS 1685	Grp Cnsl in Sub Abuse	3
HUS 2141	Alcohol Studies	3
HUS 2313	Counseling Tech	3
HUS 2820	Field Exp in Hum Serv	3
ISS 1120	The Social Environment	3
PCO 2731	Human Relations	3
PPE 2001	Dynamics of Behavior	3
PSB 2442	The Psych of Addiction	3
PSY 2012	Intro to Psychology	3
SOP 2772	Human Sexuality	3
SOW 2054	Social Work Field Exp	2
SYG 2010	Social Problems	3

Communications - 3 Credits Required (Select the following course)

ENC 1101	English Comp 1	3
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Oral Communications - 3 Credits Required (Select the following course)

SPC 1026	Fund of Speech Comm	3
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Humanities - 3 Credits Required (Select the following course)

PHI 2604	Crit Think/Ethics	3
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Behavioral Science/Social Environment - 3 Credits Required (Select the following course)

PPE 1005	Psy of Personal Effect	3
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Mathematics/Science - 3 Credits Required (Select the following course)

BSC 1008	Gen Education Biology	3
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Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the Computer Competency test and **pass** **or**

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education **or** vocational credit course or retest with a **passing** score on the Computer Competency test

*Total credits required for
Associate in Science degree is 73.*

Industrial Management Technology Associate in Science

The Industrial Management Technology program is primarily designed to provide additional competencies for administrative, managerial, supervisory, and technical discipline areas for personnel that have mastered technical proficiencies from prior training programs or work experiences. In addition, general education courses will be required to ensure good communication and computational skills. Most of

the course work required will enhance the prior technical skills mastered and prepare the graduate for supervisory and/or advanced technical positions.

Course	Course Title	Cr
Major Course Requirements - 15 Credits Required		
<i>(Select the following courses)</i>		
EET 1082	Intro to Electronics	3
EET 1210	Tech Report Writing	3
<i>or</i>		
OST 2335	Business Writing	3
GEB 1011	Prin of Business	3
MAN 2021	Prin of Management	3
MNA 1345	Effective Supervision	3

Technical Requirements - 30 Credits Required

(For students with prior technical training and/or technical work experience)

Credits may be authorized for students transferring from an approved external program. A student needs a total of 30 credits to meet this requirement, depending on the articulated agreement with an external agency as specified in the respective technical procedure. A student may receive varying amounts of college credit toward a degree. If the student receives less than 30 credits per the technical procedure, the student must complete appropriate additional courses to total at least 30 credits in addition to the 15 credits in major course requirements and the 15 credits in general education core requirements including mathematics. The additional credits may include any business or welding technical course.

MNA 9995	IMT Cert	12-30
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Communications - 3 Credits Required

(Select the following course)

ENC 1101	English Comp 1	3
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Oral Communications - 3 Credits Required

(Select the following course)

SPC 1026	Fund of Speech Comm	3
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Humanities - 3 Credits Required

(Select the following course)

PHI 2604	Crit Think/Ethics	3
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Behavioral Science/Social Environment - 3 Credits Required

(Select the following course)

PPE 1005	Psy of Personal Effect	3
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Mathematics/Science - 3 Credits Required

(Select the one of the following courses)

MAC 1105	College Algebra	3
<i>or</i>		
MAC 1114	Trigonometry	3

Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the Computer Competency test and **pass**

or
By the 31st earned college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education **or** vocational credit course or retest with a **passing** score on the Computer Competency test

Total credits required for Associate in Science degree is 60.



Interior Design Technology Associate in Science

The Interior Design Technology program is planned to develop ability in the design of interiors, to encourage originality, and to foster talent in this field. It includes theoretical and technical aspects of interior design. The program is open to those who study for pleasure and those preparing for a career.

Course	Course Title	Cr
Major Course Requirements- 47 Credits Required		
<i>(Select the following courses)</i>		
ARC 1115	Arch Commun 1	2
ARC 1126	Arch Drawing 1	4
ARC 2171	Comp Aided Draft 1	4
ARC 2461	Arch Mat Const 1	4
IND 1020	Interior Design 1	4
IND 1100	Hist of Interiors 1	3
IND 1130	History/Interiors 2	3
IND 1200	Interior Design 2	4
IND 1300	Int Design Pres 1	2
IND 2210	Interior Design 3	4
IND 2220	Interior Design 4	4
IND 2330	Interior Des Pres 2	3
IND 2430	Lighting Design	3
IND 2500	Pro Practices	3

Electives - 8 Credits Required

(Select from the following courses)

ARC 1128	Arch Drawing 2	4
ARC 2053	Arch Computer Applic	4
ARC 2056	Comptr Archt Prsntns	4
ARC 2172	Comp Aided Draft 2	4
CTE 1401	Textiles	3

Communications - 3 Credits Required

(Select the following course)

ENC 1101	English Comp 1	3
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Oral Communications - 3 Credits Required

(Select the following course)

SPC 1026	Fund of Speech Comm	3
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Humanities - 3 Credits Required

(Select the following course)

PHI 2604	Crit Think/Ethics	3
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Behavioral Science/Social Environment - 3 Credits Required

(Select the following course)

PPE 1005	Psy of Personal Effect	3
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Mathematics/Science - 3 Credits Required

(Select the following course)

MAC 1105	College Algebra	3
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Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the Computer Competency test and **pass**

or

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education **or** vocational credit course or retest with a **passing** score on the Computer Competency test

Total credits required for Associate in Science degree is 70.

Additional Information:

Students in this program must be advised by the Interior Design Department before registering.

Landscape Technology Associate in Science

The Landscape Technology program has two options which are Design and Installation and Maintenance Technician. The program with its two options train students to manage and are designed for students and those who are seeking immediate employment.

Course	Course Title	Cr
I. Maintenance Technician - 53 Credits Required		
<i>(Select the following courses)</i>		
BOT 1010L	Botany Lab	1
ENY 2002	Prin of Entomology	3
HOS 1010	Horticulture 1	3
HOS 1011	Horticulture 2	3
MAG 2332	Pesticide Appl	3
MAN 1800	Small Business Mgt	3
ORH 1256	Nursery Prac 1	3
ORH 1510	Landscape Plant Id 1	3
ORH 1511	Landscape Plant Id 2	3
ORH 1840C	Landscape Const	2
ORH 2220	Turf Management	3
ORH 2234	Ext Plant/Use Maint	3
ORH 2831	Planting Design	4
ORH 2872C	Interior Landscaping	3
ORH 2932	Spec Topic In Landscap	1
ORH 2949	Landscape Tech Intshp	6
ORH 2820	Irrigation Design & Maint	3
PLP 2001	Plant Pathology	3

II. Design & Installation Specialization - 53 Credits Required

(Select the following courses)

BOT 1010L	Botany Lab	1
ENY 2002	Prin of Entomology	3
HOS 1010	Horticulture 1	3
HOS 1011	Horticulture 2	3
MAG 2332	Pesticide Appl	3
MAN 1800	Small Business Mgt	3
ORH 1256	Nursery Prac 1	3
ORH 1510	Landscape Plant Id 1	3
ORH 1511	Landscape Plant Id 2	3
ORH 1840C	Landscape Const	2
ORH 2234	Ext Plant/Use Maint	3

ORH 2277	Foliage Plant Prod	3
ORH 2831	Planting Design	4
ORH 2872C	Interior Landscaping	3
ORH 2949	Landscape Tech Intshp	3
ORH 2820	Irrigation Design & Maint	3
ORH 2835	Plant Design By Cad	4
PLP 2001	Plant Pathology	3

Communications - 3 Credits Required

(Select the following course)

ENC 1101	English Comp 1	3
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Oral Communications - 3 Credits Required

(Select the following course)

SPC 1026	Fund of Speech Comm	3
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Humanities - 3 Credits Required

(Select the following course)

PHI 2604	Crit Think/Ethics	3
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Behavioral Science/Social Environment - 3 Credits Required

(Select the following course)

PPE 1005	Psy of Personal Effect	3
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Mathematics/Science - 3 Credits Required

(Select the following course)

BOT 1010	Botany	3
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Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the Computer Competency test and **pass** *or*

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education *or* vocational credit course or retest with a **passing** score on the Computer Competency test

Total credits required for Associate in Science degree is 68.

Legal Assisting Associate in Science

The Legal Assistant program prepares students to obtain entry-level employment in law offices, government agencies, banks or business corporations. It also enables persons working in the field without a degree to upgrade their skills to become a qualified paralegal. The M-DCC Legal Assistant program is approved by the American Bar Association.

Course	Course Title	Cr
Major Course Requirements- 50 Credits Required		
(Select the following courses)		
ACG 2001	Prin of Accounting 1	3
ACG 2001I	Prin/Account Lab 1	1
BUL 2241	Business Law 1	3
BUL 2242	Business Law 2	3
PLA 2300	Fundamentals Of Law	3
PLA 2104	Legal Research	3
PLA 2114	Legal Writing	3
PLA 2203	Trial Preparation	3
PLA 2223	Trial Pract & Appls	3
PLA 2273	Torts	3
PLA 2303	Crim Law/Litigation	3
PLA 2600	Wills, Trust, Estate	3
PLA 2763	Law Office Mgt	3
PLA 2800	Family Law	3
* PLA 1949	Co-Op Work Exper	3
<i>or</i>		
* PLA 2998	Internship	3
+ PLA 2933	Legal Seminar	1
+ PLA 2933	Legal Seminar	1
+ PLA 2933	Legal Seminar	1
REE 2040	RI Est Prin & Prac 1	4

Communications – 6 Credits Required

(Select the following courses)

ENC 1101	English Comp 1	3
ENC 1102	English Comp 2	3

Oral Communications - 3 Credits Required

(Select the following course)

SPC 1026	Fund of Speech Comm	3
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Humanities - 3 Credits Required

(Select the following course)

PHI 2604	Crit Think/Ethics	3
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Behavioral Science/Social Environment - 3 Credits Required

(Select the following course)

PPE 1005	Psy of Personal Effect	3
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Mathematics/Science - 3 Credits Required

(Select the following course)

PSC 1515	Energy/Nat Environ	3
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Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the Computer Competency test and **pass** *or*

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education *or* vocational credit course or retest with a **passing** score on the Computer Competency test

Total credits required for Associate in Science degree is 68.

Additional Information:

It is necessary to see an advisor prior to beginning the program and before registering each term. Contact Jim Macdonald, Program Director or Marla Gonzalez, Instructional Assistant at 237-3151 for further information.

Students must complete PLA 2037, PLA 2104 & ENC 1101 prior to enrolling for PLA 2114.

* This is an exit level course to be taken the last term in the program.

+ The three legal seminars should be completed during the last year in the program.

New students are required to attend an orientation. Students who desire to pursue a baccalaureate degree should consult the department chairperson.

Marketing Management Associate in Science

The Marketing Management program is designed mainly for students who intend to seek immediate employment in the field of marketing and those presently employed in marketing but seeking advancement. The Associate in Arts degree is also available to the student planning to transfer to a senior institution after graduating from Miami-Dade Community College. Consult an advisor about additional courses for such plans.

Course	Course Title	Cr
Major Course Requirements – 24 Credits Required		
(Select the following courses)		
ACG 2021	Financial Accounting	3
ACG 2450	Microcomp Acct	3
<i>or</i>		
CGS 1060	Intro to Microcomp Usage	4
BUL 2241	Business Law 1	3
<i>or</i>		
BUL 2130	Legal Environment	3
ECO 2023	Prin/Economics-Micro	3
GEB 1011	Prin Of Business	3
MAN 2021	Prin Of Management	3
MAR 1011	Prin Of Marketing	3
OST 2335	Business Writing	3

* ACG2001 & ACG2001I and ACG2011 & ACG2011I may be taken in place of ACG2021 & ACG2021I (ACG 2021 & ACG2021I cover in one term what ACG2001 & 2001I & 2011 & 2011I cover in two terms.)

Complete the requirements for one of the following areas of concentration

A. International Trade – 12 Credits Req.

(Select from following courses)

MAR 1145	Intro Food/Bev Exp	3
MAR 2141	Export/Import Marketing	3
MAR 2147	Prod Hand/Doc Fd Bev/Exp	3

MAR 2154	International Trade	3
MAR 2204	Expexp Dist of Food Prod	3
MAR 2332	Mer Fodd/Bev Exp Bus	3
MNA 1536	Inv & Warehouse Mgt	3
TRA 2704	Intl Logistics & Transport	3

Select an additional 13 credits from the electives.

B. International Business – 12 Credits Req.

(Select from the following courses)

GEB 2350	Intro Intl Business	3
FIN 2610	Intl Fin Mgt	3
MAN 2103	Man in Multi-Cultrl Env	3
MAR 2153	Intl Marketing	3
MNA 1537	Business Logistics	3

Select an additional 13 credits from the electives.

C. Marketing – 12 Credits Req.

(Select from the following courses)

MAR 2141	Export/Import Market	3
MKA 1021	Fund of Selling	3
MKA 1041	Prin of Retailing	3
MKA 1045	Intro to Customer Serv	3
MKA 1511	Prin Ad & Copywriting	3
MKA 1531	Ad Layout/Production	3
PUR 2003	Public Relations	3

Select an additional 13 credits from the electives.

D. Real Estate Marketing – 12 credits Req.

(Select the following course)

REE 2040	Real Est Prin & Prac 1 (P&P)4	
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(Select from the following courses)

REE 2041	Real Est Broker (P&P 2)	5
REE 2085	Post Lic Ed/Salespeople	3
REE 2200	Real Estate Finance	3
REE 2270	Mortgage Bank & Broker	3
MNA 1051	Condo & Assoc Mgt 1	3
MNA 1053	Condo & Assoc Law	3

Select an additional 13 credits from the electives.

E. Non-Profit Management– 18 Credits Req.

(Select from the following courses)

MAN 1028	Mgt for Non-Profit Org	3
MAN 2026	Fin Mgt for Non-Prof Org	3
MAN 2300	Human Resource Mgt	3
MAR 1053	Mkt for Non-Profit Org	3
MAR 2340	Resource Development	3

Select one as an elective:

MAN 1949	Co-Op Work Experience	3
<i>or</i>		
GEB 2893	Strat/Pol Iss Non-Prof Org	3

Select an additional 7 credits from the electives.

Electives – 7-13 Credits Required

(Select any course with the following prefixes)

ACG • BAN • BUL • BRC • CGS • CIS • COP • ECO
• FIN • GEB • MAN • MAR • MKA • MNA • MTB
• OST • PUR • QMB • REE • TRA

Communications - 3 Credits Required

(Select the following course)

ENC 1101	English Comp 1	3
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Oral Communications - 3 Credits Required

(Select the following course)

SPC 1026	Fund of Speech Comm	3
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Humanities - 3 Credits Required

(Select the following course)

PHI 2604	Crit Think/Ethics	3
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Behavioral Science/Social Environment - 3 Credits Required

(Select the following course)

PPE 1005	Psy of Personal Eff	3
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Mathematics/Science - 3 Credits Required

(Select the following course)

QMB 2100	Business Statistics	3
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Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the Computer Competency test and **pass** or

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education or vocational credit course or retest with a **passing** score on the Computer Competency test

Total credits required for Associate in Science degree is 64.

Music Business Associate in Science

The Music Business program is designed for students who intend to seek employment within the music business industry as an alternative to the strictly traditional music degree program. The Associate in Science degree in Music Business combines a traditional music curriculum with industry related courses and experiences. Music business majors will take courses in general academics, music business, music theory, sound engineering, music ensemble, marketing, small business entrepreneurship, accounting and computer applications. Students will undertake an internship at a professional firm involved in some facet of the music industry. The internship experience is an important bridge between academic preparation and career development. The Music Business curriculum includes copy-right, publishing, artist development, the recording industry, sales, retailing, live concert promotion, and management preparing well-rounded graduates knowledgeable in all aspects of the music industry.

Course	Course Title	Cr
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Major Course Requirements – (Music Business) – 15 Credits Required

(Select the following courses)

MUM 2700	Music Bus 1 - Overview	3
MUM 2702	Music Bus 2 - Careers	3
MUM 2703	Music Bus 3 - Comp Appl	3
MUM 2704	Music Bus 4 - Comp Appl	3
MUM 1949	Music Bus Internship	3

Major Course Requirements – (Business) – 9 Credits Required

(Select the following courses)

GEB 1011	Prin of Business	3
MAN 1800	Small Business Mgt	3
MAR 1011	Survey of Marketing	3

Major Course Requirements – (Computer) – 4 Credits Required

(Select the following course)

COP 1822	Web Page Design	4
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Business Management Option – 20 Credits Req.

(Select the following courses)

ACG 2021	Financial Accounting 1	3
ACG 2021L	Financial Accounting 1 Lab	1
BUL 2241	Business Law 1	3
GEB 2350	Intro To International Law	3
MUL 1010	Music Appreciation	3
MUN XXXX	Major Ensemble	1

Choose 6 credits of additional electives courses under your advisor's guidance.

Creative Performance Option – 20 Credits Req.

(Select the following courses)

MUM 2623C	Midi Electronic Music 1	3
MUN XXXX	Ensemble	1

MUN XXXX	Ensemble	1
MUT 1111	Theory 1	3
MUT 1112	Theory 2	3
MUT 1241	Sightsinging & Ear Train 1	1
MUT 1242	Sightsinging & Ear Train 2	1
MVK 1111	Class Piano 1	1
MVK 1112	Class Piano 2	1
• MV* XXXX	Applied Instrument	1
• MV* XXXX	Applied Instrument	1

Choose 3 credits of additional elective courses under your advisor's guidance.

Creative Production Option – 20 Credits Req.

(Select the following courses)

MUM 2623C	Midi Electronic Music 1	3
MUM 2600	Sound Record 1	3
MUM 2600L	Sound Record 1 Lab	1
MUT 1111	Theory 1	3
MUT 1241	Sightsinging & Ear Train 1	1
MVK 1111	Class Piano 1	1
MVK 1112	Class Piano 2	1
• MUN XXXX	Ensemble	1

Choose 6 credits of additional elective courses under your advisor's guidance.

Electives - 3 – 6 Credits Required

(Select from the following courses EXCEPT THOSE IDENTIFIED FOR YOUR OPTION):

BUL 2242	Business Law 2	3
CGS 1060	Intro to Microcomp	4
MAN 2021	Prin of Management	3
MAN 2930	Creative Leadership	3
MKA 1511	Prin of Advert/Cooperating	3
MKA 1021	Fund of Selling	3
MUC 2311	Electronic Music 1	3
MUH 2111	Survey of Music Hist 1	3
MUH 2112	Survey of Music Hist 2	3
MUL 2380	Jazz & Pop Music In Amer	3
MUM 2600	Sound Record 1	3
MUM 2600L	Sound Record 1 Lab	1
MUM 2601	Sound Record 2	3
MUM 2601L	Sound Record 2 Lab	1
MUM 2623C	Midi Electron Music 1	3
MUM 2624C	Midi Electron Music 2	3
MUM 2640L	Multi-Track Mixdown Tech	1
MUT 2641	Jazz Improvisation 1	3
MUT 2238	Intro Jazz Keybrd Harmny	1
MUT 2351	Intro Pop Music Arrange	3
PUR 2003	Public Relations	3
RTV 2249C	Radio Program Oper	3
RTV 1210C	Radio Production	3
TAX 2010	Business Taxes & Returns	3

Communications - 3 Credits Required

(Select the following course)

ENC 1101	English Comp 1	3
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Oral Communications - 3 Credits Required

(Select the following course)

SPC 1026	Fund of Speech Comm	3
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Humanities - 3 Credits Required

(Select the following course)

PHI 2604	Crit Think/Ethics	3
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Behavioral Science/Social

Environment - 3 Credits Required

(Select the following course)

PPE 1005	Psy of Personal Effect	3
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Mathematics/Science - 3 Credits Required

(Select the following course)

MAC 1105	College Algebra	3
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Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the Computer Competency test and **pass** or

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education or vocational credit course or retest with a **passing** score on the Computer Competency test

Total credits required for Associate in Science degree is 63.

Additional Information:

- Any course that begins with an "MUN" prefix and which fulfills the credit hour requirement may

be selected under the guidance of your advisor.

- Any course prefix that begins with "MV*" (Includes: MVB, MVJ, MVK, MVO, MVP, MVS, MVV, AND MVW) which fulfills the credit hour requirement may be selected under the guidance of your advisor.

Office Systems Technology Associate in Science

The Office Systems Technology program is designed to train information processors, secretaries, and administrative assistants to meet the demands of the automated office. Emphasis is placed on technology and related skills for office workers such as: keyboarding, computer literacy and applications, proof-reading, and transcription. In addition, the program objectives are designed to help students develop the interpersonal and communication skills needed by office professionals.

Course	Course Title	Cr
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Major Course Requirements - 15 Credits Required

(Select the following courses)

OST 1110	Docu/Formatting Type 2	3
OST 1110L	Docu Frmtg/Type 2 Lab	1
OST 1330	Business English	3
CGS 1501	Microcomp Wordproc	4
or		
OST 1741	Beg Word Processing	3
and		
OST 1741L	Beg Word Processing Lab	1
CGS 1511	Microcomp Spreadsheet	4
or		
OST 2712	Adv Word Processing	3
OST 2712L	Adv Wordprocessing Lab	1

Complete the requirements for one of the following areas of concentration:

A. Administrative Assistant Option - 16 Credits Required

(Select the following courses)

OST 1601	Machine Transcript 1	3
OST 2120	Docum/Fmtng Type 3	3
OST 2120L	Docum/Fmtng Type Lab 3	1
OST 2335	Business Writing	3
OST 2402	Secretarial Procedures	3
OST 2602	Machine Transcript 2	3

B. Legal Secretary Option - 16 Credits Required

(Select the following courses)

OST 2120	Docum/Fmtng Typwrt 3	3
OST 2120L	Docum/Fmtng Typwrt Lab 3	1
OST 2251	Legal Dictation & Trans	3
OST 2335	Business Writing	3
OST 2431	Legal Sec Procedures	3
OST 2602	Machine Transcript 2	3

C. Software Specialist Option - 14 Credits Required

(Select the following courses)

CDA 1522	Microcomputer Network	4
CGS 1541	Microcomp Database Mgt	4
CGS 1564	Intro to Windows	2
CGS 1580	Microcomp Desktop Pub	4

Electives - 17-19 Credits Required

(Select from the following courses)

CAP 1700	Intro Com Graph Prgm	4
CDA 1522	Microcomputer Network	4
CGS 1060	Intro to Micro Comp	4
CGS 1081	Intro Comp Visually Imp	4
CGS 1560	Microcomp Oper Sys	4
CGS 1564	Intro to Windows	2
CGS 1571	Integrated Software	4
CGS 1871	Intro to Multi Media	4
OST 1100	Keyboarding/Type 1	3
OST 1100L	Keyboarding/Type Lab 1	1
OST 1108	Keybd/Ty/Skill Bldg	2
OST 1601	Machine Transcript 1	3
OST 1702	Intro/Elect Office	3
OST 1821	Intro to Desktop Pub	3
or		
CGS 1580	Microcomp/Desktop Pub	4
OST 1949	Co-Op Work Exp 1: OFF	3



OST 2120	Docum/Fmting Typwrt	3
OST 2120L	Docum/Fmting Type Lab 1	3
OST 2301	Secretarial Accounting	3
OST 2311	El Spreadsheet/Lotus 1-2-3	3
OST 2335	Business Writing	3
OST 2362	Database Mgt	3
<i>or</i>		
CGS 1541	Microcomp Database Mgt	4
OST 2387	CPS Exam Prep Part 1	1-3
OST 2388	CPS Exam Prep Part 2	1-3
OST 2402	Secretarial Procedures	3
OST 2436	Court Proc & Law Terms	3
OST 2602	Machine Transcript 2	3
OST 2723	Spec Appl/Word Proce	3
OST 2822	Adv Desktop Pub	3
OST 2826	Desktop Present Graphics	4
OST 2949	Co-Op Work Exp 2: OFF	3

Communications - 3 Credits Required

(Select the following course)

ENC 1101	English Comp 1	3
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Oral Communications - 3 Credits Required

(Select the following course)

SPC 1026	Fund of Speech Comm	3
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Humanities - 3 Credits Required

(Select the following course)

PHI 2604	Crit Think/Ethics	3
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Behavioral Science/Social

Environment - 3 Credits Required

(Select the following course)

PPE 1005	Psy of Personal Effect	3
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Mathematics/Science - 3 Credits Required

(Select the following course)

QMB 2100	Basic Business Statistics	3
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Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the Computer Competency test and **pass**

or

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student must **pass** CGS 1060, an equivalent continuing education or vocational credit course or retest with a **passing** score on the Computer Competency test

*Total credits required for
Associate in Science degree is 63.*

Photographic Technology Associate in Science

The Photographic Technology program is designed to meet individual students' needs for either further study or immediate employment in the field of commercial and industrial photography. Students develop a wide variety of photographic and art related skills and the ability to use these skills to produce commercially viable photographs. Instruction covers portrait photography, still photography, fashion photography, illustrative photography as well as the business skills needed to manage a photographic enterprise. Various internships such as in biomedical and forensic technology are available to students.

Course	Course Title	Cr
Major Course Requirements- 40 Credits Required		
(Select the following courses)		
ART 1202C	Two Dimension Design	4
ART 1300C	Drawing	4
PGY 2210	Portrait/Still Photo	4
PGY 2110C	Color Photography 1	4
PGY 2111C	Color Photography 2	4
PGY 2221	Illustrative Photo 1	4
PGY 2230	Illustrative Photo 2	4
PGY 2401C	Intro To Photography	4
PGY 2410C	Interm Photography	4
PGY 2470	Portfolio Prep	4

Electives - 9 Credits Required

(Select from the following courses)

ART 2600C	Computer Art	4
ART 2601C	Interm Computer Art	4
ART 2610C	Advanced Computer Art	4
ART 2800C	Visual Arts Workshop	2
FIL 1270	Film Prod 1: Film Pr	4
FIL 1276	Film Production 2	4
GRA 1500	Rpro Processes	2
GRA 1571C	Graph Photo Process	4
GRA 2530	Int Electronic Pub	3
GRA 2540C	Adv Electronic Pub	4
GRA 2550C	Comp Assist Graph De	4
GRA 2560C	Digital Graphic Printer	4
GRA 2570	Digital 3D Graph Design	4
GRA 2573C	Graphic Arts Hlftone	4
GRA 2575C	Color Repro Tech 1	3
GRA 2577C	Electronic Photoshop	4
GRA 2820C	Prof. Dktp Pub Media	4
JOU 2600	Intr/Photojournalism	3
PGY 2112C	Color Photography 3	4

PGY 2222	Fashion Photography	4
PGY 2475	Advanced Art	4
PGY 2940	Photog Internship	4
SPC 1300	Intrprsnl Communicat	3
SUR 2330C	Photogrammetry 1	3

Communications - 3 Credits Required

(Select the following course)

ENC 1101	English Comp 1	3
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Oral Communications - 3 Credits Required

(Select the following course)

SPC 1026	Fund of Speech Comm	3
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Humanities - 3 Credits Required

(Select the following course)

PHI 2604	Crit Think/Ethics	3
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Behavioral Science/Social

Environment - 3 Credits Required

(Select the following course)

PPE 1005	Psy of Personal Effect	3
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Mathematics/Science - 3 Credits Required

(Select the following course)

MAC 1105	College Algebra	3
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Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the Computer Competency test and **pass**

or

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student must **pass** CGS 1060, an equivalent continuing education or vocational credit course or retest with a **passing** score on the Computer Competency test

*Total credits required for
Associate in Science degree is 64.*

Professional Pilot Technology Associate in Science

The Professional Pilot Technology program is primarily developed to meet the challenging regional airline requirements for pilots; therefore, graduates of the program will earn the following Federal Aviation Administration (FAA) Certificates: Private, Commercial Pilot with Single and Multi-Engine Ratings. In addition, these certificates can be applied toward a Certified Flight Instructor (CFI) Certificate.

Course	Course Title	Cr
Major Courses First Term - 10 Credits Required		
(Select the following courses)		
ASC 1210	Aero Meteorology	3
ATF 1100	Private Pilot Flight	3
ATT 1100	Private Pilot Theory	4
Major Courses Second Term - 13 Credits Required		
(Select the following courses)		
ASC 1550	Aerodynamics	3
ASC 1610	Acft Engines/Strcturs	3
ATF 2200	Instrument Pilot Flight	3
ATT 2120	Instrmnt Pilot Theory	4

Major Courses Third Term - 12 Credits Required

(Select the following courses)

ASC 2470	Physiolgy/Psych of Flt	3
ASC 2670	Aircraft Systems	3
ATF 2210	Commercial Pilot Flight	3
ATT 2110	Commercl Pilot Theory	3

Major Courses Fourth Term - 10 Credits Required

(Select the following courses)

* ATF 2300	Multi-Enging Flight	1
ATT 2133	Multi-Engine Pilot Theory	2

ATT	2660	Regional Airline Oper	3
*** ATT	2820	Air Traffic Control	3
AVM	1062	Aviation Career Planning	1

Electives – 4 Credits Required

(Select from the following courses)

ATF	2501	Flight Inst-Flight Train	3
ATF	2501L	Flight Instructor Lab	1
ATT	2131	Flight Inst Theory	3
ATT	2821	ATC Radr/Non-Radr Proc	3
ATT	2822	VFR Tower Operations	3
** CGS	1060	Intro Microcomp Usage	4

Communications - 3 Credits Required

(Select the following course)

ENC	1101	English Comp 1	3
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Oral Communications - 3 Credits Required

(Select the following course)

SPC	1026	Fund of Speech Comm	3
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Humanities - 3 Credits Required

(Select the following course)

PHI	2604	Crit Think/Ethics	3
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Behavioral Science/Social Environment - 3 Credits Required

(Select the following course)

PPE	1005	Psy of Personal Effect	3
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Mathematics/Science - 3 Credits Required

(Select the following course)

MAC	1105	College Algebra	3
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Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the Computer Competency test and **pass** or

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student must **pass** CGS 1060, an equivalent continuing education or vocational credit course or retest with a **passing** score on the Computer Competency test

Total credits required for Associate in Science degree is 64.

Additional Information:

Students interested in this program must first pass an FAA class I medical evaluation prior to beginning classes.

Cost of flight training is in addition to normal tuition costs.

Contact the Aviation Department at (305) 237-5060 for information and advisement.

* Students may choose to complete the CFI Certificate than Multi-Engine to graduate from this program.

** Students may choose to take the Competency Exam at a main campus testing center.

*** Students may choose to take ATT2821, ATT2822,AVM1022 and AVM2431 to pursue the air traffic control option.

Radio and Television Broadcast Programming Associate in Science

The Radio and Television Broadcast Programming program is designed for students who intend to seek employment in radio, television, and production companies, as well as allied fields such as in-house educational and industrial studios. The curriculum provides introductory and advanced courses essential to the professional program. It

stresses hands-on equipment use in both the radio and TV laboratories. Students will have access to high-end cameras, editing suites and video graphics animation facilities and will complete portfolio-quality productions.

Course	Course Title	Cr
Major Course Requirements - 46 Credits Required		
<i>(Select the following courses)</i>		
FIL 1281	TVFilm Computer Appl	3
FIL 2931	Careers in Film/TV	1
MMC 2000	Intro to Mass Comm	3
RTV 1000	Fund Sur of Brdcstng	3
RTV 1100	Radio/TV Writing	3
RTV 1240C	Radio Production	3
RTV 1241C	Television Studio Prod 1	4
RTV 1242C	Television Studio Prod 2	4
RTV 2226	Broadcast News	3
RTV 2243C	Television Directing	3
RTV 2245C	Electronic Field Prod 1	4
RTV 2246C	Electronic Field Prod 2	4
RTV 2250C	Video Post Prod	2
VIC 1202	Film/TV Graphics	3

Electives - 3 Credits Required

(Select from the following courses)

RTV	2230C	Radio & TV Announcing	3
RTV	2244	TV Direction 2	3
RTV	2247C	TV Master Control	3
RTV	2248C	Television Workshop	3
RTV	2249C	Radio Prog Oper	3
RTV	2251C	Adv Editing (Digital)	3
RTV	2940	Internship	3
VIC	1000	Visual Communications	3
VIC	2203	Video Graph & Animation 1	4
VIC	2204	Video Graph & Animation 2	4

Communications - 3 Credits Required

(Select the following course)

ENC	1101	English Comp 1	3
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Oral Communications - 3 Credits Required

(Select the following course)

SPC	1026	Fund of Speech Comm	3
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Humanities – 3 Credits Required

(Select the following course)

PHI	2604	Crit Think/Ethics	3
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Behavioral Science/Social Environment - 3 Credits Required

(Select the following course)

PPE	1005	Psy of Personal Effect	3
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Mathematics/Science - 3 Credits Required

(Select the following course)

BSC	2250	Nat Hist of South Florida	3
or			
MET	1010	Intro to Weather	3

Computer Competency

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By the 31st earned college level credit (excluding EAP and college preparatory courses), a student must **pass** CGS 1060, an equivalent continuing education or vocational credit course or retest with a **passing** score on the Computer Competency test

Total credits required for Associate in Science degree is 64.

Sign Language Interpretation Associate in Science

The Sign Language Interpretation program is designed to develop the skills necessary to interpret the communications between deaf or hard of hearing persons and hearing individuals in an accurate and effective manner. Also developed is a practical understanding of aspects of deaf studies and deaf culture and community. Graduates should be able to interpret at a basic level, and to achieve a minimum of Level 1 on the Quality Assurance (QA) Screening of the Florida Registry of Interpreters for the Deaf,

which is traditionally required for employment as an interpreter in the state.

In addition the program will provide a foundation, especially with an accompanying Associate in Arts degree, for those persons who wish to pursue advanced degrees in preparation for careers in special education, vocational rehabilitation or other human service fields.

Course	Course Title	Cr
Major Course Requirements - 50 Credits Required		
<i>(Select the following courses)</i>		
EHD 1400	Interpreting Ethics & Prof	3
EHD 1401	Voice to Sign Interpreting	3
EHD 1402	Sign to Voice Interpreting	3
EHD 1408	Educational Interpreter	3
EHD 1409	Intrep: Spec Set & Pop	3
EHD 1941	Interpret/Pract 1	3
EHD 1942	Interpret/Pract 2	3
SPA 1613C	American Sign Lang 2	4
SPA 1630	Survey of Deaf Studies	3
SPA 2333	Linguistics of Am Sgn Lang	3
SPA 2384	ASL Recept Skills Dev	3
SPA 2614C	Amer Sign Lang 3	4
SPA 2615C	Amer Sign Lang 4	4
SPA 2616	ASL Conver Skills	3
SPA 2626	Fingerspell Skills Dev	2
SPA 2631	Deaf Culture & Comm	3

Electives - 7 Credits Required

(Select from the following courses)

DEP	2000	Human Growth & Dev	3
EDF	1005	Intro to Education	3
EEX	2000	Intro/Special Ed	3
HUS	1001	Intro/Human Services	3
LIN	2670	Mod English Grammar	3
PAD	2002	Intro to Public Admin	3
PCO	2731	Human Relations	3
PSY	2012	Intro to Psychology	3
SOP	2002	Social Psychology	3
SPA	1365	Direct Independ Study	1-2
SPA	1612C	Amer Sign Lang 1	4
SPA	2001	Intro/Com Disorders	3
SPC	2050	Voice & Diction	3
TPP	1100	Acting 1	3

Note: course substitutions to meet employment objectives may be authorized by department chairperson or designee.

Communications - 3 Credits Required

(Select the following course)

ENC	1101	English Comp 1	3
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Oral Communications - 3 Credits Required

(Select the following course)

SPC	1026	Fund of Speech Comm	3
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Humanities - 3 Credits Required

(Select the following course)

PHI	2604	Crit Think/Ethics	3
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Behavioral Science/Social Environment - 3 Credits Required

(Select the following course)

PPE	1005	Psy of Personal Effect	3
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Mathematics/Science - (3 Credits Required)

(Select 3 credits (excluding labs) from any of the following courses)

Math: MAC, MAD, MAP, MAS, MGF, QMB, STA
Science: AST1002, BOT, BSC, CHM, GLY, HUN1201, MCB, MET, OCE, PCB2033, PHY, PSC, ZOO

Computer Competency

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By the 31st earned college level credit (excluding EAP and college preparatory courses), a student must **pass** CGS 1060, an equivalent continuing education or vocational credit course or retest with a **passing** score on the Computer Competency test

Total credits required for Associate in Science degree is 72.

Telecommunications Engineering Technology Associate in Science

The Telecommunications Engineering Technology program prepares students for work as technicians in the field of telecommunications engineering. No previous experience required to enter. The program focuses on the understanding and applying of new techniques in the electronic technology for purpose of testing, maintaining, repairing, and upgrading digital as well as analog communication systems. The program is designed to be an integrated educational curriculum taught using an integrated applied and theoretical approach.

Course	Course Title	Cr
Major Course Requirements – 40 Credits Required (Select from the following courses)		
CET 2114C	Dig Comp Circ Analysis 1	4
CET 2123C	Microprocessors	4
EET 1015C	Direct Current Circuits	4
EET 1025C	Alter Current Circuits	4
EET 1082	Intro to Electronics	3
EET 1141C	Semiconduct Fund	4
EET 2101C	Electronic Device	4
EET 2305C	Electronic Comm	4
EET 2351	Fund of Dig & Data Comm	4
EST 2224C	Fiber Optic Comm	2
MTB 1322	Tech Mathematics 2	3

Electives – 9 Credits Required

(Select from the following courses)		
CET 1171	Micro-Comp Serv & Maint 1	3
CET 1172C	Micro-Comp Serv & Maint 1	3

CET 1173C	Networking 1	3
CET 2142C	Computers 2	4
CET 2176C	Micro-Comp Serv & Maint 3	3
EET 1142C	Transistors	4
ETD 1330	AutoCAD	3
MTB 1321	Tech Mathematics 1	3

Communications - 3 Credits Required

(Select the following course)		
ENC 1101	English Comp 1	3

Oral Communications - 3 Credits Required

(Select the following course)		
SPC 1026	Fund of Speech Comm	3

Humanities - 3 Credits Required

(Select the following course)		
PHI 2604	Crit Think/Ethics	3

Behavioral Science/Social Environment - 3 Credits Required

(Select the following course)		
PPE 1005	Psy of Personal Eff	3

Mathematics/Science - 3 Credits Required

(Select the following course)		
MAC 1105	College Algebra	3

Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the Computer Competency test and **pass** *or*

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education **or** vocational credit course or retest with a **passing** score on the Computer Competency test

**Total credits required for
Associate in Science degree is 64.**

Theatre and Entertainment Technology Associate in Science

The Theatre and Entertainment Technology program is designed to prepare students for employment as theater and entertainment technicians, sound controllers, grips, dressers, prop makers, lighting equipment operators, high riggers, lighting technicians, stage hands or to provide supplemental education for persons previously or currently employed in these occupations. An internship is required to provide practical experience.

Course	Course Title	Cr
Major Course Requirements - 35 Credits Required (Select from the following courses)		
TPA 1202	Intro to Entert Tech 1	3
TPA 1212	Entert Tech Technician 1	3
TPA 1213	Entert Tech Technician 2	3
TPA 1214	Conc Studio & Stage Light	4
TPA 1251	Audio Visual, Multi-Media	3
TPA 1252	Automation & Computers	3
TPA 1260	Conc Studio & Stage Snd	4
TPA 1274	Prop, Prac, Non-Elec Sp Eff	3
TPA 1275	Spec Effects: Electrified	3
TPA 2270	Craft 1	3
TPA 2276	Craft 2	3

Electives - 14 Credits Required

(Select from the following courses)		
ART 2600C	Computer Art	4
MUM 2623	Midi Electronic Music	3
PGY 2401	Image Capture	4
TPA 2236	Costuming/Make-Up	3
TPA 2292	Production	1-3
TPA 2940	Practicum	1-6
TPP 1100	Acting 1	3

Communications - 3 Credits Required

(Select the following course)		
ENC 1101	English Comp 1	3

Oral Communications - 3 Credits Required

(Select the following course)		
SPC 1026	Fund of Speech Comm	3

Humanities - 3 Credits Required

(Select the following course)		
PHI 2604	Crit Think/Ethics	3

Behavioral Science/Social Environment - 3 Credits Required

(Select the following course)		
PPE 1005	Psy of Personal Effect	3

Mathematics/Science - 3 Credits Required

(Select the following course)		
MGF 1106	Math For Liberal Arts	3

Computer Competency

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By the 31st earned college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education **or** vocational credit course or retest with a **passing** score on the Computer Competency test

**Total credits required for
Associate in Science degree is 64.**





Travel Industry Management Associate in Science

The Travel Industry Management program is designed to meet the educational and basic experience requirements for employment in the travel industry, e.g. travel agencies, airlines, cruise lines, and private-business travel departments. This program combines general education courses, travel occupation courses, and special travel laboratory courses in order to prepare the student for competent application of the skills required on-the-job.

Course	Course Title	Cr
Major Course Requirements - 45 Credits Required (Select the following courses)		
HFT 1716	Travel Destinations	3
HFT 1721	Travel Agency Operat	3
HFT 1724	Travel Selling	3
HFT 1725	Airline & Trav Mrk	3
HFT 1726	Trav Tools of Trade	3
HFT 1731	Cert Tour Gde Fld Stdy	3
HFT 1794	Psy of Leis Travel	3
HFT 1950	Narrative Presenta	3
HFT 2400	Trav Acc & Info Sys	3
HFT 2700	Intro to Tourism	3
HFT 2702	Airline Ticket/Tarif	4
HFT 2728	Comp Airln Res Sys 1	4
HFT 2729	Comp Airln Res Sys 2	4
Ost 1100	Keyboarding/Typewriting 1	3

Electives - 4 Credits Required

Select from the following prefixes or courses AVM, CGS, CIS, ENC1102, ENC2200, FRE, FRW, GEA, GER, HBR, HFT, ITA, JOU, JPN, MAN, MAR, MET, MKA, OST, PGY, POR, PSY, QMB, RUS, SPN

Communications - 3 Credits Required

(Select the following course)

ENC 1101	English Comp 1	3
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Oral Communications - 3 Credits Required

(Select the following course)

SPC 1026	Fund of Speech Comm	3
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Humanities - 3 Credits Required

(Select the following course)

PHI 2604	Crit Think/Ethics	3
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Behavioral Science/Social Environment - 3 Credits Required

(Select the following course)

PPE 1005	Psy of Personal Effect	3
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Mathematics/Science - 3 Credits Required

(Select one of the following courses)

BOT 1010	Botany	3
or		
BSC 2250	Nat Hist of South Florida	3
or		
GLY 1001	Gen Edu Earth Science	3
or		
GLY 1160	Eco/Geo Natural Parks	3
or		
MAC 1105	College Algebra	3
or		
MET 1010	Intro to Weather	3
or		

OCE 1001	Intro to Oceanography	3
or		
PCB 2033	Intro to Ecology	3
or		
PSC 1515	Energy in Nat Environment	3
or		
QMB 2100	Basic Bus Statistics	3
or		
STA 2023	Statistics Methods	3
or		
ZOO 1010	Zoology	3

Computer Competency

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By the 31st earned college level credit (excluding EAP and college preparatory courses), a student must **pass** CGS 1060, an equivalent continuing education or vocational credit course or retest with a **passing** score on the Computer Competency test

**Total credits required for
Associate in Science degree is 64.**

Additional Information:

Course substitutions to meet employment objectives may be authorized by the department chairperson or designee. Credits may be chosen from any college level courses listed in the M-DCC catalog. See travel program advisor for appropriate order of course selection.

Other College Credit and Vocational Credit Programs

STUDENTS IN ALL PROGRAMS SHOULD CHECK THEIR INDIVIDUALIZED DEGREE AUDIT REPORT TO DETERMINE THE SPECIFIC GRADUATION POLICIES IN EFFECT FOR THEIR PROGRAM OF STUDY FOR THE YEAR AND TERM THEY ENTERED MIAMI-DADE. THIS OUTLINE INCLUDES CURRENT GRADUATION REQUIREMENTS.

THE FINAL RESPONSIBILITY FOR MEETING GRADUATION REQUIREMENTS STATED IN YOUR DEGREE AUDIT REPORT RESTS WITH YOU.

Advanced Technical Certificate Programs

The Advanced Technical Certificate is available to students who have already been awarded an Associate in Science Degree and wish to upgrade their skills. Students must successfully complete a prescribed set of courses at the advanced level in order to be awarded the Certificate

Certified Flight Instructor Advanced Technical Certificate (Homestead Campus Only)

This certificate program is designed for students who have already graduated with a related A.S. degree and want a coordinated ground and flight instructional program in order to achieve FAA certification as a flight instructor. Students will earn the Flight Instructor Certificate and will be eligible to sit for FAA certification for employment in the aviation industry as a flight instructor.

Course	Course Title	Cr
Major Course Requirements - 10 Credits Required (Select the following courses)		
ATF 2501	Flgt Inst- Flight	3
ATF 25011	Flight Inst Lab	1
ATT 2131	Flight Inst Theory	3
AVM 1949	Aviation Co-Op	3

**Total credits required for the
Advanced Technical Certificate is 10.**

College Credit Certificate Programs

College Credit Certificate Programs require fewer credits than an Associate in Science degree and are Florida Department of Education Certified Col-

lege Credit programs. The college credits granted in these programs will apply towards the related Associate in Science degree. Upon completion of the program the student receives an institutional College Credit Certificate, and the student's transcript will be noted with the program title completed.

Accounting Applications College Credit Certificate

The Accounting Applications College Credit Certificate program is designed to prepare students for employment as accounting clerks, data processors, junior accountants, and assistant accountants and may also provide supplemental training for persons previously or currently employed in these occupations. The program prepares individuals in the principles, procedures, and theories of organizing and maintaining business and financial records and the preparation of accompanying financial reports.

Course	Course Title	Cr
Major Course Requirements - 27 Credits Required (Select the following courses)		
ACG 2021	Financial Acct	3
ACG 20211	Financial Acct Lab	1
ACG 2071	Managerial Accounting	3
ACG 20711	Manag Accounting Lab	1
ACG 2450	Microcomp/Accounting	3
BUL 2130	Legal Envir	3
or		
BUL 2241	Business Law 1	3
CGS 1510	Elect Spreadsheet/Bdp	1
GEB 1011	Principles of Business	3
MTB 1103	Business Math	3
OST 2335	Business Writing	3
TAX 2000	Income Tax	3
or		
TAX 2010	Business Taxes & Returns	3

**Total credits required for the
College Credit Certificate is 27.**

Air Cargo Agent College Credit Certificate

This College Credit Certificate program is designed to give students the skills required to gain employment as an Air Cargo Agent. The program can be completed in one or two semesters with classes offered during the day or evening hours. All of the credits earned can be applied towards an A.S. degree in Aviation Administration, which is fully transferable to several Florida schools for a Bachelor of Science degree.

Course	Course Title	Cr
Major Course Requirements - 14 Credits Required (Select the following courses)		
AVM 1010	Aviation Industry Oper	3
AVM 1062	Aviation Career Plan	1
AVM 1101	International Routes	3
AVM 2120	Air Cargo	3
CGS 1060	Intro To Microcomp	4

**Total credits required for the
College Credit Certificate is 14.**

Airline/Aviation Management College Credit Certificate

The Airline/Aviation Management College Credit Certificate program will provide the student with aviation management skills in an accelerated time frame. These include areas such as airline/aviation industry knowledge, management skills, marketing, law and operations. Students will learn how to take industry concepts and apply them both individually and as a team. They will be able to gain insight into the actual issues involved in running an airline at both the micro and macro levels, from a leadership perspective. They will also acquire up to date knowledge about airline/aviation technologies and law, and the latest management concepts and practical application of theories to real life aviation scenarios.

Course	Course Title	Cr
Major Course Requirements - 15 Credits Required (Select the following courses)		
AVM 1010	Aviation Ind Operations	3
AVM 2510	Airline Management	3
AVM 2515	Airline Marketing	3
ASC 2320	Aviation Laws And Regs	3
AVM 1022	Flight Operations	3

**Total credits required for the
College Credit Certificate is 15.**

Airline Reservation & Ticketing Agent College Credit Certificate

This College Credit Certificate program is designed to give students the skills required to gain employment as an Airline Reservation & Ticketing Agent, Customer Service Representative or Gate Agent. All students in the certificate program will learn to use the American Airline's SABRE reservation system.

Course	Course Title	Cr
Major Course Requirements - 15 Credits Required (Select the following courses)		
AVM 1062	Aviation Career Plan	1
AVM 1520	Airline Reservations	3
AVM 1521	Airline Ticketing	3
AVM 2431	Customer Serv Agent	3
CGS 1060	Intro Microcomp Usage	4

**Total credits required for the
College Credit Certificate is 14.**

Additional Information:

Contact the Aviation Department at (305) 237-5060 for information and advisement.

Business Management College Credit Certificate

The Business Management College Credit Certificate program is designed to prepare students for the positions of Manager Trainee or Supervisor, or as a small business owner. It also provides supplemental training for persons previously or currently engaged in these activities.

The program prepares individuals to become proficient in the planning, organizing, directing, and controlling of a business, including organizational and human aspects, with emphasis on various theories of management, the knowledge and understanding necessary for managing economic resources, and decision making. Emphasis is given to the ownership of small business enterprises.

Course	Course Title	Cr
Major Course Requirements - 25 Credits Required (Select the following courses)		
ACG 2021	Financial Acct	3
ACG 20211	Financial Acct Lab	1
BUL 2241	Business Law 1	3
ECO 2013	Prin/Economics - Macro	3
GEB 1011	Prin of Business	3
MAN 2021	Prin of Management	3
MAR 1011	Prin of Marketing	3
OST 2335	Business Writing	3
PUR 2003	Public Relations	3

*Total credits required for the
College Credit Certificate is 25.*

Embalming College Credit Certificate

(North Campus Only)

The Embalming College Credit Certificate program is designed for those students who wish to be embalmers only and have elected not to consider funeral directing as part of their career choice. Some states may not accept single licensure. Students who plan to obtain funeral services licensure in other states must register as student trainees with their respective state boards prior to enrollment in the Funeral Services education curriculum at Miami-Dade Community College. Students in this program are given a broad understanding of all phases of embalming as well as the public health responsibilities of the embalmer. Courses in the curriculum are accredited by the American Board Of Funeral Service Education and the Florida State Board Of Funeral Directors And Embalmers.

Course	Course Title	Cr
Major Course Requirements - 31 Credits Required (Select the following courses)		
BSC 1084	Functional Anatomy	3
FSE 1105	Funeral Service Chem	3
FSE 1080	Funeral Law	3
FSE 2100	Embalming 1	3
FSE 21001	Embalming 1 Lab	2
FSE 2140	Embalming 2	3
FSE 21401	Embalming 2 Lab	2
FSE 2120	Restorative Art	3

FSE 21201	Restorative Art Lab	1
FSE 2106	Funeral Serv Microbio	3
FSE 2160	Pathology	4
FSE 2931	Funeral Sci Prof Rev 1	1

*Total credits required for the
College Credit Certificate is 31.*

Marketing Operations College Credit Certificate

The Marketing Operations College Credit Certificate program is designed to prepare students for employment in marketing and advertising as Advertising and Display Specialists, Public Relations Manager, Public Relations Specialists, or to provide supplemental training for persons previously or currently employed in these occupations. The content includes, but not be limited to, advertising and display of merchandise and managing these functions.

Course	Course Title	Cr
Major Course Requirements - 15 Credits Required (Select the following courses)		
GEB 1011	Principles of Business	3
MAN 2021	Principles of Mgt	3
MAR 1011	Principles of Marketing	3
MTB 1103	Business Mathematics	3
OST 2335	Business Writing	3

Electives – 9 Credits Required
(Select from the following courses)

MAR 2141	Export/Import Mkt	3
MKA 1021	Fund of Selling	3
MKA 1041	Prin of Retailing	3
MKA 1045	Intro to Cust Serv	3
MKA 1511	Prin/Ad & Copywriting	3
MKA 1531	Ad Layout/Prod	3
PUR 2003	Public Relations	3

*Total credits required for the
College Credit Certificate is 24.*

Mortgage Finance College Credit Certificate

The Mortgage Financing College Credit Certificate program prepares individuals for a variety of careers in the mortgage finance industry, and can be applied towards the A.S. degree in Financial Services. Students will benefit from a curriculum developed in partnership with mortgage finance industry professionals to address the most contemporary issues and skills needed for success in the field.

Course	Course Title	Cr
Major Courses First Semester - 15 Credits Required (Select the following courses)		
* ACG 2001	Principles of Account 1	3
BAN 1004	Principles of Banking	3
* BAN 2253	Res Mortgage Lending	3
BAN 2501	Money And Banking	3
REE 2200	Real Estate Finance	3

Major Courses Second Semester - 18 Credits Required
(Select the following courses)

* BRC 1059	Div Aware & Cust Serv	3
* BRC 2266	Afford Housing & Comm	3

* BRC 2267	Fair Hous & Fair Lend	3
* BRC 2268	Mtg Loan Serv & Qul Ctrl	3
* BRC 1602	Tech Appl in Mtg Finance	3
* BRC 2941	Field Exp in Mtg Finance	3

* Students wanting to acquire American Institute of Banking Certification, must also take the following courses: REE2100 or 2050.

*Minimum total credits required for the
College Credit Certificate is 33.*

Office Systems Specialist College Credit Certificate

The Office Systems Specialist College Credit Certificate prepares students who desire college level training in microcomputer software applications. Students completing this specialization are prepared for entry into mid-level positions in automated office careers.

Course	Course Title	Cr
Major Course Requirements - 23 Credits Required (Select the following courses)		
CGS 1501	Microcomp Word Proc	4
CGS 1511	Microcomp Spreadsheets	4
CGS 1541	Microcomp Database Mgt	4
CGS 1580	Microcomp Desktop Pub	4
OST 1702	Intro to Elect Office	3
OST 2712	Adv Word Processing	3
OST 27121	Adv Word Processing Lab	1

*Total credits required for the
College Credit Certificate is 23.*

Passenger Service Agent College Credit Certificate

This College Credit Certificate program is designed to give students the skills required to gain employment as a Passenger Service Agent, including gate and ramp responsibilities. Students will be required to do an internship with a commuter or major airline.

Course	Course Title	Cr
Major Course Requirements - 13 Credits Required (Select the following courses)		
AVM 1022	Flight Operations	3
AVM 1062	Aviation Career Plan	1
AVM 1520	Airline Reservations	3
AVM 1521	Airline Ticketing	3
AVM 1949	Co-Op Work Exp 1:AVI	3
or		
AVM 2510	Airline Management	3

*Total credits required for the
College Credit Certificate is 13.*

Additional Information:

Contact the Aviation Department at (305) 237-5060 for more information and advisement.

Vocational Credit Certificate Programs

These programs prepare students to enter a specific career or vocation. To complete a program students must demonstrate that they have mastered specific job-related performance requirements as well as communication and computation competencies. Upon the completion of a program students will be awarded a Vocational Credit Certificate.

Vocational Credit Certificate programs vary in length from 44 to 1,965 hours depending on the complexity of the individual program. Students entering programs which are more than 180 hours will be tested initially for basic communication, computation and reading skills and those who score below the required Department of Education grade level designated for each program, per Section 233.0695ES, will be required to take appropriate basic skills training prior to the completion of their respective programs.

Vocational credit students are eligible for financial aid as long as they are enrolled in programs greater than 600 credit hours.

Allied health programs are offered at the Medical Center Campus only. See page 101.

Academy of International Marketing Vocational Credit Certificate

Minimum Grade Level Required for Certificate and Graduation:
Mathematics: 9.0; Language: 9.0; Reading: 9.0
Program Length: 600 Contact Hours (20.0 Vocational Credits)

Participants in the Academy of International Marketing program will receive basic knowledge of documentation procedures and classification, ocean and airfreight procedures, and international marketing strategies. The program prepares students for entry level positions in the field of international trade, with import/export companies, steamship lines, custom lines or freight forwarders. It also serves to upgrade skills of individuals involved in the international field. The program leads the student through three completion points. **TABE is required.**

Course	Course Title	Cr
Occupational Completion Point A - (10.0 Credits; 300 Contact Hours)		
<i>Job Title: Import/Export Clerk</i>		
BUV 0210	Econ Prin Import/Export	1.0
MKA 0240	Intro Foreign Trade	1.0
MKA 0242	Export/Import Mkt Intro	2.5
MKA 0245	Import/Export 1	1.0
MKA 0246	Import/Export 2	1.0
MTB 0102	Business Math	2.5
SLS 0341	Employability Skills	1.0

Occupational Completion Point B - (5.0 Credits; 150 Contact Hours)		
<i>Job Title: Import/Export Documentation</i>		
BUV 0215	Import/Export Fin	2.0
TRA 0701	Trnsprt/Geograph Con	1.0

Electives: 2.0

<i>Select 2.0 credits from the following list:</i>		
COM 0101	Communication Skills	1.0
GEB 0251	Cultural Issues Bus Abroad	1.0
MKA 0023	Effectiveness In Sales	1.0
MKA 0046	Customer Service	1.0

Occupational Completion Point C - (5.0 Credits; 150 Contact Hours)

<i>Job Title: Import/Export Entrepreneur</i>		
CGV 0010	Intro to Microcomputers	2.5
GEB 0008	Entr & Priv Entrprse Syst	2.5

The total hours required for a Vocational Credit Certificate in Academy of International Marketing is 600.0.

Accounting Operations Vocational Credit Certificate

Minimum Grade Level Required for Certificate and Graduation:
Mathematics: 9.0; Language: 9.0; Reading: 9.0
Program Length: 900 Contact Hours (30.0 Vocational Credits)

The purpose of the Accounting Operations program is to prepare students for employment as indicated in the occupational exit points listed below. **TABE is required.**

Course	Course Title	Cr
Occupational Completion Point A - (5.0 Credits; 150 Contact Hours)		
<i>Job Title: General Office Clerk I</i>		
OTA 0101	Beginning Keyboarding	1.5
OTA 0421	Office Procedures	2.5
SLS 0341	Employability Skills	1.0

Occupational Completion Point B - (5.0 Credits; 150 Contact Hours)

<i>Job Title: General Office Clerk II</i>		
CGV 0010	Intro to Microcomputers	2.5
GEB 0008	Entrep & Priv Entrprs Syst	2.5

Occupational Completion Point C - (10.0 Credits; 300 Contact Hours)

<i>Job Title: Accounting Clerk</i>		
ACO 0101	Accounting 1	2.5
ACO 0752	Business Forms	2.5
ACO 0511	Microcomp in Bookkp/Bus	2.5
MTB 0102	Business Math	2.5

Occupational Completion Point D - (10.0 Credits; 300 Contact Hours)

<i>Job Title: Bookkeeper</i>		
ACO 0102	Accounting 2	2.5
ACO 0751	Income Tax Acct	2.5
OTA 0303	Writing for Business	2.5

Electives: 2.5

Select 2.5 credits from courses with following prefixes:
ACO • BUL • BUV • GEB • MAN • MKA • MKV • MNA • REE • SBM

The total hours required for a Vocational Credit Certificate in Accounting Operations is 900.0.

Administrative Assistant Vocational Credit Certificate

Minimum Grade Level Required for Certificate and Graduation:
Mathematics: 10.0; Language: 10.0; Reading: 10.0
Program Length: 1050 Contact Hours (35.0 Vocational Credits)

The Administrative Assistant program is designed to prepare the student to enter the world of commerce and government organizations. The student is lead through four completion points covering file clerk, general office clerk, secretary and administrative assistant. The program is offered in either day or evening/weekend packages. **TABE is required.**

Course	Course Title	Cr
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Occupational Completion Point A - (5.0 Credits; 150 Contact Hours)

<i>Job Title: General Office Clerk I</i>		
OTA 0101	Beginning Keyboarding	1.5
OTA 0421	Office Procedures	2.5
SLS 0341	Employability Skills	1.0

Occupational Completion Point B - (5.0 Credits; 150 Contact Hours)

<i>Job Title: General Office Clerk II</i>		
CGV 0010	Intro to Microcomputers	2.5
GEB 0008	Entrprnr & Priv Entr Syst	2.5

Occupational Completion Point C - (10.0 Credits; 300 Contact Hours)

<i>Job Title: Secretary</i>		
OFT 0712	Beginning Word Processing	2.5
OTA 0102	Intermediate Keyboarding	2.5
OTA 0311	Basic Business English	2.5
MTB 0102	Business Math	2.5

Occupational Completion Point D - (15.0 Credits; 450 Contact Hours)

<i>Job Title: Administrative Assistant</i>		
OCA 0312	Advanced Word Processing	2.5
OTA 0105	Advanced Keyboarding	2.5
OTA 0171	Machine Transcription	2.5
OTA 0303	Writing for Business	2.5

Electives: 5.0

<i>Select two courses from the following list:</i>		
BUV 0949	Co-Op Educ Work Exp	2.5
CGS 0510	Elec Spreadsheet W/Appl	2.5
CGS 0560	Microcomp Oper Syst (DOS)	2.5
CGV 0250	Database Applications	2.5
MAN 0040	Effect Supervision	2.5
MNA 0103	Human Relation At Work	2.5

The total hours required for a Vocational Credit Certificate in Administrative Assistant is 1050.0.

Architectural Drafting Vocational Credit Certificate

Minimum Grade Level Required for Certificate and Graduation:
Mathematics: 10.0; Language: 9.0; Reading: 9.0
Program Length: 1905 Contact Hours (63.3 Vocational Credits)

The purpose of the Architectural Drafting program is to prepare students for employment as Architectural Construction Engineering, and Building Construction Drafters, and to provide training for persons previously or currently employed in these occupations to adjust to the new technology being applied. It is also an option available for persons desiring to enter the building construction industry in related job classifications other than drafting.

The program includes courses in drafting, construction materials and methods, building codes, construction estimating, construction laws and other related construction courses. **TABE is required.**

Course	Course Title	Cr
Occupational Completion Point A - (5.0 Credits; 150 Contact Hours)		
<i>Job Title: Blueprint Reader</i>		
ETD 0120C	Blueprint Reading 1	3.0
ETD 0121C	Blueprint Reading 2	2.0

Occupational Completion Point B - (15.0 Credits; 450 Contact Hours)

<i>Job Title: Drafting Assistant</i>		
ARV 0104	Working Drawings	5.0
ETD 0310C	Intro Micro CAD Systems	5.0
ETD 0530C	Architect Drafting	5.0

**Occupational Completion Point C -
(7.0 Credits; 210 Contact Hours)***Job Title: Architectural Detailer*

BCV 0053	Mat/Methods Build Const	4.0
BCV 0055	Building Codes	3.0

**Occupational Completion Point D - (18.0
Credits; 540 Contact Hours)***Job Title: Cad Drafter*

ETD 0319C	Computer Appl Arch	5.0
ETD 0320C	Advanced CAD Arch	5.0
ETD 0531C	Mech Elec HVAC Draw	5.0
ETD 0538C	Intermed CAD Arch	3.0

**Occupational Completion Point E -
(18.5 Credits; 555 Contact Hours)***Job Title: Drafter, Architectural*

ARV 0303	Build Const Estimating 1	3.0
ARV 0304	Build Const Estimating 2	3.0
ARV 0309	History of Architecture	2.5
BCV 0057	Build Construction Law	3.0
ETD 0005C	Career Plan Arch/Draft	3.0
ETD 0949	Co-Op Work Experience	3.0
SLS 0341	Employability Skills	1.0

*The total hours required for a
Vocational Credit Certificate in
Architectural Drafting is 1905.0.*

Bail Bonding Vocational Credit Certificate

Program Length: 78 Contact Hours
(2.6 Vocational Credits)

The Bail Bonding program includes introduction to the criminal justice system, duties of surety and bail bonding agents; bail bonding process; bail bond laws and regulations.

Course	Course Title	Cr
Occupational Completion Point A - (2.6 Credits; 78 Contact Hours)		
<i>Job Title: Bail Bonding Agents</i>		
CJD 0800	Surety Agent	2.6

*The total hours required for a Vocational
Credit Certificate in Bail Bonding is 78.0.*

Business Computer Programming Vocational Credit Certificate

Minimum Grade Level Required for
Certificate and Graduation:

Mathematics: 9.0; Language: 9.0; Reading: 9.0
Program Length: 1200 Contact Hours (40.0
Vocational Credits)

The Business Computer Programming program is designed to prepare students for employment as a Business Microcomputer Programmer. The training is designed to provide an understanding of microcomputer software and an in-depth knowledge of microcomputer programming. Information systems and database management systems will be developed to the intermediate level. Microcomputer programming will be developed. The program is offered day or evening/weekend packages. **TABE** is required.

Course	Course Title	Cr
Occupational Completion Point A - (5.0 Credits; 150 Contact Hours)		
<i>Job Title: General Office Clerk I</i>		
OTA 0101	Beginning Keyboarding	1.5
OTA 0421	Office Procedures	2.5
SLS 0341	Employability Skills	1.0

**Occupational Completion Point B -
(5.0 Credits; 150 Contact Hours)***Job Title: General Office Clerk II*

CGV 0010	Intro to Microcomputers	2.5
GEB 0008	Entr & Priv Entrprse Syst	2.5

**Occupational Completion Point C -
(10.0 Credits; 300 Contact Hours)***Job Title: Computer Programming Aide*

CGS 0400	Programming In BASIC	2.5
CGS 0540	Database Appl & Prog	2.5
CGS 0560	Microcomp Oper Syst (DOS)	2.5
MTB 0102	Business Math	2.5

**Occupational Completion Point D - (10.0
Credits; 300 Contact Hours)***Job Title: Junior Programmer*

ACO 0101	Accounting 1	2.5
CGS 0402	Intro to The "C" Prog	2.5
CGS 0408	Adv Program in BASIC	2.5
CGS 0544	Database Programming	2.5

**Occupational Completion Point E -
(10.0 Credits; 300 Contact Hours)***Job Title: Computer Programming Specialist*

ACO 0102	Accounting 2	2.5
CGS 0263	Microcomp Network (LAN)	2.5
CGS 0300	Info System Develop	2.5
CGS 0405	Adv "C" Programming	2.5

*The total hours required for a Vocational
Credit Certificate in Business Computer
Programming is 1200.0.*

Business Supervision and Management Vocational Credit Certificate

Minimum Grade Level Required for
Certificate and Graduation:

Mathematics: 9.0; Language: 9.0; Reading: 9.0
Program Length: 900 Contact Hours (30.0
Vocational Credits)

The purpose of the Business Supervision and Management program is to prepare students for employment as indicated in the occupational exit points listed below. **TABE** is required.

Course	Course Title	Cr
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**Occupational Completion Point A -
(5.0 Credits; 150 Contact Hours)***Job Title: General Office Clerk I*

OTA 0101	Beginning Keyboarding	1.5
OTA 0421	Office Procedures	2.5
SLS 0341	Employability Skills	1.0

**Occupational Completion Point B -
(5.0 Credits; 150 Contact Hours)***Job Title: General Office Clerk II*

CGV 0010	Intro to Microcomputers	2.5
GEB 0008	Entrp & Priv Entrprse Syst	2.5

**Occupational Completion Point C -
(10.0 Credits; 300 Contact Hours)***Job Title: Supervisor/Manager Trainee*

BUL 0240	Business Law	2.5
MAN 0019	Intro to Management	2.5
MAN 0040	Effective Supervision	2.5
MTB 0102	Business Math	2.5

**Occupational Completion Point D - (10.0
Credits; 300 Contact Hours)***Job Title: Supervisor, Business*

ACO 0101	Accounting 1	2.5
OTA 0303	Writing For Business	2.5

Electives: 5.0

Select 5.0 credits from courses with the following prefixes:

ACO • BUL • BUY • GEB • MAN
MKA • MKV • MNA • REE • SBM

*The total hours required for a Vocational
Credit Certificate in Business Supervision
and Management is 900.0.*

Commercial Art Technology Vocational Credit Certificate

Minimum Grade Level Required for
Certificate and Graduation:

Mathematics: 9.0; Language: 9.0; Reading: 9.0
Program Length: 1500 Contact Hours (50.0 Vocational Credits)

The purpose of the Commercial Art Technology program is to prepare students for employment as Artists, Illustrators, or Commercial Designers and to provide supplemental training for persons

employed in these occupational areas. This program articulates with the Graphic Design Technology Associate in Science program. **TABE is required.**

Course	Course Title	Cr
Occupational Completion Point A - (15.0 Credits; 450 Contact Hours)		
<i>Job Title: Desktop Publishing Assistant</i>		
GEB 0008	Entrp Prive Entr Syst	2.5
GRA 0430	Desktop Publishing	4.0
GRA 0441	Graph Reprod Process	2.0
GRA 0460	Graphic Design 1	4.0
GRA 0485	Graph Art Math Comp	2.5

Occupational Completion Point B - (15.0 Credits; 450 Contact Hours)		
<i>Job Title: Design Technician</i>		
GRA 0420	Computer Graphic Design	4.0
GRA 0461	Graphic Design 2	4.0
GRA 0948	Co-Op Work Exper	2.0
GRV 0540	Adv Electronic Publishing	4.0
SLS 0341	Employability Skills	1.0

Occupational Completion Point C - (10.0 Credits; 300 Contact Hours)		
<i>Job Title: Illustrator</i>		
GRA 0451	Graph Photo Process	4.0
GRA 0462	Graphic Design 3	4.0
GRA 0482	Graphic Arts Estimating 1	2.0

Occupational Completion Point D - (10.0 Credits; 300 Contact Hours)		
<i>Job Title: Print Media Artist</i>		
GRA 0445	Graphic Art Crit Thinking	2.5
GRA 0463	Graphic Design 4	4.0
GRA 0464	Adv Electric Imaging	3.5

The total hours required for a Vocational Credit Certificate in Commercial Art is 1500.0.

Community Service Officer/Police Service Aide Vocational Credit Certificate

Minimum Grade Level Required for Certificate and Graduation:
Mathematics: 10.0; Language: 10.0; Reading: 10.0
Program Length: 310 Contact Hours (10.33 Vocational Credits)

The Community Service Officer/Police Service Aide program prepares students for employment as Parking Enforcement Specialists, Traffic Accident Investigators and Community Service Officers/Police Service Aids in accordance with Chapter 316, Florida State Statutes. Emphasis is placed on parking enforcement, traffic accident and property crimes investigations, basic law, human skills and communication. Students are required to demonstrate skills acquired through practical exercises in traffic enforcement, traffic crash scene management and preparing reports on property crimes. Students are employed by departments and then sent to the academy for training.

Awards of Participation are available for completion of the Parking Enforcement Specialist and Traffic Accident Investigator portions of the program. Upon completion of the entire program, a Vocational Credit Certificate will be awarded in Community Service Officer/Police Service Aide. The program is limited to School of Justice students only. **TABE is required.**

Course	Course Title	Cr
Occupational Completion Point A – (1.33 Credits; 40 Contact Hours)		
<i>Job Title: Parking Enforcement Specialist</i>		
CJT 0431	Park Enforce Specialist	1.33
Occupational Completion Point B – (5.33 Credits; 160 Contact Hours)		
<i>Job Title: Traffic Accident Investigator</i>		
CJD 0601	Traff Accident Invest	5.33

Occupational Completion Point C – (3.66 Credits; 110 Contact Hours)
CJD 0051 Comm Ser Ofc/Pol Ser Aide 3.66
Job Title: Community Service Officer

The total hours required for a Vocational Credit Certificate in Community Service Officer/Police Service Aide is 310.0.

Correctional Officer – County Vocational Credit Certificate

Minimum Grade Level Required for Certificate and Graduation:
Mathematics: 10.0; Language: 10.0; Reading: 10.0
Program Length: 574.80 Contact Hours (19.16 Vocational Credits)

The Correctional Officer program initially prepares students for certification as Correctional Officers in the State of Florida. Criminal Justice Standards and Training, Department of Education, and local standards will be met. Graduates of the program must successfully complete the State Certification Exam to be granted certification for employment. Topics include human behavior, law, communications, facility operations, first responder and other related topics. There is an emphasis on practical applications and competency-based performances. **TABE is required.**

Course	Course Title	Cr
Occupational Completion Point A - (19.16 Credits; 574.80 Contact Hours)		
<i>Job Title: Correctional Officer And Jailer</i>		
CJD 0254	Med First Responder	1.60
CJD 0704	Crim Just DefTactics	3.53
CJD 0705	Crim Just Weapons	2.13
CJD 0478	Vehicle Oper	0.53
CJD 0741	Emer Preparedness	0.87
CJD 0747	State Ex Rev Corr Off Cert	0.70
CJD 0750	Interpersonal Skills 2	1.67
CJD 0752	Correctional Oper	2.13
CJD 0770	Crim Just Legal 1	1.53
CJD 0771	Crim Just Legal 2	0.73
CJD 0772	Criminal Justice Comm	1.40
CJD 0773	Interpersonal Skills 1	2.07
CJD 0795	Crim Just Weapons Corr 2	0.27

The total hours required for a Vocational Credit Certificate in Correctional Officer – County is 574.80.

Additional Information:

For more information about advisement, application forms, selection criteria and deadline dates, interested students should contact the School of Justice department, North Campus.

Correctional Officer – State Vocational Credit Certificate

Minimum Grade Level Required for Certificate and Graduation:
Mathematics: 10.0; Language: 10.0; Reading: 10.0
Program Length: 550.80 Contact Hours (18.36 Vocational Credits)

The Correctional Officer program initially prepares students for certification as Correctional Officers in the State of Florida. Criminal Justice Standards and Training, Department of Education, and local standards will be met. Graduates of the program must successfully complete the State Certification Exam to be granted certification for employment. Topics include human behavior, law, communications, facility operations, first responder and other related topics. There is an emphasis on practical applications and competency-based performances. **TABE is required.**

Course	Course Title	Cr
Occupational Completion Point A - (18.36 Credits; 550.80 Contact Hours)		
<i>Job Title: Correctional Officer And Jailer</i>		
CJD 0254	Med First Responder	1.60
CJD 0704	Crim Just DefTactics	3.53
CJD 0705	Crim Just Weapons	2.13
CJD 0741	Emer Preparedness	0.87
CJD 0747	State Ex Rev Corr Off Cert	0.70
CJD 0750	Interpersonal Skills 2	1.67
CJD 0752	Correctional Oper	2.13
CJD 0770	Crim Just Legal 1	1.53
CJD 0771	Crim Just Legal 2	0.73
CJD 0772	Criminal Justice Comm	1.40
CJD 0773	Interpersonal Skills 1	2.07

The total hours required for a Vocational Credit Certificate in Correctional Officer - State is 550.80.

Additional information:

For more information about advisement, application forms, selection criteria and deadline dates, interested students should contact the School of Justice Department, North Campus.

Correctional Probation Officer Vocational Credit Certificate

Minimum Grade Level Required for Certificate and Graduation:
Mathematics: 10.0; Language: 10.0; Reading: 10.0
Program Length: 473.10 Contact Hours (15.77 Vocational Credits)

The Correctional Probation Officer program provides job-related training to candidates for full-time and part-time employment as Correctional Probation Officers in accordance with Chapter 11b-35, Florida Administrative Code (F.A.C.) and Chapter 943 Florida Statutes (FS). **TABE is required.**

Course	Course Title	Cr
Occupational Completion Point A - (15.77 Credits; 473.10 Contact Hours)		
<i>Job Title: Correctional Probation Officer</i>		
CJD 0254	Med First Responder	1.60
CJD 0704	Crim Just DefTactics	3.53
CJD 0705	Crim Just Weapons	2.13
CJD 0790	Corr Probational Legal	1.84
CJD 0791	Corr Prob Interpersnl Sk	0.50
CJD 0792	Corr Prob Operations	2.09
CJD 0793	Corr Prob Comm Skills	2.15
CJD 0794	Corr Prob Supervision	1.66
CJD 0795	Crim Just Weapons Corr 2	0.27

The total hours required for a Vocational Credit Certificate in Correctional Probation Officer is 473.10.

Crossover from Correctional Officer to Law Enforcement Officer Vocational Credit Certificate

Minimum Grade Level Required for Certificate and Graduation:
Math: 10.0; Reading: 10.0; Language: 10.0
Program Length: 338 Contact Hours (11.27 Vocational Credits)

This program provides training to Florida Certified Correctional Officers in good standing who seek certification as full-time or part-time Law Enforcement Officers.

ment Officers. All Criminal Justice Standards and Training, Department of Education, and local standards will be met. The courses listed below prepare the Corrections Officer for the Law Enforcement State Certification Exam. **TABE is required.**

Course	Course Title	Cr
Occupational Completion Point A – (11.27 Credits; 338 Contact Hours)		
<i>Job Title: Law Enforcement Officer</i>		
CJD 0210	St Ex Rev Police Off Cert	0.67
CJD 0274	Crim Just Weap Law Enf 2	1.07
CJD 0723	Vehicle Oper	1.07
CJD 0730	Law Enforce Legal 3	1.07
CJD 0731	Law Enforce Patrol	2.13
CJD 0732	Law Enforce Traffic	1.53
CJD 0734	Law Enforce Invest	2.13
CJD 0781	Cross-Over Corr to Law Enf 1.60	

The total hours required for a Vocational Credit Certificate in the Crossover from Correctional Officer to Law Enforcement Officer is 338.0.

Customer Assistance Vocational Credit Certificate

Minimum Grade Level Required for Certificate and Graduation:
Mathematics: 9.0; Language: 9.0; Reading: 9.0
Program Length: 600 Contact Hours (20.0 Vocational Credits)

The purpose of the Customer Assistance program is to prepare students for employment as indicated in the occupational exit points listed below. **TABE is required.**

Course	Course Title	Cr
Occupational Completion Point A - (5.0 Credits; 150 Contact Hours)		
<i>Job Title: General Office Clerk I</i>		
OTA 0101	Beginning Keyboarding	1.5
OTA 0421	Office Procedures I	2.5
SLS 0341	Employability Skills	1.0

Occupational Completion Point B - (5.0 Credits; 150 Contact Hours)		
<i>Job Title: General Office Clerk II</i>		
CGV 0010	Intro to Microcomputers	2.5
GEB 0008	Entre & Priv Ent Syst	2.5

Occupational Completion Point C - (5.0 Credits; 150 Contact Hours)		
<i>Job Title: Customer Care Representative</i>		
BUV 0302	Customer Service/Business	2.5
MTB 0102	Business Math	2.5

Occupational Completion Point D - (5.0 Credits; 150 Contact Hours)		
<i>Job Title: Customer Care Specialist</i>		
MNA 0103	Human Relations at Work	2.5
OTA 0303	Writing For Business	2.5

The total hours required for a Vocational Credit Certificate in Customer Assistance is 600.0.

Early Childhood Education Vocational Credit Certificate

Minimum Grade Level Required for Certificate and Graduation:
Mathematics: 9.0; Language: 9.0; Reading: 9.0
Program Length: 600 Contact Hours (20.0 Vocational Credits)

The Early Childhood Education program prepares adults for employment as a Child Care Worker, Child Care Teacher Aide, Pre-school Teacher, and Child Care Development Specialist. It combines classroom instruction and field work experience with an emphasis on developmentally appropriate programming for young children. The requirements for the Florida Department of Children and Families 20/10 Hour Child Care Training certificate and the Child Development Associate (CDA) equivalency are included in the program. **TABE is required.**

Course	Course Title	Cr
Occupational Completion Point A - (1.3 Credit; 40 Contact Hours)		
<i>Job Title: Child Care Worker</i>		
HEV 0150	Child Care Worker	1.30

Occupational Completion Point B - (3.6 Credits; 110 Contact Hours)		
<i>Job Title: Child Care Teacher Aide</i>		
HEV 0101	Child Care Teacher Aide	.37
HEV 0102	Child Care Tcher Aide Appl	3.30

Occupational Completion Point C - (10.0 Credits; 300 Contact Hours)		
<i>Job Title: Preschool Teacher</i>		
HEV 0174	Preschool Teacher 1	.50
HEV 0173	Preschool Teacher Appl 1	2.00
HEV 0116	Preschool Teacher 2	.80
HEV 0183	Preschool Teacher Appl 2	5.00
HEV 0195	Preschool Teacher 3	.30
HEV 0182	Preschool Teacher Appl 3	1.30

Occupational Completion Point D - (5.0 Credits; 150 Contact Hours)		
<i>Job Title: Child Care Development Specialist</i>		
HEV 0163	Child Care Dev Specialist	.70
HEV 0152	Child Care Dev Spec Appl	4.30

The total hours required for a Vocational Credit Certificate in Early Childhood Education is 600.0.

Electronic Technology Vocational Credit Certificate

Minimum Grade Level Required for Certificate and Graduation:
Mathematics: 10.0; Language: 9.0; Reading: 9.0
Program Length: 1401 Contact Hours (46.7 Vocational Credits)

The Electronic Technology program prepares individuals to assemble, install, operate, maintain, trouble shoot and repair electronic equipment used in industry. Design theory and analysis of electronic systems and application is also covered. To complete this program, students should be able to use the various types of equipment found in general use throughout the electronic industry. **TABE is required.**

Course	Course Title	Cr
Occupational Completion Point A - (8.3 Credits; 249 Contact Hours)		
<i>Job Title: Electronics Assembler</i>		
EEV 0811	D.C. Analysis	3.2
EEV 0821	Electronic Fundamentals	2.5
MTB 0310	Technical Mathematics	1.6
SLS 0341	Employability Skills	1.0

Occupational Completion Point B - (13.4 Credits; 402 Contact Hours)		
<i>Job Title: Electronic Tester</i>		
CGV 0010	Intro to Microcomputers	2.5
EEV 0812	A.C. Analysis	4.2
EEV 0813	Solid State Comp & Circuits	4.2
EEV 0851	Microcomp Maint/Repair 1	2.5

Occupational Completion Point C - (12.5 Credits; 375 Contact Hours)		
<i>Job Title: Electronic Equipment Repairer</i>		
EEV 0815	Digital Fundamentals	5.0
EEV 0826	Microprocessor Syst	5.0
EEV 0852	Microcomp Maint/Repair 2	2.5

Occupational Completion Point D - (12.5 Credits; 375 Contact Hours)		
<i>Job Title: Electronic Technician</i>		
EEV 0002	Electronic Circuit Analysis	2.5
EEV 0814	Analog Circuits	5.0
EEV 0856	TV Circuit Analysis	5.0

The total hours required for a Vocational Credit Certificate in Electronic Technology is 1401.0.

Fire Fighting Vocational Credit Certificate

Minimum Grade Level Required for Certificate and Graduation:
Mathematics: 10.0; Language: 10.0; Reading: 10.0
Program Length: 450 Contact Hours (15.0 Vocational Credits)

The purpose of the Fire Fighting program is to prepare students for employment and certification as a firefighter in accordance with Florida Statutes 633. The program is approved by the division of state fire marshal, bureau of fire standards and training. **TABE is required.**

Course	Course Title	Cr
Occupational Completion Point A - (15.0 Credits; 450 Contact Hours)		
<i>Job Title: Fire Fighter II</i>		
FFP 0005	Fire Rescue Min Stand	13.5
FFP 0077	First Responder	1.5

The total hours required for a Vocational Credit Certificate in Fire Fighting is 450.0.

Insurance Marketing Vocational Credit Certificate

Minimum Grade Level Required for Certificate and Graduation:
Mathematics: 9.0; Language: 9.0; Reading: 9.0
Program Length: 450 Contact Hours (15.0 Vocational Credits)

The purpose of the Insurance Marketing program is to prepare students for employment in the insurance industry as Sales Agents or Sales Representatives. **TABE is required.**

Course	Course Title	Cr
Occupational Completion Point A - (10.0 Credits; 300 Contact Hours)		
<i>Job Title: Salesperson, Retail</i>		
GEB 0008	Entr & Priv Entrprse Syst	2.5
MKA 0011	Survey of Marketing	2.5
OTA 0101	Beginning Keyboarding	1.5
RMI 0001	Principles of Insurance	2.5
SLS 0341	Employability Skills	1.0

Occupational Completion Point B - (5.0 Credits; 150 Contact Hours)		
<i>Job Title: Insurance Sales Worker</i>		
OTA 0301	Oral Business Comm	1.5
RMI 0093	Customer Service Rep	3.5

The total hours required for a Vocational Credit Certificate in Insurance Marketing is 450.0.



Law Enforcement Officer Vocational Credit Certificate

Minimum Grade Level Required for
Certificate and Graduation:
Mathematics: 10.0; Language: 10.0; Reading: 10.0
Program Length: 744.0 Contact Hours (24.8
Vocational Credits)

The Law Enforcement Officer program prepares students for certification as Police Officers in the State of Florida. All Criminal Justice Standards and Training, Department of Education, and local standards will be met. Graduates are eligible for employment with any law enforcement agency in the state upon graduation from the program and successful completion of the State Certification Exam. Topics include law, human behavior, patrol, traffic, criminal investigation and communications. There is an emphasis on practical applications and competency-based performance. This program offered at the School of Justice. **TABE is required.**

Course	Course Title	Cr
Occupational Completion Point A - (24.8 Credits; 744.0 Contact Hours)		
<i>Job Title: Law Enforcement Officer</i>		
<i>(Must complete all the following courses)</i>		
CJD 0210	St Ex Rev Police Off Cert	0.70
CJD 0254	Med First Responder	1.60
CJD 0274	Crim Just Weapon Law Enf 2	1.10
CJD 0620	Police Training Pract	0.70
CJD 0704	Crim Just Def Tactics	3.50
CJD 0705	Crim Just Weapons	2.13
CJD 0723	Vehicle Operations	1.10
CJD 0730	Law Enforce Legal 3	1.10
CJD 0731	Law Enforce Patrol	2.13
CJD 0732	Law Enforce Traffic	1.53
CJD 0734	Law Enforce Invest	2.10
CJD 0760	Crim Just Legal 1	1.50
CJD 0761	Crim Just Legal 2	1.60
CJD 0762	Crim Just Communications	1.90
CJD 0763	Interpersonal Skills	2.20

**The total hours required for a
Vocational Credit Certificate in
Law Enforcement Officer is 744.0.**

Legal Secretary Vocational Credit Certificate

Minimum Grade Level Required for
Certificate and Graduation:
Mathematics: 10.0; Language: 10.0; Reading: 10.0
Program Length: 1050 Contact Hours (35.0
Vocational Credits)

The purpose of the Legal Secretary program is to prepare students for employment as indicated in the occupational exit points listed below. **TABE is required.**

Course	Course Title	Cr
Occupational Completion Point A - (5.0 Credits; 150 Contact Hours)		
<i>Job Title: General Office Clerk I</i>		
OTA 0101	Beginning Keyboarding	1.5
OTA 0421	Office Procedures	2.5
SLS 0341	Employability Skills	1.0
Occupational Completion Point B - (5.0 Credits; 150 Contact Hours)		
<i>Job Title: General Office Clerk II</i>		
CGV 0010	Intro to Microcomputers	2.5
GEB 0008	Entpr & Priv Enterprise Syst	2.5
Occupational Completion Point C - (10.0 Credits; 300 Contact Hours)		
<i>Job Title: Secretary</i>		
OFT 0712	Beginning Word Processing	2.5
OTA 0102	Intermediate Keyboarding	2.5
OTA 0311	Basic Business English	2.5
MTB 0102	Business Math	2.5
Occupational Completion Point D - (15.0 Credits; 450 Contact Hours)		
<i>Job Title: Legal Secretary</i>		
BUL 0240	Business Law	2.5
OCA 0312	Advanced Word Processing	2.5
OTA 0105	Advanced Keyboarding	2.5
OTA 0171	Machine Transcript	2.5
OTA 0303	Writing for Business	2.5
OTA 0470	Legal Office Procedures	2.5

**The total hours required for a Vocational
Credit Certificate
in Legal Secretary is 1050.0.**

Mechanical Drafting Vocational Credit Certificate

Minimum Grade Level Required for
Certificate and Graduation:
Mathematics: 10.0; Language: 9.0; Reading: 9.0
Program Length: 1905 Contact Hours (63.5
Vocational Credits)

The purpose of the Mechanical Drafting program is to prepare students for employment as Drafters who will be qualified to complete detailed working drawings in mechanical, structural, electrical, and building construction applications. It will also provide training for persons previously or currently employed in the field.

This program includes courses in mechanical drafting, computer-aided drafting and design, building construction, mechanical devices, electronic drafting, land surveying, blueprint reading and analysis. **TABE is required.**

Course	Course Title	Cr
Occupational Completion Point A - (5.0 Credits; 150 Contact Hours)		
<i>Job Title: Blueprint Reader</i>		
ETD 0137C	Tech Blueprint Reading 1	3.0
ETD 0139C	Tech Blueprint Reading 2	2.0
Occupational Completion Point B - (15.0 Credits; 450 Contact Hours)		
<i>Job Title: Drafting Assistant</i>		
ETD 0081C	Technical Drawing-Cad 1	4.0
ETD 0082C	Technical Drawing-Cad 2	4.0
ETD 0083C	Tech Working Drawing 1	4.0
MTB 0310	Engineering Measure Comp	3.0
Occupational Completion Point C - (7.0 Credits; 210 Contact Hours)		
<i>Job Title: Drafting Detailer</i>		
ETD 0542C	Tech Working Drawing 2	4.0
ETD 0614C	Electronic Drafting	3.0
Occupational Completion Point D - (18.5 Credits; 555 Contact Hours)		
<i>Job Title: Cad Drafter</i>		
ETD 0230C	Engineering Graphics	5.0
ETD 0350C	Digicad Workshop	1.5
ETD 0562C	Adv CAD Technical	4.0
ETV 0010	Introductory Drawing 1	4.0
SUR 0102C	Surveying Techniques 1	4.0
Occupational Completion Point E - (18.0 Credits; 540 Contact Hours)		
<i>Job Title: Drafter, Mechanical</i>		
ARV 0104	Working Drawings	5.0
BCV 0053	Math & Meth of Bldg Const	4.0
ETD 0543C	Structural Tech Drafting	4.0
SLS 0341	Employability Skills	1.0
SUR 0001	Construction Surveying	4.0

**The total hours required for a
Vocational Credit Certificate in
Mechanical Drafting is 1905.0.**

Network Support Services Vocational Credit Certificate

Minimum Grade Level Required for
Certificate and Graduation:
Mathematics: 9.0; Language: 9.0; Reading: 9.0
Program Length: 900 Contact Hours (30.0
Vocational Credits)

The Network Support Services program prepares the students for employment as Microcomputer Network Technicians and Specialists. Basic clerical skills, network help desk skills, support specialist skills, and network administrator skills are included in the program. This program has been identified as a High Skill/High Wage program by the Division of Workforce Development. **TABE is required.**

Course	Course Title	Cr
Occupational Completion Point A - (5.0 Credits; 150 Contact Hours)		
<i>Job Title: General Office Clerk I</i>		
OTA 0101	Beginning Keyboarding	1.5
OTA 0421	Office Procedures 1	2.5
SLS 0341	Employability Skills	1.0

Occupational Completion Point B - (5.0 Credits; 150 Contact Hours)		
<i>Job Title: General Office Clerk II</i>		
CGV 0010	Intro to Microcomputers	2.5
GEB 0008	Entr & Priv Entrprse Syst	2.5

Occupational Completion Point C - (5.0 Credits; 150 Contact Hours)		
<i>Job Title: Network Support Help Desk</i>		
CGS 0263	Microcomp Network (LAN)	2.5
EEV 0851	Micro Maint/Repair 1	2.5

Occupational Completion Point D - (10.0 Credits; 300 Contact Hours)		
<i>Job Title: Network Support Specialist</i>		
CGS 0266	Computer Networking	2.5
EEV 0700	Input/Output Devices 1	2.5
EEV 0701	Main/Trblsht Net Syst 1	2.5
EEV 0852	Micro Maint/Repair 2	2.5

Occupational Completion Point E - (5.0 Credits; 150 Contact Hours)		
<i>Job Title: Network Administrator</i>		
EEV 0538	Input/Output Devices 2	2.5
EEV 0556	Main/Trblsht Net Syst 2	2.5

*The total hours required for a
Vocational Credit Certificate in
Network Support Services is 900.0.*

PC Support Services Vocational Credit Certificate

Minimum Grade Level Required for
Certificate and Graduation:
Mathematics: 9.0; Language: 9.0; Reading: 9.0
Program Length: 900 Contact Hours (30.0
Vocational Credits)

The PC Support Services program is designed to prepare students for employment as Microcomputer Software Application Specialists. The 900 con-

tact hours include both microcomputer and general business courses. Hands-on experience is an integral part of the program. Activities include the use of keyboards, microcomputers, and peripheral equipment with widely used business applications software, database and other applications. The general business courses include business mathematics, and general office procedures. **TABE is required.**

Course	Course Title	Cr
Occupational Completion Point A - (5.0 Credits; 150 Contact Hours)		
<i>Job Title: General Office Clerk I</i>		
OTA 0101	Beginning Keyboarding	1.5
OTA 0421	Office Procedures 1	2.5
SLS 0341	Employability Skills	1.0

Occupational Completion Point B - (5.0 Credits; 150 Contact Hours)		
<i>Job Title: General Office Clerk II</i>		
CGV 0010	Intro to Microcomputers	2.5
GEB 0008	Entr & Priv Entrprse Syst	2.5

Occupational Completion Point C - (10.0 Credits; 300 Contact Hours)		
<i>Job Title: Software Support Help Desk</i>		
CGS 0510	Elec Spreadst w/Appl	2.5
CGS 0560	Microcomp Oper Syst (DOS)	2.5
MTB 0102	Business Math	2.5
OFT 0712	Beginning Word Processing	2.5

Occupational Completion Point D - (10.0 Credits; 300 Contact Hours)		
<i>Job Title: PC Support Specialist</i>		
ACO 0101	Accounting 1	2.5
CGV 0250	Database Applications	2.5

Electives: 5.0		
<i>(Select 5.0 Credits From The Following List)</i>		
ACO 0511	Microcomp Bookkeep Bus	2.5
BUV 0302	Customer Service/Business	2.5
CGS 0263	Microcomp Network (LAN)	2.5
CGS 0948	Co-Op Work Experience	2.5
EEV 0851	Microcomp Maint/Repair 1	2.5
EEV 0852	Microcomp Maint/Repair 2	2.5
OTA 0303	Writing For Business	2.5

*The total hours required for a Vocational
Credit Certificate in PC Support Services is
900.0.*

Private Security Officer Vocational Credit Certificate

Minimum Grade Level Required for
Certificate and Graduation:
Mathematics: 9.0; Language: 9.0; Reading: 9.0
Program Length: 40 Contact Hours (1.3 Vocational
Credits)

The Private Security Officer program consists of two courses required by the State of Florida prior to licensing as a security officer. The basic "Phase A" course allows the officer to obtain a temporary license. Officers must complete the basic Phase B course within two years to maintain their license.

Course	Course Title	Cr
Occupational Completion Point A - (1.3 Credits; 40 Contact Hours)		
<i>Job Title: Private Security Guard</i>		
CJT 0800	Basic Sec Ofc Trn - Phase A	0.80
CJT 0802	Basic Sec Ofc Trn - Phase B	0.50

*The total hours required for a Vocational
Credit Certificate in Private Security Officer is
40.0.*

Public Safety Telecommunications Vocational Credit Certificate

Minimum Grade Level Required for
Certificate and Graduation:
Mathematics: 10.0; Language: 10.0; Reading: 10.0
Program Length: 238 Contact Hours (7.93
Vocational Credits)

The Public Safety Telecommunications program provides basic skills and knowledge required for public safety dispatching in the fields of law enforcement, fire and rescue services, emergency medical services and emergency management. Students are either department employees or self-sponsored. Emphasis is placed on communication skills, first responder and knowledge of telecommunication equipment and terminology. Training is scenario-based with practical applications using dispatch equipment. This program is offered at The School of Justice only. **TABE is required.**

Course	Course Title	Cr
Occupational Completion Point A - (7.93 Credits; 238 Contact Hours)		
<i>Job Title: Dispatcher: Police, Fire, Ambulance</i>		
CJT 0354	Telecomm Basic Train	6.93
CJT 0940	Telecom Fld Wrk/Prof Dev	1.00

*The total hours required for a
Vocational Credit Certificate in Public Safety
Telecommunications is 238.0.*

Real Estate Marketing Vocational Credit Certificate

Minimum Grade Level Required for
Certificate and Graduation:
Mathematics: 9.0; Language: 9.0; Reading: 9.0
Program Length: 135 Contact Hours (4.5 Vocational
Credits)

The purpose of the Real Estate Marketing program is to prepare students for employment as Real Estate Agents (Occupational Completion Point A) and Real Estate Brokers (Occupational Completion Point B).

Course	Course Title	Cr
Occupational Completion Point A - (2.1 Credits; 63 Contact Hours)		
<i>Job Title: Sales Agent, Real Estate</i>		
REE 0030	Principles & Pract 1	2.1
Occupational Completion Point B - (2.4 Credits; 72 Contact Hours)		
<i>Job Title: Broker, Real Estate</i>		
REE 0032	Principles & Pract 2	2.4

*The total hours required for a
Vocational Credit Certificate in
Real Estate Marketing is 135.0.*

Additional information:

These courses prepare the student to sit for the state license examinations for real estate sales agent and real estate broker; however, the final responsibility for passing the state licensing examinations rests with the student.



Television Production Vocational Credit Certificate

Minimum Grade Level Required for Certificate and Graduation:
Mathematics: 9.0; Language: 9.0; Reading: 9.0
Program Length: 1695 Contact Hours (56.5 Vocational Credits)

The Television Production program is a practical, hands-on introduction to the policies and procedures, and equipment and tasks that must be understood by the entry-level television broadcast technician. In addition to the laboratory simulations that each course contains, extensive internship experience is provided to prepare the participant for successful job entry. **TABE is required.**

Course	Course Title	Cr
Occupational Completion Point A - (20.0 Credits; 600 Contact Hours)		
<i>Job Title: Studio Assistant</i>		
RTT 0003	Careers In Video	1.0
RTT 0170	TV Graphics Proc	3.0
RTT 0176	TV Prod Proc 2	5.0
RTT 0181	TV Prod Proc	5.0
RTT 0189	Film/TV Comp Ap Proc	3.0
RTT 0201	Radio Prod Proc	3.0

Occupational Completion Point B - (10.0 Credits; 300 Contact Hours)

Job Title: Studio Technician

RTT 0002	Broadcast News Proc	2.0
RTT 0175	Master Control Oper Proc	3.0
RTT 0182	TV Direct Proc	5.0

Occupational Completion Point C - (15.0 Credits; 450 Contact Hours)

Job Title: Studio Technician/Edit Assistant

RTT 0177	Field Prod Proc 1	5.0
RTT 0178	Field Prod Proc 2	5.0
RTT 0184	TV Editing Proc	5.0

Occupational Completion Point D - (11.5 Credits; 345 Contact Hours)

Job Title: Television Production/Edit Technician

RTT 0193	Adv Editing Proc	5.0
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RTT 0200	Broadcast Comm Survey	1.5
RTT 0940	TV Studio Internship	5.0

The total hours required for a Vocational Credit Certificate in Television Production is 1695.0.

Teller Operations Vocational Credit Certificate

Minimum Grade Level Required for Certificate and Graduation:
Mathematics: 9.0; Language: 9.0; Reading: 9.0
Program Length: 150 Contact Hours (5.0 Vocational Credits)

The Teller Operations program provides the hands-on training and background information needed to obtain a position as Teller in today's banking industry. It reflects the changing responsibilities of tellers due to industry and legal compliance issues that are occurring in the financial services area.

Course	Course Title	Cr
Occupational Completion Point A - (5.0 Credits; 150 Contact Hours)		
<i>Job Title: Bank Tellers</i>		
BAN 0930	Banking For Tellers	1.5
BRC 0109	Teller Training	3.5

The total hours required for a Vocational Credit Certificate in Teller Operations is 150.0

Travel and Tourism Industry Operations Vocational Credit Certificate

Minimum Grade Level Required for Certificate and Graduation:
Mathematics: 9.0; Language: 9.0; Reading: 9.0
Program Length: 600 Contact Hours (20.0 Vocational Credits)

The purpose of this program is to prepare students for employment in the travel industry and to pro-

vide continuing workforce education for those persons previously or currently employed in this industry.

The program consists of three areas of specialization that includes a core, and one area of specialization that does not include the core. Upon completion of the program, the student will be credentialed as a Travel Agent/Counselor.

The content includes, but is not limited to, selling, transporting, advertising, displaying, and planning travel services. **TABE is required.**

Course	Course Title	Cr
Occupational Completion Point A - (10.0 Credits; 300 Contact Hours)		
<i>Job Title: Travel Sales Representative</i>		
<i>(Select All The Courses To Complete Ocp A - Ocp D)</i>		
HMV 0033	Transp/Geograph Concepts	2.5
HMV 0034	Fund of The Travel Industry	2.5
HMV 0511	Sell in Compet Serv Environ	2.0
HMV 0703	Airline Ticketing Proc	3.0

OCA is the program core and must be completed prior to registering for courses in OCP B - OCP D.

Occupational Completion Point B - (5.0 Credits; 150 Contact Hours)

(Program core must be completed)

Job Title: Airline Sales Reservationist

HMV 0030	Travel/Tour Career Plan	1.0
HMV 0702	Airline Comp Reservations	3.0
SLS 0341	Employability Skills	1.0

Occupational Completion Point C - (5.0 Credits; 150 Contact Hours)

(Program core must be completed)

Job Title: Outside Sales Representative

HMV 0602	Sales in The Travel Agency	2.5
HMV 0944	Travel/Tourism Internships	2.5

Occupational Completion Point D - (10.0 Credits; 300 Contact Hours)

(Program core must be completed)

Job Title: Travel Sales Counselor

HMV 0030	Travel/Tour Career Plan	1.0
HMV 0642	Convention/Meeting Plan	1.0
HMV 0702	Airline Comp Reservations	3.0
HMV 0711	Cruise Lines Sales	1.0
HMV 0720	Incentive Specialty/Travel	1.0
HMV 0732	Travel Mgt Microcomp Appl	2.0
HMV 0948	Co-Op Work Experience	1.0

Occupational Completion Point E - (5.0 Credits; 150 Contact Hours)

(Program core is not required)

Job Title: Tour Escort

HMV 0030	Travel/Tour Career Plan	1.0
HMV 0031	Intro/Travel Industry 1	3.0
HMV 0720	Incentive Specialty/Travel	1.0

Program core is not required for completion of OCP E.

The total hours required for a Vocational Credit Certificate in the Travel and Tourism Industry Operations is 600.00.

Additional Information:

For information and advisement, call (305) 237-1093 or visit the Travel Lab - Room 3128 - North Campus.

Allied Health/Nursing Programs

Medical Center Campus

The College offers a variety of educational opportunities for those who wish to prepare for health care careers. Each nursing and allied health program is designed to offer a combination of technical and general education courses. The technical courses are both didactic and clinical, requiring students to apply their knowledge in a health care setting. The programs are usually two years in length and lead to an Associate in Science or Associate in Applied Science degree. The College also offers shorter College Credit Certificate, Vocational Credit Certificate, and Applied Technology programs in the health care fields.

Program Admission

Students should not interpret acceptance into the College as automatic eligibility to enter the nursing or other allied health programs. Those desiring enrollment in a program must first consult with an advisor in the New Student Center on the Medical Center Campus and are encouraged to attend program information sessions. There are basic admission requirements;

Students must:

1. Be high school graduates or have a G.E.D.
2. Complete admission to Miami-Dade Community College
3. Submit the completed program application by the due date to the Medical Center Campus
4. Complete the computer placement test (CPT), if required, and any required College Preparatory courses
5. Successfully complete HSC 0001
6. Have a minimum grade point average (GPA) of 2.0 for all college work attempted unless waived by the program chairperson/director

7. Have achieved a grade of "C" or higher in any general education or natural science courses required for program selection.

An applicant who has been convicted of a felony or is the subject of an arrest pertaining to a controlled substance should confer with an authorized representative of the regulatory/licensing agency to determine eligibility for future credentialing and practice. Graduates are subject to the laws, policies, and procedure of their respective regulatory/licensing boards. The College cannot assure licensure/certification.

Students are subject to the policies and procedures of affiliating agencies.

Admission requirements are subject to revision. Students should obtain the most current program information from the New Student Center on the Medical Center Campus. A program may have additional published selection criteria.

Student Selection/Progression

Most allied health and nursing programs at the Medical Center Campus are limited in the number of students they can enroll. These enrollment limits are based on:

1. Accreditation criteria/essentials and/or state licensure regulations
2. Clinical rotation site availability
3. On-campus clinic and/or laboratory facilities
4. Employment opportunities

Programs will make student selection decisions on the basis of published criteria. Applicants with comparable non-collegiate preparation in nursing or an allied health field may be awarded credits through examination and validation.

In keeping with its mission and goals, and in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, the Medical Center Campus promotes an environment of respect and support for persons with disabilities and will make reasonable accommodations in accordance with these laws. The definition of individuals with disabilities are those who currently have, have a record of having, or are regarded as having, a physical or mental impairment that substantially limits one or more major life

activities. Major life activities include caring for oneself, performing manual tasks, walking, seeing, hearing, breathing, and working.

Individuals applying for admission, progression to clinical courses, and graduation from a program in nursing or allied health must be able to meet the physical and emotional requirements of the academic program. In addition, students admitted to programs in nursing and allied health technologies must possess:

- The emotional maturity and stability to approach highly stressful human situations in a calm and rational manner
- The ability to make clinical judgment using critical thinking
- The ability to adhere to ethical standards of conduct as well as applicable state and federal laws
- The ability to effectively communicate, orally and in writing, with patients and their families, colleagues, health care providers and the public

An individual who poses a direct threat to the health or safety of others or themselves may be denied admission, progression, and graduation. The college's determination that a person poses a direct threat will be based on an individualized assessment that relies on current medical evidence or on the best available evidence to assess 1) the nature, duration and severity of the risk and 2) the probability that the potential injury will actually occur. For additional information on specific, job-related standards, consult the program of your choice.

Due to the unique responsibilities involved in the nursing and allied health professions, each program reserves the right to require that the student who does not meet all of the published technical/performance standards for a program may be requested to withdraw from that program and be guided into another curriculum of study at the College.

For information concerning pre-professional programs in the medical, nursing and allied health fields, which are designed to prepare students for transfer to upper division colleges and universities, consult the section on Associate in Arts programs.



Special and Additional Requirements to Specific Associate in Science Degree Programs

Emergency Medical Services

1. Entry into any Emergency Medical Services (EMS) course is restricted to students who have met with an EMS advisor and have received approval to enter the class.
2. If you wish to take any EMS course, you should note that they must be taken in order. You must complete First Responder (EMS 1059, EMS 1059L), then Emergency Medical Technician (EMS 1119, 1119 L) and finally Paramedic (separate courses).
3. If you wish to enter Emergency Medical Technician (EMT) or paramedic courses, you must have passing scores on the computer placement test (CPT) or have satisfactorily completed the required College Preparatory courses. You may be exempt from the CPT as per the College catalog. The CPT is not required for First Responder.
4. You must demonstrate comprehension and proficiency in the English language at the College level.
5. You may (at the discretion of the chairperson) receive credit for certain classes (EMS 1059, 1059L, 1119, 1119L or 1431) taken at other accredited institutions. However, you

may not skip any required courses under any circumstances.

6. To enter the paramedic program, you must have successfully completed BSC 2085 and 2085L.
7. You must have your application in by the deadline, once you have met the pre-requisites for paramedic, for the specific term you desire. Late applications will not be accepted.

Health Information Management

Students must:

1. Type at a speed of 35 words per minute or better. Taking OST 1100 or equivalent may fulfill this requirement.
2. Demonstrate comprehension and proficiency in the English language at the College level.
3. Satisfactorily complete an end-of-program competency assessment examination.

Nursing, Associate Degree, R.N. (Three Options)

Interested students should submit an application to the School of Nursing, indicating their desired date of entry and desired nursing option, no later than three months before they wish to begin a nursing option. Late applications may be considered if space is available. Applications will be accepted up to two years prior to the desired date of entry. Since space is limited, selection will be based on completion of the requirements listed below and the date the application is received in the School of Nursing. Students should contact the New Student Center on the Medical

Center Campus to request a School of Nursing Information Booklet for specific, detailed information.

To be eligible for selection into a nursing option, all applicants must meet previously stated criteria and:

1. Have passing scores on the Basic Skills Assessment Test or have satisfactorily completed specified College Preparatory courses. Applicants may be exempt from the CPT (see page XX).
2. Maintain a GPA of 2.0 or above on a 4.0 scale in College level courses, and receive a grade of "C" or its equivalent, or higher in all courses which are required for admission.
3. Have accumulated no more than a total of six grades of "D", "F", or "W" in science courses required for the nursing curriculum.

(anatomy and physiology, microbiology, and chemistry, including labs).

4. Complete ENC 1101, PHI 2604, NUR 1143 and BSC 2085, 2085L, 2086, 2086L for a full-time track or ENC 1101, PHI 2604, NUR 1143 and BSC 2085, 2085L for a part-time track prior to selection, at a minimum.

Applicants must also complete HSC 0001 (Introduction to Health Care), or its equivalent to be eligible to begin a nursing option.

The School of Nursing reserves the right to add, withdraw, revise, or substitute courses as necessary to maintain the quality of the nursing programs.

Generic Option

This is the basic option for the student who seeks a career in nursing. The descriptions follow for selected options which exist for students with specific educational or nursing backgrounds. Students can choose any option for which they are eligible. The full-time track takes two years to complete. Classes begin each August and January. The part-time track takes three years and begins in August. Courses with a course number beginning BSC or NUR are date sensitive. Refer to the School of Nursing Information Booklet for specific information.

Transitional Option

This is designed for licensed practical nurses (LPN) or other individuals with health care education and licensure or

certification. Detailed information about eligibility requirements is found in the School of Nursing Information Booklet. The full-time track takes one (1) year to complete. Classes begin each August and January. The part-time track takes two (2) years and begins in January. Courses with the course number beginning BSC or NUR are date sensitive. Refer to the School of Nursing Information Booklet for specific information.

In addition to the requirements for all nursing applicants, students interested in the full-time track in the Transitional Option must complete all but three of the general education and science course requirements for the nursing curriculum before beginning.

In addition, all applicants to the Transitional Option must:

1. Be licensed practical nurses in Florida, or other selected individuals with specific experiences.
2. Demonstrate competency in health care-related knowledge and skills.

Accelerated Option

This is designed for those who hold a Bachelor's degree from an accredited institution in any field of study and seek a career change to nursing. This intensive, full-time program takes one (1) year to complete. Classes begin each January.

In addition to the requirements for all nursing applicants, students interested in the Accelerated Option must complete the following additional requirements to be eligible for selection:

1. Hold a Bachelor's degree from an accredited institution.
2. Earn a score of 78 or above on the basic skills reading test (CPT).
3. Complete fifteen (15) natural science/mathematics credits, including BSC 2085, 2085L, 2086, 2086L, with a "C" or higher. Accelerated Option candidates are exempt from NUR 1143 and the general education core, but will be required to complete the health career core, or equivalent, to be eligible.
4. Individuals who hold degrees from institutions outside the United States must refer to the School of Nursing Information Booklet for more specific information about their eligibility for this nursing option.

Radiologic Technology

This program is designed for the radiologic technologist who is already a graduate of an accredited hospital program for the radiographer. Upon presentation of satisfactory evidence of such graduation and proof of current registration with the American Registry of Radiologic Technologists, students may be granted forty-five (45) credits and will be able to earn the Associate in Science degree by completion of twenty-one (21) additional credit hours.

Further information may be obtained by calling the Radiologic Sciences Department at the Medical Center Campus.

Additional Offerings

Division of Continuing and Community Education, Medical Center Campus

The Medical Center Campus provides professional continuing education for the health care community by offering courses in many of the nursing and allied health disciplines. Health care providers matriculate in these courses to meet state licensure, national registry, or certification requirements for their respective board or association. Students take these courses to maintain and update competence, learn new skills in their field, and/or become multi-skilled/cross-trained.

The Alliance for Employee Advancement

College credit courses, for those pursuing Associate degrees or meeting prerequisites for Baccalaureate programs, are offered on site for convenience of employees.

Contract Education and Custom Design Courses

Courses can be developed on a contract-for-services basis with agencies. Individual courses or a series of offerings can be custom designed to meet an agency's specific educational and training needs.

Refresher Courses

These courses are designed to keep health care professionals updated in their fields.

Remediation Course

This is a 10-week Florida Board of Nursing approved NCLEX-RN remediation course which is designed to prepare the individual to successfully pass the nursing licensure examination.

Licensing Examination Review Courses

These courses prepare graduates for licensing examinations.

Contact Hours for Relicensure

These courses focus on topics relevant to health care professionals, with contact hours being provided for relicensure. Included are CPR, ACLS, HIV/AIDS, and domestic violence.

Cross-Training/Multi-Skilling

These courses build on current expertise and expand practice possibilities. Included are EKG, phlebotomy and basic x-ray machine operator; MRI, CAT scan, and mammography skills for radiographers, and IV therapy for LPNs.

Internships/Preceptorships

Clinically oriented programs are offered to cross-train registered nurses to assume new challenges in such areas as perioperative, intrapartum, emergency room, and critical care nursing.

Professional Continuing Education Certificates

These intensive programs include bone densitometry, magnetic resonance Imaging, computerized axial tomography (CAT) scan, mammography and chemotherapy administration.

Community Education

Seminars, workshops, short courses, and lectures on a variety of health related topics are provided for non-profit organizations, schools, churches, and other community based organizations.

Dental Hygiene Associate in Science

The Dental Hygienist is a licensed member of the dental health team dedicated to helping patients maintain good oral health and prevent dental disease and disorders. The dental hygienist performs dental cleaning, teaches patients proper oral care, takes x-rays and provides nutritional counseling for optimal oral health.

Course	Course Title	Cr
Major Courses First Term - 13 Credits Required (Select the following courses)		
DEH 1002	Pre Clin Dent Hyg	2
DEH 1002L	Pre Clin Den Hyg Lab	2
DEH 1130	Dentl Anat Hist/Phys	2
DEH 1130L	Dentl Anat Hist/Phys Lab	1
DEH 2933L	Dentl Hyg Records Lab	2
DEH 1200	Dental Radiology	2
DES 1200L	Dental Radiology Lab	2

Major Courses Second Term - 15 Credits Required (Select the following courses)		
DEH 1400	General/Oral Path	3
DEH 1800	Dental Hygiene 1	2
DEH 1800L	Dentl Hyg 1 Clin	3
DEH 1811	Professional Issues	2
DES 1600	Dentl Office Emergency	2
HUN 1012	Nutritional Counsel	3

Major Courses Third Term - 6 Credits Required (Select the following courses)		
DEH 1230L	Adv Radio & Cln As Tech	2
DEH 1802L	Dent Hygiene 2 Clin	1
DEH 1804L	Dental Hygiene 3 Cln	1
DEH 2300	Dental Medcn/Pharma	2

Major Courses Fourth Term - 12 Credits Required (Select the following courses)		
DEH 2603	Periodontology	2
DEH 2603L	Periodontology Lab	1
DEH 2701	Com Dental Hlth 1	3
DEH 2806	Dental Hygiene 4	2
DEH 2806L	Dental Hygiene 4 Cln	4

Major Courses Fifth Term - 11 Credits Required (Select the following courses)		
DEH 2702L	Com Dent Health 2 Cl	2
DEH 2808	Dental Hygiene 5	2
DEH 2808L	Dental Hygiene 5 Cln	4
DES 2130	Den Material/Special	2
DES 2130L	Dent Mater/Spec Lab	1

Science/Psychology Courses - 16 Credits Required (Select the following courses)		
BSC 2085	Hum Anat & Phy 1	3
BSC 2085L	Hum Anat & Phy Lab 1	1
BSC 2086	Hum Anat & Phy 2	3
BSC 2086L	Hum Anat & Phy Lab 2	1
MCB 2013	Microbiology	3
MCB 2013L	Microbiology Lab	2
SYG 2000	Intro to Sociology	3

Communications - 3 Credits Required (Select the following course)		
ENC 1101	English Comp 1	3

Oral Communications - 3 Credits Required (Select the following course)		
SPC 1026	Fund of Speech Comm	3

Humanities- 3 Credits Required (Select the following course)		
PHI 2604	Crit Think/Ethics	3

Behavioral Science/Social Environment- 3 Credits Required (Select the following course)		
PPE 1005	Psy of Personal Effect	3

Mathematics/Science - 3 Credits Required (Select the following course)		
CHM 1033	Chem for Hlth Sci	3

Computer Competency
By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the computer competency test and **pass** or

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education or vocational credit course or retest with a **passing** score on the computer competency test

Total credits required for Associate in Science degree is 88.

Additional information:

Due to the limited number of students that can be accepted into the Dental Hygiene program, it is important that applicants be properly informed. For information, advisement, application forms, and deadline dates, interested students should contact the Department of Dental Hygiene, medical center campus.

Note: HSC 0001 - Introduction to Health Care or its equivalent will be required for admission into the Dental Hygiene program.

Diagnostic Medical Sonography Technology Associate in Science

The Diagnostic Medical Sonography Technology program prepares the student to become a Diagnostic Medical Sonographer. The Diagnostic Medical Sonographer provides patient services, using diagnostic ultrasound under the supervision of a doctor of medicine or osteopathy who is responsible for the use and interpretation of ultrasound procedures. The sonographer assists the physician in gathering sonographic data necessary to reach diagnostic decisions.

Course	Course Title	Cr
Major Courses First Semester - 12 Credits Required (Select the following courses)		
SON 1000L	Intro to Sonography	1
SON 1006L	Prof Aspect of Sonography	1
SON 1100L	Prin & Prtcl of Imaging	2
SON 1111C	Abdominal Sonography 1	2
SON 1113L	Sonograph Crosssect Anat	2
SON 1121C	OB/GYN Sonography 1	2
SON 1804	Sonography Clinic 1	2

Major Courses Second Semester - 12 Credits Required (Select the following courses)		
SON 1001L	Intro to Sonography 2	1
SON 1005L	Basic Sonography	2
SON 1112C	Abdominal Sonography 2	2
SON 1122C	OB/GYN Sonography 2	2
SON 1814	Sonography Clinic 2	2
SON 2400C	Echocardiography 1	2
SON 2931L	Film Critique 1	1

Major Courses Third Semester - 6 Credits Required (Select the following courses)		
SON 1141C	Small Parts Sonogrph Lab	2
SON 1824	Sonography Clinic 3	3
SON 2932L	Film Critique 2	1

Major Courses Fourth Semester - 12 Credits Required (Select the following courses)		
SON 1115L	Duplex Abdominal Son	1
SON 1145L	Pediatric Sonography	1
SON 2139L	Cardiovascular Prin	1
SON 2161C	Neurosonography	2
SON 2401C	Echocardiography 2	2
SON 2614C	Acoust Physics/Instr 1	2
SON 2834	Sonography Clinic 4	2
SON 2933L	Film Critique 3	1

Major Courses Fifth Semester- 10 Credits Required (Select the following courses)		
SON 2618C	Acoust Physics/Instru 2	2
SON 2619C	Doppler Princ & Instrum	2

SON 2844	Sonography Clinic 5	3
SON 2910L	Directed Research	1
SON 2930L	Seminar In Sonography	1
SON 2934L	Film Critique 4	1

Major Courses Sixth Semester - 5 Credits Required (Select the following courses)		
SON 2935L	Film Critique 5	1
SON 2854	Clinic 6	3
SON 2950L	Journal Review	1

Communications - 3 Credits Required (Select the following course)		
ENC 1101	English Comp 1	3

Oral Communications - 3 Credits Required (Select the following course)		
SPC 1026	Fund of Speech Comm	3

Humanities - 3 Credits Required (Select the following course)		
PHI 2604	Crit Think/Ethics	3

Behavioral Science/Social Environment- 3 Credits Required (Select the following course)		
PPE 1005	Psy of Personal Effect	3

Mathematics/Science - 3 Credits Required (Select the following course)		
MAC 1105	College Algebra	3

Computer Competency
By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the computer competency test and **pass** or
By the 31st earned college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education or vocational credit course or retest with a **passing** score on the computer competency test

Total credits required for Associate in Science degree is 72.

Additional Information:

Note: HSC 0001 - Introduction to Health Care or its equivalent will be required for admission into the Diagnostic Medical Sonography Technology program.

Emergency Medical Services Associate in Science

The Emergency Medical Services program is designed according to national and state standards. Graduates will perform as advanced practitioners and as leaders in the technical supervisory and managerial aspects of advanced emergency care. Graduates will be prepared primarily for employment in agencies of advanced emergency care. Graduates will be prepared primarily for employment in agencies providing pre-hospital emergency medical care and secondarily, for jobs in emergency and other acute care areas of the hospital.

Course	Course Title	Cr
Major Courses First Semester- 9 Credits Required (Select the following courses)		
EMS 1119	Emergency Med Tech	4
EMS 1119L	Emer Med Tech Lab/Cl	2
EMS 1431	EMT Hosp/Field Exp	3

Major Courses Second Semester - 15 Credits Required

(Select the following courses)

EMS 2601	Paramedic Lecture 1	8
EMS 2601L	Paramedic Lab 1	4
EMS 2664	Paramedic Clinic 1	3

Major Courses Third Semester - 15 Credits Required

(Select the following courses)

EMS 2602	Paramedic Lecture 2	8
EMS 2602L	Paramedic Lab 2	4
EMS 2665	Paramedic Clinic 2	3

Major Course Fourth Semester - 8 Credits Required

(Select the following courses)

EMS 2659	Emer Med Field Inter	8
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Major Courses Fifth Semester - 3 Credits Required

(Select From The Following Course)

EMS 2311	Emer Med Ser Oper	3
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Science Courses - 5 Credits Required

(Select the following courses)

BSC 2085L	Hum Anat & Phy Lab 1	1
BSC 2086	Hum Anat & Phys 2	3
BSC 2086L	Hum Anat & Phy Lab 2	1

Electives - 3 Credits Required

(Select the following course)

MNA 1345	Effective Supervision	3
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Communications - 3 Credits Required

(Select the following courses)

ENC 1101	English Comp 1	3
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Oral Communications - 3 Credits Required

(Select the following course)

SPC 1026	Fund of Speech Comm	3
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Humanities - 3 Credits Required

(Select the following course)

PHI 2604	Crit Think/Ethics	3
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Behavioral Science/Social

Environment - 3 Credits Required

(Select the following course)

PPE 1005	Psy of Personal Effect	3
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Mathematics/Science - 3 Credits Required

(Select the following course)

BSC 2085	Hum Anat & Phy 1	3
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Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the computer competency test and **pass** **or**

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student must **pass** CGS 1060, an equivalent continuing education **or** vocational credit course or retest with a **passing** score on the computer competency test

Total credits required for Associate in Science degree is 73.

Additional Information:

It is important that applicants be properly informed for information, advisement, application forms, selection criteria and deadline dates. Interested students should contact the Department of Emergency Medical Services, Medical Center Campus.

Health Information Management Associate in Science

The Health Information Management program prepares the individual for employment as a Health Information Technician in a variety of health care facilities. The technician may function in various capacities, having responsibilities such as coding of diagnoses and procedures; processing of health information; storage and retrieval of health information and statistical reporting. Other aspects of the curriculum include medical legal aspects, quality assessment and supervision of the daily operations of a Health Information Department. Management of computerized health information is emphasized. Clinical experiences are provided under the supervision of qualified professionals to enhance classroom instruction and demonstrate current advances in health information practice. A grade of "C" or better is required in all program courses.

Course	Course Title	Cr
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Major Courses First Semester - 5 Credits Required

(Select the following courses)

HIM 1000	Intro/Health Info Mgmt	2
HIM 2472	Medical Terminology	3

Major Courses Second Semester - 10 Credits Required

(Select the following courses)

BSC 2085L	Hum Anat/Phy 1 Lab	1
*** HIM 2300	Hth Care Fac/Deliver Syst	2
HIM 1110	Hlth Rec Mgt & Data Coll	2
HIM 1110L	Hlth Rec Mgt/Data Coll Lab	3
HIM 1800	Health Info Mgmt Dir Pr 1	2

Major Courses Third Semester - 13 Credits Required

(Select the following courses)

BSC 2086	Hum Anat & Phy 2	3
BSC 2086L	Hum Anat & Phy 2 LAB	1
HIM 2500	Data Mgt & Qual Assmt	2
HIM 2500L	Data Mgt & Qual Assmt Lab	1
HIM 2512	Sup & Org Hlth Info Mgt	2
HIM 2512L	Sup & Org Hlth Inf Mgt Lab	2
HIM 2820	Hlth Info Mgt Dir Prac 2	2

Major Courses Fourth Semester - 6 Credits Required

(Select the following courses)

*** HIM 2012	Legal Asp Hlth Care	2
HIM 2253C	CPT Coding	2
HIM 2400C	Div Non-Hosp Hlth Rec	2

Major Courses Fifth Semester - 9 Credits Required

(Select the following courses)

** CGS 2140C	Health Apl/Data Proc	2
HIM 2222	Basic ICD-9-CM Coding	2
HIM 2222L	Basic ICD-9-CM Coding Lab	3
HIM 2430	Basic Prin of Disease 1	2

Major Courses Sixth Semester - 9 Credits Required

(Select the following courses)

HIM 2260C	Hlth Ins Bng & Fin Reim	2
HIM 2431	Basic Prin of Disease 2	2
HIM 2234	Adv ICD-9-CM Coding	2
HIM 2234L	Adv ICD-9-CM Coding Lab	1
HIM 2810	Hlth Info Mgmt Dir Pr 3	2

Communications - 3 Credits Required

(Select the following course)

*** ENC 1101	English Comp 1	3
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Oral Communications - 3 Credits Required

(Select the following course)

*** SPC 1026	Fund of Speech Comm	3
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Humanities - 3 Credits Required

(Select the following course)

*** PHI 2604	Crit Think/Ethics	3
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Behavioral Science/Social

Environment- 3 Credits Required

(Select the following course)

*** PPE 1005	Psy of Personal Effect	3
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Mathematics/Science - 3 Credits Required

(Select the following course)

BSC 2085	Hum Anat & Phy 1	3
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Computer Competency

By the 16th earned college level credit (excluding

EAP and college preparatory courses), a student **must** take the computer competency test and **pass** **or**

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student must **pass** CGS 1060, an equivalent continuing education **or** vocational credit course or retest with a **passing** score on the computer competency test

Total credits required for Associate in Science degree is 67.

Additional Information:

Note: All students must complete HSC 0001 - Introduction to Health Care prior to entrance or in the first semester.

**CGS2140C - Health Applications for Data Processing must be completed (no waivers/no substitutions).

*** May be taken any semester.

Histologic Technology Associate in Science

The Histologic Technology program prepares the student for employment in an unlimited choice of practice settings including: hospitals, clinics, nursing homes, clinical laboratories, veterinary pathology and forensic pathology. A Histotechnologist will be able to freeze and cut tissues, mount tissue samples on slides and stain them with dyes to make the cell details visible under the microscope. Graduates are eligible to sit for the Florida State Licensure and Registry with the American Society of Clinical Pathologists and equivalent licensure.

Course	Course Title	Cr
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Major Courses First Term - 10 Credits Required

(Select the following courses)

BSC 2085L	Human Anat & Phy Lab 1	1
CHM 1033	Chem for Health Sci	3
CHM 1033L	Chem for Health Sci Lab	1
HIM 2472	Medical Terminology	3
MLT 1752	Lab Math & Quality Contr	2

Major Courses Second Term - 17 Credits Required

(Select the following courses)

BSC 2010	Principles of Biology 1	3
BSC 2086	Human Anat & Phy 2	3
BSC 2086L	Human Anat & Phy Lab 2	1
MLT 1191	Histotechnology 1	3
MLT 1191L	Histotechnology 1 Lab	2
MLT 1195C	Tissue Identification 1	3
MLT 1196	Lab Safety & Regulations	2

Major Courses Third Term - 14 Credits Required

(Select the following courses)

MCB 2013	Microbiology	3
MCB 2013L	Microbiology Lab	2
MLT 2192	Histotechnology 2	3
MLT 2192L	Histotechnology 2 Lab	2
MLT 2197C	Tissue Identification 2	4

Major Courses Fourth Term - 8 Credits Required

(Select the following courses)

MLT 2180C	Infect Dis/Cntrl Practices	3
MLT 2198	Histochemistry	3
MLT 2198L	Histochemistry Lab	2

Major Courses Fifth Semester - 5 Credits Required

(Select the following courses)

MLT 1840L	Histotech Practicum 1	5
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Major Courses Sixth Semester - 7 Credits Required

(Select the following courses)

MLT 2841L	Histotech Practicum 2	5
MLT 2931	Histotechnology Seminar	2

Communications - 3 Credits Required

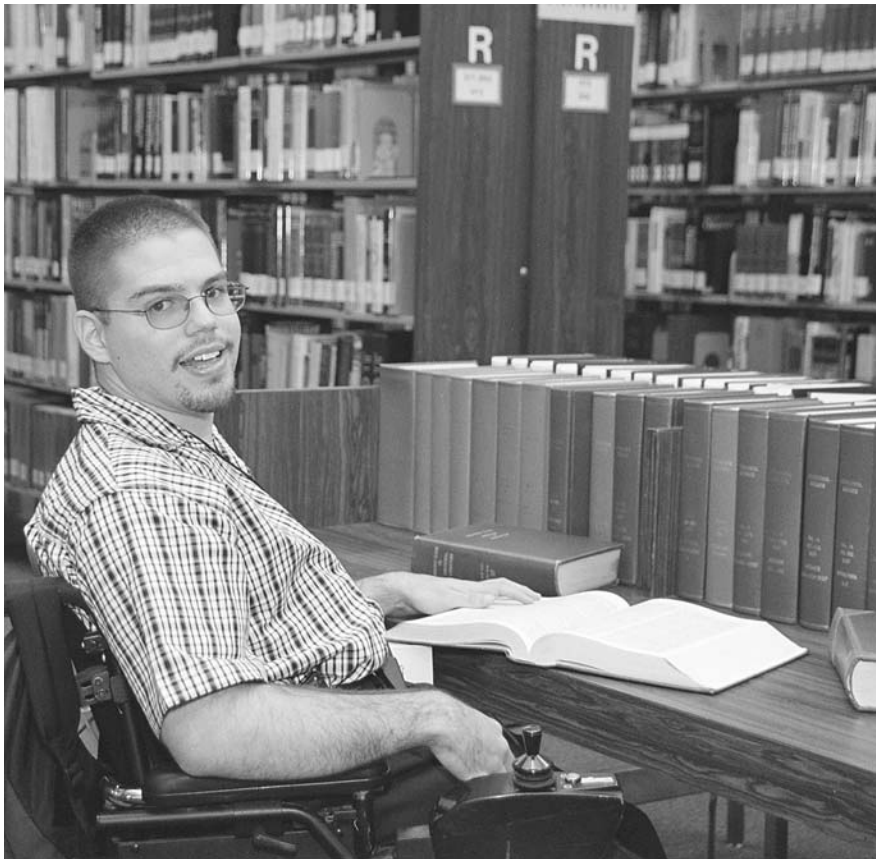
(Select the following course)

ENC 1101	English Comp 1	3
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Oral Communications - 3 Credits Required

(Select the following course)

SPC 1026	Fund of Speech Comm	3
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Humanities- 3 Credits Required

(Select the following course)

PHI 2604	Crit Think/Ethics	3
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Behavioral Science/Social Environment- 3 Credits Required

(Select the following course)

PPE 1005	Psy oOf Personal Eff	3
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Mathematics/Science - 3 Credits Required

(Select one of the following courses)

BSC 2085	Human Anat & Phy 1	3
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Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the computer competency test and **pass** *or*

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education **or** vocational credit course or retest with a **passing** score on the computer competency test

Total credits required for Associate in Science degree is 76.

Additional Information:

Due to the limited number of students that can be accepted into the Histologic Technology program, it is important that applicants be properly informed. For information, advisement, application forms, and deadline dates, interested students should contact the department of Histologic Technology, Medical Center Campus.

Note: HSC 0001 - Introduction to Health Care or its equivalent will be required for admission into the Histologic Technology program.

Medical Laboratory Technology Associate in Science

The Medical Laboratory Technology program prepares the graduate to work as part of the health care delivery team in a non-profit clinical laboratory or

research laboratory. Clinical practice is conducted in local health care facilities under the supervision of qualified registered professional personnel. Graduates are eligible for Florida State Licensure and Registry with the American Society of Clinical Pathologists and equivalent licensure.

Course	Course Title	Cr
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Major Courses First Semester - 9 Credits Required

(Select the following courses)

MLT 1040L	Intro/Medtech Lab	1
MLT 1210C	Clin Ulinalysis W/Lb	2
MLT 1300	Clinical Hematology	2
MLT 1300L	Clin Hematology Lab	2
MLT 1752	Lab Math & Qual Cntrl	2

Major Courses Second Semester - 9 Credits Required

(Select the following courses)

MLT 1500	Clin Immuno/Serology	2
MLT 1500L	Clin Immuno/Ser Lab	1
MLT 1610	Clinical Chem 1	2
MLT 1610L	Clin Chem 1 Lab	2
MLT 2402	Clinical Microbio 1	1
MLT 2402L	Clinical Microbio Lab 1	1

Major Courses Third Semester - 6 Credits Required

(Select the following courses)

MLT 1330	Clinical Coagulation	1
MLT 1330L	Clin Coagulation Lab	1
MLT 2525	Immuno/Hematology	2
MLT 2525L	Immuno/Hematology Lab	2

Major Courses Fourth Semester - 9 Credits Required

(Select the following courses)

MLT 2403	Clin Microbiology 2	2
MLT 2403L	Clin Microbiology Lab 2	2
MLT 2620	Clinical Chem 2	2
MLT 2620L	Clinical Chem 2 Lab	1
MLT 2624L	Sp Tech/Clin Chem I	2

Major Courses Fifth Semester- 14 Credits Required

(Select the following courses)

MLT 2807L	Hosp Pract: Immuno	3
MLT 2809L	Hosp Pract: Hem	3

MLT 2810L	Hosp Pract: Chem	3
MLT 2811L	Hosp Pract: Micro	3
MLT 2930	Med Lab Tech Seminar	2

Science Courses - 14 Credits Required

(Select the following courses)

BSC 2085L	Hum Anat & Phy 1 Lab	1
BSC 2086	Hum Anat & Phy 2	3
BSC 2086L	Hum Anat & Phy 2 Lab	1
CHM 1025	Intro Chemistry	3
CHM 1025L	Intro Chem Lab	1
MCB 2013	Microbiology	3
MCB 2013L	Microbiology Lab	2

Students must take the sequence CHM1025, 1025L.

Communications - 3 Credits Required

(Select the following course)

ENC 1101	English Comp 1	3
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Oral Communications - 3 Credits Required

(Select the following course)

SPC 1026	Fund of Speech Comm	3
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Humanities- 3 Credits Required

(Select the following course)

PHI 2604	Crit Think/Ethics	3
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Behavioral Science/Social Environment- 3 Credits Required

(Select the following course)

PPE 1005	Psy of Personal Effect	3
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Mathematics/Science - 3 Credits Required

(Select the following course)

BSC 2085	Hum Anat & Phy 1	3
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Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the computer competency test and **pass** *or*

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education **or** vocational credit course or retest with a **passing** score on the computer competency test

Total credits required for Associate in Science degree is 76.

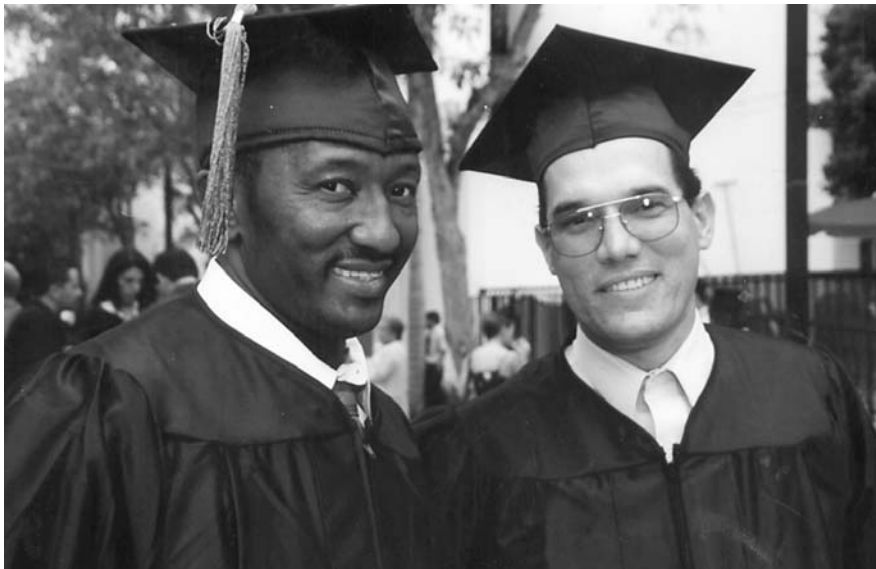
Additional Information:

Due to the limited number of students that can be accepted into the Medical Laboratory Technology program, it is important that applicants be properly informed. For information, advisement, application forms, and deadline dates, interested students should contact the department of Medical Laboratory Technology, Medical Center Campus.

Note: HSC0001 - Introduction to Health Care or its equivalent will be required for admission into the Medical Laboratory Technology program.

Midwifery Associate in Science

The Midwifery program prepares students to provide care for mothers who are expected to have a normal pregnancy, labor and delivery. Classroom and clinical instruction incorporates the core competencies established by the Midwives Alliance of North America and the American College of Nurse-Midwives. The student who successfully completes this program will earn an Associate in Science degree in Midwifery and satisfy the educational requirements to take the state board examination to become a Florida licensed midwife. This program is



approved by the State of Florida Council of Licensed Midwifery, and accredited by the Midwifery Education Accreditation Council.

Course Course Title Cr

Major Courses Term 1 - 12 Credits Required

(Select the following courses)

MDW 1000C	Midwifery Sciences	8
MDW 1820	Midwifery Clinic 1	2
MDW 2220	Applied Pharmacology	2

Major Courses Term 2 - 12 Credits Required

(Select the following courses)

MDW 1100C	Antepartum	9
MDW 1822	Midwifery Clinic 2	3

Major Courses Term 3 - 8 Credits Required

(Select the following courses)

MDW 2111C	The Intr/Post Partum	5
MDW 2824	Midwifery Clinic 3	3

Major Courses Term 4 - 12 Credits Required

(Select the following courses)

MDW 1910L	Mdw Cl Lab Seminar 1	1
MDW 2200C	Gyn Wmn Hlt/Fm Pln	3
MDW 2826	Midwifery Clinic 4	8

Major Courses Term 5 - 12 Credits Required

(Select the following courses)

MDW 1912L	Mdw Cl Lab Seminar 2	1
MDW 2211	Obstetrics Med Mgt	1
MDW 2215	Prof Issues/Mdw Prac	2
MDW 2828	Midwifery Clinic 5	8

Science Courses - 19 Credits Required

(Select the following courses)

BSC 2085	Anat & Phy 1	3
BSC 2085L	Anat & Phy 1 Lab	1
BSC 2086	Anat & Phy 2	3
BSC 2086L	Anat & Phy 2	1
CHM 1033	Chem for Hlth Sci	3
MCB 2013	Microbiology	3
MCB 2013L	Microbio Lab	2
HUN 1201	Essentials/Nutrition	3

Communications - 3 Credits Required

(Select the following course)

ENC 1101	English Comp 1	3
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Oral Communications - 3 Credits Required

(Select the following course)

SPC 1026	Fund of Speech Comm	3
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Humanities- 3 Credits Required

(Select the following course)

PHI 2604	Crit Think/Ethics	3
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Behavioral Science/Social

Environment- 3 Credits Required

(Select the following course)

PPE 1005	Psy of Personal Effect	3
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Mathematics/Science - 3 Credits Required

MAC 1105	College Algebra	3
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Note: Any 3-credit college level math which can be used as part of an A.A. degree may be taken.

Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the computer competency test and **pass** or

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education or vocational credit course or retest with a **passing** score on the computer competency test

Total credits required for Associate in Science degree is 90.

Additional Information:

Due to the limited number of students that can be accepted into the Midwifery program, it is important that applicants be properly informed. For information, advisement, application forms, and deadline dates, interested students should contact the New Student Center, Medical Center Campus.

Note: HSC 0001 - Introduction to Health Care or its equivalent will be required for acceptance into the Midwifery program, effective January 2001.

Nursing, R.N. (Accelerated) Associate in Science

The Accelerated option in Nursing is designed to prepare students with baccalaureate degrees in other disciplines for a career as a Registered Nurse (RN). The content and clinical experiences are designed to meet the learning and professional socialization needs of this special category of student. The program is accredited by the National League for Nursing Accrediting Commission (NLNAC) and approved by the Florida Board of Nursing (FBON). Graduates are eligible to apply to write the National Licensing Examination for Registered Nurses (NCLEX-RN).

Selection is based on date of application to the School of Nursing after meeting pre-selection requirements. See a School of Nursing information booklet for specific details.

Course Course Title Cr

Major Courses First Semester- 15 Credits Required

(Offered Spring)

(Select the following courses)

NUR 1230	Found/Nur Care & Comm	8
NUR 1230L	Found/Nur Care/Comm Lab	7

Major Courses Second Semester- 9 Credits Required

(Offered Summer)

(Select the following courses)

Nur 2461	Dimens Of Mat/Chld Nur	3
Nur 2461L	Dimens Of Mat/Ch Nur Lab	3

(Select one nursing elective from the following courses)

Nur 1061c	Client Assessment	3
Nur 1140	Comprehensive Pharmac	3
Nur 1723l	Mgt of Sm Grps of Clients	3
Nur 2826	Nursing Ethics	3

Major Courses Third Semester - 11 Credits Required

(Offered Fall)

(Select the following courses)

NUR 2231	Dimensions Physiolog Nur	4
NUR 2231L	Dimensions Physiol Nur Lab	4
NUR 2803C	Socialization to Clin Prac	3

Students with a bachelor's degree from an accredited institution from within the United States will have met the following general education requirements - 20 credits.

Communications - 3 Credits Required

(Select the following course)

ENC 1101	English Comp 1	3
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Oral Communications - 3 Credits Required

(Select the following course)

SPC 1026	Fund of Speech Comm	3
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Humanities- 3 Credits Required

(Select the following course)

PHI 2604	Crit Think/Ethics	3
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Behavioral Science/Social

Environment- 3 Credits Required

(Select the following course)

PPE 1005	Psy of Personal Effect	3
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Mathematics/Science - 15 Credits Required

(Select the following courses)

BSC 2085	Human Anat & Phy 1	3
BSC 2085L	Human Anat & Phy Lab 1	1
BSC 2086	Human Anat & Phy 2	3
BSC 2086L	Human Anat & Phy Lab 2	1

Select 7 additional credits with any prefix in the areas of natural science/mathematics that do not include courses used to meet the 12 credit general education requirements. Completion of the required sciences satisfies the general education science requirement.

Additional general education, math or science - 10 credits required

(Identify an additional 10 credits from other college level courses used to satisfy your bachelors degree.) Credits used in this area may not be used to satisfy another area.

Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the computer competency test and **pass** or

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education or vocational credit course or retest with a **passing** score on the computer competency test

Note: HSC0001 - Introduction to Health Care or its equivalent will be required for admission into the School of Nursing program for the class beginning in January 2001.

Students with 7 or more grades of "D", "F", or "w" in

required science courses are not eligible for entry into the School of Nursing.

Total credits required for Associate in Science degree is 72.

Additional information:

Due to the limited number of students that can be accepted into the Accelerated option nursing program, it is important that applicants be properly informed. For information, advisement, application forms and deadline dates, interested students should contact the New Student Center, Medical Center Campus.

The Florida Board of Nursing requires disclosure of arrests except traffic violations upon application to nursing programs and upon application to write NCLEX-RN. Final determination to become licensed rests with the Board of Nursing.

Nursing, R.N. Generic - (Full-Time Track) Associate in Science

*** This program transfers to four-year institutions. See department for information ***

The Generic Nursing option is designed to prepare students without previous health care education for careers as Registered Nurses. This program is accredited by the National League for Nursing Accrediting Commission (NLNAC), and approved by the Florida Board of Nursing (FBON). Graduates are eligible to apply to write the National Council Licensing Examination for Registered Nurses (NCLEX-RN).

Selection is based on completion of specific general education and science prerequisite courses, minimum GPA of 2.0, score on 11 on all parts of the TABE and scores on a Pre-Nursing examination. Students are limited to only six grades of "D", "F", or "W" on science courses required for nursing. See a Nursing information booklet for details.

Course	Course Title	Cr
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Major Courses First Semester- 10 Credits Required

(Offered Fall & Spring)
(Select the following courses)

NUR 1025	Fund of Nursing	3
NUR 1025C	Fund of Nursing Skills Lab	2
NUR 1025L	Fund Nursing Clin Lab	2
NUR 1060	Adult Health Assess	2
NUR 1142	Intro to Nurs Math/Phar	1

Major Courses Second Semester - 11 Credits Required

(Offered Spring & Summer)
(Select the following courses)

NUR 1141	Nursing Math & Phar	2
NUR 1210	Med-Surg Nursing	4
NUR 1210L	Med-Surg Nur Clin Lab	4
NUR 1213C	Med-Surg Nur Skills Lab	1

Major Courses Third Semester - 11 Credits Required

(Offered Summer & Fall)
(Select one nursing elective from the following courses)

NUR 2310	Pediatric Nursing	2
NUR 2310L	Pediatric Nur Clinical Lab	1
NUR 2420	Obstetrical Nursing	2
NUR 2420L	Obstetrical Nur Clin Lab	1
NUR 2520	Psychiatric Nursing	2
NUR 2520L	Psych Nur Clin Lab	2
NUR 2610L	Comm Health Nur Lab	1

Major Courses Fourth Semester - 10 Credits Required

(Offered Fall & Spring)
(Select the following courses)

NUR 2211	Adv Med-Surg Nursing	3
NUR 2211L	Adv Med-Surg Nur Clin Lab	2
NUR 2810L	Prof Nur Leadership	5

Science Courses - 15 Credits Required

(Select the following courses)

BSC 2085	Hum Anat & Phy 1	3
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BSC 2085L	Hum Anat & Phy 1 Lab	1
BSC 2086	Hum Anat & Phy 2	3
BSC 2086L	Hum Anat & Phy 2 Lab	1
CHM 1033	Chem for Hlth Sci	3
CHM 1033L	Chem for Hlth Sci Lab	1
MCB 2013	Microbiology	3

Completion of required sciences satisfies the general education requirement.

Behavioral Science - 3 Credits Required

(Select the following course)

DEP 2000	Human Growth & Dev	3
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Communications - 3 Credits Required

(Select the following course)

ENC 1101	English Comp 1	3
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Oral Communications - 3 Credits Required

(Select the following course)

SPC 1026	Fund of Speech Comm	3
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Humanities- 3 Credits Required

(Select the following course)

PHI 2604	Crit Think/Ethics	3
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Behavioral Science/Social Environment- 3 Credits Required

(Select the following course)

PPE 1005	Psy of Personal Effect	3
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Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the computer competency test and **pass** or

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student must **pass** CGS 1060, an equivalent continuing education or vocational credit course or retest with a **passing** score on the computer competency test

Total credits required for Associate in Science degree is 72.

Additional Information:

Note: HS 0001 - Introduction to Health Care or its equivalent is required for admission into the Nursing program.

Due to the limited number of students that can be admitted into the School of Nursing, it is important that applicants be properly informed. For information, advisement, application forms, and deadline dates, interested students should contact the New Student Center, Medical Center Campus.

Note: Anatomy & Physiology grades must be earned within ten (10) years of admission into program.

The Florida Board of Nursing requires disclosure of arrests except for traffic violations upon application to nursing programs and upon application to write NCLEX-RN. Final determination to become licensed rests with the Board of Nursing.

Nursing, R.N. Generic - (Part-Time Track) Associate in Science

*** This program transfers to four-year institutions. See department for information ***

The Generic Nursing option is designed to prepare students without previous health care education for careers as Registered Nurses. This program is accredited by the National League for Nursing Accrediting Commission (NLNAC), and approved by the Florida Board of Nursing (FBON). Graduates are eligible to apply to write the National Council Licensing Examination for registered nurses (NCLEX-RN). The part-time track is designed for individuals who must work while they attend school.

Selection is based on completion of specific general education and science prerequisite courses, minimum GPA of 2.0, score on 11 on all parts of the TABE and scores on a Pre-Nursing examination. Students are limited to only six grades of "D", "F", or "W"

on science courses required for Nursing. See a Nursing information booklet for details.

Course	Course Title	Cr
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Major Courses First Semester - 8 Credits Required

(Offered Fall)
(Select the following courses)

NUR 1025	Fund of Nursing	3
NUR 1025C	Fund of Nursing Skills Lab	2
NUR 1060	Adult Health Assess	2
NUR 1142	Bas Pharm Math/Nur	1

Major Courses Second Semester - 2 Credits Required

(Offered Spring)
(Select the following courses)

NUR 1025L	Fund of Nursing Clin Lab	2
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Major Courses Third Semester - 9 Credits Required

(Offered Summer A & B)
(Select the following courses)

NUR 1210	Med-Surg Nursing	4
NUR 1210L	Med-Surg Nur Clin Lab	4
NUR 1213C	Med-Surg Nur Skills Lab	1

Major Courses Fourth Semester - 2 Credits Required

(Offered Fall)
(Select the following courses)

NUR 1141	Nursing Math & Pharm	2
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Major Courses Fifth Semester - 7 Credits Required

(Offered Spring)
(Select the following courses)

NUR 2420	Obstetrical Nursing	2
NUR 2420L	Obstetrical Nur Clin Lab	1
NUR 2310	Pediatric Nursing	2
NUR 2310L	Pediatric Nur Clinical Lab	1
NUR 2610L	Comm Health Nur Lab	1

Major Courses Sixth Semester - 4 Credits Required

(Offered Summer A & B)
(Select one nursing elective from the following courses)

NUR 2520	Psychiatric Nursing	2
NUR 2520L	Psychiatric Nur Clin Lab	2

Major Courses Seventh Semester - 5 Credits Required

(Offered Fall)
(Select the following courses)

NUR 2211	Adv Med-Surg Nursing	3
NUR 2211L	Adv Med-Surg Nur Clin Lab	2

Major Courses Eighth Semester - 6 Credits Required

(Offered Spring)
(Select the following courses)

NUR 2810L	Prof Nur Leadership	5
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Science - 15 Credits Required

(Select the following courses)

BSC 2085	Human Anat & Phy 1	3
BSC 2085L	Human Anat & Phy Lab 1	1
BSC 2086	Human Anat & Phy 2	3
BSC 2086L	Human Anat & Phy Lab 2	1
CHM 1033	Chem for Hlth Sci	3
CHM 1033L	Chem for Hlth Sci Lab	1
MCB 2013	Microbiology	3

Completion of the required sciences satisfies the general education science requirements.

Behavioral Science - 3 Credits Required

(Select the following course)

DEP 2000	Human Anat & Growth	3
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Communications - 3 Credits Required

(Select the following course)

ENC 1101	English Comp 1	3
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Oral Communications - 3 Credits Required*(Select the following course)*

SPC 1026 Fund of Speech Comm 3

Humanities- 3 Credits Required*(Select the following course)*

PHI 2604 Crit Think/Ethics 3

Behavioral Science/Social Environment- 3 Credits Required*(Select the following course)*

PPE 1005 Psy of Personal Effect 3

Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the computer competency test and **pass** *or*

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education *or* vocational credit course or retest with a **passing** score on the computer competency test

Total credits required for Associate in Science degree is 72.

Additional Information:

Due to the limited number of students that can be accepted into the Associate Degree Nursing program, It is important that applicants be properly informed. For information, advisement, application forms, and deadline dates, interested students should contact New Student Center, Medical Center Campus.

Note: HSC0001 - Introduction to Health Care or its equivalent is required for admission into the Nursing program.

Note: Anatomy & Physiology grades must be earned within ten (10) years of admission into program.

Students with 7 or more of "D", "F", or "W" in required science courses are not eligible for entry into the School of Nursing.

The Florida Board of Nursing requires disclosure of arrests except for traffic violations upon application to nursing programs and upon application to write NCLEX-RN. The final determination to become licensed rests with the Board of Nursing.

Nursing, R.N., Transitional - (Full-Time Track) Associate in Science

The Transitional program option in Nursing is designed to prepare Licensed Practical Nurses (LPN) and selected other individuals with National Licensure or Certification for Practice as a Registered Nurse (RN). The content and clinical experiences are designed to meet the learning and professional socialization needs of this special category of student. The program is accredited by the National League for Nursing Accrediting Commission (NLNAC) and approved by the Florida Board of Nursing (FBON). Graduates are eligible to apply to write the National Licensing Examination for Registered Nurses (NCLEX-RN).

Selection is based on date of application to the School of Nursing after meeting pre-selection requirements. See a School of Nursing information booklet for specific details.



Course	Course Title	Cr
Prior To Beginning First Nursing Course - 3 Credits Required		
NUR 1143	Bas Pharm Math/Nur	3
Major Courses First Semester - 20 Credits Required <i>(Offered Fall And Spring)</i> <i>(Select the following courses)</i>		
NUR 1200	Found/Nursing & Comm	6
NUR 1200L	Found/Nursing & Comm Lab	5
<i>Upon successful completion of NUR1200 and NUR1200L 9 credits will be awarded towards the Transitional Nursing option, based on pre-determined health education, certification, and experience.</i>		
NUR 9995	Nursing	9
Major Courses Second/Third Semester - 14 Credits Required <i>(Select the following courses)</i> <i>(Offered Spring And Summer)</i>		
NUR 2410	Dim Maternal/Child Nurs	3
NUR 2410L	Dim Matern/Child Nurs Lab	2
<i>(Offered Fall And Summer)</i>		
NUR 2208	Dim Physiologic Nur	4
NUR 2208L	Dim of Physiologic Nur Lab	2
NUR 2800C	Dim Clinical Practice	3
<i>Note: Students must complete all general education and science courses before or concurrent with NUR 2800C.</i>		
Nursing Electives For Third Semester - 3 Credits Required <i>(Offered Summer)</i> <i>(select one nursing elective from the following courses)</i>		
NUR 1061C	Client Assessment	3
NUR 1140	Comprehensive Pharmacol	3
NUR 1723L	Mgt Small Group Clients	3
NUR 2826	Nursing Ethics	3
<i>NOTE: NUR2410, 2410L and NUR2208, 2208L may be taken in either the second or third semester. MCB2013, 2013L must be completed before beginning the third semester.</i>		
Science Courses - 17 Credits Required <i>(Select the following courses)</i>		
BSC 2085	Hum Anat & Phy 1	3
BSC 2085L	Hum Anat & Phy 1 Lab	1
BSC 2086	Hum Anat & Phy 2	3
BSC 2086L	Hum Anat & Phy 2 Lab	1
CHM 1033	Chem for Hlth Sci	3
CHM 1033L	Chem for Hlth Sci Lab	1
MCB 2013	Microbiology	3
MCB 2013L	Microbiology Lab	2

Completion of required sciences satisfies the general education science requirements.

Behavioral Science - 3 Credits Required*(Select the following course)*

DEP 2000 Human Growth & Dev 3

Communications - 3 Credits Required*(Select the following course)*

ENC 1101 English Comp 1 3

Oral Communications - 3 Credits Required*(Select the following course)*

SPC 1026 Fund of Speech Comm 3

Humanities- 3 Credits Required*(Select the following course)*

PHI 2604 Crit Think/Ethics 3

Behavioral Science/Social Environment- 3 Credits Required*(Select the following course)*

PPE 1005 Psy of Personal Effect 3

Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the computer competency test and **pass** *or*

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education *or* vocational credit course or retest with a **passing** score on the computer competency test

Note: HSC0001 - Introduction to Health Care or its equivalent will be required for admission into the School of Nursing program. Those with previous health care education will have met this requirement.

Students with 7 or more grades of "D", "F", or "W" in required science courses are not eligible for admission into the School of Nursing.

Total credits required for Associate in Science degree is 72.

Additional Information:

Applicants for this program are required to be Licensed Practical Nurses (LPN) in the State of Florida, or have specific education and licensure or certification in selected health care fields. Contact the School of Nursing for details. Applicants to the full-time program must have all but three of the required pre/co-requisite courses before beginning nursing courses.

Note: Anatomy & Physiology grades must be earned within ten (10) years of admission into the School of Nursing.

Note: Basic Pharmacology Math (NUR1143) may be taken no more than two (2) years prior to admission.

Due to the limited number of students that can be accepted into the transitional (LPN to RN) Nursing program, it is important that applicants be properly informed. For information, advisement, application forms, and deadline dates, interested students should contact the New Student Center, Medical Center Campus.

The Florida Board of Nursing requires disclosure of arrests except traffic violations upon application to nursing programs and upon application to write NCLEX-RN. Final determination to become licensed rests with the Board of Nursing.

Nursing, R.N., Transitional - (Part-Time Track) Associate in Science

The (Transitional) program option in Nursing is designed to prepare Licensed Practical Nurses (LPN) and selected other individuals with National Licensure or Certification for Practice as a Registered Nurse (RN). The content and clinical experiences are designed to meet the learning and professional socialization needs of this special category of student. The program is accredited by the National League for Nursing Accrediting Commission (NLNAC) and approved by the Florida Board of Nursing (FBON). Graduates are eligible to apply to write the National Licensing Examination for Registered Nurses (NCLEX-RN). The part-time track is designed for individuals who work full-time.

Selection is based on date of application to the School of Nursing after pre-selection requirements have been met. See a School of Nursing information booklet for specific details.

Course	Course Title	Cr
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Prior To Beginning First Semester - 3 Credits Required

NUR 1143	Basic Pharm Math/Nur	3
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Major Courses First Semester - 8 Credits Required

(Offered Spring)
(Select the following courses)

NUR 1000	Found/Nur & Comm "A"	3
NUR 1000L	Found/Nur & Comm "A" Lab	2

Major Courses Second Semester - 2 Credits Required

(Offered Summer)
(Select the following courses)

NUR 1501	Found/Nur & Comm "B"	1
NUR 1501L	Found/Nur & Comm "B" Lab	1

Major Courses Third Semester - 7 Credits Required

(Offered Fall)
(Select the following courses)

NUR 1205	Found/Nur & Comm "C"	2
NUR 1205L	Found/Nur & Comm "C" Lab	2

Nursing Elective For Third Semester

(Select one nursing elective from the following courses):
(NUR1140 offered Fall for part-time students, others offered summer in a full-time schedule.)

NUR 1061C	Client Assessment	3
NUR 1140	Comp Pharmacology	3
NUR 1723L	Mgt Sm Groups Clients	3
NUR 2826	Nursing Ethics	3

Upon successful completion of NUR1205 and 1205L nine (9) credits will be awarded towards the Transitional Nursing option, based on pre-determined health education, certification, and experience.

NUR 9995	Nursing	9
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Major Courses Fourth Semester - 5 Credits Required

(Offered Spring)
(Select the following courses)

NUR 2410	Dim Maternal/Child Nurs	3
NUR 2410L	Dim Of Mat/Child Nurs Lab	2

Major Courses Fifth Semester - 3 Credits Required

(Offered Summer)
(Select the following courses)

NUR 2206	Dim/Physiol Nur "A"	2
NUR 2206L	Dim/Physiol Nur "A" Lab	1

Major Courses Sixth Semester - 6 Credits Required

(Offered Summer)
(Select the following courses)

NUR 2207	Dim/Physiol Nur "B"	2
NUR 2207L	Dim/Physiol Nur "B" Lab	1
NUR 2800C	Dimensions of CI Practice	3

Note: students must complete all general education and science courses before or concurrent with NUR 2800C.

Science Courses - 17 Credits Required

(Select the following courses)

BSC 2085	Hum Anat & Phy 1	3
BSC 2085L	Hum Anat & Phy Lab 1	1
BSC 2086	Hum Anat & Phys 2	3
BSC 2086L	Hum Anat & Phy Lab 2	1
CHM 1033	Chem for Hlth Sci	3
CHM 1033L	Chem for Hlth Sci Lab	1
MCB 2013	Microbiology	3
MCB 2013L	Microbiology Lab	2

Behavioral Science - 3 Credits Required

(Select the following course)

DEP 2000	Human Growth & Dev	3
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Communications - 3 Credits Required

(Select the following course)

ENC 1101	English Comp 1	3
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Oral Communications - 3 Credits Required

(Select the following course)

SPC 1026	Fund of Speech Comm	3
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Humanities- 3 Credits Required

(Select the following course)

PHI 2604	Crit Think/Ethics	3
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Behavioral Science/Social Environment- 3 Credits Required

(Select the following course)

PPE 1005	Psy of Personal Effect	3
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Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the computer competency test and **pass** **or**

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student must **pass** CGS 1060, an equivalent continuing education or vocational credit course or retest with a **passing** score on the computer competency test

Note: HSC0001 - Introduction to Health Care or its equivalent will be required for admission into the Nursing program. Those with previous health care education will have met this requirement.

**Total credits required for
Associate in Science degree is 72.**

Additional Information:

Applicants to this program are required to be a Licensed Practical Nurse (LPN) in the State of Florida or have specific education and licensure or certification in selected health care fields. Due to the limited number of applicants that can be accepted into the Transitional Nursing track, it is important that applicants be properly informed. Contact the New Student Center, Medical Center Campus.

Note: Anatomy & Physiology Grades must be earned within ten years of admission into the School of Nursing.

Note: Basic Pharmacology Math (NUR1143) may be taken no more than two years prior to admission.

Students with 7 or more grades of "D", "F", or "W" in required science courses are not eligible for admission into the School of Nursing.

THE FLORIDA BOARD OF NURSING requires disclosure of arrests except traffic violations upon application to nursing programs and upon application to write NCLEX-RN. Final determination to become licensed rests with the Board of Nursing.

Opticianry Associate in Science

The Opticianry program simultaneously prepares students for three ophthalmic health care careers: optician, optometric technician and ophthalmic medical assistant. A concentrated presentation of general education courses combined with career development and clinical experience accomplishes this multi-disciplinary approach. Among the marketable skills acquired are clinical data collection, ophthalmic fabrication and ophthalmic dispensing. The student begins working with patients during the third semester in clinics staffed by ophthalmologists, optometrists and opticians. A student must maintain a grade point average of 2.0 or better in each course with an "OPT" prefix in order to advance within the program. The successful completion of this program offers the graduate a challenging and rewarding career on an ophthalmic health care team. Graduates are eligible to sit for the Opticianry Licensure Examination and the Optometric Technician Registration Examination. After one year of work experience with an ophthalmologist, graduates may sit for the Ophthalmic Medical Assistant Certification Examination. The Opticianry program is approved by the Council on Optometric Education and the Commission on Opticianry Accreditation.

Course	Course Title	Cr
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Major Courses First Semester - 9 Credits Required

(Select the following courses)

OPT 1110	Phys/Geomet Optics	4
OPT 1205	Oc Ana Phys & Path	3
OPT 1330	Clin Data Coll 1	2

Major Courses Second Semester - 11 Credits Required

(Select the following courses)

OPT 1150	Ophthalmic Lenses	2
OPT 1331	Clin Data Coll 2	2
OPT 1331L	Clin Data Coll 2 Lab	1
OPT 1450	Ophth Disp Proc 1	1
OPT 1450L	Ophth Disp Proc 1 L	1
OPT 2070L	Comp for Vision Care	1
OPT 2505	Contact Lenses 1	3

Major Courses Third Semester - 12 Credits Required

(Select the following courses)

OPT 2375	Refractometry	1
OPT 2375L	Refractometry Lab	1
OPT 2420	Eyeware Fabricatn 1	2
OPT 2420L	Eyeware Fabric 1 Lab	1
OPT 2451	Ophth Dispens Proc 2	1
OPT 2451L	Ophth Dispens Pr L 2	1
OPT 2506	Contact Lenses	2
OPT 2506L	Contact Lenses Lab	1
OPT 2800L	Vision Care Clinic 1	2

Major Courses Fourth Semester - 12 Credits Required

(Select the following courses)

OPT 2376L	Refractmtry Lab 2	2
OPT 2421C	Eyeware Fabricatn 2 Lab	3
OPT 2801L	Vision Care Clinic 2	4
OPT 2830L	Contact Lens Clin 1	1
OPT 2875L	Ophthal Disp Prac 1	2

Major Courses Fifth Semester - 13 Credits Required

(Select the following courses)

OPT 2060	Opthal Mgt Pol/Proc	2
OPT 2377L	Refractmtry Lab 3	1
OPT 2422C	Eyeware Fabricatn 3	3
OPT 2802L	Vision Care Clinic 3	4
OPT 2831L	Contact Lens Clin 2	1
OPT 2876L	Ophthal Disp Prac 2	2

Communications - 3 Credits Required*(Select the following course)*

ENC 1101	English Comp 1	3
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Oral Communications - 3 Credits Required*(Select the following course)*

SPC 1026	Fund of Speech Comm	3
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Humanities - 3 Credits Required*(Select the following course)*

PHI 2604	Crit Think/Ethics	3
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Behavioral Science/Social Environment- 3 Credits Required*(Select the following course)*

PPE 1005	Psy of Personal Effect	3
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Mathematics/Science - 3 Credits Required*(Select the following course)*

MAC 1105	College Algebra	3
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Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the computer competency test and **pass** *or*

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education *or* vocational credit course or retest with a **passing** score on the computer competency test

Total credits required for Associate in Science degree is 72.

Additional Information:

Due to the limited number of students that can be accepted into the Opticianry program, it is important that applicants be properly informed. For information, advisement, application forms, and deadline dates, interested students should contact the department of Opticianry, Medical Center Campus.

Physical Therapist Assistant Associate in Science

The Physical Therapist Assistant program prepares students for employment in hospitals, rehabilitation centers, nursing homes, private practices or other qualified health agencies. Graduates will work under the supervision of a physical therapist in the promotion of optimal human health and function through the application of scientific principles to prevent, identify, correct or alleviate acute or prolonged physical disability of anatomic or physiologic origin. Externship or clinical practice is conducted in local health care facilities under the supervision of qualified professional personnel. The program is accredited by the Commission on Accreditation in Physical Therapy Education. Graduates of the program are eligible to take the State Board Examination and receive an Associate in Science degree in Physical Therapist Assisting.

Course	Course Title	Cr
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Major Courses First Term - 8 Credits Required*(Select the following courses)*

PHT 1102	Anat For Phys Ther Asst	2
PHT 1201	Intro/Phys Therapy	2
PHT 1201L	Intro/Phys Ther Lab	1
PHT 1211	Disabil/Ther Proc 1	2
PHT 1211L	Disab/Ther Proc 1 Lb	1

Major Courses Second Term - 9 Credits Required*(Select the following courses)*

PHT 2120	Applied Kinesiology	2
PHT 2120L	Appl Kinesiology Lab	1

PHT 2224	Disabil/Ther Proc 2	4
PHT 2224L	Disab/Ther Proc 2 Lb	2

Major Courses Third Term - 12 Credits Required*(Select the following courses)*

PHT 2162	Survey Of Neurol Deficits	3
PHT 2701	Rehabilitation Proc	3
PHT 2701L	Rehab Procedures Lab	2
PHT 2801	Clinical Pract & Conf 1	4

Major Courses Fourth Term - 8 Credits Required*(Select the following courses)*

PHT 2810	Clinical Pract & Conf 2	5
PHT 2931	Seminar for Phy Therp Asst	3

Major Courses Fifth Term - 7 Credits Required*(Select the following course)*

PHT 2820	Clin Practice 3 & Conf 3	7
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Science Courses - 9 Credits Required*(Select the following courses)*

BSC 2085L	Hum Anat & Phy 1 Lab	1
BSC 2086	Hum Anat & Phy 2	3
BSC 2086L	Hum Anat & Phy 2 Lab	1
PHY 1004	Physics with Appl	3
PHY 1004L	Physics with Appl Lab	1

Electives - 6 Credits Required*(Select the following courses)*

HIM 2472	Medical Terminology	3
HSC 2400	First Aid	3

Communications - 3 Credits Required*(Select the following course)*

ENC 1101	English Comp 1	3
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Oral Communications - 3 Credits Required*(Select the following course)*

SPC 1026	Fund of Speech Comm	3
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Humanities- 3 Credits Required*(Select the following course)*

PHI 2604	Crit Think/Ethics	3
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Behavioral Science/Social Environment- 3 Credits Required*(Select the following course)*

PPE 1005	Psy of Personal Effect	3
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Mathematics/Science - 3 Credit Required*(Select the following course)*

BSC 2085	Hum Anat & Phy 1	3
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Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the computer competency test and **pass** *or*

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education *or* vocational credit course or retest with a **passing** score on the computer competency test

Total credits required for Associate in Science degree is 74.

Additional Information:

Note: HSC 0001 - Introduction to Health Care or its equivalent will be required for admission into the Physical Therapist Assistant program.

Due to the limited number of students that can be accepted into the Physical Therapist Assistant program, it is important that applicants be properly informed. For information, advisement, application forms, and deadline dates, interested students should contact the Department of Physical Therapist Assistant.

Physician Assistant Associate in Science

Graduates of the Physician Assistant program are prepared for employment as part of the health care delivery team to work under the direct supervision of a licensed physician. Students are instructed in

various aspects of medical care, theory, instrumentation, diagnostic and treatment including prescribing and administration of drugs. There is a concentration of general education and Physician Assistant courses combined with hospital and office practice under the supervision of licensed physician. Graduates will eligible to sit for the National Commission of Certification of Physician Assistants (NCCPA).

Course	Course Title	Cr
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Major Courses First Semester - 10 Credits Required*(Select the following courses)*

PAS 1800C	Physical Diagnosis 1	2
PAS 1812	Behvrl & Com Med 1	1
PAS 1813	Path Basis of Disease 1	2
PAS 1822C	Electrcrdio/Cardiology	2
PAS 1823	Pharmacology	2
PAS 1831	Clin Diag Imaging	1

Major Courses Second Semester - 14 Credits Required*(Select the following courses)*

PAS 1801C	Physical Diag 2	2
PAS 1811	Intro to Med 1 For Pas	5
PAS 1821	Behvrl & Com Med 2	1
PAS 1824	Pathophy Basis of Disease 2	2
PAS 1830	Pharmacotherapeutics	4

Major Courses Third Semester - 10 Credits Required*(Select the following courses)*

PAS 1810C	Surg Problems & Proc	5
PAS 1820	Intro to Med 2 for PAS	5

Major Courses Fourth Semester - 8 Credits Required*(Select the following courses)*

PAS 2824L	Psychiatry	2
PAS 2841L	Geriatrics	2
PAS 2866L	Family Medicine	4

Major Courses Fifth Semester - 8 Credits Required*(Select the following courses)*

PAS 2850L	Surgery	2
PAS 2860L	Pediatrics	4
PAS 2870L	Obstetrics/Gynecology	2

Major Courses Sixth Semester - 6 Credits Required*(Select the following courses)*

PAS 2840L	Internal Medicine	4
PAS 2876L	Emergency Medicine	2

Communications - 3 Credits Required*(Select the following course)*

ENC 1101	English Comp 1	3
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Oral Communications - 3 Credits Required*(Select the following course)*

SPC 1026	Fund of Speech Comm	3
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Humanities - 3 Credits Required*(Select the following course)*

PHI 2604	Crit Think/Ethics	3
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Behavioral Science/Social Environment - 3 Credits Required*(Select the following course)*

PPE 1005	Psy of Personal Eff	3
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Mathematics/Science - 3 Credits Required*(Select the following course)*

STA 2023	Statistical Methods	3
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Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the computer competency test and **pass** *or*

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education *or* vocational credit course or retest with a **passing** score on the computer competency test

Total credits required for Associate in Science degree is 71.



Radiation Therapy Technology Associate in Science

The Radiation Therapy Technology program prepares the student to function as a Radiation Therapist. The Radiation Therapist is a key member of a professional team using various forms of radiation to treat cancer. Three major areas of responsibility are daily treatments, patient support, and treatment planning. The educational process includes a close integration of classroom, laboratory and clinical education.

Course	Course Title	Cr
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Major Courses First Semester - 5 Credits Required

(Select the following courses)

BSC 2085L	Hum Anat & Phys Lab 1	1
RTE 1418	Radiographic Tech	3
RTE 1111L	Radiograph Nursing Proc	1

Major Courses Second Semester - 8 Credits Required

(Select the following courses)

BSC 2086	Human Anatomy & Phys 2	3
BSC 2086L	Human Anat & Phys Lab 2	1
RTE 1613	Radiologic Physics	2
RTE 2385	Radiation Biology	2

Major Courses Third Semester - 3 Credits Required

(Select the following course)

RAT 1001	Intro Rad Oncology	3
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Major Courses Fourth Semester - 18 Credits Required

(Select the following courses)

RAT 1001	Intro Rad Oncology	1
RAT 1021	Radiation Therapy 1	2
RAT 1061	Clinical Seminar 1	1
RAT 1123	Patient Care Tech	
RAT 1211	Pathophys Neopl Disc	1
RAT 1614	Radiation Physics 1	2
RAT 1655	Clinical Physics 1	2
RAT 1804	Clinic 1	8

Major Courses Fifth Semester - 17 Credits Required

(Select the following courses)

RAT 1242	Med Oncology/Path 1	2
RAT 1619	Dos/Comp Treat Plan	1
RAT 1814	Clinic 2	8
RAT 2022	Radiation Therapy 2	2
RAT 2241	Radiobiology	2
RAT 2656	Clinical Physics 2	2

Major Courses Sixth Semester - 11 Credits Required

(Select the following courses)

RAT 1824	Clinic 3	6
RAT 1939	Clinical Seminar 2	2
RAT 2243	Med Onc/Path 2	1
RAT 2618	Radiation Physics 2	2

Communications - 3 Credits Required

ENC 1101	English Comp 1	3
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Oral Communications - 3 Credits Required

(Select the following course)

SPC 1026	Fund of Speech Comm	3
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Humanities - 3 Credits Required

(Select the following course)

PHI 2604	Crit Think/Ethics	3
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Behavioral Science/Social

Environment - 3 Credits Required

(Select the following course)

PPE 1005	Psy of Personal Effect	3
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Mathematics/Science - 3 Credits

(Select the following course)

BSC 2085	Hum Anat & Phys 1	3
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Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student must take the Computer Competency test and pass or

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student must pass CGS 1060, an equivalent continuing education or vocational credit course or retest with a passing score on the Computer Competency test

Total credits required for Associate in Science degree is 77.

Additional Information:

Note: HSC 0001 - Intro to Health Care or its equivalent will be required for admission into the Radiation Therapy Technology program beginning January 2001.

Respiratory Care Associate in Science

The Respiratory Care program prepares the successful graduates for employment in health agencies where they will work with the physician and other professionals in treating patients with respiratory ailments or injuries affecting the respiratory function. Emphasis will be placed on supervised clinical instruction and practice in local health care facilities. Completion of this two-year accredited program enables the graduate to apply for entry into the Examination Process of the N.B.R.C.A. A grade of "C" or better is required in each course.

Course	Course Title	Cr
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Major Courses First Semester- 9 Credits Required

(Select the following courses)

RET 1024	Intro/Resp Therapy	2
RET 1024L	Intro/Resp Ther Lab	1

RET 1484	Cardio/Rtt Path Phys	2
RET 1484L	Cardio/Rtt Path Phys Lab	1
RET 2274	Resp Ther Theory 1	2
RET 2274L	Resp Ther Theo Lab 1	1

Major Courses Second Semester- 11 Credits Required

(Select the following courses)

RET 2275	Resp Ther Theory 2	2
RET 2275L	Resp Ther Theo Lab 2	1
RET 2350	Resp Ther Pharmacology	2
RET 2414	Pulmonary Studies	2
RET 2414L	Pulmonary Studies Lab	1
RET 2503	Resp Ther Pathophysiology	2
RET 2832	Resp Ther Clinic 1	1

Major Courses Third Semester- 9 Credits Required

(Select the following courses)

RET 2284	Pressure Breath Theory	2
RET 2284L	Prin of Mech Vent Lab	2
RET 2833	Resp Therapy Clinic 2	5

Major Courses Fourth Semester- 13 Credits Required

(Select the following courses)

RET 2264	Adv Modalities & Monit	2
RET 2280	Crit Resp Ther Care	1
RET 2714	Pediatric/Neonatal Care	2
RET 2834	Resp Ther Clinic 3	8

Major Courses Fifth Semester- 11 Credits Required

(Select the following courses)

RET 2601	Resp Care Seminar	3
RET 2835	Resp Ther Clinic 4	8

Science Courses - 8 Credits Required

(Select the following courses)

BSC 2085	Hum Anat & Phy 1	3
BSC 2085L	Hum Anat & Phy 1 Lab	1
BSC 2086	Hum Anat & Phy 2	3
BSC 2086L	Hum Anat & Phy 2 Lab	1

Communications - 3 Credits Required

(Select the following course)

ENC 1101	English Comp 1	3
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Oral Communications - 3 Credits Required

(Select the following course)

SPC 1026	Fund of Speech Comm	3
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Humanities- 3 Credits Required

(Select the following course)

PHI 2604	Crit Think/Ethics	3
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Behavioral Science/Social

Environment- 3 Credits Required

(Select the following course)

PPE 1005	Psy of Personal Effect	3
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Mathematics/Science - 3 Credits Required

(Select the following course)

CHM 1033	Chem Hlth Sci	3
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Computer Competency

By the 16th earned college level credit (excluding EAP and college preparatory courses), a student must take the computer competency test and pass or

By the 31st earned college level credit (excluding EAP and college preparatory courses), a student must pass CGS 1060, an equivalent continuing education or vocational credit course or retest with a passing score on the computer competency test

Total credits required for Associate in Science degree is 76.

Additional Information:

Note: HSC0001 - Introduction to Health Care or its equivalent will be required for admission into the Respiratory Care program.

Due to the limited number of students that can be accepted into the Respiratory Care program, it is important that applicants be properly informed. For information, advisement, application forms, and deadline dates, interested students should contact the Department of Cardiorespiratory Technologies, Medical Center Campus.

Veterinary Technology Associate in Science

The Veterinary Technology program prepares students to assist veterinarians in their daily practice, working with all types of animals and in various disciplines within the realm of veterinary medicine. Tasks include providing total nursing care to the sick or injured patient, handling and restraint, assisting during examinations and surgical procedures, performing dental hygiene and radiographic exams, and collection and analysis of diagnostic specimens. Graduates are eligible to sit for the Certification Examination for State Licensure of Veterinary Technicians.

Course	Course Title	Cr
Major Courses First Term – 11 Credits Required (Select the following courses)		
ATE 1110	Animal Anatomy	3
ATE 1211	Animal Physiology	3
ATE 1110L	Animal Anat & Phy Lab	1
ATE 1650L	Intro to Clin Prac	1
ATE 1940	Vet Clinical Exp 1	2
BSC 1008L	General Ed Biology Lab	1

Major Courses Second Term – 10 Credits Required (Select the following courses)		
ATE 1311L	Vet Ofc Proc Lab	1
ATE 1634	Pharm for Vet Tech	1
ATE 1941	Vet Clinical Exp 2	2
ATE 2636	Lrg Anml Clin Nur Skl	2
ATE 2636L	Lrg Anml Clin Nur Skl Lab	1
ATE 2652L	Intro to Clinic Prac 2	1
ATE 2710	Anml Emer Med	2

Major Courses Third Term – 7 Credits Required (Select the following courses)		
ATE 2638	Animal Lab Proc 1	3
ATE 2638L	Animal Lab Proc 1 Lab	2
ATE 2671	Lab Animal Medicine	2

Major Courses Fourth Term – 12 Credits Required (Select the following courses)		
ATE 2012	Avian & Exotic Pet Med	2
ATE 2611	Animal Medicine 1	3
ATE 2631	Small Animal Nursing 1	3
ATE 2651L	Animal Nur & Med 1 Lab	2
ATE 2661	Large Anml Diseases	1
ATE 2942	Vet Clinical Exp 3	1

Major Courses Fifth Semester – 18 Credits Required (Select the following courses)		
ATE 2501	Sem for the Vet Tech	2
ATE 2614	Animal Medicine 2	3
ATE 2639	Animal Lab Proc 2	3
ATE 2639L	Animal Lab Proc 2 Lab	2
ATE 2050L	Animal Nur & Med 2 Lab	2
ATE 2614	Animal Med 2	3
ATE 2943	Vet Clinical Exp 4	3

Communications - 3 Credits Required (Select the following course)		
ENC 1101	English Comp 1	3

Oral Communications - 3 Credits Required (Select the following course)		
SPC 1026	Fund of Speech Comm	3

Humanities- 3 Credits Required (Select the following course)		
PHI 2604	Crit Think/Ethics	3

Behavioral Science/Social Environment- 3 Credits Required (Select the following course)		
PPE 1005	Psy of Personal Eff	3

Mathematics/Science - 3 Credits Required (Select one of the following courses)		
BSC 1008	General Ed Biology	3

Computer Competency
By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the computer competency test and **pass** **or**
By the 31st earned college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education **or** vocational credit course or retest with a **passing** score on the computer competency test

Total credits required for Associate in Science degree is 73.

Additional Information:

Due to the limited number of students that can be accepted into the Veterinary Technology program, it is important that applicants be properly informed. For information, advisement, application forms, and deadline dates, interested students should contact the Department of Veterinary Technology, Medical Center Campus.

Note: HSC 0001 - Introduction to Health Care or its equivalent will be required for admission into the Veterinary Technology program.

Associate in Applied Science (A.A.S.)

The two-year Associate in Applied Science degree is similar to the Associate in Science degree in that it prepares individuals for entry into a career upon graduation. Like the A.S., the A.A.S. was established to prepare individuals for careers requiring specialized study at the college level. However, the A.A.S. degree does not articulate or transfer to the upper divisions. The A.A.S. degree programs are comprised mostly of courses directly related to the identified career area. The remaining courses are comprised of general education courses such as English, oral communications, math/science, behavioral/social science, and humanities.

Radiography Associate in Applied Science

The Radiography program is an Associate in Applied Science degree, which provides a broad base of education and performance-based clinical experience in all technical aspects of work as a Radiographer. Experience is provided in all routine general and fluoroscopic procedures, special procedures, and in the use of the specialized equipment and techniques available in the affiliating clinical education centers. The graduate is eligible to take the Registry Examination of the American Registry of Radiologic

Technologists. The application deadline is February 15th for the class beginning the following summer term.

Course	Course Title	Cr
Major Courses First Semester – 3 Credits (Select the following courses)		
RTE 1000	Orient/Radiolog Tech	2
RTE 1111L	Radiogra Nur Proc	1

Major Courses Second Semester - 12 Credits (Select the following courses)		
RTE 1418	Radiographic Tech 1	3
RTE 1503	Radiogra Position 1	3
RTE 1503L	Radiogra Position 1b	1
RTE 1804	Radiographic Clin 1	5

Major Courses Third Semester - 11 Credits Required (Select the following courses)		
RTE 1513	Radiogra Position 2	3
RTE 1513L	Radiogra Posit 2 Lab	1
RTE 1613	Radiologic Phy	2
RTE 1814	Radiographic Clin 2	5

Major Courses Fourth Semester - 5 Credits (Select the following course)		
RTE 1824	Radiographic Clin 3	5

Major Courses Fifth Semester - 11 Credits Required (Select the following courses)		
RTE 2457	Radiologic Tech 2	2
RTE 2523	Radiograph Position 3	2
RTE 2782	Radiographic Path	2
RTE 2834	Radiographic Clin 4	5

Major Courses Sixth First Semester - 11 Credits Required (Select the following courses)		
RTE 2385	Radiation Biology	2
RTE 2473L	Rad Qual Asur Lab	1
RTE 2844	Radiographic Clin 5	8

Major Courses Seventh Semester - 4 Credits (Select the following course)		
RTE 2854	Radiographic Clin 6	4

Science Courses - 5 Credits (Select the following courses)		
BSC 2085L	Hum Anat & Phy 1 Lab	1
BSC 2086	Hum Anat & Phy 2	3
BSC 2086L	Hum Anat & Phy 2 Lab	1

Communications - 3 Credits Required (Select the following course)		
ENC 1101	English Comp 1	3

Oral Communications - 3 Credits Required (Select the following course)		
SPC 1026	Fund of Speech Comm	3

Humanities - 3 Credits Required (Select the following course)		
PHI 2604	Crit Think/Ethics	3

Behavioral Science/Social Environment - 3 Credits Required (Select the following course)		
PPE 1005	Psy of Personal Effect	3

Mathematics/Science – 3 Credits Required (Select the following course)		
BSC 2085	Hum Anat & Phy 1	3

Computer Competency
By the 16th earned college level credit (excluding EAP and college preparatory courses), a student **must** take the computer competency test and **pass** **or**
By the 31st earned college level credit (excluding EAP and college preparatory courses), a student **must pass** CGS 1060, an equivalent continuing education **or** vocational credit course or retest with a **passing** score on the computer competency test

Total credits required for Associate in Applied Science degree is 77.

Additional Information:

Note: HSC 0001 - Introduction to Health Care or its equivalent will be required for admssion into the Radiography program beginning January 2001.



EMS 1059L	First Responder - Lab	1
EMS 1119	Emergency Med Technician	4
EMS 1119L	Emer Med Tech Lab/Clinic	2
EMS 1431	EMT Hosp/Field Experience	3

Total credits required for the Applied Technology Diploma is 11.

Vocational Credit Certificate Programs

Elderly and Disabled Care Services Vocational Credit Certificate

Minimum Grade Level Required For Certificate And Graduation:
Mathematics: 9.0; Language: 9.0; Reading: 9.0
Program Length: 420 Contact Hours
(14.0 Vocational Credits)

The Elderly and Disabled Care Services program is designed to prepare students for employment in the field of gerontology. The areas include: elderly care services such as recreation therapy (activities coordinator or elder housing social workers), care management (case aides, intake workers, information and elder care housing managers), and assisted living management (foster home/ACFL or elder housing managers). **TABE is required.**

Course	Course Title	Cr
Occupational Completion Point A - (14.0 Credits; 420 Contact Hours)		
<i>Job Title: Human Service Worker</i>		
<i>(Select the following courses)</i>		
HEV 0810	Perspective On Aging	1.5
HEV 0811	Perspective On Aging Appl	1.5
HEV 0814	Aging Networks	1.5
HEV 0820	Mental Health/Aging	1.5
HEV 0821	Mental Health/Aging Appl	1.5
HEV 0830	Physical Change/Aging	1.5
HEV 0831	Physical Change/Aging Appl	1.5
HEV 0861	Aging Network Appl	1.5
HEV 0869	Basic Hlth/Safety W/Elders	1.0
SLS 0341	Employability Skills	1.0

The total hours required for a Vocational Credit Certificate in Elderly Care and Disabled Services is 420.0.

Medical Assisting Vocational Credit Certificate

Minimum Grade Level Required For Certificate And Graduation:
Mathematics: 10.0; Language: 10.0; Reading: 10.0
Program Length: 1290 Contact Hours
(43.0 Vocational Credits)

The Medical Assisting program, which is 1 year (3 semesters) in length prepares individuals to provide health services in ambulatory out-patient facilities, including medical offices and clinics. Medical Assistants participate in diagnostic, clinical, and administrative functions. Diagnostic functions include drawing blood, performing basic laboratory tests, and taking EKG's and X-Rays. Clinical functions include obtaining vital signs, preparing patients for and

College Credit Certificate Programs

Paramedic College Credit Certificate

The Paramedic College Credit Certificate program prepares students as paramedics who are health care professionals in addition to the responsibilities of an Emergency Medical Technician (EMT). A graduate paramedic can perform certain invasive procedures under the direction of a physician. Satisfactory completion of the program will qualify the graduate to sit for the State and/or National Paramedic Certification Examination. This program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA).

Course	Course Title	Cr
Major Courses First Semester - 15 Credits Required		
<i>(Select the following courses)</i>		
EMS 2601	Paramedic Lecture 1	8
EMS 2601L	Paramedic Lab 1	4
EMS 2664	Paramedic Clinic 1	3
Major Courses Second Semester - 15 Credits Required		
<i>(Select the following courses)</i>		
EMS 2602	Paramedic Lecture 2	8
EMS 2602L	Paramedic Lab 2	4
EMS 2665	Paramedic Clinic 2	3
Major Courses Third Semester - 8 Credits Required		
<i>(Select the following courses)</i>		
EMS 2659	Emer Med Field Int	8
Science Courses - 4 Credits Required		
<i>(Select the following courses)</i>		
BSC 2085	Hum Anat & Phy 1	3
BSC 2085L	Hum Anat & Phy 1 Lab	1

Total credits required for the college credit certificate is 42.

Applied Technology Diploma - College Credit (A.T.D. -C.C.)

The college credit Applied Technology Diploma prepares individuals for immediate entry into a career upon graduation. The A.T.D. - C.C. is comprised of college credit courses and are applicable to the corresponding A.S. degree program. The courses are actually a subset of the A.S. degree program; for example, the EMT program is comprised of 11 credit hours, which are part of the A.S. degree in Emergency Medical Services.

Emergency Medical Technician - Basic Applied Technology Diploma

This College Credit Applied Technology program is a three course, one semester program, which prepares students to function in the hospital and pre-hospital environment. Graduates of the program can perform clinical data collection, patient assessment, and provide immediate care and safe relocation of the acutely ill. Satisfactory completion of the program will qualify the graduate to sit for the State and/or National EMT Certification Examination. This program is approved by the State of Florida, Department of Health and Rehabilitative Services.

Course	Course Title	Cr
Major Course Requirements - 11 Credits Required		
<i>(Select the following courses)</i>		
EMS 1059	First Responder	1



assisting with examinations and procedures, administering medications and performing treatments. Administrative functions include serving as receptionists, scheduling appointments and diagnostic procedures, managing records, completing insurance coding, and providing for billing and collecting. Medical Assistants use computer technology to manage records, billing and other aspects of a medical office or clinic. Students participate in an externship each semester to gain experience in every aspect of the medical assistant's practice. **TABE is required.**

Course	Course Title	Cr
Occupational Completion Point A – (6.0 Credits; 180 Contact Hrs.)		
<i>Job Title: Medical Office Receptionist</i>		
<i>(Select the following courses)</i>		
HSC 0001	Intro To Health Care	3.0
MEA 0322	Adm Asst Proc/Fin Rec Keep	3.0

Occupational Completion Point B - (6.0 Credits; 180 Contact Hours)		
<i>Job Title: Phlebotomist</i>		
<i>(Select the following courses)</i>		
MEA 0254	Phy Office Lab Proc	2.0
MEA 0254L	Appl Physcn Offc Lab Proc	2.0
MEA 0231	MedTerm w/Anat & Phy	2.0

Occupational Completion Point C - (5.0 Credits; 150 Contact Hours)

<i>Job Title: EKG Aide</i>		
<i>(Select the following courses)</i>		
MEA 0251	EKG/Emergency Procedures	2.0
MEA 0258	Radiology for Med Asst	3.0

Occupational Completion Point D - (26.0 Credits; 780 Contact Hours)

<i>Job Title: Medical Assistant</i>		
<i>(Select the following courses)</i>		
MEA 0204	Theor Aspect Clin Skills	1.0
MEA 0204L	Appl Clinical Skills	2.0
MEA 0234	Path & Disease Med Assist	4.0
MEA 0242	Pharm for the Med Asst	3.0
MEA 0274	Med Coding & Ins Billing	4.0
MEA 0343	Computers in Med Office	3.0
MEA 0810	Admin Externship	3.0
MEA 0802	Externship in Med Assisting	3.0
MEA 0832	Diagnostic Externship	3.0

The total hours required for a Vocational Credit Certificate in Medical Assisting is 1290.0.

Additional Information:

Due to the limited number of students that can be accepted into the Medical Assisting program, it is important that applicants be properly informed. For information, advisement, application forms, selection criteria and deadline dates, interested students should contact the Vocational Credit Student Resources Center, Medical Center Campus.

Pharmacy Technician Vocational Credit Certificate

Minimum Grade Level Required For Certificate And Graduation:
Mathematics: 11.0; Language: 10.0; Reading: 10.0
Program Length: 1050 Contact Hours (35.0 Vocational Credits)

The Pharmacy Technician program prepares individuals for employment as Pharmacy Technicians. The Pharmacy Technician works primarily in retail and hospital pharmacies under the supervision of a registered pharmacist in the packaging and distribution of medication. **TABE is required.**

Course	Course Title	Cr
Occupational Completion Point A - (15.5 Credits; 465 Contact Hours)		
<i>Job Title: Community Pharmacy Technician</i>		
HSC 0001	Intro to Health Care	3.0
OTA 0101	Beginning Keyboarding	1.5
PTN 0003	Intro to Pharmacy Tech	3.0
PTN 0004	Intro to Pharm Asst Prac	3.0
PTN 0021	Drug Class Pharm Tech	3.0

OCP A - Electives: 2.0

(Select 2.0 credits from the list of electives below)
(See an advisor to select course - courses may not be repeated)

Occupational Completion Point B - (19.5 Credits; 585 Contact Hours)

<i>Job Title: Pharmacy Technician</i>		
PTN 0041	Pharm Tech Field Exp	9.0
PTN 0049	Retail Store Field Exp	6.0
PTN 0910	Adb Topics in Pharm	2.5
SLS 0341	Employability Skills	1.0

OCBP B - Electives: 1.0

(Select 1.0 credit of electives from the list below)
(See an advisor to select course - courses may not be repeated)

Elective - Courses

(See An Advisor To Select Course - Courses May Not Be Repeated)

MNA 0100	Human Relations Skills	1.0
MNA 0766	Success/Goal Achieve	1.0
SLS 0201	Increasing Personal Effect	1.0
SLS 0301	Career Advancement	1.0
SLS 0304	I-Can Career Assessment	1.0

The total hours required for a Vocational Credit Certificate in Pharmacy Technician is 1050.0.

Phlebotomy Vocational Credit Certificate

Program Length: 255 Contact Hours
(8.5 Vocational Credits)

The Phlebotomy program is designed to prepare students for employment in a hospital laboratory, blood center, or other health care facility to draw blood by venipuncture and capillary puncture. Students are taught safe and efficient work practices in obtaining adequate and correct blood specimens, labeling specimens, and transporting specimens correctly to the appropriate laboratory sections. The Center for Disease Control (CDC) guidelines for HIV/AIDS, Hepatitis B and other diseases are stressed.

Course	Course Title	Cr
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Occupational Completion Point A - (8.5 Credits; 255 Contact Hours)

Job Title: Phlebotomist

HSC 0001	Intro to Health Care	3.0
MLT 0049	Phlebotomy Practicum	4.0
MLV 0040	Phlebotomy Theory	0.5
MLV 0041	Pract Aspect Phlebotomy	1.0

The total hours required for a Vocational Credit Certificate in Phlebotomy is 255.0.

Additional Information:

Due to the limited number of students that can be accepted into the Phlebotomy program, it is important that applicants be properly informed. For information, advisement, application forms, selection criteria and deadline dates, interested students should contact the Vocational Credit Student Resources Center, Medical Center Campus.

Practical Nursing Vocational Credit Certificate

Minimum Grade Level Required For Certificate And Graduation:

Mathematics: 11.0; Language: 11.0; Reading: 11.0
Program Length: 1350 Contact Hours (45.0 Vocational Credits)

Practical nurses perform selected duties, including the administration of treatments and medications in the care of the ill, injured, or infirm and promote wellness, the maintenance of health, and prevention of illness under the direction of a registered nurse, licensed physician or licensed dentist. Graduates are eligible to apply to write the NCLEX-PN to become Licensed Practical Nurses. **TABE and Nurse Entrance Test (NET) are required.**

Course	Course Title	Cr
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Occupational Completion Point A - (5.5 Credits; 165 Contact Hours)

Job Title: Nurse Aide/Orderly

HSC 0001	Intro to Health Care	3.0
PRN 0001C	Basic Patient Care	2.5

Occupational Completion Point B - (39.5 Credits; 1185 Contact Hours)

Job Title: Practical Nurse

PRN 0003C	Prac Nur 1 - Fundamentals	9.0
PRN 0022	Body Structure/Function	2.0
PRN 0120C	Prac Nur 4 - Matern/Child	5.0
PRN 0202C	Prac Nur 2 - Med/Surgery	12.0
PRN 0203C	Prac Nur 3 - Med/Surgery	7.5
PRN 0933C	Prac Nur 5 - Trans to Grad	4.0

The total hours required for a Vocational Credit Certificate in the Practical Nursing program is 1350.0.

Additional Information:

Due to the limited number of students that can be accepted into the Practical Nursing program, it is important that applicants be properly informed. For information, advisement, application forms, selection criteria and deadline dates, interested students should contact the Vocational Credit Student Resources Center, Medical Center Campus.

Applied Technology Diploma - Vocational Credit (A.T.D. - V.C.)

The vocational credit Applied Technology Diploma prepares individuals for immediate entry into a career upon graduation. The A.T.D. - V.C. is comprised of vocational credit courses and is a stand-alone diploma; however, it does articulate into the corresponding A.S./A.A.S. degree program.

Medical Coder/Biller Applied Technology Diploma

Minimum Grade Level Required For Certificate And Graduation:

Mathematics: 10.0; Language: 11.0; Reading: 11.0
Program Length: 1005 Contact Hours
(33.5 Vocational Credits)

This 1005 contact hour program is a vocational credit Applied Technology Diploma, which prepares individuals for employment as Medical Coder/Billers. The student will learn to translate diagnoses and procedures into numerical designation (coding) using the International Classification of Diseases (ICD-9-CM) and Current Procedural Terminology (CPT-4). The program involves coding, classifying, and indexing diagnoses and procedures for purposes of standardization, retrieval, and statistical analysis. The student will also be trained to prepare and file medical insurance claim forms for reimbursement. Electronic claims transmission is included. There is special emphasis on ethical and legal responsibilities, data quality, financial reimbursement, Diagnosis Related Groups (DRGs) and Ambulatory Patient Classifications (APCs). TABE is required.

Course	Course Title	Cr
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Occupational Completion Point A - (33.5 Credits; 1005 Contact Hours)

Job Title: Medical Coder/Biller

HIM 0001	Intro to Health Info Mgt	1.0
HIM 0220	ICD-9-CM Coding 1	1.0
HIM 0220L	ICD-9-CM Coding Appl 1	1.0
HIM 0221	CD-9-CM Coding 2	1.5
HIM 0221L	ICD-9-CM Coding Appl 2	2.0
HIM 0230	ICD-9-CM Coding 3	1.5
HIM 0230L	ICD-9-CM Coding Appls 3	2.0
HIM 0250	Current Proc Term (CPT-4)	1.5
HIM 0270	Hlth Insurance Claims	1.5
HIM 0271	Comp Med Insurance Billing1.5	
HIM 0271L	Comp Med Insur Billing Appl1.5	
HIM 0272	Del Claims/Ins Problem Solv1.0	
HIM 0433	Basic Principles of Disease	2.0

HIM 0450	Hum Anat/Phy Info Mgt	2.0
HIM 0470	Basic Medical Terminology	1.0
HIM 0471	Clinical Terminology	1.5
HSC 0001	Intro to Health Care	3.0
MEA 0312	Comp Oper for Med Appl	1.0
MEA 0382	Medical Law/Ethics	1.0
MRE 0817	Coding/Billing Clin Prac	4.0
SLS 0341	Employability Skills	1.0

The total hours required for an Applied Technology Diploma in Medical Coder/Biller is 1005.0.

Additional Information:

Due to the limited number of students that can be accepted into the Medical Coder/Biller program, it is important that applicants be properly informed. For information, advisement, application forms, selection criteria and deadline dates, interested students should contact the Vocational Credit Student Resource Center, Medical Center Campus.

Medical Record Transcribing Applied Technology Diploma

Minimum Grade Level Required For Certificate And Graduation:

Mathematics: 10.0; Language: 11.0; Reading: 11.0
Program Length: 1200 Contact Hours
(40.0 Vocational Credits)

The Medical Record Transcribing program prepares individuals to transcribe medical records from recorded dictation. The individual prepares and types reports in appropriate format for use by health care facilities, physicians, insurance companies, legal proceedings and research specialists. TABE is required.

Course	Course Title	Cr
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Occupational Completion Point A - (40.0 Credits; 1200 Contact Hours)

Job Title: Medical Transcriber

HIM 0001	Intro to Med Rec Science	1.0
HIM 0031	Med Rec Transcript 1	1.5
HIM 0031L	Med Rec Trn Appl 1	6.0
HIM 0032	Med Rec Transcript 2	1.5
HIM 0032L	Med Rec Trn Appl 2	6.0
HIM 0038	Med Rec Transcript 3	1.0
HIM 0038L	Med Rec Trn Appl 3	6.0
HIM 0450	Hum Anat/Phy Info Mgt	2.0
HIM 0433	Basic Principles of Disease	2.0
HIM 0470	Basic Med Term	1.0
HIM 0471	Clinical Term	1.5
HSC 0001	Intro to Health Care	3.0
MEA 0312	Comp Oper for Med Appl	1.0
MTS 0801	Med Rec Trns Cln Prc	4.0
OTA 0101	Beginning Keyboarding	1.5
SLS 0341	Employability Skills	1.0

The total hours required for an Applied Technology Diploma in Medical Record Transcribing is 1200.0.

Additional Information:

Due to the limited number of students that can be accepted into the Medical Record Transcribing program it is important that applicants be properly informed. For information, advisement, application forms, selection criteria and deadline dates, interested students should contact the Vocational Credit Student Resources Center, Medical Center Campus.

Students should check their individualized Degree Audit Report to determine the specific graduation policies in effect for their program of study for the year and term they entered Miami-Dade. This outline includes current graduation requirements.

College-wide Schools

The College has adopted a management approach to the delivery of occupational and technical education including respective transfer options through a system of College-wide schools. The primary objective is to serve students more effectively and efficiently, providing more accessible programs county-wide and to be more responsive to the needs of business and industry.

School of Allied Health Technologies

The Medical Center Campus is committed to assisting qualified students interested in pursuing a career in the allied health field. The School of Allied Health Technologies provides over twenty challenging vocational, certificate and degree programs. Many allied health professions have evolved to provide practitioners training in sophisticated subspecialties of medicine or health care. The need for these professionals is increasing and they currently comprise the majority of health care practitioners in the United States.

Programs in the School of Allied Health Technologies prepare students for employment in a variety of allied health specialties located in hospitals, clinics, long term and chronic care facilities, physician offices and other locations. Programs have limited access, therefore, interested students are encouraged to contact the Medical Center Campus to receive current information regarding selection criteria for the specific allied health program of interest.

In collaboration with over one hundred health care organizations throughout Miami-Dade County, students receive theory, laboratory as well as clinical practice using "state of the art" equipment supervised by professionally

licensed faculty. All degree programs are fully accredited through their respective state and national associations. In addition, many programs are among the oldest and largest of their kind in the United States. Program completion affords the graduate the opportunity to seek employment in a variety of health care settings while receiving a competitive salary.

School of Aviation and Visitor Services

The School of Aviation and Visitor Services is a College-wide program administered by the Homestead Campus. It includes the Aviation Department which is currently housed at two sites, one adjacent to Miami International Airport and one at the Kendall Tamiami Executive Airport, the Travel and Tourism Department at the North campus and the Hospitality Management Program at the Wolfson Campus.

Associate in Science degree programs are available in: aviation administration, aviation maintenance management, hospitality management, professional pilot technology and travel industry management. An Associate in Arts degree in: hospitality administration/travel and tourism management is also available.

In addition, short-term certificate and continuing workforce education training programs are offered in air traffic control, travel agency operations, air cargo agent, passenger service agent, and airline reservations and ticketing.

The School of Aviation and Visitor Services is proud of its comprehensive and substantive curriculum, qualified and certified instructional personnel, state of the art labs and simulators, and its close working partnership with the aviation, hospitality, and tourism industries.

School of Business and Information Systems

The School of Business and Computer Information Systems offers a full range of academic and vocational programs in the business and computer fields. In addition to Associate in Arts and Associate in Science degrees, the

College offers Vocational and College Credit Certificates. Course offerings are available in a wide number of disciplines including accounting, business administration, computer information systems, economics, management, marketing and office systems technology.

The school has a long tradition of partnering with industry to offer students cutting edge instruction in various fields. Current partners include the American Institute of Banking, the Fannie Mae Mortgage Finance Program, Microsoft, CISCO, Nortel-Bay Networks and Oracle. Courses in the School of Business and Computer Information Systems are offered at the Wolfson, Kendall, Homestead, North and InterAmerican campuses.

School of Design Technology

The School of Design Technology encompasses academic disciplines that incorporate technology as a tool to develop and design models for man-made structures, instruments, and/or objects. The uses of specialized computer applications and techniques, instruments, as well as methods of applied mathematics and science, are emphasized. The school offers Associate in Arts and Associate in Science degrees as well as College and Vocational Credits Certificates in areas of architecture, building construction, engineering, electronics and computer technology, interior design, graphics, and printing.

The school offers students various educational opportunities on all six campuses of the College. The Design Technology departments at the Kendall, North, and Wolfson campuses offer degrees and certificates in architecture, interior design, building construction, computer graphic arts and design, computer aided drafting, printing technologies, all engineering specialties (civil, mechanical, electrical, computer, etc.), biomedical instrumentation, computer technology, electronics, telecommunication, and microcomputer maintenance and repair. The InterAmerican Campus offers courses for transfer students pursuing engineering fields, as well as computer repair and computer aided design. Students also have the opportunity to participate in the Computers-for-School enterprise at the Homestead Campus to enhance their technical and entrepreneurial skills in the microcomputer repair area. Design technology at

the Homestead Campus also provides training for nuclear and industrial maintenance operators through a partnership with Florida Power & Light. Furthermore, the Medical Center Campus provides cooperative and hands-on training opportunities on the operation and maintenance of medical devices for biomedical engineering students.

The educational programs of the School of Design Technology are kept current with the needs of the community and local industry, thus providing students with high quality state-of-the-art training that is essential for succeeding in the workplace.

School of Community Education

The School of Community Education's mission is to make our community college more accessible to the public and to meet community needs not served by traditional college programs. Through the community education departments located on each of the campuses, the school offers non-credit

courses in recreational, continuing workforce education and adult education categories. Recreational courses cover a huge range of topics from aerobics to Zen for individuals who want to enrich their cultural experiences, pursue an interest, or learn alongside others with like interests.

Continuing Workforce Education courses are just-in-time courses intended to help the student improve his or her professional or occupational skills. The topics covered include microcomputer workshops, preparing oral presentations, building contractor license exam preparation, as well as several hundred work related topics. Adult education courses prepare the student to pass the GED test, or to master basic skills needed to be successful in one of the College's Vocational Credit Certificate programs.

The School of Community Education endeavors to provide classes both on and off campus. Most classes are conducted in the evenings and on weekends, at times that are most convenient to the students enrolling. In its effort to meet the diverse needs of a large, multifaceted community, the school also welcomes suggestions and requests for courses of interest that are not being offered.

School of Education

Teaching is a vital and dynamic career choice. The teaching profession affords you the opportunity to influence and shape the future - our children. Trends in population growth, and aging teacher workforce, and the demand for class size reduction will result in an estimated two million new teaching positions in the United States by the year 2010. Thus, there will be ample job opportunity for those who want to teach.

The School of Education provides education and training for pre-service teachers and for practicing professionals. Through our very affordable and accessible program, students become engaged with our dynamic faculty who help aspiring teachers develop the skills, attitudes and behaviors necessary to become excellent practitioners.

The school offers programs in elementary, secondary, and early childhood education. Students may earn an Associate in Arts (A.A.) or Associate in Science (A.S.) degree, or a Vocational Credit Certificate (VCC). Professional development workshops also are provided.



The school provides courses that meet state certification and recertification requirements. Courses leading to the Child Development Associate Equivalency certificate, and the Child Care and Education Program Administrator credential are available as well.

Students who complete the A.A. degree program may transfer to any of the state university Colleges of Education with junior-level standing. Most private institutions also will grant A.A. degree-holders the same status. The A.S. degree will prepare students for immediate employment as early child care and education professionals, paraprofessionals in the public school system, or substitute teachers.

School of Entertainment Technologies

South Florida is hot, sizzling with sophisticated television, film and recording production as never before. The entertainment industry's wild growth has created a big demand for a ready workforce suited to the needs of the industry. Miami Dade Community Col-

lege is poised perfectly to provide the workers needed to meet the demand through its new School of Entertainment Technologies.

The School of Entertainment Technologies is based at the North Campus with classes available at multiple campuses. The School of Entertainment Technologies incorporates the well-established departments of Film and Video and Radio/Television. Department offices are at North Campus, while the radio station, WDGR, is broadcasts out of Kendall. Kendall Campus is also the home of two other entertainment technologies programs, music business and sound engineering. In the Fall of 2000, entertainment technologies added theatre and entertainment production to its roster, a North Campus program. Entertainment technologies is also developing a multimedia program, tentatively planned for Wolfson Campus.

Opened in 1993 as the School of Film and Video, Miami-Dade Community College worked from the outset, in partnership with South Florida's movie and television industries, to build a strong infrastructure by providing motivated, skilled technicians interested in radio, television and film careers. Today, students learn to operate state-of-the-art equipment in modern television and radio stu-

dios. The School of Entertainment Technologies is one of only two community college programs in Florida to be designated a "Center of Film and Video Excellence" by the state.

At the same time, South Florida has become an important commercial music industry center, home to major record companies, music publishers, recording studios, production companies and other music-related industries. The music business and sound engineering programs of the School of Entertainment Technologies at the Kendall Campus include a state-of-the-art recording studio, a MIDI electronic music production studio, a computer lab and an electronic classroom with internships and instructors who are active industry professionals.

Radio broadcasting takes to the air on the Kendall Campus through its student-operated radio station. The station has a proud tradition at 1600 kilocycles on the AM band, and has trained numerous broadcasters. The radio station will soon be expanding to all of Miami-Dade Community College via RealAudio technology, making this a truly College-wide radio station. Now part of the School of Entertainment Technologies, the station's on-campus quarters house a complete music library and the latest digital broadcast equipment.



Rounding out the new School of Entertainment Technologies, the North Campus is home to the new theatre and entertainment production program, aimed at a broadly defined live events and entertainment industry. Nowadays the magic of show business transcends the traditional theatre to include special effects, design, stagecraft, lighting, rigging, griping, gaffing, and sound techniques for theme parks, conventions, trade shows, outdoor concerts, parades, clubs, and even museums.

The full-time instructional and technical staff of the School of Entertainment Technologies is one of the largest and most production-oriented of any two-year college in the country. Its faculty of professionals include radio, television, film, sound recording and computer graphic specialists. Experienced audio and video engineers, special effects technicians, editors, camera operators, lighting technicians, producers and directors give specialized production assistance and instruction to students. Many highly qualified part-time instructors drawn from local industries add to the program's credibility. An exceptionally talented group of staff professionals works with faculty in production courses.

Students in the School of Entertainment Technologies have the opportunity to earn credits for an internship in their area of emphasis. The internship gives students work experience while introducing them to the area's production companies, opening doors for future job placement.

School of Fire and Environmental Sciences

The School of Fire and Environmental Sciences provides education to train professionals in the vital fields of hazardous waste management, maritime and land based fire and environmental management, and wetlands manage-

ment, whose workers are in high demand. The School of Fire and Environmental Sciences trains men and women to meet the exacting standards of the United States Coast Guard, the U.S. Occupational Safety and Health Administration, the U.S. Environmental Protection Agency and parallel agencies in the state of Florida.

The fire science program prepares students for a variety of technical positions in the area of fire prevention and control. It meets the Florida requirements for fire service as well as those of federal and state agencies such as the U.S. Coast Guard.

Students completing the Associate of Science in Fire Science Technology can obtain work in fire departments, state and local agencies and the maritime industry and many other areas of the work force. Students entering the environmental science program are trained in proper chemical management, pollution control and watershed management. Those who complete the program will find positions in federal, state and local agencies as well as a large variety of industries that use chemicals and create pollution.

School of Justice

The School of Justice, located on the North Campus, is a cooperative project between federal, state, county, and local governmental agencies and Miami-Dade Community College.

The primary purpose of the Police and Corrections Training Institutes is the centralization of the education and training of personnel in the field of criminal justice. The essential rationale for establishing the Institutes was based on the need to provide a consolidated facility for all levels of instruction, consistent with the needs of the various elements within the criminal justice system. The programs emphasize campus/institute interaction and encourage mutual student/trainee/community involvement in both the institute programs and college courses. Attendees are employed by

local/state criminal justice agencies, or are self-sustained in corrections training under the alternative certification method called Pre-Service Institute (PSI) Program.

The private sector security training program was instituted in response to legislation in 1989 requiring minimum standards training for licensure. The training programs are designed to provide security officer candidates with the minimum standards training required by the State of Florida for licensure as Class "D" (unarmed) or Class "G" (armed) security officers.

The assessment center is also housed in the school. This organization assists agencies in screening and personnel selection activities for both entry level and promotions of criminal justice personnel and agencies in the public sector.

School of Nursing

The School of Nursing offers three options leading to the Associate in Science degree in nursing and eligibility to apply to sit for the licensing examination for registered nurse practitioner (NCLEX-RN). All three nursing options - generic, transitional, and accelerated - combine class work with clinical nursing experiences in local hospitals and agencies. In addition to nursing classes and clinical assignments, students must take a series of general education and basic science courses, which are typically completed prior to beginning courses on the Medical Center Campus. Students in any of the options should possess at least college-level cognitive, communication, and computational skills. Each nursing option is designed to meet the individual needs of its students.

Included under the umbrella of the School of Nursing is the midwifery program. This Associate in Science degree program prepares graduates to apply to take the Florida State Licensure Examination to become licensed midwives. Licensed midwives provide independent, comprehensive maternity care to low-risk clients.

Special Academic Programs

Special Academic and Other Programs

In meeting its commitment to serve the community, Miami-Dade Community College offers a variety of programs, both on and off campus, to meet the specific educational needs of the groups involved. These may take the form of specially structured programs on campus, or courses, seminars, or workshops offered at times and locations that serve the greatest interests and needs.

For example, M-DCC offers:

1. Assistance to companies and governmental agencies in conjunction with their own training programs;
2. Workshops, seminars and institutes in cooperation with business, professional, or other groups;
3. Recreation, personal improvement, and cultural activities;
4. Miami-Dade Community College offers postsecondary occupational career offerings, to serve business, industry, the professions and governmental agencies.

Career Center

(North, Kendall and Wolfson campuses)

The fundamental mission of the Student Employment, Career and Transfer Center is to offer students a variety of employment career-related services and transfer options. Students who are undecided about their academic major and/or career goals are encouraged to register for an SLS 1401 class, Psychology of Career Adjustment.

Students in need of assistance in developing good test-taking skills or employability skills or those who need help choosing a university transfer option are encouraged to visit the center. The center provides a library of university catalogs from all over the U.S. and foreign countries. The center also provides printed information about careers, financial aid, scholarships and

transfer to other institutions. The center integrates computer assessment programs and counseling to help students make the best possible career, employment and transfer choice.

Center for Economic Education

(Wolfson Campus)

The mission of the Center for Economics Education is to work closely with the educational communities in Miami-Dade and Monroe counties to develop greater awareness for economic literacy.

Among the most popular of the center's programs are the four recertification credit courses offered to area teachers in grades K-12. Of these, the national Stock Market Game is played in grades 5-12 each of the major semesters. The Free Enterprise Bank Program, available to grades K-12, provides real money for class business activities.

The center works with area educational administrators to create and assist in the development of curriculum materials. These materials have included a tourism and development program, a Civics Teachers Resource Guide, Elementary Program of the Economics of the Stanford Achievement Test, and many more program examples at each of the major grade levels.

It is the center's goal to provide the latest and best materials and programs in economic education to our schools. Through these opportunities the center seeks to promote greater understanding on the part of our young people about the economy in which they live and the economic climate in which they will someday work.

Center of Electronics Emphasis and Specialization

(North Campus)

The Center of Electronics Emphasis program is a partnership program devel-

oped by the Florida High Technology and Industry Council, the Florida State Legislature, the Division of Vocational, Adult, and Community Education, the Division of Community Colleges and the private electronics industry. The purpose of this program is to promote a climate of excellence in education, assure a supply of quality teachers, strengthen educational partnerships, and prepare students for a competitive world market place through state-of-the-art training using state-of-the-art industry guidelines.

The primary objective of the Center of Electronic Emphasis is to ensure that all Centers with this title designation have the seven CORE classes in basic electronics, thus ensuring consistency of information transfer. The Center of Electronic Specialization has the mandate of instruction in the areas of micro-computer service and maintenance.

Center of Excellence in High Technology/Electronics

(North Campus)

The Center of Excellence in High Technology/Electronics at the North Campus is an interdisciplinary program that presently incorporates the departments of architecture, engineering and electronics. The center has programs in computers, computer-assisted drafting, and robotics. It also offers seminars and workshops to provide specialized and customized training for industry. Courses are run in different formats depending on need.

Center for Financial Training

A Local ABA Training Provider
(Wolfson Campus)

The South Florida Center for Financial Training (SFCFT) is a local training provider of the American Bankers Association. As the largest industry-sponsored adult education program in the world for financial services professionals, SFCFT benefits more than 4,000 financial ser-



vices professionals locally and is one of 30 centers located throughout the United States and Puerto Rico.

CFT is a unique source for commercial banking and financial industry training and education. CFT is a non-profit educational organization which conducts for-credit courses (live classes, guided self-study and online courses), seminars, computer workshops, customized and contract training.

You can earn SFCFT and/or AIB diplomas and certificates, which are recognized throughout the industry and accepted as College credit.

SFCFT has established an academic partnership with Miami-Dade Community College, enabling SFCFT students to achieve degree status while completing their financial services studies. SFCFT courses are offered at the Wolfson, Kendall and North campuses, community schools, and at certain financial institutions. All courses are open to the public, however, special fees are charged by CFT for certification and materials. The fee structure varies depending on whether one is a member or non-member of CFT. The fee is charged in addition to the Miami-Dade Community College tuition and is paid to CFT.

Community Education

Community Education is committed to the philosophy that learning is a life-time process, and that the many years spent in formal education do not complete our learning experience, but become a foundation for the knowledge and skills we acquire every day and for the rest of our lives.

Campuses offer recreation and leisure courses and activities for those not concerned with earning academic credit, but who wish to enrich their cultural lives or improve their personal efficiency and professional skills. No record of previous education is necessary, and little or no homework is required. No grades are given, and attendance standards are voluntary.

Continuing Workforce Education training courses are offered to improve employment related skills, for post-licensing and for professional licensing. Training is listed on a transcript. The transcript can be used in lieu of Continuing Education Units (CEU) (see below) to show evidence of participation in professional development for employers, licensing and certification agencies.

For additional information, contact the campus Community Education Office.

The College offers courses both on and off campus to meet the needs of the community, and makes every effort to begin a course when an adequate number of people request it.

Continuing Education Units (CEU)

Miami-Dade provides students with the opportunity to obtain continuing education units (CEUs) for certain non-credit courses. The CEU program encourages long-range education goals and lifelong learning, and permits adult students to marshal and use a host of continuing education resources to serve their personal needs.

The CEU is used as the basic means for recognizing an individual's participa-

tion in, and for recording an institution's offering of continuing workforce education courses. A CEU is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

Transcripts indicating completion of continuing workforce education courses designated for CEU's will be provided.

Contract Training for Business and Industry

Through the School of Community Education, business, industry and government can benefit from workshops and courses offered at the job site or at any of our campuses. These contract training programs are designed to meet the educational and training needs of community businesses and organizations by reaching beyond traditional academic curriculum and offering courses and workshops which focus on practical application. Offered in credit and non-credit formats, these programs are available at times and locations convenient to the participants.

Program topics include computers, management, customer service, communications, foreign languages and English as a Second Language, business English, writing and math and many others. All programs may be customized to the specific needs of the client, with job-related materials included in the curriculum.

Cooperative Education

Cooperative education provides an opportunity for students to obtain career-related work experience and academic credit for such work. It enables students to apply classroom theory to actual work situations. In many instances, it helps students earn needed cash to meet education costs and the work may turn into permanent employment. It gives the student work experience that employers look for.



Job opportunities are available in many career fields. Transfer students may continue their Cooperative education program at many four-year colleges and universities.

Work experience may be part-time or full-time, paid or voluntary, for one or two terms, while enrolled at Miami-Dade. The program is flexible and tailored to meet student and employer needs. The volunteer plan provides for one term of six hours or more per week for 12 weeks minimum, and 10 hours or more per week for 12 weeks during a second term.

Through Cooperative education, students may earn three elective credits per term for two terms. Application for the program should be made to the Cooperative Education Office. A minimum GPA of 2.0 is required.

Environmental Center

(Kendall Campus)

The Environmental Center provides non-credit courses to children and adult community members and to our workforce. Enrollment is open to everyone; no prior education, transcripts or tests are required. Most classes meet weekends or evenings and are scheduled on and off campus for convenient access. The center has many programs:

1. Landscape/Gardening/Home Improvement courses encourage the public to utilize environmentally appropriate landscape materials and maintain their home and landscape in ways that minimize environmental impact. Short-term training certification preparation, and opportunities to participate in segments of credit courses improve the skill of landscape professionals.
2. Hands-on, interactive environmental education field trip programs are available for school groups K-9.
3. Nature-based Teacher Planning Day/Holiday Camps serve the needs of working parents while sensitizing children PreK-7 to the natural world. Children participate in nature games, crafts, outdoor activities and cooperative games.
4. Scout Days provide boy and girl scout groups opportunities to participate in nature-based activities designed to meet badge requirements.

Field Trips, Day Camps and Scout Days are held at our Environmental Nature Center, which includes a remnant pineland, a lake, a floating dock, chickee huts, butterfly gardens, a butterfly house, organic vegetables and gardens, a composting demonstration exhibit and a solar powered Everglades demonstrations exhibit.

The center also offers courses on the use of natural/alternative healing methods, skills for life change as well as courses in non-traditional spirituality.

New initiatives for the 2001-2002 academic year will include the establishment of a Home-Owner's Center and the creation of a lab-based community cooking school.

Environmental Ethics Institute

(Wolfson Campus)

The Environmental Ethics Institute provides environmental curriculum development, faculty training, workshops, and special events throughout South Florida. The institute works to increase environmental awareness in education and provides guidelines for sustainable living in South Florida's fragile ecosystem. The program offers credit classes through Life Lab and the Eco-Urban Year Program.

Eco-Urban Year

The Eco-Urban Year is a community-based environmental learning program. Honors students live in apartments around the historic Miami River Inn and focus their studies on community and the environment. Students come together for a community vegetarian meal weekly, and experience Florida's ecological problems directly through field trips, an organic garden and service learning.

Owner-Builder Center

The Owner-Builder Center offers non-credit classes throughout Miami-Dade County, taught by building industry professionals who share knowledge in their specialty. Classes are offered in housebuilding, home maintenance, remodeling, and projects such as tile setting, plumbing, roofing and pool maintenance.

Citizen Planner

Citizen Planner courses train community activists, building and development professionals and public officials to redevelop neighborhoods according to traditional urban design principles. Local examples of places and newly planned alternatives are used to demonstrate the design and community development process. Courses are a mix of 60 percent urban design principles and 40 percent how to get it done. Courses include: Center and Edge; Defining Your Community's Character and Boundaries; Sustainable Development: Principles and Practices; Regional Context, Linking Nat-

ural Resource Protection and Urban Revitalization.

Vegetarian-Nutrition Center

The Vegetarian-Nutritional Center provides instruction in food selection and preparation in harmony with the multi-cultural setting of South Florida. Cooking classes demonstrate the use of natural foods. Recipes and samples are provided. Classes in nutrition and a holistic health provide guidelines for a healthy lifestyle.

The Honors College

The Honors College is a college-wide community of students and faculty scholars who collaborate in an intellectually stimulating, enriching, challenging and supportive environment. An academically rich curriculum with special scholarship, social and service opportunities, encourages critical thinking and intellectual curiosity in an array of programs and disciplines. The Honors College students study in smaller class settings and work in close relationship with honors faculty. Participation in cultural and community activities, leadership development, internship involvements, national tours study abroad programs and honors competitions is an expectation of all Honors College students.

Students receive personalized and intensive student guidance, assistance in identifying, applying for competitive scholarship awards and transferring to prestigious private and public universities. In addition, The Honors College offers exemplary models of learning, an impressive Visiting Lecture series discipline specific Honors seminars and student forums.

Components of the program include:

1. Merit scholarships for superior students including the Miami-Dade Honors College Fellows award for students who meet the Honors College eligibility criteria and who place into college-level courses.
2. The Honors College provides scholarship and transfer information for academically gifted students who complete a rigorous program of honors courses with GPA of at least 3.5 and completion of 24 credits in honors courses.
3. Transfer scholarship opportunities are offered by upper division colleges and universities to graduates of the Honors College.
4. A summer Retreat during which the

Honors College students may participate in a residential honors seminar at a university.

5. Opportunities to attend cultural events featuring the performing and visual arts.
6. Attendance and participation by Honors College students and faculty at the annual meetings of the National Collegiate Honors Council, as well as the Regional and Florida Collegiate Honors Council meetings.
7. Campus chapters of Phi Theta Kappa, the international honor society of the two-year college, for students with a GPA of 3.5 or higher.
8. Opportunities to travel and study abroad during the Fall and Spring terms through the Semester Abroad Program as well as during the Summer A and Summer B terms through special programs.
9. Recognition as Honors College graduate at commencement and designation on transcript and diploma with 24 credits in honors courses and 3.5 GPA or higher.
10. Internships and Service Learning opportunities are provided in related field of study for Honors College students.
11. Faculty mentor and corporate coaches are available for guidance to Honors College students

All of the activities associated with The Honors College are designed to inspire students in their studies and to provide support and encouragement in their quest for knowledge. Students should contact the Dean of the Honors College or the Honors Director on their campus for specific information about The Honors College or visit the website for additional information at www.mdcc.edu/honorscollege.

Independent Studies

(Kendall Campus)

The Department of Independent Studies offers an interdisciplinary academic program that includes more than 55 College credit courses in a broad array of disciplines. The program includes all

general education core courses and a wide variety of distribution and elective courses. A minimal number of visits to the campus are required for course completion, so this program is particularly suited to students who want flexible schedules. Faculty committed to student success are available day, evening, and weekend hours to provide individualized instruction and to extend Miami-Dade Community College's resources beyond the campus.

Courses offered in the Department of Independent Studies are ideal for motivated students who need a flexible schedule, want to choose where and when to study, enjoy working at their own pace, have good time management skills, are unable to attend classes on a routine basis, and are committed to their academic goals. Students respond positively to the flexible, convenient, and supportive environment.

Courses are available in the natural sciences, mathematics, English composition, literature, humanities, business, management, history, anthropology, social science, sociology, psychology, and education. All courses offered mirror traditional classroom-style courses in that they are instructor-led, feature specific start and end dates, require textbooks, and provide the same levels of academic or professional credit. Every term we expand our course offerings, so be sure to consult the current term's course listing for our present schedule. Each course in Independent Studies establishes its own course procedures and suggested deadlines. In addition, all courses in this academic program include varied learning activities, timely feedback, an Honors option, and the opportunity for accelerated course completion.

Visit the Department of Independent Studies at Kendall Campus or contact us at the department Web site: www.kendall.mdcc.edu/indstudy for registration and course information. You may also receive information from the advisement department of the most convenient campus. We welcome your inquiry and look forward to hearing from you soon.

Life Lab

(Wolfson Campus)

Life Lab is the educational answer for students with sufficient maturity and discipline to follow a flexible, self-directed individualized study plan that is competency based, while fulfilling academic, personal, and vocational goals.

Designed to complement, not interrupt a busy, daily agenda, Life Lab students learn on their own time, with regular documentation of their studies, and weekly participation in a peer/support group. Working closely with a faculty advisor and a peer/support group, students complete rigorous academic requirements in a holistic fashion.

Life Lab is an interdisciplinary department in which the courses selected for the study plan will be considered as a whole. Many students find this integrated learning approach to be extremely satisfying.

For the student with limited available time to attend traditional classes, Life Lab's weekly group meetings are scheduled conveniently throughout Miami-Dade County.

At the beginning of each term, Life Lab orientation meetings are held for new and continuing students to familiarize participants with the Life Lab program. Any questions concerning Life Lab's format will be answered at this time.

MEED Program

(Wolfson Campus)

Employment for persons with disabilities using current computer skills is the goal of the MEED Program (Microcomputer Education for Employment of the Disabled). First in the country to train physically disabled, unemployed persons in the leading PC software applications, MEED's cutting-edge curriculum offerings continue to reflect technological trends and meet the current needs of business and industry.

MEED offers three short, intensive, college-level computer training programs that can lead to an Associate in Science degree in information systems analysis and one vocational credit Position Enhancement Program (PEP). Classes for PC support specialist training begin in March and September; the shorter programs, office assistant and hospitality associate begin in January, March, July and September. Classes run Monday through Friday, 9 a.m. to 4:30

p.m. The PEP program is offered one evening and one Saturday each week throughout the year.

Qualified students may attend the College credit programs at no cost; public and private funding supports MEED. Persons with physical disabilities who are also unemployed may apply. (MEED has the appropriate technology to accommodate physical disabilities such as paralysis, blindness, and deafness.)

In addition to computer skills training, MEED students also receive career development training, learn job search skills, and gain practical workplace experience through internships, in addition to receiving guidance and coaching during the job search process. Also, MEED students enjoy all the benefits that Miami-Dade Community College offers.

The PC support specialist training is twelve months long. Students receive 45 college credits and two college awards of completion: Microcomputer Application Technician and Microcomputer Technical Support Specialist. The office assistant and hospitality associate training are each five months long. Students receive 16 or 18 college credits, respectively.

Finally, the part-time, individualized PEP (Position Enhancement Program) is designed to assist persons with disabilities who are employed to enhance workplace capability, or to assist those who are unemployed to create an effective job search strategy.

To contact the recruitment specialist in the MEED Program Office, call the Wolfson Campus operator.

Microcomputer Institute

(Kendall Campus)

The MicroComputer Institute (MCI) meets the computer-related training needs of business, labor and industry. Courses are offered both on-campus and at on-site training locations. The MCI offers a comprehensive program that includes classes in most of the commonly used software packages. Classes are also available in Spanish.

The MCI offers state-of-the-art computers and software, small class size in a workshop format with a hands-on environment, a competitive fee structure, and quality instruction from industry professionals.



New World School of the Arts

(Wolfson Campus)

New World School of the Arts is a comprehensive, full-time high school and college program, which prepares students for professional careers in dance, music, theater and the visual arts. The program, created by the Florida Legislature in 1984 as a Center of Excellence in the Arts, is a unique cooperative venture of Miami-Dade County Public Schools, Miami-Dade Community College and the University of Florida. Through its sponsoring institutions, New World School of the Arts awards the high school diploma, Associate in Arts degree, Bachelor of Music and Bachelor of Fine Arts degrees. Students are admitted on the basis of talent and commitment as demonstrated through audition or portfolio presentation. The school is located in downtown Miami on the M-DCC Wolfson Campus.

Open College

Open College (based in the Department of Distance Learning & Educational Technologies at Wolfson Campus) offers College credit courses, in an independent study mode, to students wishing to earn credits with a minimum of campus visits. Learning resources such as videotapes, audiotapes, and computers are available at most M-DCC campuses to assist students. Faculty and students interact via telephone, fax, e-mail,

appointments and scheduled review sessions.

All Open College credit courses are academically equivalent to on-campus courses. Credits earned are recorded on students' transcripts in the same manner as all other courses.

Open College students have the same privileges as on-campus students, including the use of audiovisual services, libraries, computer lab, counseling services, and participation in all campus cultural events.

Visit the Department of Distance Learning & Educational Technologies at Wolfson Campus or the offices of admissions, registrar's or academic advisement on the nearest M-DCC campus to learn more. Students may register in person, by mail or through the STAR System from a touch tone phone.

Outreach Program

The Campus Outreach Department provides College credit courses to residents of Miami-Dade County who find it more convenient to attend a neighborhood center than to travel to the campus. These courses are fully accredited and follow the same curriculum as on-campus courses.

Classes are held in community schools, businesses, municipal agencies, and other close-to-home locations. The classes are usually small, providing opportunities for more interaction with instructors during class time. Students who attend outreach classes find a strong network of support from fellow classmates.

Prometeo Community Theatre

(Wolfson Campus)

This program assists in preserving the Hispanic culture, values and language, while fostering a better understanding among our diverse ethnic community, via the theatre. Through workshops in acting, voice, history, make-up, dance, costume, and stage direction, Prometeo trains those interested in a professional career in the theater arts.

Reserve Officers Training Corps

Miami-Dade Community College, in cooperation with the University of Miami and Florida International University, permits full-time students to enroll in Air Force ROTC through the University of Miami, and to enroll in the Army ROTC through Florida International University. A requirement: the student must be an Associate in Arts degree candidate with plans to complete a Baccalaureate degree.

An application for admission to the ROTC program, which includes eligibility information for new and currently enrolled students, may be obtained from the ROTC Office at the University of Miami or Florida International University. Miami-Dade credit is awarded for successful completion of ROTC courses.

For further information, see "Military Science" in the Course Description section.

Servicemembers' Opportunity College

Miami-Dade Community College was designated a Servicemembers' Opportunity College in the fall of 1972, in a nationwide program jointly sponsored

by the U.S. Department of Defense and the American Association of Community Colleges.

The designation was awarded in recognition of the College's commitment to providing programs and special services to meet the unique educational needs of active-duty service personnel.

The following services are offered:

1. Academic assistance such as specialized counseling and tutorial service
2. Credit for courses obtained in the armed services and through the College Level Examination Program (CLEP)
3. Full waiver of out-of-state tuition
4. Full transfer of credits awarded by other accredited colleges and universities

In addition, service personnel and their dependents may meet the College's graduation requirements by completing six credits of the last thirty credits applied to a degree at M-DCC.

Single Parents' Program

(North Campus)

The Single Parents' Program is designed to assist Single Parents and Displaced Homemakers receiving vocational training or an Associate in Applied Science in high wage fields. Initiatives reflect the philosophy that the single parent may have additional barriers to education.

The focus of the Single Parents' program is to identify collectively and individually the needs of the participants and to address their barriers to education, thereby maximizing the success of program participants. The services provided through the program include educational and career planning, advisement, counseling, campus and community resource referrals, and tuition assistance.



Virtual College

The Virtual College, the College's distance learning program, offers students an alternative way to attend Miami-Dade Community College through its quality Web-based courses. Students who may have schedule conflicts, personal situations that prevent campus-based attendance, or are too far away to commute will find taking courses in the Virtual College an excellent solution and opportunity. Our mission at the Virtual College is to ensure that students who enroll in our courses receive a quality online education that equals that of a traditional campus-based experience.

To be able to successfully complete courses in the Virtual College, students need ready access to a computer and the Internet, and must have basic computer, Web browsing, and word processing skills. Each campus has a Virtual College coordinator that can answer questions and help students get started; each campus has a Virtual College Student Services coordinator, who can help students with their initial questions and provide technical support. Contact information for these individuals may be found on the Virtual College's Web site, <http://www.mdcc.edu/vcollege>.

Each semester, the Virtual College's course offerings expand as more courses are developed. All of these courses may be taken any place and at any time. The Web courses are user friendly with many features that make learning enjoyable and effective. Online communication is

a major part of a Virtual College course, with options for discussion forums, chat, and e-mail. Students will be able to easily contact not only their teachers, but also other students in their courses. In each course students will find a syllabus, course calendar, and course content and activities. The content is enriched with multimedia, glossary terms, self-tests, images, linked Web resources, interactive exercises, and much more.

The Virtual College welcomes all prospective, new, and returning students to visit our Web site to view current and next term course offerings. Before enrolling in any Virtual College course, a student may view the syllabus, contact the teacher with questions concerning the course, and learn what instructional materials are required. M-DCC also offers registration and other critical services online for Virtual College students.

Weekend College

Weekend College is designed especially for those who find it impossible or inconvenient to attend either weekday or evening classes, or who may wish to complement their schedule with additional courses.

Classes are scheduled on Friday evenings and on Saturday and Sunday in morning or afternoon blocks. There is a selection of core, distribution and elective credit courses to satisfy degree requirements in A.S., A.A., and certificate programs.

Degree requirements can be completed in university parallel programs in business administration, liberal arts, and teaching. In addition, a number of courses in occupational programs are also offered to meet certification requirements or for professional development.

Wellness Center

(North, Kendall, and Wolfson Campuses)

The College has several of the finest Wellness Centers in the southeast with fully-equipped aerobic and nautilus equipment. The centers have the capability of performing a complete computerized health/fitness assessment including submaximal cardiovascular, pulmonary function, body composition, muscular strength, flexibility, and nutrition. Exercise equipment in the Wellness Center includes treadmills, bicycle ergometers, rowing machines, nordic x-country skiers, stairmasters, versa climbers, cross trainers and nautilus strength training gear.

An integral part of the center is a wellness program designed to meet the needs of faculty/staff, students, and the community, including the corporate and executive sector. Opportunities for certification as personal trainers, aerobic and strength training instructors are available.

W.L. Philbrick School of Funeral Sciences

(North Campus)

The W.L. Philbrick School of Funeral Sciences, located on the North Campus, was the first public community college program to offer a degree in mortuary science in the southeastern United States. The school has a full range of mortuary laboratories enabling students to do all training on campus. Over 250 bodies are embalmed and cosmetically prepared in the campus laboratories each academic year. A new on-campus chapel



gives students a unique opportunity to work on all aspects of funeral preparation from embalming, dressing and casketing bodies to viewing and final services. The American Board of Funeral Service Education, approved by the Florida State Board of Funeral Directors and Embalmers, and the Funeral Service Boards of most states, accredits the school. The school provides continuing education required for license and renewal of Florida funeral directors, embalmers and direct disposers licenses and conducts teleconferences and special seminars for the enrichment of funeral services personnel.

Study Abroad Programs

Miami-Dade Community College offers M-DCC students the opportunity to study abroad in over 40 college-credit resident academic programs. Both semester-length and short-term (one-month to six weeks) programs are available. In addition, the College offers several short-term M-DCC faculty-led programs. Curricular options include foreign language courses as well as courses (taught in English) in the humanities, social sciences, physical sciences, inter-

national business, studio art and design, and marketing.

Semester programs are available in the following countries, many of which also offer summer programs: Argentina (Buenos Aires), Australia, Austria (Salzburg), Bulgaria, Canada, Chile, China (Nanjing), Costa Rica (Santa Ana and San José), Cyprus, Dominican Republic, Ecuador, England (London and Ormskirk), France (Aix-en-Provence, Nice, Annecy, Chambéry, Angers), Germany (Heidelberg), Greece, Hungary, Ireland (Maynooth, Limerick, Galway), Israel, Italy, Korea, Mexico, Morocco, New Zealand, Northern Ireland, Portugal, Russia, Scotland, Spain (Seville), and Switzerland. Miami-Dade Community College faculty-led short-term programs are: Spring in Italy (May-June) and Summer in France (June-July). Several overseas short-term intensive immersion foreign language programs are offered for College students as well as for the business and professional communities.

Participation is not automatic and students must apply through the M-DCC Study Abroad Office. Most programs require a minimum 2.5 GPA. No previous study or knowledge of a foreign language is required. Many courses are taught in English. If you are eligible for financial aid, it can be used for study abroad. After acceptance to a program, restricted registration for courses abroad is completed on the Kendall Campus (Campus Code 285). Most programs offer a "homestay" option, i.e. living with a local family or individual, which accelerates foreign language acquisition and provides in-depth knowledge of another culture. Course content is usually country-based, though many courses are fully compatible with the M-DCC curriculum. Restricted registration for study abroad courses is done with the assistance and authorization of the Office of International Education/Study Abroad once the student is accepted. Course descriptions and information on classes offered in each program abroad are an integral part of the application process.

Time-Saving Degree Opportunities

Miami-Dade encourages students to accelerate their education by providing a number of time savers by which students may shorten the time required to complete an Associate degree. These options permit the College to recognize high levels of academic achievement and acquisition of knowledge prior to or during attendance at the College.

Dual Enrollment and Early Admission

(See Special Admissions Categories, page 12)

High School students who enroll in courses through the Dual Enrollment and Early Admission program receive credit for those courses on both the high school and the College transcript. The high school must grant permission for the student to enroll in these courses thereby agreeing to accept these College courses to meet high school graduation requirements.

Students selected for Early Admission or Dual Enrollment may begin their studies in any term provided they complete the regular admission, advisement, and registration procedures and receive permission from their high school. Students are placed in the highest level courses for which they are qualified as determined by appropriate criteria, including scholastic records, standardized tests, special abilities in subject areas, and recommendations.

Advanced Placement Program (APP)

Miami-Dade participates in the Advanced Placement Program (APP) of the College Board along with all Florida public institutions of higher education.

After applying for admission to the College, applicants who have taken the APP examination should request that the Educational Testing Service send the examination grade report directly to the Admissions Office of Miami-Dade. Examination scores of 5, 4, and 3 are acceptable for credit, based on Miami-Dade approved course equivalents.

College Level Examination Program (CLEP)

Students passing the general examination or the subject examinations of College Level Examination Program (CLEP) with satisfactory scores may be granted credit toward an Associate degree at Miami-Dade, based on Miami-Dade approved course equivalents. Official CLEP score reports are required and must be received directly from the Educational Testing Service (ETS). Awarded credit will appear on the student's permanent record as earned credit only. There will be no indication of grades or quality points. Evaluations of CLEP examinations are made after the student has been admitted to the College.

Proficiency Examination Program (PEP)

Students passing the subject examination of Proficiency Examination Program (PEP) with satisfactory scores may be granted credit toward an Associate degree at Miami-Dade, based on Miami-Dade approved course equivalents. Official PEP score reports are required and must be received directly from the American College Testing Service (ACT). Awarded credit will appear on the student's permanent record as earned credit. There will be no indication of grades or quality points. Evaluations of PEP examinations are made after the student has been admitted to the College.

International Baccalaureate Program (IB)

Students who successfully complete the International Baccalaureate examination with grades of 4 or better will be granted credit toward an Associate degree at Miami-Dade. An official IB transcript is required and must be received directly from the International Baccalaureate Office in New York. Awarded credit will appear on the student's permanent record as earned credit only. There will be no indication of grades or quality points.

Evaluations of IB examinations are made after the student has been admitted to the College. Duplicate credit is not awarded. These credits will become a part of the student's permanent record at the College and will appear on the student's official College transcript.

Institutional Credit-by-Examination

Students who have been admitted to the College may receive credit for courses through departmental examinations. Applications for this type of credit are available from the Registrar's Office and must be approved first by the appropriate academic department. Subsequently, the registration must be completed at the Registrar's Office and fee payment made by the published deadline each term. Credits for departmental examination are not included in any computation of credit load for full-time or part-time student status.

Institutional credit-by-examination will become a part of the student's permanent record at the conclusion of the term in which it is awarded. Grades of "A", "B", "C", or "D" will be assigned for college credits earned by examination and will be computed in the student's GPA.

A non-refundable fee of \$15 per credit will be charged for each examination administered.

Credit for Specialized Training

College credit for specialized non-collegiate occupational training may be granted to students enrolled in occupa-

tional programs upon validation of the non-collegiate instruction by the appropriate academic department. A processing fee of \$15 per course, up to a maximum of \$50 for any single application, will be charged for the evaluation of non-collegiate instruction. Agreements to recognize specialized non-collegiate occupational training must have been previously approved in accordance with College curriculum procedures.

Certified Professional Secretary (CPS)

Students passing the complete examination or individual sections of the Certified Professional Secretary Examination (CPS) may be granted credit toward an Associate degree at Miami-Dade after official score reports are received from the Institute for Certifying Secretaries. The credit will appear on the student's permanent record as earned credit only, without any indication of grades or qual-

ity points. Evaluations of CPS examinations are made after the student has been admitted to the College.

Military Service Schools, Defense Activity for Non-Traditional Education Support (DANTES) and United States Armed Forces Institute (USAFI)

Miami-Dade Community College will grant credit toward an Associate degree for properly validated military service training including military service schools, United States Armed Forces Institute (USAFI) and Defense Activity for Non-Traditional Education Support

(DANTES) end of course examinations, and acceptable College Level Examination Program (CLEP) test scores. The recommendation of the American Council on Education, a guide to the evaluation of education experiences in the armed services, will be used in evaluating military service school training. For active duty military personnel, DD Form 295 and the Miami-Dade military service school training record form is to be submitted. USAFI and DANTES college level credit courses taken by correspondence or by extension through other accredited colleges are accepted under regular transfer credit provisions. Official Reports of Educational Achievement must be mailed directly to the College Admissions Office from each approved organization.

College credit earned through military service schools, USAFI, or DANTES college level end of course tests will appear on the student's permanent record as earned credit only, without any indication of grades or quality points. Transfer credit evaluations of this work



are made after the student has been admitted to the College.

Veterans must submit a true copy of the service personnel's separation papers (DD Form 214) and the Miami-Dade military service school training record form to the Admissions Office. Veterans who earned credit through USAFI or DANTES should request transcripts from Educational Testing Service, Contact Representative for DANTES, P.O. Box 6604, Princeton, New Jersey 08541.



Special Information

Computer Services

Miami-Dade has invested in a state-of-the-art computing and telecommunications infrastructure. The six campuses and three centers are interconnected by a robust and diverse high-speed OC 12 (622 megabits per second) fiber network backbone that supports voice, video and data. The network supports 20,000 ports, with more than 14,000 in active status, and has a new 21 megabits-per-second, high-speed connection to the Internet. Wireless connectivity for mobile computing and network-based video-on-demand capability are available in some locations.

The M-DCC Data Center is located in Jack Kassewitz Hall on the Kendall Campus. It hosts an IBM ES9672-Y46 mainframe with 8 gigabytes of main memory and 1.5 terabytes of storage. The mainframe supports the new ODESSEY Enterprise Software Suite that features student services such as admissions, registration and advising, as well as administrative functions such as facilities, finance, payroll and personnel. The mainframe is linked to STAR, the Colleges' interactive voice response system, through which students can register for classes, pay for those classes, receive their grades and order transcripts. The College also offers a wide variety of Internet-based services such as student portal access to admissions, registration, advising, financial aid, transcript request, term grades and credit card payment, as well as up-to-date course listings and academic program information. A new imaging system for student records has been implemented, and there are extensive computing facilities at each College location to provide support for a College-wide technology-enabled curriculum.

Institutional Advancement

(District Office)

The District Institutional Advancement section has responsibility in three major divisions in carrying out its mission as the development organization

for Miami-Dade Community College: The District Development Office, the Office of Alumni Annual Fund, and the Miami-Dade Community College Foundation, Inc.

District Development Office

The District Development Office provides leadership, coordination and support of the process of securing resources from both public sources (federal, state and municipalities) and private sources (foundations, corporations, businesses and individuals) to support educational program development, student financial aid, scholarships, faculty and staff professional development, faculty exchange program, international student exchange program, education and training for economic development, and special projects. Through the College Processing Number (CPN) system the Development Office maintains records of all grants for programmatic and fiscal audits, and accountability of the college's externally funded programs.

Office of Alumni Annual Fund

The Miami-Dade Community College Alumni Association mission is to assist current students through mentorship programs, job placement, networking, fund raising and much more. The association's goal is to serve as a bridge for these students as they enter the business world and join the more than 155,000 alumni who have graduated from Miami-Dade, and the nearly one million alumni who have attended the College.

Members of the Alumni Association are entitled to numerous benefits as well as networking opportunities with other alumni throughout the community. Membership dues are \$25.00 annually for alumni and \$10.00 for current students. Alumni can also join as a lifetime member for \$200 per person, or \$350 per couple, if both spouses attended the College.

Under the umbrella of the Miami-Dade Community College Foundation, Inc. the Alumni Association is governed by a Board of Directors comprised of prominent alumni representing various fields and professions throughout the community. The names of the current

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Miami-Dade Community College Alumni Association Board members and Officers are listed below. If you would like more information about the Alumni Association, contact the Director of Alumni Affairs at (305) 237-3240.

Alumni Association
Board of Directors

President

Mr. Robert Healy, Jr.

Immediate Past President

Mr. Frank Cobo

President Elect

Dr. Barry Burak

Vice President

Dr. Mercedes Quiroga

Treasurer

Perry Anderson

Secretary

Christine M. Moreno

Past Presidents

Ana Maria Fernandez Haar

Kelsey Dorsett

The Honorable Helen T. Erstling

Robert P. Healy, Jr.

Ahmed Merchant

Reydel (Sonny) Santos

Members at Large

Cynthia A. Allen

Jill Beach

Gary Canner, Esq.

Calvin Clark

James Cox

Dr. Margarita Cuervo

Dr. Mathenia (Tina) Dupree

Marta Gutierrez

Christine M. Moreno

Carmen A. Morris

Mark Peugh

Walter Wilson

M-DCC Foundation Inc.

The M-DCC Foundation Inc., established in 1965, is a 501(c)3 charitable foundation under the rules of the Internal Revenue Service. It is organized under Florida statutes as a "direct support" foundation for Miami-Dade Community College. The M-DCC Foundation Inc. is governed by a Board of Directors (listed elsewhere in this catalog) composed of three members of the district board of trustees, the district president, one campus president and no fewer than 15 members from the community at large.

As the "direct support" organization, the M-DCC Foundation Inc. serves as the fund-raising organization for Miami-Dade Community College. The foundation operates an active and continuing development process of working with individual donors, corporations, foundations, businesses, and organizations to secure financial resources to provide "a margin of excellence" for the educational programs of the College, and to provide student scholarships to assure that no student with talent and ability is denied access because of lack of financial resources. The foundation provides the support for the College's endowed teaching program to strengthen and enhance academic programs. It provides approximately \$3 million annually in student scholarships. Requests for scholarships should be made through the Financial Aid Office located on each campus.

Endowed Teaching Chairs

The Miami-Dade Community College Foundation Endowed Teaching Chair program is the first program at a community college designed to endow chairs dedicated solely to recognized excellence in teaching.

Originally envisioned by Dr. Robert H. McCabe, president emeritus of M-DCC, the teaching chair program recognizes outstanding teachers through the awarding of small individual budget grants and salary supplements on three-year cycles.

The Foundation Board agreed the teaching chair program should be endowed, that a compelling "case" could be made, and that the community would respond.

Mr. Louis Wolfson III, president of Venture W Corporation, and chairman of the first successful \$5 Million Margin of Excellence Endowment Campaign of 1985-88, agreed to co-chair the new Endowed Teaching Chair campaign. Mr. Andrew Blank, president of Seaboard Warehouse Terminals, Ltd., agreed to serve as co-chair of the \$10 million campaign. Dr. Dale Parnell, president of the American Association of Community and Junior Colleges, and keynote speaker for the kick-off of the campaign, stated, "This dynamic program will serve as a model for the nation."

The Adorno & Zeder Employee Charitable Trust Foundation
Endowed Teaching Chair in Ethnic Relations
The American Express Endowed Teaching Chair in Support of Travel and Tourism Related Programs
The Ruth Anderson Foundation Endowed Teaching Chair
The Carlos Arboleya/NationsBank Endowed Teaching Chair in Banking and Business
The BellSouth Endowed Teaching Chair in Communications
The BellSouth II Endowed Teaching Chair
The Andrew Blank Endowed Teaching Chair
The Blockbuster Entertainment Corporation Endowed Teaching Chair
The Simon Bolivar Endowed Teaching Chair
The M. Anthony Burns/Ryder System Endowed Teaching Chair
The Citibank of Florida Endowed Teaching Chair for the New World School of the Arts
The Peter H. Clayton Endowed Teaching Chair in Classical Languages
The Frank J. Cobo Endowed Teaching Chair in Real Estate
The Evan G. and Rose Marie Coe Endowed Teaching Chair in History and Political Science
The Esther T. Colliflower, R.N. Endowed Teaching Chair
The Columbia/HCA Healthcare Corporation, South Florida Division Endowed Teaching Chair
The Dade Community Foundation Endowed Teaching Chair
The Dade County School Employees Federal Credit Union Endowed Teaching Chair in Honor of Hubert O. Sibley
The Espirito Santo Bank of Florida Endowed Teaching Chair
The Jeanne-Marie and Dante B. Fascell Endowed Teaching Chair
The First Union National Bank of Florida Endowed Teaching Chair through the First Union Foundation
The Gordon Foster and Thelma Peters Endowed Teaching Chair
The Friends of Kendall Campus School of Business and Administration Endowed Teaching Chair

The Juan A. Galan, Jr. Endowed Teaching Chair in Entrepreneurship
 The Gerrits Construction Company Endowed Teaching Chair
 The Daniel K. Gill Endowed Teaching Chair
 The Senator Jack Gordon Endowed Teaching Chair
 The Dr. Ruth Wolkowsky Greenfield Endowed Teaching Chair in Music
 The Hamilton Bank Foundation Endowed Teaching Chair in Business
 The Arthur H. Hertz Endowed Teaching Chair
 The George W. Jenkins Foundation/ Publix Super Market Charities Endowed Teaching Chair
 The Mardee S. Jenrette Endowed Teaching Chair
 The Kiwanis of Little Havana Foundation Endowed Teaching Chair in Honor of Hispanic Culture and Music
 The John S. and James L. Knight Foundation Endowed Teaching Chair in Journalism
 The Anastasios and Maria Kyriakides Endowed Teaching Chair
 The Dr. Demie J. Mainieri/Miami Jai Alai Endowed Teaching Chair in Health and Physical Education
 The Peter Masiko, Jr. Endowed Teaching Chair Recipients Endowed Teaching Chair
 The Peter Masiko, Jr./Miami Jai-Alai Endowed Teaching Chair
 The Sir Clare Massey, O.S.J. Endowed Teaching Chair
 The Charles A. and Carrie Mastronardi Endowed Teaching Chair
 The Bonnie McCabe Endowed Teaching Chair in the Humanities
 The Dr. Robert H. McCabe Endowed Teaching Chair
 The Manuel Medina Endowed Teaching Chair
 The Congresswoman Carrie Meek Endowed Teaching Chair
 The Hank Meyer Endowed Teaching Chair
 The City of Miami Police Department Endowed Teaching Chair in the Social Sciences
 The Miami-Dade Community College Alumni Association Endowed Teaching Chair
 The Jane and Van Myers Endowed Teaching Chair
 The Northern Trust Bank of Florida Endowed Teaching Chair



The Elpidio Nuñez/Northwestern Meats Endowed Teaching Chair
 The Calvin and Flavia Oak Foundation, Inc. Endowed Teaching Chair
 The John H. O'Neil, Jr. Endowed Teaching Chair in Nursing and Health Related Careers
 The Dr. Eduardo J. Padrón Endowed Teaching Chair
 The Pan Am International Flight Academy's Endowed Teaching Chair for Aviation Programs
 The Philip Morris Companies Inc. Endowed Teaching Chair of Excellence in Agriculture and the Natural Sciences
 The Mary Pond Family and Friends Endowed Teaching Chair in Memory of Karl S.E. Pond
 The Barton D. And Marilyn J. Powell Endowed Teaching Chair
 The Linda and Hank Raattama Endowed Teaching Chair
 The Henry E. S. Reeves/Miami Times Endowed Teaching Chair
 The Judy, Jill and Andrew Reinach Chair of Excellence in Honor of Israel
 The Janet Reno Chair in Criminal Justice
 The Republic National Bank of Miami Endowed Teaching Chair of Excellence in Business and Finance
 The Rosenberg-McIntosh-Leigh Foundations Endowed Teaching Chair
 The Rotary Club of Miami Endowed Teaching Chair in Memory of G.H. "Buck" Ashmore

The Robert Russell Memorial Foundation Endowed Teaching Chair
 The Murray Sisselman & Peter H. Clayton Endowed Teaching Chair
 The Mac Smith Endowed Teaching Chair in Environmental Ethics
 The Southeast Banking Corporation Foundation Endowed Teaching Chair
 The Spillis Candela & Partners, Inc. Endowed Teaching Chair
 The Steel Hector & Davis Endowed Teaching Chair
 The Joan K. Stout, R.N. Endowed Teaching Chair
 The SunTrust Endowed Teaching Chair in Banking and Finance
 The Dr. Stanley Sutnick Endowed Teaching Chair
 The Stanley G. Tate and Family Endowed Teaching Chair
 The Vitas Innovative Hospice Care Endowed Teaching Chair
 The J. Harvey Watson Endowed Teaching Chair in Aviation
 The Colonel Mitchell Wolfson, Sr. Endowed Teaching Chair
 The Frances Louise Wolfson Family Foundation, Inc. Endowment Chair
 The Louis Wolfson III Endowed Teaching Chair
 The Mitchell Wolfson, Jr. Endowed Teaching Chair
 The John & Elizabeth Rode Endowed Teaching Chair
 The Pan American Hospital Endowed Teaching Chair

Course Information

Florida's Statewide Course Numbering System

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System. This common numbering system is used by all public post-secondary institutions in Florida and by twenty six 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

FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM					
Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
SYG	1	0	1	0	
Sociology, General	Freshman level at this institution	Entry-Level General Sociology	Survey Course	Social Problems	No laboratory component in this course

last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

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

General Rule for Course Equivalencies

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

For example, a survey course in social problems is offered by 31 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 completed 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 a 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 native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed which 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

State Board of Education Rule 6A-10.024(19), Florida Administrative Code, reads:

When a student 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 common course designation and numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The award of credits may be limited to courses that are entered in the course numbering system. Credits so awarded 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

College preparatory and vocational preparatory courses 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 Mary Ann Miller in the Office of District Academic Programs or the Florida Department of Education, K-16 Articulation, 401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling telephone number (850) 488-6402 or Suncom 278-6402.



Miami-Dade Course Offerings and Cross References

Miami-Dade Community College course offerings and their descriptions are grouped under the applicable statewide discipline, in alphabetical

order according to discipline title, not under the department or division of the college through which they are offered. For instance: FIN 2100, Personal Finance, is listed under Finance, the statewide discipline and not under a business, economics, or management department. Dance courses, DAA, are listed under Dance, not under Physical Education.

Within the specific disciplines, courses are listed alphabetically by prefix, then numerically within that prefix.

Not all courses are offered in all terms or at all campuses. For current offerings, consult the listing of credit courses published each term prior to registration period on all campuses.

The number of contact hours per week following each course description are for 16-week terms. More contact hours are required per week for the six and 12-week terms.

The cross references which follow will aid you in locating courses by prefix or discipline.

Prefix to Prefix Title to Statewide Discipline

Prefix	Prefix Title	Statewide Discipline	Page
ACG	Accounting—General	Accounting	130
ACO	Accounting Occupational/Technology	Accounting	230 *
AFH	African History	History	180
AFR	Air Force ROTC (Aerospace Studies)	Military Science	190
AMH	American History	History	180
AML	American Literature	English Language and Literature	163
AMS	American Studies	American/Afro-American Studies	135
ANT	Anthropology	Anthropology	135
ARC	Architecture	Architecture	136
ARE	Art Education	Art	137
ARH	Art History	Art	137
ART	Art	Art	137
ARV	Architectural/Drafting Technology	Architecture	230 *
ASC	Aviation Science	Aeronautical Science	131
ASH	Asian History	History	180
AST	Astronomy	Physics	210
ATE	Animal Science:Technology	Agriculture	133
ATF	Aviation Technology Flight	Aeronautical Science	131
ATT	Aviation Technology Theory	Aeronautical Science	131
AVM	Aviation Management	Aeronautical Science	132
AVS	Avionics	Aeronautical Science	133
BAN	Commercial Banking (AIB)	Banking	139, 231 *
BCN	Building Construction	Building Construction	142
BCT	Building Construction	Building Construction	143
BCV	Building Construction	Building Construction	230 *
BOT	Botany	Biological Science	141
BRC	Banking	Banking	140, 231 *
BSC	Biological Sciences	Biological Science	141
BUL	Business Law	Business Law	143, 231 *
BUV	Business Occupational/Technology	General Business	231 *
CAP	Computer Applications	Computer Sciences/Computer Engr./Inf.Sys.	144
CCJ	Criminology & Criminal Justice	Criminal Justice	149
CDA	Computer Design/Architecture	Computer Sciences/Computer Engr./Inf. Sys.	144
CEN	Computer Engineering	Computer Engineering	144
CET	Computer Engineering Technology	Electrical/Electronic Technology	161
CGS	Computer General Studies	Computer Science/Computer Engr./Inf. Sys.	145, 232 *
CGV	Computer Concepts and Occupational Technology	Computer Science	233 *

		Page
CHI	Chinese Language	Oriental Languages & Literature .139
CHM	Chemistry	Chemistry .143
CIS	Computer Information Systems	Computer Science/Engineering .147
CJD	Criminal Justice Development	Criminal Justice .150, 234 *
CJT	Criminal Justice Technology	Criminal Justice .151, 236 *
CLP	Clinical Psychology	Psychology .212
COE	Cooperative Education	Cooperative Education .149
COM	Communications / Vocational	Communications .232 *
COP	Computer Programming	Computer Science/Computer Engr./Info. Sys. .147
COT	Computing Theory	Computer Science/Computer Engineering .149
CPO	Comparative Politics	Political Science .211
CRW	Creative Writing	English Language & Literature .163
CTE	Home Economics: Clothing & Textiles	Home Economics .168
DAA	Dance Activities	Dance .151
DAN	Dance	Dance .153
DEH	Dental Hygiene	Dental Hygiene .154
DEP	Developmental Psychology	Psychology .212
DES	Dental Support	Dental Support .154
DIE	Dietetics	Nutrition .155
EAP	English for Academic Purposes	ESL for Academic Purposes .167
ECO	Economics	Economics .155
ECP	Economics Problems & Policy	Economics .156
ECS	Economics Systems & Development	Economics .156
EDF	Education: Foundations & Policy Studies	Education: Foundations & Policy Studies .156
EDG	Education: General	Education Systems .156
EEC	Education: Early Childhood	Education Systems .156
EEL	Engineering: Electrical	Engineering II .159
EER	Electronic Technology/Vocational	Electrical Engineering Repair .237 *
EET	Electronic Engineering Technology	Electrical/Electronic Technology .161
EEV	Electrical/Electronic Vocational	Electrical/Electronic Technology .237 *
EEX	Education: Exceptional-Child-Core Competencies	Education, Exceptional Child .157
EGS	Engineering: General/Engineering: Support	Engineering: General Support .159
EHD	Education: Hard of Hearing and Deaf	Education, Exceptional Child .157
EME	Education: Technology and Media	Education Systems .157
EMS	Emergency Medical Services	Emergency Medical Services .158
ENC	English Composition	English Language & Literature .163, 158
	English College Preparatory	English College Preparatory .164
ENG	English: General	English Language & Literature .164
ENL	English Literature	English Language & Literature .164
ENY	Entomology	Agriculture .134
EST	Electronic Specialty Technology	Electrical/Electronic Technology .162
ETC	Engineering Tech: Civil	Engineering Technologies .160
ETD	Engineering Tech: Drafting	Engineering Technologies .160, 239 *
ETE	Engineering Tech: Electrical	Engineering Technologies .162
ETG	Engineering Tech: General	Engineering Technologies .162
ETI	Engineering Tech: Industrial	Engineering Technologies .162
ETM	Engineering Tech: Mechanical	Engineering Technologies .163
ETN	Electroencephalographic Technology	Electroencephalographic Technology .157
ETV	Engineering Tech. Mechanical Drafting	Engineering Technologies .240 *
EUH	European History	History .180
EVR	Occupational Safety & Health Tech.	Environmental Studies .165, 240 *
EVS	Environmental Science	Engineering Technologies .162
FAS	Fishery and Aquaculture Science	Agriculture .134

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FIL	Film	Mass Communication	168
FIN	Finance	Finance	170
FFP	Fire Fighting and Protection	Fire Science	170, 242 *
FOS	Food Science	Nutrition	172
FOT	Foreign & Biblical Language in Translation	Foreign & Biblical Language & Literature	172
FRE	French Language	French Language & Literature	172
FRW	French Literature (Writing)	French Language & Literature	172
FSE	Funeral Services	Funeral Services	173
FSS	Food Service Systems	Nutrition	172
GEA	Geography-Regional Areas	Geography	174
GEB	General Business	General Business	174, 242 *
GEO	Geography-Systematic	Geography	174
GER	German Language	German & Germanic Language & Literature	175
GEY	Gerontology	Gerontology	175
GLY	Geology	Geology	175
GRA	Graphic Arts	Graphic Arts	175, 242 *
GRV	Graphics	Graphics Arts	244 *
HBR	Modern Hebrew Language	Hebrew Language & Literature	179
HEV	Home Economics	Home Economics	231*, 236 *
HFT	Hospitality Management	Hospitality Management	181, 226
HIM	Health Information Management	Health Information Management	178, 244*
HLP	Health, Leisure, Physical Education	Health, Leisure, Physical Education	206
HMV	Travel Agency Operations	Transportation	252 *
HOS	Horticulture Sciences	Ornamental/Horticultural Science	134
HSC	Health Sciences	Health Sciences/Resources	178, 244 *
HUM	Humanities	Humanities	181
HUN	Human Nutrition	Nutrition	200
HUS	Human Services	Human Services	181
IDH	Interdisciplinary Honors	Interdisciplinary Studies	182
IDS	Interdisciplinary Sciences	Interdisciplinary Sciences	182
IND	Interior Design	Interior Design	182
INP	Industrial & Applied Psychology	Psychology	212
INR	International Relations	Political Science	211
ISC	Interdisciplinary Sciences	Natural Science: Interdisciplinary	182
ISS	Interdisciplinary Social Sciences	Interdisciplinary Social Science	217
ITA	Italian Language	Italian Language & Literature	182
JOU	Journalism	Mass Communications	183
JPN	Japanese Language	Japanese Language and Literature	183
JST	Judaic Studies	Jewish/Judaic Studies	183
LAH	Latin American History	History	181
LEI	Leisure	Leisure	183
LIN	Linguistics	Linguistics	183
LIS	Library Science	Library Science	183
LIT	Literature	English Language & Literature	164
MAC	Mathematics: Calculus & Pre-Calculus	Mathematics	186
MAD	Mathematics—Discrete	Mathematics	186
MAG	Mechanized Agriculture	Agriculture	134
MAN	Management	Management	184, 246 *
MAP	Mathematics Applied	Mathematics	186
MAR	Marketing	Marketing	185
MAS	Mathematics: Algebraic Structures	Mathematics	187
MAT	Mathematics	Mathematics	187
	College Preparatory	College Preparatory	187

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MCB	Microbiology	Biological Science	142
MDW	Midwifery	Midwifery	189
MEA	Medical Assisting Technology	Medical Assisting	187, 247 *
MET	Meteorology	Meteorology	189
MGF	Mathematics: General & Finite	Mathematics	187
MIS	Military Science	Military Science	191
MKA	Marketing Applications	Marketing	185, 246 *
MKV	Marketing Applications Occupational/Technology	Marketing	247 *
MLT	Medical Laboratory Technology	Medical Laboratory Technology	187, 248 *
MLV	Medical Laboratory Sciences/Phlebotomy	Medical Laboratory Technology	248 *
MMC	Mass Media Communication	Mass Communication	186
MNA	Management Applied	Management	184, 246 *
MTB	Mathematics - Technical and Business	Mathematics	187, 247 *
MUC	Music: Composition	Music-General	191
MUE	Music: Education	Music-General	191
MUG	Music: Conducting	Music-General	192
MUH	Music: History/Musicology	Music-General	192
MUL	Music: Literature	Music-General	192
MUM	Music: Music Commercial	Music-General	192
MUN	Music: Musical Ensembles	Music-General	193
MUO	Music: Opera/Musical Theatre	Music-General	194
MUS	Music	Music-General	194
MUT	Music:Theory	Music-General	194
MVB	Music:Applied-Brasses	Music-Applied	195, 196
MVJ	Music:Applied-Jazz	Music-Applied	195, 196
MVK	Music:Applied-Keyboards	Music-Applied	195, 196
MVO	Music:Applied-Other Instruments	Music-Applied	196
MVP	Music:Applied-Percussion	Music-Applied	195, 196
MVS	Applied Music: Strings	Music-Applied	195, 196
MVV	Music:Applied-Voice	Music-Applied	195, 196
MVW	Music:Applied-Woodwinds	Music-Applied	195, 196
NUR	Nursing	Nursing	196
OCA	Office Computer Applications	Office Computer Applications	248 *
OCB	Oceanography	Oceanography	142
OCE	Oceanography	Oceanography	200
OFT	Office Technology Occupational - Variable Paced	Office Systems Technology	249 *
OPT	Ophthalmic Technology	Ophthalmic Technology/Vision Care	227
ORH	Ornamental Horticulture	Ornamental/Horticultural Science	134
ORI	Oral Interpretation	Oral Interpretation	204
OST	Office Systems Technology	Office Systems Technology	200
OTA	Office Technology Application	Office Technology Application	249 *
PAD	Public Administration	Public Administration	213
PAS	Physician Assistant	Physician Assistant	209
PCB	Process Biology	Biological Sciences	142
PCO	Psychology for Counseling	Psychology	212
PEL	Physical Education Acts (General)-Object Centered, Land	Physical Education	206
PEM	Physical Education Acts (General)-Performance Centered, Land	Physical Education	206
PEN	Physical Education Acts (General)-Water, Snow, Ice	Physical Education	207
PEO	Physical Education Acts (General)-Object Centered, Land	Physical Education	207
PEP	Physical Education Acts (General)-Performance Centered	Physical Education	207
PEQ	Physical Education Acts (Professional)-Water, Snow, Ice	Physical Education	207
PET	Physical Education Theory	Physical Education	208
PGY	Photography	Photography	205, 250 *

			Page
PHI	Philosophy	Philosophy	205
PHM	Philosophy of Man & Society	Philosophy	205
PHT	Physical Therapy	Physical Therapy	208
PHY	Physics	Physics	210
PLA	Paralegal/Legal Assisting/Legal Adm.	Legal Assisting	204
PLP	Plant Pathology	Agriculture	135
PMA	Pest Management	Agriculture	135
POR	Portuguese Language	Portuguese Language & Literature	212
POS	Political Science	Political Science	211
POT	Political Theory	Political Science	212
PPE	Personality	Psychology	212
PRN	Practical Nursing	Practical Nursing	250*
PSB	Psychobiology	Psychology	212
PSC	Physical Sciences	Physics	211
PSY	Psychology	Psychology	212
PTN	Pharmacy Technician	Health Care Providers	250*
PUR	Public Relations	Mass Communication	186
QMB	Quantitative Methods in Business	Quantitative Methods in Business	213
RAT	Radiation Therapy	Radiologic & Nuclear Medicine/Technology	213
REA	Reading	Reading	215
	Reading College Preparatory	Reading College Preparatory	215
REE	Real Estate	Real Estate	215, 250*
REL	Religion	Religion	216
RET	Respiratory Therapy	Respiratory Therapy	216, 217
RMI	Risk Management & Insurance	Risk Management & Insurance	217, 234*, 251*
RMV	Risk Management & Insurance Occupational Technology	Risk Management & Insurance	251*
RTE	Radiologic Technology	Radiologic & Nuclear Medical Technology	214, 219*
RTT	Radio & Television Technology	Radio/Television Technology	241*
RTV	Radio-Television	Mass Communication	169
RUS	Russian Language	Slavic Language & Literature	217
SBM	General Business	Small Business Mgmt: Occupational/Tech.	231*
SLS	Student Life Skills	Student Life Skills	222, 252*
SON	Sonography	Medical Imaging & Radiation Therapy	218
SOP	Social Psychology	Psychology	213
SOW	Social Work	Social Work	218
SPA	Speech Pathology & Audiology	Speech Pathology & Audiology	221
SPC	Speech Communication	Speech Communication	221
SPN	Spanish Language	Spanish Language & Literature	220
SPT	Spanish Literature in Translation	Spanish Language & Literature	220, 221
SPW	Spanish Literature (Writings)	Spanish Language & Literature	221
STA	Statistics	Statistics	222
SUR	Surveying & Related Areas	Surveying & Mapping	223, 252*
SYG	Sociology, General	Sociology	218
TAX	Taxation	Accounting	131
THE	Theatre Studies & General Resources	Theatre Arts	223
TPA	Theatre Production & Administration	Theatre Arts	223
TPP	Theatre Performance & Performance Training	Theatre Arts	225
TRA	Transportation	Transportation	186, 226, 252*
VIC	Visual Communication	Mass Communication	170
VPI	Vocational Preparation	Vocational Preparatory Instruction	253*
WOH	World History	History	181
ZOO	Zoology	Biological Science	142

COURSE DESCRIPTIONS

College Credit Courses

Miami-Dade Community College courses are developed and offered to meet the many and varied needs of both individual students and the community. College credit courses are offered in general education, occupational/ technical, nursing, allied health, business, and public service disciplines. The following are descriptions of over 2,000 college credit courses at Miami-Dade. These courses are applicable to the Associate in Arts and/or Associate in Science degree programs.

They are listed in alphabetical order by title according to the State Course Numbering System directory of taxonomies. Not all courses are offered each term or at each campus. Check the registration handbook of the campus you are attending, or plan to attend, prior to registration each term.

Accounting

ACG1949

Co-op Work

Experience 1: ACG 3 credits

This is a course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative education office to obtain registration approval. (3 hr. lecture)

ACG2001

Principles of Accounting 1

3 credits

An introduction to the basic principles of financial accounting with emphasis on basic accounting procedures such as the recording of transactions and the preparation of financial statements. Other topics include inventories, receivables, and cash. ACG2001 and ACG 2011 can be substituted for ACG2021. Corequisite: ACG 2002L. (3 hr. lecture)

ACG2001L

Principles of

Accounting 1 Lab

1 credit

Provides the accounting student with support to achieve the objectives of ACG 2001. Corequisite: ACG2001. Laboratory fee. (2 hr. lab)

ACG2011

Principles of

Accounting 2

3 credits

Accounting for owners' equity with emphasis on corporate financial statements. Other topics include plant assets, intangible assets, current and long-term liabilities. ACG 2001 and 2011 can be substituted for ACG 2021. Corequisite: ACG 2011L. (3 hr. lecture)

ACG2011L

Principles of

Accounting 2 Lab

1 credit

Provides the accounting student with support to achieve the objectives of ACG 2011. Laboratory fee. (2 hr. lab)

ACG2021

Financial Accounting

3 credits

An introduction to financial accounting concepts and analysis with emphasis on corporate financial statements and determination of income. Corequisite: ACG 2021L. (3 hr. lecture)

ACG2021L

Financial Accounting Lab

1 credit

Provides the accounting student with support to achieve the objectives of ACG 2021. Corequisite: ACG 2021. May be repeated for credit. (2 hr. lab)

ACG2031

Accounting Theory

3 credits

Designed primarily for the transferring accounting major, the course covers current topics in both financial and managerial accounting. It exposes the student to a computerized accounting system. It also familiarizes the student with current accounting literature and includes a review of the preparation and analysis of financial statements. Prerequisites: ACG 2011. (3 hr. lecture)

ACG2071

Managerial Accounting

3 credits

Managerial Accounting focuses on the accounting information needs of the various levels of internal management within an organization. Internal responsibility is directed at three major areas of management responsibility: cost determination, planning and control, and long-term decision-making. Prerequisite: ACG 2021 or ACG 2001 and ACG 2011; corequisite: ACG 2071L. (3 hr. lecture)

ACG2071L

Managerial Accounting Lab

1 credit

Provides the accounting student with support to achieve the objectives of ACG 2071. Corequisite: ACG 2071. Laboratory fee. (2 hr. lab)

ACG2100

Intermediate Accounting 1

3 credits

A review of the accounting cycle and

advanced work in the area of temporary investments, receivables, inventories, plant assets, and investments in stock and bonds. Prerequisite: ACG 2011. Special fee. (3 hr. lecture)

ACG2110

Intermediate Accounting 2

3 credits

Topics include intangibles, long-term debts, paid-in capital and retained earnings; includes extensive analysis and interpretation of financial statements. Prerequisite: ACG 2011. (3 hr. lecture)

ACG2170

Financial Statement

Analysis

3 credits

Basic instruction in analyzing statements in order to make sound judgments on the financial condition of specific businesses. (3 hr. lecture)

ACG2360

Cost Accounting

3 credits

A consideration of the accumulation, interpretation and control of costs by the job order and the process cost systems. Includes the study of break-even analysis, budgeting and other cost control techniques. Prerequisite: ACG 2011. (3 hr. lecture)

ACG2450

Microcomputers in

Accounting

1-3 variable credits

Accounting application of electronic data processing including the preparation interpretation and use of computer information in financial decision making. Special fee (1-3 hr. lecture)

ACG2450L

Microcomputers in

Accounting Lab

2 credits

Provides additional exposure to electronic spread sheets and other pertinent software. Corequisite: ACG 2450. (4 hr. lab)

ACG2630

Auditing

3 credits

Fundamental principles of audit practice and procedure including the verification of balance sheets and income statement items, the preparation of audit working papers, and the compilation of audit reports. The course includes short problems and audit of accounting records. Prerequisite: ACG 2011. (3 hr. lecture)

ACG2949

Co-op Work

Experience 2: ACG

3 credits

This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval and completion of 1949 Co-op Work Experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Education Office to obtain registration approval. (3 hr. lecture)

TAX2000

Income Tax 3 credits
Federal income tax fundamentals with emphasis on individual returns. Topics considered include gross income, capital gains and losses, deductions and exemptions, and tax credits. Special fee. (3 hr. lecture)

TAX2010

Business Taxes & Returns 3 credits
A practical course on the various tax reports and forms required in an accounting office. Topics include payroll deposits, payroll returns, corporate tax return, annual report, tangible and intangible tax returns, sales taxes, employment forms and licenses. (3 hr. lecture)

Aeronautical Science

ASC1210

Aero Meteorology 3 credits
This is a core aviation course. The student will be prepared to understand weather and environmental issues in commercial aviation. Topics covered will be atmospheric phenomena relating to aircraft operations, the analysis and use of weather data as presented by the U.S. National Weather Service. (3 hr. lecture)

ASC1510

Aero Physics 3 credits
As preparation for the requirements of commercial aviation, the course covers the basis for physical law in its practical application to aeronautics. Prerequisite: Acceptable score on the Algebra Placement test or equivalent. (3 hr. lecture)

ASC1550

Aerodynamics 3 credits
This is a basic course in aerodynamics. Students will analyze the physics of flight and the application of basic aerodynamics to both airframe and power plant as preparation for the requirements of commercial aviation. (3 hr. lecture)

ASC1610

Aircraft Engines and Structure Theory 3 credits
This is a foundation course in aircraft engines and structure. Students will learn the elements of aircraft engines, engine theory, construction, systems, operating procedures, performance diagnosis, and aircraft structures. (3 hr. lecture)

ASC2320

Aviation Laws and Regulations 3 credits
Insight pertinent to federal governing bodies, and current local, federal and international laws forming the present structure of aviation law. (3 hr. lecture)

ASC2470

Physiology/Psychology of Flight 3 credits
This is an introductory course in the physiology and psychology of flight. Students will learn aero-medical facts of significance to pilots, including causes, symptoms, prevention and emergency treatment of ailments common to the aviation environment

through a basic understanding of a person's normal functioning. Cabin pressurization, communications, decompression sickness, hyperventilation, hypoxia, self-imposed stresses, spatial disorientation and vision are examined. (3 hr. lecture)

ASC2670

Aircraft Systems 3 credits
As preparation for commercial aviation requirements, this course is concerned with a detailed study of aircraft systems, their various sources of basic power and the functional application of mechanisms operated by these systems. Prerequisite: ASC 1610. (3 hr. lecture)

ATF1000

Introduction to Flight 3 credits
This course provides an introduction to the basics of flight. Students will be introduced to basic flight maneuvers, ground reference maneuvers, navigation, and takeoffs and landings. (3 hr. lecture)

ATF1100

Private Pilot Flight 3 credits
This course provides flight training in the areas required to safely perform the duties of Private Pilot. This will fulfill the requirements as outlined in FAR part 141 and as presented in the Jeppesen Sanderson Private Pilot syllabus. Upon satisfactory completion of this course, the FAA written exam and the practical exam, the applicant will receive an FAA Private Pilot Certificate. A Class 1 FAA Medical Certificate is required. Corequisites: ATT 1100, ATT100L, ASC 1210. Special fee. (3 hr. lecture)

ATF2200

Instruments Pilot Flight 3 credits
This course provides the flight training required to safely conduct flight as a Instrument Rated Pilot. The training will be conducted in accordance with FAR Part 141 and in concert with stages 1 through 4 of the Jeppesen Sanderson Instrument/Commercial Syllabus. Upon satisfactory completion of the course, the FAA and FAA Instrument Rating. A Class 1 FAA Medical Certificate and FAA Private Pilot Certificate are required. Prerequisite: ATF 1100. Corequisites: ATF 2610L, ATT 2120. Special fee. (3 hr. lecture)

ATF2210

Commercial Pilot Flight 3 credits
This course provides pilot training required to allow the student to safely conduct flight as a commercial Pilot. The training will be conducted in accordance with FAR Part 141 and in concert with stages 5 and 6 of the Jeppesen Sanderson Instrument/Commercial Syllabus. Upon satisfactory completion of this course, the FAA written exam, and FAA practical exam the student will receive an FAA Commercial Rating. A Class 1 Medical Certificate with Instrument Rating are required. Prerequisite: ATF 2220. Corequisite: ATF 2631L. Special fee. (3 hr. lecture)

ATF2300

Multi-Engine Pilot Flight 1 credit
This course provides the flight training required to prepare the student to safely conduct flight as a Multi-Engine pilot. Upon satisfactory completion of this course, and the FAA oral and practical exam the student will receive an FAA multi-engine rating. Prerequisite:

site: ATF 1100 or ATF 2110. Corequisite: ATT 2130. Laboratory Fee. (3 hr. lecture).

ATF2501

Flight Instructor-Flight Training 3 credits
This course provides flight training for the student to develop the ability to analyze the performance of private and commercial flight maneuvers from the right seat of a training aircraft, in compliance with the Federal Aviation Administration Certified Flight Instructor Certificate. Prerequisite: ATF 2300; corequisites: ATT 2131, ATF 2501L. Special fee. (3 hr. lecture)

ATF2501L

Flight Instructor-Laboratory 1 credit
Provides the student with internship teaching experience based upon the principles of flight instruction learned in ATT 2131 and ATF 2501. Students will learn to develop lesson plans and how to communicate effectively using instructional materials. Prerequisite: ATF 2300; corequisite: ATT 2131, ATF 2501. (2 hr. Lab)

ATF2651C

Flight Engineer-Turbojet 4 credits
This course will provide ground and simulator training for the purpose of obtaining a turbojet flight engineer license (Boeing 727) in accordance with provisions of FAR 63.64, FAR 63 Appendix C and Exemption 4901. Each trainee must hold a valid Commercial Pilot's Certificate with an instrument rating. Each trainee must also have successfully completed the FAA Flight Engineer Written Exam in accordance with FAR 63.35(d). (3 hr. lecture; 2 hr. lab)

ATT1100

Private Pilot Theory 4 credits
This course introduces basic subjects pertaining to flight including: aircraft operation and performance, weather, pilotage, air traffic control, and Federal Aviation Regulations. Students will prepare for the FAA Private Pilot Written Examination. Corequisites: ASC 1210, ATF 1100, ATT 1100L. (3 hr. lecture)

ATT2110

Commercial Pilot Theory 3 3 credits
This course provides students with the aeronautical knowledge required to act as Commercial Pilot. Students will prepare for the FAA Commercial Written Exam. Private Pilot Certificate with Instrument Rating required. Prerequisite: ATF 2200. Corequisites: ATF 2300 or ATF 2210, ATF 2631L or ATF 2630L. (3 hr. lecture)

ATT2120

Instruments Pilot Theory 4 credits
This course introduces basic theories of instrument pilot operations to prepare students for the FAA Instrument Written Exam. Students will acquire aeronautical knowledge required to act as an Instrument rated Pilot. It will prepare the students for the FAA Instrument Written Exam. Private Pilot Certificate required. Prerequisites: ASC 1210, ATF 1100, ATT 1100; corequisites: ATF 2610L, ATF 2200. (3 hr. lecture)

ATT2131

Flight Instructor Theory 3 credits
Provides the student ground instruction to obtain the necessary aeronautical knowledge, to meet the FAA written standards for the Certified Flight Instructors Certificate. Preparation for the written exam is included in the course content. Prerequisite: AT F 2300; corequisite: ATF 2501, 2501L. (3 hr. lecture)

ATT2133

Multi-Engine Pilot Theory 2 credits
This course introduces basic theories of multi-engine pilot operations to prepare students for the FAA Multi-Engine oral and practical exams. Students will acquire aeronautical knowledge required to act as a multi-engine rated pilot. (2 hr. lecture)

ATT2140

Flight Engineer Theory 3 credits
The course encompasses the salient requirements entailed in preparation for the Federal Aviation Administration's Basic Flight Engineer and Turbo-jet class rating written examinations. Prerequisites: Commercial Pilot's license, ASC 1210, 1610, 2670. (3 hr. lecture)

ATT2660

Regional Airline Operations 3 credits
This course provides theoretical instruction and practical experience in flight planning inclusive of navigation, weather, fuel management, flight and communication procedures, aircraft performance, crew coordination and simulator procedures. Utilizing flight systems automated panels, the course additionally provides practical instruction in the operation of aircraft systems. Prerequisites: ASC 1610, ATF 2610L, 2631L, ATT 2110, 2120; corequisite: ATF 2660L. (3 hr. lecture)

ATT2820

Air Traffic Control 3 credits
The basic elements of air traffic control operations, providing the necessary foundation for successful completion of the Air Traffic Control Basic Certification Examination. Prerequisite: sophomore standing in major program. (3 hr. lecture)

ATT2821

ATC Radar & Non-Radar Procedures 3 credits
This course further develops the students Knowledge and abilities to function in the ATC radar system. Emphasis will be placed on understanding the components and performance of the radar system, identification procedures, and separations methods. Students will become proficient in the communication and coordination process necessary for operation in the radar environment. Prerequisite: ATT 2820. Special fee. (3 hr. lecture)

ATT2822

VFR Tower Operations 3 credits
This course expands the knowledge attained from ATT 2820, and is designed to further develop the aviation students skill in the ATC environment. Emphasis is placed on the duties and responsibilities of operational positions in local, ground, flight data, and coordination. Students will also learn the FAA regulations which govern flight under visual conditions. Optimum use of the Hughes Virtual Tower incorporated into this course. Prerequisite: ATT 2820. Special fee. (3 hr. lecture)

AVM1010

Aviation Industry Operation 3 credits
The course provides insight into the development and present status of aircraft and air transportation, governmental organizations, controls and regulations, and career opportunities in the field. (3 hr. lecture)

AVM1022

Flight Operations 3 credits
An investigation of the occupational duties, responsibilities, and physical facilities required by the positions of pilot, co-pilot, flight engineer, dispatcher and flight attendant. (3 hr. lecture)

AVM1062

Aviation Career Planning 1 credit
This course provides direction and guidance in career planning for all aviation students. Topics of discussion will include, the job search education and training requirements, resume writing, business etiquette, interview skills and follow-up techniques. A. S. degree credit only. (1 hr. lecture)

AVM1101

International Routes 3 credits
Study of national and international route structures. Includes study of route structure economics (why developed), city/airport codes (who serviced), regional business patterns (market segments available), and major environmental and social attributes. (3 hr. lecture)

AVM1301

Aviation Sales and Promotion 3 credits
A presentation and utilization of sales methods, sales tools, sales opportunities and personal sales skills requirements for entry level sales employment in the aviation industry. Included are sales campaign planning and implementation factors of flight, travel and cargo options. (3 hr. lecture)

AVM1400L

Air 1 Lab 1 credit
Computer laboratory experience with emphasis upon word processing and related tasks. Laboratory work parallels and complements the content of AVM 1420 (Airline Data Entry 1). Corequisite: AVM 1420. Laboratory fee. (2 hr. lab)

AVM1401L

Air 2 Lab 1 credit
A computer laboratory experience with emphasis on the use of a database and related tasks. Laboratory work parallels and complements the content of AVM 1421. Corequisite: AVM 1421. Laboratory fee. (2 hr. lab)

AVM1420

Airline Data Entry 1 3 credits
A computer oriented lecture/demo course. Coursework covers airline wordprocessing requirements in the specific departments of Operations, Maintenance, Cargo, and International Communications. Applies wordprocessing to specific airline vocabulary requirements. Corequisite: AVM 1400L. (3 hr. lecture)

AVM1421

Airline Data Entry 2 3 credits
A computer-oriented lecture/demonstration course. Coursework covers airline database requirements in the specific specialized departments of Operations, Maintenance, and Cargo. Applies database entry to specific airline vocabulary requirements. Corequisite: AVM 1401L. (3 hr. lecture)

AVM1520

Airline Reservations 3 credits
Prepares students for airline employment opportunities through a familiarization of the procedures involved in airline reservations, cargo reservation and route structures, using the American Airline's SABRE reservations and LATA systems. This course is not approved for the Travel Agency Management degree. A.S. degree credit only. Special fee. (3 hr. lecture)

AVM1521

Airline Ticketing 3 credits
A preparation for airline employment opportunities requiring the responsibilities of airline ticketing procedures manual and automated (American Airline's SABRE system) for domestic and international ticketing, teleticketing, boarding procedures, and immigration guides. This course is not approved for the Travel Agency Management Degree. A.S. degree credit only. Special fee. (3 hr. lecture)

AVM1949

Co-op Work Experience 1: AVM 3 credits
This is a course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval. Student s will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

AVM2120

Air Cargo 3 credits
The course develops a comprehensive grasp of the characteristics and evolution of air cargo, its impact on United States industry, inherent problems and future development. (3 hr. lecture)

AVM2402L

Air 3 Lab 2 credits
A simulation course using computers as input/output terminals. Introduces flight reservations procedures for a major airline reservation system. Includes basic accounting processing and computer simulation of a management and/or marketing environment as a supplement to AVM 2510 and AVM 2515 requirements. Corequisite: AVM 2510, AVM 2515. Laboratory fee. (4 hr. lab)

AVM2431
Customer Service Agent 3 credits
Covers the generic skills needed for any airline position involving regular contact with the traveling public. Includes human relations, personal appearance enhancement, etiquette, conflict management, speech skills, and the acquisition of attributes that would promote a proper professional image. (3 hr. lecture)

AVM2510
Airline Management 3 credits
An insight relative to the business policies and the functions of management in airline operations. Course involves various internal managerial facets and the impact of external regulatory and economic implications. (3 hr. lecture)

AVM2515
Airline Marketing 3 credits
A differentiation of the functions of marketing in airline operations; market research, demand analysis, advertising and promotion, sales, traffic, and the theory of price determination. (3 hr. lecture)

AVM2949
Co-op Work Experience 2:AVM 3 credits
This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval and completion of 1949 Co-op Work Experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

AVS2000
Avionics 3 credits
An examination of the basic applications electrical/electronic systems utilized in current aircraft; a foundation in the concepts and their circuitry as applied to powerplant and airframe systems and control. Laboratory fee. (1 hr. lecture; 4 hr. lab)

Agriculture & Related Technologies

ATE1110
Animal Anatomy 3 credits
This course explores the physical and functional phenomena that interact to sustain life in animals. Relationships of all of the systems in domestic animals, such as the osseous apparatus, the respiratory, digestive, genitourinary, endocrine, and nervous systems will be presented. The student will also be introduced to the descriptive and topographical terms needed to communicate with the professional staff. (3 hr. lecture)

ATE1110L
Animal Anatomy & Physiology Lab 1 credit
This course will complete the coverage and understanding of the physiological and anatomical relationships required for further development as a veterinary technician.

This course will correlate with lecture material learned in the Animal anatomy and Animal Physiology lecture courses. Anatomical dissection, necropsy, examination of live animals will be used as well as the study of radiographs, skeleton models and histological sections. (2 hr. lab)

ATE1211
Animal Physiology 3 credits
This course is designed to explore the terminology related to animal physiology, in addition to all aspects of the functions of systems in small and large animals. (3 hr. lecture)

ATE1311L
Veterinary Office Procedures 1 credit
This course is designed to acquaint the student with mathematics and office procedures used in veterinary hospital management and veterinary computer applications. (2 hr. lab)

ATE1634
Pharmacology for Veterinary Technicians 1 credit
This course is designed to explain the drug classifications pertaining to animal use, methods of calculating appropriate drug dosage, routes of administration and evaluation of drug efficacy. (1 hr. lecture)

ATE1650L
Introduction to Clinical Practice 1 1 credit
This course is designed to acquaint the student with basic laboratory and nursing skills, including restraint, history taking, examination room techniques, administration of medication, basic parasitology, and basic clinical pathology procedures. (2 hr. lab)

ATE1940
Veterinary Clinical Experience 1 2 credits
This clinical course is designed to guide the student through the application of skills learned in the introduction to Clinical Practice 1. The student will be assigned a veterinary site approved by the college and will perform in a supervised clinical setting (6 clinical hours for which the student receives no monetary compensation). (6 hr. clinic)

ATE1941
Veterinary Clinical Experience 2 2 credits
This course consists of supervised clinical experience in a work place approved by the college. The competencies mastered in Veterinary clinical experience 1 will be reinforced while adding application of classroom knowledge in pharmacology, clinical laboratory procedures, and surgical skills. The student receives no monetary compensation for the clinical hours. (6 hr. clinic)

ATE2012
Avian & Exotic Pet Medicine 2 credits
This course describes the 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. (2 hr. lecture)

ATE2050L
Animal Nursing & Medicine Laboratory 2 2 credits
The student will practice training a dog, and applying corrections for common behavioral problems. Clinical training in a small animal necropsy is also presented. (4 hr. lab)

ATE2501
Professional Development & Ethics Seminar for the Veterinary Technician 2 credits
This course is designed to acquaint the student with the laws and agencies governing the care, use and movement of animals and livestock. Veterinary ethics, resume writing and employment skills, and current trends in veterinary practice will also be described. (2 hr. seminar)

ATE2611
Animal Medicine 1 3 credits
This course is designed to acquaint the student with anesthesiology, sepsis and general surgical nursing care, essentials in pharmacology and pharmacology, and concepts in microbiology, virology and immunology. (3 hr. lecture)

ATE2612
Small Animal Nursing 2 3 credits
A study of the basic concepts of nutrition, obstetric, and pediatric care, as well as the important aspects regarding zoonotic diseases, public health and animal behavior. The student will also be introduced to alternative medicine, including holistic concepts, homeopathic, acupuncture, chiropractic and other emerging specialties. (3 hr. lecture)

ATE2614
Animal Medicine 2 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. (3 hr. lecture)

ATE2631
Small 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. (3 hr. lecture)

ATE2636
Large Animal Clinic & Nursing Skills 2 credits
This course is designed to acquaint the student with the fundamentals of large animal herd management, reproductive physiology and lactation physiology. Aspects of equine, bovine, ovine and porcine husbandry will be included. (2 hr. lecture)

ATE2636L**Large Animal
Clinic & Nursing
Skills Laboratory****1 credit**

This course is designed to acquaint the student with the fundamentals of large animal husbandry, herd health management, preventive medicine, animal restraint and nutrition as it relates to the bovine, equine, porcine and caprine species. Techniques discussed in the Large Animal Clinic and Nursing skills course such as venipuncture, injections and administration of other oral medications will be reviewed and demonstrated. One laboratory session will be devoted to poultry science. (2 hr. lab)

ATE2638**Animal Lab Procedures 1****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. (6 hr. lab)

ATE2638L**Animal Lab****Procedures 1 Laboratory****2 credits**

This course is designed to acquaint the student with clinical laboratory procedures covered in the Animal Laboratory Procedures 1 course. Areas of emphasis include hematology, coagulation and parasitology as well as general laboratory etiquette. (4 hr. lab)

ATE2639**Animal Lab Procedures 2****3 credits**

This course serves as a continuation of Animal Laboratory Procedures 1 and covers immunology, liver function and diagnostic testing for liver abnormalities, kidney function and testing used in disease states, urinalysis, pancreatic evaluation; normal and abnormal exfoliative cytology; and the evaluation of endocrine disorders. It also will include principles of serological testing and microbiological methods and protocols. (3 hr. lecture)

ATE2639L**Animal Lab****Procedures 2 Laboratory****2 credits**

This course provides experience in the practical applications discussed in Animal Laboratory procedures 2. It also will include principles of serological testing and microbiological methods and protocols as well as dentistry for the veterinary technician. (4 hr. lab)

ATE2651L**Animal Nursing****& Medicine Laboratory 1****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. (4 hr. lab)

ATE2652L**Introduction to
Clinical Practice 2****1 credit**

The clinical application of basic veterinary radiology and surgical nursing skills will be the primary focus of this practicum. The student will demonstrate skills under supervised instruction. (2 hr. lab)

ATE2661**Large Animal Diseases****1 credit**

This course is designed to acquaint the student with the fundamentals of preventative medicine and with the common disease seen in the large animal species. Aspects of equine, bovine, ovine and porcine diseases and common treatments will be emphasized. (1 hr. lecture)

ATE2671**Lab Animal Medicine****2 credits**

This course will identify technical aspects of laboratory animal care, including restraint and handling, common diseases, and nutrition. The animals studied include rabbits, rats, mice, guinea pigs, hamsters and primates. (2 hr. lecture)

ATE2710**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. (2 hr. lecture)

ATE2942**Veterinary Clinical
Experience 3****1 credit**

This course provides clinical experience for the student under the supervision of a veterinarian. The competencies stated in Veterinary Clinical Experience 1 and 2 will be reinforced and additional skills in advanced veterinary technology will be demonstrated and experienced. The student receives no monetary compensation for the three clinical hours. (3 hr. clinic)

ATE2943**Veterinary Clinical
Experience 4****3 credits**

This course consists of supervised clinical experience in a work place approved by the college. All aspects of critical and non-critical care will be observed and performed under the supervision of a veterinarian. The areas of competency of Veterinary Clinical Experience 1, 2 and 3 will be reinforced. The student receives no monetary compensation for the nine clinical hours. (9 hr. clinic)

ENY2002**Principles of
Entomology****3 credits**

Those insects, mites, etc. that affect ornamental plants will be studied. Particular attention will be given to those environmental factors that may predispose the plant to infestation. Methods of prevention, eradication, and control will be given for each organism. In as much as possible, these pests will be studied first-hand. A.S. degree credit only. (3 hr. lecture)

FAS1010**Survey of Aquaculture****3 credits**

A survey of current aquaculture techniques and practices used around the world (for a variety of species) included selected finfish, invertebrates, and algae, and aquatic macrophytes. A.S. degree credit only. (3 hr. lecture)

FAS2020**Principles of****Warm Water Fish Culture****3 credits**

This course is designed to provide an individual with the techniques and information necessary to manage a typical warm water aquaculture operation. Corequisite: FAS 2020L. A.S. degree credit only. (3 hr. lecture)

FAS2020L**Principles of Warm****Water Fish Culture Lab****2 credits**

A laboratory class to accompany practical Warm water Fish Culture, designed to provide hands-on experience with fish and aquaculture system. Corequisite: FAS 2020. A.S. degree credit only. (4 hr. lab)

HOS1010**Horticulture 1****3 credits**

Basic theories of plant nutrients, soil types, and survey of various fields in ornamental horticulture. Laboratory fee. (3 hr. lecture)

HOS1011**Horticulture 2****3 credits**

The maintenance and management aspects of horticultural business (nursery facility or landscape maintenance and design) including irrigation systems, plant grown facilities, plant propagation equipment, and landscape maintenance equipment. Hands-on practice in programming of plant production crops and nursery design in our nursery. Prerequisite: HOS 1010. Lab fee. (3 hr. lecture)

MAG2332**Pesticide Applications****3 credits**

In this course, students will learn how to use pesticides in a safe manner to humans, animals, the plants being treated, and the environment in general. How to read a pesticide label, where to find information such as dosage, pesticide suitable for the plants, antidotes, application rates, LD-50 levels, state and federal regulations concerning pesticide application, re-entry times, and safety equipment will be covered. Students will also be taught how to calibrate, fill, spray, empty, and clean various types of spray equipment as well as the proper manner of pesticide disposal and the effects of pesticide usage upon the environment. A.S. degree credit only. (3 hr. lecture)

ORH1008C**Residential Environmental
Horticulture****3 credits**

An introductory coverage of the functions and uses of ornamental plants in the home. Interior and exterior landscape topics include: plant identification, maintenance, usage fertilizers and environmental concerns. (3 hr. lecture)

ORH1256**Nursery Practices 1****3 credits**

The techniques and practices in commercial production of ornamental plants. Emphasis on types of nurseries. Prerequisite: HOS 1010. Laboratory fee. (2 hr. lab)

ORH1510
Landscape Plant Identification 1 3 credits
Designed to familiarize students with the identification and usage of plants used in the horticultural trade in South Florida. Subject matter includes trees, shrubs, and flowering plants for both interior and outdoor use. (3 hr. lecture)

ORH1511
Landscape Plant Identification 2 3 credits
The identification and classification of plants used in the horticulture industry in South Florida. Prerequisite ORH1510. (3 hr. lecture)

ORH1840C
Landscape Construction 2 credits
The analysis of landscape site, reading blueprint, site preparation for landscape installation, and hardscape construction including irrigation, wood, and concrete structures. Taught from a hands-on perspective; students will apply principles of landscape construction to site situations and be able to lay out all aspects from the first visit to the installation of plants. Occasional Saturday activities. Lab fee (4 hr. lab)

ORH2220
Turf Management 3 credits
A survey of grass types, uses, and culture. (3 hr. lecture)

ORH2234
Exterior Plant Usage and Maintenance 3 credits
This course emphasizes the maintenance and installation of exterior plants in the South Florida Environment. Installation procedures for bedding plants, shrubs, trees/palms, and vines will be covered as well as their standard maintenance procedures. Students will be required to become familiar with all plants and equipment's names as well as their uses. A.S. degree credit only. (3 hr. lecture)

ORH2257
Nursery Practices 2 3 credits
Commercial nursery stock production dealing with plant growth patterns, plants responses in relation to soils, water, fertility, planting techniques, pruning, spacing, and propagation. Programming plant production, nursery layouts, and special facilities. Prerequisite: ORH 1256. Laboratory fee. (3 hr. lecture)

ORH2277
Foliage Plant Production 3 credits
This course will emphasize the naming of foliage plants commonly used in South Florida. Plant propagation techniques such as the taking of cuttings, divisions, and seeds will be taught, along with aseptic and meristem culture. The various planting techniques will be presented. Students will be required to look for insect diseases, and other cultural problems associated with foliage production and learn how to combat these problems. Environmental factors affecting foliage plants such as water, humidity, light, and temperature will be studied in relation to growing foliage plants specifically in South Florida. A.S. degree credit only. (3 hr. lecture)

ORH2820
Irrigation Design & Maintenance 3 credits
The design, maintenance, and installation of nursery and landscape irrigation systems. All types of nursery systems will be covered including field, shadehouse, and mist. Both sprinkler and low volume (drip) systems will be surveyed for appropriateness in nursery and landscape uses. Includes occasional weekend hands-on activities (3 hr. Lecture)

ORH2831
Planting Design 4 credits
Basic principles of design, on-the-job sketching and plan presentation as used by nurseries. Laboratory fee. (2 hr. lecture; 4 hr. lab)

ORH2835
Planting Design by CAD 4 credits
The use of the computer to facilitate drafting and office management of a landscape design business. Commercially available programs will be used to demonstrate and practice irrigation and landscape designs as well as the management of the landscape project. Prerequisites: ORH 1510, 2831 or permission of instructor. (4 hr. lecture)

ORH2872C
Interior Landscaping 3 credits
This course is designed to familiarize students with the selection, adaptation, installation, and maintenance of indoor plants. How plants function in an interiorscape will be discussed along with maintaining these plants under adverse environmental conditions. Students will be responsible for knowing the name of 50 plants studied in class and their native habitat. The laboratory will include choosing plants for interior and maintaining them. Watering, fertilizing, pest control, and pruning methods specific to interior plants will be implemented in lecture. Occasional Saturday labs/field trips and laboratory sessions will be required. (3 hr. lecture)

ORH2932
Special Topics in Landscaping 1 credit
Special topics in landscaping offers horticulture students the opportunity of enriching their education with aspects of the field not covered in the A.S. program. Topics will be offered in the areas of irrigation, appropriate landscaping, recent innovations, pests and pesticides, etc. A.S. degree credit only. (1 hr. lecture)

ORH2949
Landscape Technology Internship 1-6 variable credits
Offers practical work experience in ornamental horticulture. A work program tailored to the student's specialty in the program will be designed by the ORH 2949 Coordinator. Prerequisite: 30 credits towards the A.S. degree must have been completed. (12 hr. lab)

PLP2001
Introduction to Plant Pathology 3 credits
In this course diseases that affect plants will be studied. These will be looked at in conjunction with environmental factors contributing to a plant's susceptibility to a par-

ticular disease. Methods of prevention, eradication, and control will be given for each specific disease. A.S. degree credit only. (3 hr. lecture)

PMA1002
Disease and Pest Control 3 credits
Insects, pests, diseases and their control. Laboratory fee. A.S. degree credit only. (3 hr. lecture)

American & Afro-American Studies

AMS1031
American Culture 3 credits
An interdisciplinary approach to the study of American society, culture, and basic institutions, emphasizing elements which may facilitate the acculturation process of non-native Americans. (3 hr. lecture)

Anthropology

ANT2100
Introduction to Archaeology 3 credits
The nature of archaeology and archaeological investigation. Archaeological site survey and excavation procedures are presented along with the history of archaeology as a discipline. A survey of prehistoric development from the paleolithic through the rise of civilization is also included. (3 hr. lecture)

ANT2140
World Prehistory 3 credits
The role of archaeology/anthropology in carrying out prehistoric research. The development of prehistoric social economic, political, communication, religious, and ideological systems around the world. The rise of civilizations in the old and new worlds is examined, with particular emphasis on Mesopotamia, Egypt, India, China, Mesoamerica, and South America. (3 hr. lecture)

ANT2410
Introduction to Cultural Anthropology 3 credits
The nature of culture, personality, and social organizations. Emphasis is on the customs of pre-literate people. (3 hr. lecture)

ANT2511
Introduction to Physical Anthropology 3 credits
Man as a biological unit in the animal kingdom. The human fossil record, living primates, the criteria of race and races of man; principles of biological evolution and human genetics. (3 hr. lecture)

Architecture

ARC1113

Sketchbook Studies 3 credits

This course focuses on the development of perception and awareness of major architectural monuments, historical sites, and public spaces through two-dimensional architectural renderings performed in situ. Freehand perspective drawings will be created in black and white, with color as applicable. Mediums of presentation will vary from pencil to pen. (3 hr. lecture; 2 hr. lab)

ARC1115

Architectural Communications 1 2 credits

Exercises in freehand drawing, sketching and linear perspective are designed to increase the student's awareness of the architectural environment. This is accomplished through a series of form studies of nature, architectural forms, and abstract elements of composition. Corequisite: IND 1020. Laboratory fee. (1 hr. lecture; 2 hr. lab)

ARC1126

Architectural Drawing 1 4 credits

Exercises in the visualization and drafting of architectural objects and construction conditions using orthographic projection, isometric and sectional drawings as an expression of architectural communication. Includes plans, elevations, details, schedules, and sections of a wood frame and masonry structures. Prerequisite: BCN 1251 or one year of high school architectural drafting. Laboratory fee. (2 hr. lecture; 4 hr. lab)

ARC1128

Architectural Drawing 2 4 credits

A simulation of an actual architectural drafting room. The instructor issues preliminary design drawings from which the student prepares working drawings. The problems presented have varied materials and structural systems, differing occupancies, etc., offering a series of new experiences in architectural drawing. Prerequisite: ARC 1126. Laboratory fee. (2 hr. lecture; 4 hr. lab)

ARC1131

Architectural Presentation 3-4 variable credits

Discussion, demonstration and application of multimedia used within the profession to present architectural and interior design subjects. Topics include, but are not limited to, pencil, ink, colored pencil, markers, watercolor, airbrush, model building, photography and portfolio layout. In depth training will be provided in one or more of the media. Laboratory fee. Prerequisites: ARC 1115, 1301. (2 hr. lecture; 2-4 hr. lab)

ARC1142

Architectural Watercolor 3 credits

Students depict architectural and interior design subjects in the watercolor (transparent) medium using the architectural graphic vocabulary. The course covers media, color systems, color mixing, rendition planning, mounting and matting. Laboratory fee. (2 hr. lecture; 2 hr. lab).

ARC1301

Architectural Design 1 4 credits

Introductory course to architectural design, its scope, methods and vocabulary interfacing graphics and design as a means towards an awareness and understanding of basic organizational principles. Design concepts analyzed through graphical representation and modeling. Pre/corequisite: ARC 1115. Laboratory fee. (2 hr. lecture; 4 hr. lab)

ARC1302

Architectural Design 2 4 credits

A continuation of ARC 1301, emphasizing the application of ordering concepts, and aspects and determinants of form and space. An individual design process is developed by the student. Prerequisite: ARC 1301; pre/corequisite: ARC 1126, 2201 and 2701. Laboratory fee. (2 hr. lecture; 4 hr. lab)

ARC1949

Co-op Work

Experience 1: ARC 3 credits

This is a course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education office to obtain registration approval. (3 hr. lecture)

ARC2052

Architectural Computer Techniques 1 credit

An introduction to computer-aided architecture, including basic computer concepts, current hardware and software and their application in the solving of architectural problems. Prerequisite: ARC 1126. Laboratory fee. (1 hr. lecture)

ARC2053

Architectural Computer Applications 4 credits

Applications of software and computer languages in the fields of architecture, building construction and interior design. Prerequisite: ARC 2052. Laboratory fee. (2 hr. lecture; 4 hr. lab)

ARC2056

Computer Aided

Architectural Presentation 4 credits

This course is designed to introduce the student to the concept of three-dimensional modeling and rendering for the purpose of producing an animated architectural presentation. Laboratory fee. (2 hr. lecture; 4 hr. lab)

ARC2171

Computer Aided

Drafting 1 4 credits

Computer-aided drafting as it applies in the fields of architecture and interior design using office simulation. Emphasis is on the

production of computer-aided drafting of working drawings involving different types of structure. Prerequisites: ARC 1128, 2 461. Laboratory fee. (2 hr. lecture; 4 hr. lab)

ARC2172

Computer Aided

Drafting 2 4 credits

This course is designed for students with previous computer-aided design knowledge. Students will use both 2-dimensional and 3-dimensional CAD software to further develop their abilities to apply CAD techniques to the solution of architectural, engineering, and interior design problems. Prerequisite: ARC 2171. (2 hr. lecture; 4 hr. lab)

ARC2201

Theory of Architecture 3 credits

An introduction to the meaning of Architecture to society, the foundation theories of architecture and an exposure to the ways and means of the creative process. Prerequisite: ARC 1115. (3 hr. lecture)

ARC2303

Architectural Design 3 5 credits

Integration of the natural and built environment with physiological, functional, organizational, spatial and environmental forces. Prerequisites: ARC 1302 and 2461. Laboratory fee. (2 hr. lecture; 6 hr. lab)

ARC2304

Architectural Design 4 5 credits

A continuation of ARC 2303. Introduction to programming and design methods in architecture. Applications of building technology in the design process. Overview of computer applications in design. Prerequisite: ARC 2303; Pre/corequisites: ARC 2053, 2681. Laboratory fee. (2 hr. lecture; 6 hr. lab)

ARC2461

Architectural Materials and Construction 1 4 credits

An introduction to basic materials and methods of building construction. Emphasis is on wood, concrete, unit masonry, and light steel construction. Laboratory projects may include working drawings interpretation, sketching construction details, or field trips to construction sites and fabricant plants. Designed primarily as the initial materials and methods course for architectural transfer students. Prerequisite: ARC 1126. Laboratory fee. (2 hr. lecture; 4 hr. lab) Laboratory fee. (2 hr. lecture; 4 hr. lab)

ARC2580

Architectural Structures 1 4 credits

A basic structural course, designed primarily for Architectural and Construction majors, covering the fundamentals of statics. Timber design emphasized. Prerequisites: MAC 1114 or 2233. Pre/corequisite: PHY 2053, 2053L, ARC 1126, 2461. (3 hr. lecture; 2 hr. lab)

ARC2581

Architectural Structures 2 4 credits

Fundamentals of structural design: beams, columns, frames, axial force, shear, bending and torsion. Load-deflection behavior and properties of common structural materials. Steel design emphasized. Prerequisite: ARC 2580. (2 hr. lecture; 4 hr. lab)

ARC2681

Environmental Technology 3 credits
An introduction to technology aspects of building design which relates to human comfort, safety, and building performance. Includes a survey of the fundamentals of water supply, waste lines, plumbing equipment, heat and air conditioning; solar applications; and electrical components and equipment in the design and construction of buildings. (3 hr. lecture)

ARC2701

History of Architecture 1 3 credits
A general survey of architecture from primitive times through the 18th century including an integration of art forms, structural forms and ornamental forms used in various cultures of the world during those times. (3 hr. lecture)

ARC2702

History of Architecture 2 3 credits
A general survey of architecture from the 19th century through the present, including an integration of art forms, structural forms, and ornamental forms used in various cultures of the world during these times. (3 hr. lecture)

ARC2765

An Introduction to: Cities of the World 3 credits
This course is a comparative study of contemporary cities both industrialized, developing and redeveloped and/or reconstructed. This course is conducted abroad. Students will learn about improving the quality of our man-made environment by seeing first-hand, positive progress towards civilizing cities of the world. Separation of pedestrian and traffic ways, and the amenities which result, will be a major element of study. Assiduous use of the natural environment will be observed and studied. (3 hr. lecture)

ARC2767

Architectural History: Urban Spaces 3 credits
Studies in situ of major urban spaces, with accompanying critical analyses of those spaces. An historical overview of the architecture of the places and spaces studied, with specific attention given to the ambience, color, light, texture, and patterns, will be presented. The history of the community activities occurring in the spaces will be further analyzed, with appropriate urban and regional planning evaluations. Principles of positive planning will be studied, with the intention of developing knowledge of urban planning process and practice. (3 hr. lecture)

ARC2949

Co-op Work Experience 2:ARC 3 credits
This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval and completion of 1949 Co-op Work Experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Education Office to obtain registration approval. (3 hr. lecture)

Art

ARE1110C

Art in the Elementary Schools 4 credits
Laboratory experience in painting, drawing, graphic arts, and various crafts with particular reference to children. Laboratory fee. (2 hr. lecture; 4 hr. lab)

ARH1000

Art Appreciation 3 credits
The role of art in everyday living in the home, the school and the community. A lecture course illustrated with films and slides. (3 hr. lecture)

ARH1006

Visual Fundamentals 1 3 credits
A course designed to introduce the student to the basic principles of aesthetics and visual arts history. The student, at his level, will experience the basic analytical approach to recognizing the formal qualities of works of art. Through discussion, lectures and written assignments the ground work will be put in place for the development of a visual vocabulary and the ability to recognize works and their place in history of visual ideas. The information gained in this course is essential for success in the other course work of the program. (3 hr. lecture)

ARH2007

Visual Fundamentals 2 3 credits
A second year course designed to continue with the information presented in the first year, expanding on it and adding more complex aspects of those areas covered. Of particular importance during this period is the completion of a professional portfolio and the preparation of works for exhibition purposes. (3 hr. lecture)

ARH2050

Art History 1 3 credits
A world survey of the visual arts from prehistory to 800 A.D. (3 hr. lecture)

ARH2051

Art History 2 3 credits
A world survey of the visual arts from 800 to 1850 A.D. Prerequisite: ARH 2050. (3 hr. lecture)

ARH2411

Art History 3 3 credits
A world survey of modern visual arts from 1850 A.D. - present. Prerequisite: ARH 2051. (3 hr. lecture)

ARH2472

Special Studies in Contemporary Art History 2 3 credits
One topic will be treated each term on a rotating basis: for example: 1) History of Impressionism, 2) Van Gogh and Gauguin in Provence, 3) Matisse and Fauvism, 4) Picasso, 5) Cubism-Leger/Picasso, 6) Modern sculpture, 7) Life and work of Cezanne. Previous course in Art History desirable. Required field trips. Given in English. Level 2. Offered through Overseas Study Program. (3 hr. lecture)

ARH2660

Art History 4 3 credits
A survey of the art of the Western Hemisphere, emphasizing the art of South America, Central America and the Caribbean, 1850-present. (3 hr. lecture)

ARH2740

Cinema Appreciation 3 credits
An analysis of the cinema as an important social force and an artistic medium. Significant American, British, and foreign language films will be shown and discussed. Prerequisite: HUM 1020. Special fee. (2 hr. lecture; 2 hr. lab)

ART1201C

Basic Design 3-4 variable credits
This introductory course is designed to familiarize students with the basic elements and principles of design and to give hands-on opportunity to transform visual and experiential information into basic forms. Creative individual thinking and image making and successful problem solving both aesthetically and technically are ultimate goals. (1-2 hr. lecture; 4 hr. lab)

ART1202C

Two-Dimensional Design 3-4 variable credits
This course is designed to give students an understanding of advanced concepts of two-dimensional design and to give hands on opportunity to transform visual and experiential information into two-dimensional form. Creative individual thinking and image making and successful problem solving both aesthetically and technically are ultimate goals. (1-2 hr. lecture; 4 hr. lab)

ART1203C

Three Dimensional Design 3-4 variable credits
This course is designed to give students an understanding of the concepts of three-dimensional design and to provide hands-on opportunity to transform visual and experiential information into three-dimensional form. Creative individual thinking and image making and successful problem solving both aesthetically and technically are ultimate goals. Self-evaluation and safety skills will also figure prominently. Prerequisite: ART 1202C. (1-2 hr. lecture; 4 hr. lab)

ART1300C

Drawing 3-4 variable credits
Basic problems in freehand drawing, including perspective, still-life and landscape. Emphasis is on developing a sense of structure through line, form and texture. (1-2 hr. lecture; 4 hr. lab)

ART1330C

Figure Drawing 3-4 variable credits
Drawing and painting from the live model with emphasis on structure, movement and expression. Laboratory fee. (1-2 hr. lecture; 4 hr. lab)

ART1802C
Workshop for
ART Research and
Practice: Lecture **3 credits**
 This course introduces the concepts, theories and information for development in ART 1801C, the studio component linked with this visual arts foundation course. It is a forum for demonstrations, seminar activities and visiting speakers, as well as the more traditional lecture and visual aid format. Corequisite: ART 1803C. (3 hr. lecture)

ART1803C
Workshop for
ART Research and
Practice: Studio **6 credits**
 Small enrollment sections. Interdisciplinary, team taught, introductory studio experience in a wide variety of media. In-depth exploration of creative processes, principles of artistic integrity, and the nature or artistic meaning. Concepts in two-dimensional and three-dimensional design will be explored through studio experience. Corequisite: ART 1802C. (12 hr. lab)

ART1949
Co-op Work
Experience 1: ART **3 credits**
 This is a course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

ART2114C
Advanced Ceramics **3-4 variable credits**
 Advanced work in ceramics. Emphasis placed on individual concepts and their application in ceramics. May be repeated for credit. Prerequisites: ART 2110C, 2111C. Laboratory fee. (1-2 hr. lecture; 4 hr. lab)

ART2150C
Jewelry and
Metalsmithing 1 **4 credits**
 An introduction to creative design as applied to jewelry, flatware, and hollowware forms. Prerequisite: ART 1202C or 1300C. Laboratory fee. (2 hr. lecture; 4 hr. lab)

ART2151C
Jewelry and
Metalsmithing 2 **4 credits**
 Advanced techniques in jewelry making and metalsmithing. Prerequisite: ART 2150C. Laboratory fee. (2 hr. lecture; 4 hr. lab)

ART2158C
Advanced Metals **4 credits**
 Individualized instruction in metal forming, specifically oriented toward the student's aesthetic concerns. May be repeated for credit. Prerequisite: ART 2150C, 2151C. (2 hr. lecture; 4 hr. lab)

ART2230C
Communications
Design 1 **3-4 variable credits**
 Problems in advertising design involving layout, lettering, current studio media, and reproduction processes. Prerequisites: ART 1202C or 1300C. (1-2 hr. lecture; 4 hr. lab)

ART2231C
Communications
Design 2 **3-4 variable credits**
 Advanced problems in commercial art concentrating on layout, mechanical art for reproduction and illustration technique. Prerequisite: ART 2230C. (1-2 hr. lecture; 4 hr. lab)

ART2253C
Applied
Illustration 1 **3-4 variable credits**
 Exploration of fundamentals of composition, design and rendering in illustration. Development of skills in illustration techniques including pen and ink, opaque water color and combined mediums. Study of the creative processes applied to producing illustrations for the professional market. Prerequisites: ART 1201C, 1330C. (1-2 hr. lecture; 4 hr. lab)

ART2301C
Drawing 2 **3-4 variable credits**
 In this course students will execute drawings in various media, working with the figure or from various assigned drawing problems which are more complex and incorporate other design possibilities. Assignments in drawing will go beyond the realistic or literal and will incorporate media not usually used such as painting, collage, mixed media, and found objects. (1-2 hr. lecture; 4 hr. lab)

ART2302C
Advanced Drawing **3-4 variable credits**
 An explanation of varied approaches to drawing through studio problems. May be repeated for credit. Prerequisites: ART 1300C, 1330C. Laboratory fee. (1-2 hr. lecture; 4 hr. lab)

ART2400C
Printmaking 1 **3-4 variable credits**
 Basic techniques of printmaking including relief prints (wood cut and wood engraving), intaglio (drypoint and etching) and lithography. Prerequisites: ART 1202C or 1300C. Laboratory fee. (1-2 hr. lecture; 4 hr. lab)

ART2401C
Printmaking 2 **3-4 variable credits**
 Advanced techniques in printmaking. Prerequisite: ART 2400C. Laboratory fee. (1-2 hr. lecture; 4 hr. lab)

ART2402C
Advanced
Printmaking **3-4 variable credits**
 Individualized instruction on printmaking concepts specifically oriented toward the student's aesthetic concerns. May be repeated for credit. Prerequisites: ART 2400C, 2401C. Laboratory fee. (1-2 hr. lecture; 4 hr. lab)

ART2500C
Painting 1 **3-4 variable credits**
 Studio problems in painting involving contemporary styles, techniques and materials. Prerequisite: ART 1202C or 1300C. (1-2 hr. lecture; 4 hr. lab)

ART2501C
Painting 2 **3-4 variable credits**
 Advanced techniques in painting. Prerequisite: ART 2510C. (1-2 hr. lecture; 4 hr. lab)

ART2502C
Advanced
Painting **3-4 variable credits**
 Individualized instruction in painting concepts, specifically oriented to the student aesthetic concerns. May be repeated for credit. Prerequisites: ART 2510C, 2520C. (1-2 hr. lecture; 4 hr. lab)

ART2600C
Computer Art **3-4 variable credits**
 This course is an introduction to basic theory and skill techniques of visual communications using computers. It gives students a basic understanding of technical devices for the electronic production of visual images. Prerequisites: ART 1201C, ART 1300C. Special fee. (1-2 hr. lecture; 4 hr. lab)

ART2601C
Intermediate
Computer Art **3-4 variable credits**
 An intermediate computer art course focusing on the integration of computer technology with traditional design and fine art media such as illustration, painting, printmaking and photography. Prerequisite: ART 2600C. (1-2 hr. lecture; 4 hr. lab)

ART2602C
Advanced Computer Art **4 credits**
 An advanced computer art class which focuses on new and emerging computer technology utilizing multiple platforms to produce advanced computer art portfolio assignments in illustration, fine art, 2d animation and digital photography. (2 hr. lecture; 4 hr. lab)

ART2701C
Sculpture 1 **3-4 variable credits**
 An introduction to sculpting techniques and materials. Prerequisite: ART 1202C or 1300C. Laboratory fee. (1-2 hr. lecture; 4 hr. lab)

ART2702C
Sculpture 2 **3-4 variable credits**
 Advanced sculpting techniques. Prerequisite: ART 2701C. Laboratory fee. (1-2 hr. lecture; 4 hr. lab)

ART2703C
Advanced
Sculpture **3-4 variable credits**
 Individualized instruction in sculptural concepts, specifically oriented to the student's aesthetic concerns. May be repeated for credit. Prerequisite: ART 2701C, 2702C. Laboratory fee. (1-2 hr. lecture; 4 hr. lab)

ART2750C
Ceramics 1 **3-4 variable credits**
 Basic techniques in pottery designed - forming, decorating, glazing and firing. Prerequisites: ART 1202C or 1300C. Laboratory fee. (1-2 hr. lecture; 4 hr. lab)

ART2751C
Ceramics 2 **3-4 variable credits**
 Advanced techniques in pottery design and preparation. Prerequisite: ART 2110C. Laboratory fee. (1-2 hr. lecture; 4 hr. lab)

ART2800C**Visual Arts****Workshop****1-4 variable credits**

Special Studio Topics including methods, materials and theory related to specific studio processes. Permission of department chairperson. May be repeated for credit. (2-8 hr. lab)

ART2938**Visual Fundamentals 3****3 credits**

A third year course designed to continue and expand upon the information presented in the first two years of study. The areas of investigation are more complex and directed toward a more individualized attention by disciplines. Professional preparation is pursued in portfolio preparation, exhibition preparedness, and art as business investigations. Curriculum is closely aligned with the student's individual course of study. (3 hr. lecture)

ART2949**Co-op Work****Experience 2: ART****3 credits**

This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval and completion of 1949 Co-op Work Experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education office to obtain registration approval. (3 hr. lecture)

ART2950**Portfolio Preparation - Art****3 credits**

Provides students with knowledge and skills to compile a portfolio which prepares them for a college or professional career. Course content focuses on individual development through the use of varied media and styles. Emphasis is placed on selection, evaluation, and presentation. May be repeated for credit. (6 hr. lab)

ART2951**Seminar in****Spanish Art****3 credits**

A combination of class preparation plus travel to include sketching, painting, native crafts, etc. Variable content depends on areas visited. Prerequisite: Permission of Department Chairperson. Offered through Overseas Study Program. (3 hr. lecture)

Asian Language

CHI1120**Elementary Chinese 1****4 credits**

An integrated (multi-media) approach to acquire proficiency in the basic skills (of the language)—listening/understanding, speaking, reading, writing, and cross-cultural awareness. Emphasis on practical vocabulary and accurate pronunciation. Practice in class and laboratory in understanding and using the spoken language; reading and writing with progressive grammatical explanations. (4 hr. lecture)

Banking

BAN1004**Principles of Banking****3 credits**

A comprehensive introduction to banking in today's economy. The language and documents of banking, teller functions, deposit function, trust services, bank bookkeeping, bank loans, investments and the bank's role in the community are some primary topics. A.S. degree credit only. (3 hr. lecture)

BAN1013**Negotiable Instruments and the****Payments Mechanism****3 credits**

This course provides students with an introduction to the nature of a negotiable instrument and how it is collected through the payments mechanism. Content includes the form of negotiable instrument, the rights and responsibilities imposed on the parties who participate in the collection of a negotiable instrument during its journey through and payments mechanism and the relationship between the drawee bank and its customer, the drawer. A.S. degree credit only. (3 hr. lecture)

BAN1155**International Banking -****Center of Financial Training****3 credits**

The basic framework and fundamentals of international banking: how money is transferred from one country to another, how trade is financed, what the international agencies are and how they supplement the work of commercial banks, international lending and how money is changed from one currency to another. Also included are discussions of basic letter of credit, collections and the Eurodollar market. A.S. degree credit only. (3 hr. lecture)

BAN1156**Letters of Credit****3 credits**

Designed to teach the use of letters of credit and the examination of related documents. The subjects covered include shipping documents, mechanics of letters of credit, payment and reimbursement, and document examination. Designed for credit personnel; management trainees; branch managers; letters of credit personnel. A.S. degree credit only. (3 hr. lecture)

BAN1220**Loan and Discount****3 credits**

The essential facts about promissory notes, including calculating interest and discounting commercial paper; guaranties; general collateral agreements; examining and processing documents accompanying notes secured by bonds, stocks and saving accounts; and the concepts of attachment, perfections, priority, default and foreclosure. Designed for note tellers and commercial lending clerks. A.S. degree credit only. (3 hr. lecture)

BAN1231**Introduction to****Commercial Lending****3 credits**

Provides an introductory overview of the commercial lending function, including commercial lending overview, the lending

process, portfolio management, and regulation and business development. Some specific topics are the commercial loan customer, types of commercial loans, the loan decision process, cost analysis, control and profitability, and the regulatory legal environment. A.S. degree credit only. (3 hr. lecture)

BAN1240**Installment Credit****3 credits**

The pragmatic "how-to" details of installment credit. Topics covered are principles of credit evaluation, open-end credit, marketing bank services, collection policies and procedures, legal aspects, financial statement analysis, direct and indirect installment lending, leasing and other special situations, installment credit department management, insurance and rate structure yields. Designed for branch personnel; and management trainees. A.S. degree credit only. (3 hr. lecture)

BAN1241**Bank Cards****3 credits**

This course presents an overview and update of the bank card industry. The development of the card, operational aspects, legal and regulatory issues, and implications for the future of the card are discussed in depth. A.S. degree credit only. (3 hr. lecture)

BAN1400**Trust Functions****and Services****3 credits**

An overview of many generally accepted principles of the law of estates, trusts and agencies as it takes the student on a step-by-step study of trust functions and services encountered in the daily operation of a trust department. The appendices of the text contain illustrative instruments including a will, trust agreement, and investment management agency agreement. Designed for entry level trust employees; non-trust personnel at supervisory officer trainee levels or above. Principles of Banking is recommended as a prerequisite. A.S. degree credit only. (3 hr. lecture)

BAN1411**Savings and****Time Deposit Banking****3 credits**

The historical development of savings institutions and the basic economic functions of the savings process. A review of the economics of the savings process in order to clarify important differences between financial savings by individuals or organizations and real savings that appear as capital formation. Different types of financial savings are reviewed in order to describe the system of financial flow from income to capital investment. Designed for entry-level to 5 years experience. A.S. degree credit only. (3 hr. lecture)

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BAN1425

Selling Bank Services 3 credits
Recognizing and meeting bank customer needs through checking accounts, savings services, loans to individuals, safe deposits, travelers' checks and cross-selling. Identification of the services their banks offer, the scope and advantages of these banking services, customer needs based on a bank transaction or conversation with the customer and the appropriate service to the perceived customer need. Designed for tellers and new accounts personnel. A.S. degree credit only. (3 hr. lecture)

BAN1742

Bank Management 3 credits
Trends which have emerged in the philosophy and practice of bank management. The study and application of the principles outlined provides new and experienced bankers with a working knowledge of bank management including objectives, planning, structure, control, and the interrelationship of various bank departments. A.S. degree credit only. (3 hr. lecture)

BAN1744

BankSim 3 credits
Through the use of a sophisticated computer model, participants actually "run" in a competitive society and a changing economy-a \$500 million commercial bank. Designed for operations, long term financial strength and asset utilization. A.S. degree credit only. (3 hr. lecture)

BAN1782

Bank Investments 3 credits
The nature of the more important bank investments, to demonstrate the relationship of investment management to other functional areas of the bank, and to discuss the factors that affect investment strategies and decisions. Emphasis is on the basic principles with which investment personnel should be familiar-fundamentals such as the nature of risk, liquidity and yield; how each is measured and how they are related. A.S. degree credit only. (3 hr. lecture)

BAN1800

Law and Banking 3 credits
An introduction to basic commercial law and its specific relationship to banking and bank transactions. Topics include contracts; agency and partnerships; personal property and sales; the Uniform Commercial Code; negotiable instruments and bank collections; and secured financing. A.S. degree credit only. (3 hr. lecture)

BAN1811

Federal Regulation of Banking 3 credits
Provides a comprehensive treatment of the "why" and "what" of federal bank supervision. Topics include agencies regulating banks, bank charters, bank reports, and examinations, federal limitations on banking operations, and the regulation of bank expansion. Emphasis is on supervision rather than the

role of the federal government as it indirectly influences the operations of banks through fiscal and monetary policy decisions. A.S. degree credit only. (3 hr. lecture)

BAN2135

Bank Accounting 3 credits
This course is designed to help the bank employee understand the elements of accounting as they relate to and are applied in the banking environment. Prerequisite: ACG 2001. A.S. degree credit only. (3 hr. lecture)

BAN2210

Analyzing Financial Statements 3 credits
Techniques for the evaluation of financial condition and operating performance of a modern business enterprise. The course is divided into four parts: Financial Statement Analysis and Accounting; Financial Statements and Business Funds Flow; Tools of Financial Statements Analysis; and The Technique of Financial Statements Analysis. A.S. degree credit only. (3 hr. lecture)

BAN2253

Residential Mortgage Lending 3 credits
Introduction to the residential mortgage lending process, functions and participants. General principles in loan origination, underwriting and closing of residential mortgage loans will be covered. Course content will include the mortgage loan process of applying and qualifying for home loan financial and various type of loans available in the market place. A.S. degree credit only. (3 hr. lecture)

BAN2501

Money and Banking 3 credits
An examination of monetary systems and financial institutions with emphasis on the various types of banks, their characteristics and functions. Prerequisite: ECO 2013. A.S. degree credit only. (3 hr. lecture)

BAN2511

Marketing for Bankers 3 credits
Marketing has a broad concept, far more complex than public relations, advertising and personnel selling which are important components of marketing but are not individually or collectively the equivalent of marketing. The course deals with concepts and philosophies of marketing; information, research and target; the marketing mix, product strategy, distribution strategy, advertising and sales promotion, personal selling, and pricing strategy; methods of market planning. Designed for personnel relatively unacquainted with marketing at entry or senior position. A.S. degree credit only. (3 hr. lecture)

BAN2746

Bank Control and Audit 3 credits
Designed to develop an awareness of the basic concepts and processes behind the bank audit function as well as an understanding of the need for internal control in a banking environment. A.S. degree credit only. (3 hr. lecture)

BAN2781

Management of Commercial Bank Funds 3 credits
The sophisticated treatment of a central bank function offers the student an overall treat-

ment of funds management policies and practices conducive to liquidity, safe risks and profitability, with special focus on spread management. Emphasis is on how the banker can successfully apply basic funds management principles to an ever-changing financial environment. A.S. degree credit only. (3 hr. lecture)

BAN2784

Trust Management 3 credits
The organization, operation, and services of the trust department. Some specific topics covered in the course are the board of directors; department accounting; trust investments; tax administration; trust automation; employee benefit trust; corporate trust administration; business development; trust profitability; and issues in trust department management. Designed for trust officers. A.S. degree credit only. (3 hr. lecture)

BRC1001

Introduction to Banking 3 credits
An introductory course to acquaint students with the banking institutions of the United States, including their financial and organizational structure, regulation, functions and other basic considerations that determine bank policy and the effects of such policy upon the community. (3 hr. lecture)

BRC1059

Diversity Awareness And Customer Service 3 credits
This course will consist of invited speakers on selected topics to address cultural norms and values and the resulting impact on customer service in order to help individuals of different cultures become homeowners. A.S. degree credit only. (3 hr. lecture)

BRC1301

Introduction to Credit Unions 2 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, in addition the traditional services offered by most credit unions, 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. A.S. degree credit only. (2 hr. lecture)

BRC1321

Credit and Collection 2 credits
This course is designed for people planning a career in Credit Union Management and is approved by the Credit Union National Association for certification as a credit union executive. Topics include: the nature and role of credit decision; decision making and salesmanship in consumer credit; numerical scoring systems; collection policies, practices and systems; business and government credit functions; and control credit operations. A.S. degree credit only. (2 hr. lecture)

BRC1341**Financial Counseling 2 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: family resource management and consumer decision making; consumer credit; family budget components; social security; life insurance and annuities; savings and investments; estate planning, wills and trusts; consumer education; types and techniques of counseling and evaluation; and ethics. A.S. degree credit only. (2 hr. lecture)

BRC1602**Technology Applications in Mortgage Financing 3 credits**

With most industries now incorporating technology into all aspects of operations, the mortgage/finance industry is no exception. On the contrary, by automating the mortgage application and underwriting process, mortgage processors and intake professionals have become a mobile industry. Additionally, the competitiveness of the mortgage marketplace dictates that professionals in the industry stay on the cutting edge of technology. A.S. degree credit only. (3 hr. lecture)

BRC2266**Affordable Housing and Community 3 credits**

This course will cover specialized programs that provide financing opportunities to low and moderate-income households. Students will gain exposure to specific tools and techniques to facilitate home ownership, sources of funds, types of mortgages and various community lending product and non-traditional underwriting guidelines and home buyer education and counseling. A.S. degree credit only. (3 hr. lecture)

BRC2267**Fair Housing and Fair Lending 3 credits**

This course will cover the legislative policies origins of regulatory and compliance laws, designed to prohibit discriminatory practices in lending. A.S. degree credit only (3 hr. lecture)

BRC2268**Mortgage Loan Servicing and Quality 3 credits**

This course will cover servicing of mortgage loans from the close of the loan until the final payment. The student will be provided with an in-depth study of the actual procedures required in the daily operations of mortgage loan servicing. This course will include a study of the quality control technique and an understanding of the importance of the ethics in mortgage lending. A.S. degree credit only. (3 hr. lecture)

BRC2353**Marketing for Financial Institutions 2 credits**

The facts and principles of marketing are set forth in this course. Topic includes: the marketing concept and structure, marketing information and buyer behavior, consumer and intermediate customers' buying behavior, product packaging and branding decision s, consumer and industrial goods, product planning and time-place utility, channels of distribution, promotion, pricing strategy, and devel-

oping a marketing program, controlling marketing programs, and the cost-value to society. A.S. degree credit only. (2 hr. lecture)

BRC2371**Management Fundamentals 2 credits**

The principles of sound management are presented in this course. Topics include: approaches to managing fundamentals of planning, the organizational process, the board's role in managing the credit union, problem solving, decision making, planning tools, organizing for performance, delegation of responsibility and authority, leadership, motivation and management control. A.S. degree credit only. (2 hr. lecture)

BRC2941**Field Experience in Mortgage Finance 3 credits**

Skills learned in the classroom environment are not only reinforced but become instilled in a student when opportunities in the practical work environment are presented. A.S. degree credit only. (3 hr. lecture)

Biological Science

BOT1010**Botany 3 credits**

A survey of the plant kingdom based on a detailed study of the morphology, anatomy and physiology of selected representative specimens. Corequisite: BOT 1010L. (3 hr. lecture)

BOT1010L

Botany Laboratory 1 credit
Laboratory for BOT 1010. Corequisite for BOT 1010. Laboratory fee. (2 hr. lab)

BSC1007**Fundamentals of Biology 4 credits**

The fundamentals of biology and the elementary mathematics, physics and chemistry essential to an understanding of these fundamentals. One hour devoted to pre-laboratory orientation and post-laboratory synthesis. Corequisite: BSC 1000L. (4 hr. lecture)

BSC1007L

Fundamentals of Biology Laboratory 1 credit
Laboratory for BSC 1000. Corequisite: BSC 1000. Laboratory fee. (2 hr. lab)

BSC1008**General Education Biology 3 credits**

Selected principles in biological science, including the cell concept, the organization of multi-cellular systems, plants and animals as organized systems, and man in relation to his environment. Pre/corequisite: PSC 1515. Special fee. (3 hr. lecture)

BSC1008L

General Education Biology Laboratory 1 credit
An optional one-credit lab to provide students with experience in the scientific process. Laboratory fee. (2 hr. lab)

BSC1050**Biology & Environment 3 credits**

This course provides students with an understanding and appreciation of how the natural world functions, how human attitudes

and actions alter natural systems, creating environmental problems, and how sustainable approaches may resolve. 1084L. (3 hr. lecture)

BSC1084**Functional Human Anatomy 3 credits**

Basic human anatomy for the students in allied health and mortuary science programs. Includes the dynamics of gross and functional anatomy, terminology, body orientation, and systematic relationships. Corequisite: BSC 1084L. (3 hr. lecture)

BSC1084L

Functional Human Anatomy Laboratory 1 credit
Selected laboratory experiments designed to complement BSC 1084. Corequisite: BSC 1084. Laboratory fee. (2 hr. lab)

BSC1949**Co-op Work Experience 1:BSC 3 credits**

This is a course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Education Office to obtain registration approval. (3 hr. lecture)

BSC2010**Principles of Biology 3 credits**

The principles of modern biology, including the cell doctrine; the basic physical phenomena of life; an elementary consideration of bioenergetics and biosynthesis; reproduction; the gene concept; the mechanism and evidence for organic evolution; phylogeny; community and population ecology. Corequisites: BSC 2010L and CHM 1045. (3 hr. lecture)

BSC2010L

Principles of Biology 1 Laboratory 2 credits
Laboratory for BSC 2010. Corequisites: BSC 2010 and CHM 1040 or CHM 1050. Laboratory fee. (4 hr. lab)

BSC2011**Principles of Biology 2 3 credits**

The internal aspects of homeostasis, the interdependencies of specialized tissues and organ systems in the development of multi-cellular organisms, transport and absorption, gas exchange, body fluid composition control, hormonal regulation, nervous integration and behavior. Prerequisites: BSC 2010, 2010L; corequisites: BSC 2011L and CHM 1046. (3 hr. lecture)

BSC2011L
Principles of
Biology Lab 2 2 credits
Laboratory for BSC 2011. Corequisites:
BSC 2011 and CHM 1046. Laboratory fee.
(4 hr. lab)

BSC2085
Human Anatomy
and Physiology 3 credits
The structure and functions of the systems of
the human body, emphasizing those aspects
most pertinent to students in the nursing and
allied health technology programs. Corequi-
sites: BSC 2085L, 2086L. (Each, 3 hr. lecture)

BSC2085L
Human Anatomy
and Physiology Laboratory 1 credit
Laboratory for BSC 2085, 2086. Corequi-
sites: BSC 2085 and 2086. Laboratory fee.
(Each 2 hr. lab)

BSC2086
Human Anatomy
& Physiology 2 3 credits
The structure and functions of the systems of
the human body, emphasizing those aspects
most pertinent to students in the nursing and
allied health technology programs. Corequi-
sites: BSC 2085L, 2086L. (Each, 3 hr. lecture)

BSC2086L
Human Anatomy
& Physiology Laboratory 2 1 credit
Laboratory for BSC 2085, 2086. Corequi-
sites: BSC 2085 and 2086. Laboratory fee.
(Each, 2 hr. lab)

BSC2250
Natural History
of South Florida 3 credits
Integrates and correlates certain features of
the natural history of South Florida such as its
geology, meteorology, flora, fauna, ecology
and conservation. (3 hr. lecture)

BSC2420C
Biotechnology 5 credits
An introduction to the principles of DNA sci-
ence. The course includes: the chemical and
physical properties of nucleic acids (DNA
and RNA), cloning, restriction analysis, gene
transfer, DNA replication and expression, plas-
mids and other vectors, transcript ion and
translation, DNA libraries, polymerase chain
reaction. Practical applications of biotechnol-
ogy will be explored. Prerequisites: CHM
1045 and BSC 2010. Special fee. (3 hr. lecture;
4 hr. lab)

BSC2949
Co-op Work
Experience 2: BSC 3 credits
This is a course designed to continue training
in a student's field of study through work
experience. Students are graded on the basis

of documentation of learning acquired as
reported by student and employer. Prerequi-
site: Co-op Department approval and comple-
tion of 1949 Co-op Work Experience. Stu-
dents will be assigned specific course prefix-
es related to their academic major prior to
registration. All students must contact the Co-
operative Education Office to obtain registra-
tion approval. (3 hr. lecture)

MCB2013
Microbiology 3 credits
The identification, morphology and physiolo-
gy of bacteria, protozoa, fungi, rickettsiae, and
viruses, with emphasis on the effects on their
activities upon human affairs. Prerequisites:
BSC 2010, 2010L; corequisites: BSC 2011L and
CHM 1033, 1033L. (3 hr. lecture)

MCB2013L
Microbiology
Laboratory 2 credits
Laboratory of MCB 2013. Corequisite:
MCB 2013. Laboratory fee. (4 hr. lab)

OCB1010C
Introductory
Marine Biology 4 credits
Introduction to the Biology of the seas.
Emphasis is placed on the variety of Marine
organisms, their structural, physiological, and
behavioral adaptations within a specific
marine environment. Special attention is
directed to marine communities, e.g., coral
reefs, shallow grass flats, and the factors limit-
ing the distribution of organisms within those
communities. Identification of local marine
organisms, the presentation of sampling tech-
niques, and an introduction to field collection
methods is facilitated through field trips to
selected local marine habitats. (4 hr. lecture)

PCB2033
Introduction to Ecology 3 credits
This course will provide students with an
understanding of an appreciation for how
organisms relate to one another and their
environment at the levels of biological orga-
nization from the individual to the biosphere.
Prerequisites: PCB 1515 or BSC 2011. (3 hr.
lecture)

PCB2340C
Field Biology 3 credits
The plants and animals of South Florida, their
natural history and ecological relationships.
Some emphasis on basic biological principles
as applicable to local phenomena. Field and
laboratory work and collection, preservation
and identification of local plants and animals
will be stressed and at least bimonthly field
trips, both marine and terrestrial, will be
made. Laboratory fee. (2 hr. lecture; 2 hr. lab)

ZOO1010
Zoology 3 credits
A survey of the animal kingdom based on a
detailed study of the morphology, anatomy,
and physiology of selected representative
specimens. Corequisite: ZOO 1010L. Special
fee. (3 hr. lecture)

ZOO1010L
Zoology Laboratory 1 credit
Laboratory for ZOO 1010. Corequisite:
ZOO 1010. Laboratory fee. (2 hr. lab)

Building Construction

BCN1251
Construction Drafting 3 credits
An introductory drafting course specifically
oriented towards students entering the
careers of air conditioning, architecture,
building construction and interior design
with limited drafting skills (without high
school drafting). Laboratory fee. (2 hr. lecture;
2 hr. lab)

BCN1272
Building Construction
Plans Interpretation 1 3 credits
Develops the ability to interpret working
drawings quickly. Emphasis is on architectur-
al and structural details with limited coverage
on mechanical and electrical aspects. (3 hr.
lecture)

BCN1275
Building Construction
Plans Interpretation 2 3 credits
Plan interpretation of more complex working
drawings for multistory residential and com-
mercial buildings. Students entering this
course must have the ability to read and
understand construction working drawings
for single family residential construction.
Identification of structural systems and their
details are emphasized for these more com-
plex buildings. Familiarity with all aspects of
these working drawings will be addressed.
Prerequisite: BCN 1251 or 1272 or equivalent
work experience. Special fee. (3 hr. lecture)

BCN1721
Building Construction
Planning and
Cost Control 3 credits
A study of time/cost relationship for various
building construction operations. Includes
pre-planning and continuous scheduling of
work flow and comparative analysis of actual
and estimated costs for construction projects.
Pre/corequisite: ARC 2052. (3 hr. lecture)

BCN1930
Building Construction
Special Topics 3 credits
An introductory survey course for the stu-
dent presently working in the building con-
struction industry desiring to begin formal
study. Subjects discussed include analysis of
the building construction industry, building
and safety codes, plan interpretation, con-
struction specifications, estimating, manage-
ment, human relations, job opportunities,
wage scales, profits and short and long range
opportunities. (3 hr. lecture)

BCN2925
Building
Construction
Seminar 1-3 variable credits
A seminar covering new concepts, processes,
systems, and advances in the building con-
struction industry. The course is restricted to
advanced construction students and those
with management or technical experience in
construction. (1-3 hr. lecture)

BCT1600
Building Construction
Estimating Fundamentals 3 credits
An analysis and determination of building construction cost. The classification of materials, labor, and subcontracted work into the smallest manageable units. Development of a simple estimate for a residential structure. (3 hr. lecture)

BCT1601
Building Construction
Advanced Estimating 3 credits
Estimating more advanced elements of buildings construction involving commercial buildings. Include indirect and overhead costs, the preparation of bid proposals and related documents. Prerequisite: BCT 1600. (3 hr. lecture)

BCT1743
Building Construction Law 3 credits
The legal aspects of construction contracts and the responsibilities arising particularly from the field operations. Also includes relationship of the general contractor to owner, architect, and subcontractor; material men and mechanics lien law; bonds; lab or law; and other statutes and ordinances regulating contractors. (3 hr. lecture)

BCT1750
Building Construction
Financing 3 credits
A study of building construction financing and related contract requirements. Topics include construction loans, permanent building mortgages, construction bids and contracts, penalty and incentive provisions, progress payments and retention, escalation, escalation provisions, costs extras, performance and bid bonds, company profits, cash flow, and business loans. (3 hr. lecture)

BCT2760
Building Code Regulations 3 credits
The restrictions and limitations of the various agencies concerned with the building industry. Provisions of the South Florida Building Code are stressed. (3 hr. lecture)

Business Law

BUL2130
Legal Environment 3 credits
Law in relation to the proper conduct of business including a consideration of the nature and sources of law, its legal environment and history. The topics of business torts, crimes, contracts and forms of organizations are also covered. (3 hr. lecture)

BUL2241
Business Law 1 3 credits
Law in relation to the proper conduct of business, including a consideration of the nature and source of law, courts and courtroom procedure, contracts, sales of goods, negotiable instruments and secured transactions. (3 hr. lecture)

BUL2242
Business Law 2 3 credits
Emphasis on the laws affecting agencies, the formation and operation of partnership and corporation, personal and real property, insurance, suretyship, estates and bankruptcy, and

a general review of government regulations affecting usual business operations. Prerequisite: BUL 2241. (3 hr. lecture)

Chemistry

CHM1020
Chemistry in our World 3 credits
A one-semester chemistry course designed as a general education course for non-science students. The course provides students with a basic knowledge and skills, which will enable them to make reasoned judgments on societal issues involving chemical principles. (3 hr. lecture)

CHM1020L
Chemistry in our World Lab 1 credit
Laboratory for CHM 1020. Corequisite: CHM 1020. Laboratory fee. (2 hr. lab)

CHM1025
Introductory Chemistry 3 credits
Elementary principles of modern chemistry, including concepts of atomic and molecular structure, chemical bonding, stoichiometry, and the properties of solutions. Required of all students who do not meet the prerequisites for CHM 1040 or 1050. Pre/corequisite: MAT 1033 or equivalent. (3 hr. lecture)

CHM1025L
Introductory Chemistry Lab 1 credit
Laboratory for CHM 1025. Corequisite: CHM 1025. Laboratory fee. (2 hr. lab)

CHM1033
Chemistry for Health Sciences 3 credits
This course emphasizes chemistry topics related to the allied health sciences through study of the essentials of inorganic and organic chemistry and some biochemistry. Corequisite: CHM 1033L. (3 hr. lecture)

CHM1033L
Chemistry for Health Sciences lab 1 credit
Laboratory for CHM 1033. Corequisite: CHM 1033. Laboratory fee. (2 hr. lab)

CHM1045
General Chemistry and Qualitative Analysis 3 credits
First half of the CHM 1045-1046 sequence for science, premedical science and engineering majors. Students must complete CHM 1045-1046 prior to transfer to a senior institution. Major topics in modern chemistry include: stoichiometry, atomic structure, bonding, thermochemistry, acids and bases, solutions, gas laws, kinetics and molecular equilibria. Prerequisite: CHM 1025 or a grade of "C" or better in high school chemistry; corequisites: CHM 1045L, MAC 1102 or 1140. (3 hr. lecture)

CHM1045L
General Chemistry and Qualitative Analysis Lab 2 credits
Laboratory for CHM 1045. Corequisite: CHM 1045. Laboratory fee. (4 hr. lab)

CHM1046
General Chemistry and Qualitative Analysis 3 credits
Final course in the CHM 1040-1041-1046

sequence. Major topics in modern chemistry include: thermodynamics, kinetics, solution equilibria including acids, bases and other ionic equilibria, electro-chemistry, transition metals and complexions. The laboratory experiments include the separation and detection of selected cations and anions. Prerequisites: CHM 1041 with a grade of "C" or better; corequisite: CHM 1046L. (3 hr. lecture)

CHM1046L
General Chemistry & Qualitative Analysis Lab 2 credits
Laboratory for CHM 1046. Prerequisite: CHM 1041L; corequisite: CHM 1046. Laboratory fee. (4 hr. lab)

CHM1941
Principles & Techniques of Peer Tutoring in Chemistry 1 credit
Provides an opportunity for outstanding students with at least one semester of general chemistry to assist other students to review and clarify principles and techniques in chemistry. Provides future professionals a chance to sharpen their communication skills. (1 hr. lecture)

CHM1949
Co-op Work Experience 1:CHM 3 credits
This is a course designed to provide training in a student's field of study through work experience. Students are graded in the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact Cooperative Education Office to obtain registration approval. (3 hr. lecture)

CHM2032
Survey of General Chemistry 3 credits
First half of CHM 2032-2205 sequence offered for students preparing for baccalaureate health related curricula. Principles of general chemistry, including qualitative and quantitative aspects of the behavior of gases, liquids, properties of solutions, equilibrium, kinetics, acid-base theory and nuclear chemistry. Not designed for science majors. Prerequisites: CHM 1025 or a grade of "C" or better in high school chemistry and MAT 1033 or acceptable score on the Algebra Placement Test. corequisite: CHM 2032L. (3 hr. lecture)

CHM2032L
Survey of General Chemistry Laboratory 1 credit
A laboratory course to illustrate major principles of general chemistry to accompany CHM 2032. Corequisite: CHM 2032. Laboratory fee. (2 hr. lab)

BCT1600
Building Construction Estimating Fundamentals 3 credits
An analysis and determination of building construction cost. The classification of materials, labor, and subcontracted work into the smallest manageable units. Development of a simple estimate for a residential structure. (3 hr. lecture)

BCT1601
Building Construction Advanced Estimating 3 credits
Estimating more advanced elements of buildings construction involving commercial buildings. Include indirect and overhead costs, the preparation of bid proposals and related documents. Prerequisite: BCT 1600. (3 hr. lecture)

BCT1743
Building Construction Law 3 credits
The legal aspects of construction contracts and the responsibilities arising particularly from the field operations. Also includes relationship of the general contractor to owner, architect, and subcontractor; material men and mechanics lien law; bonds; lab or law; and other statutes and ordinances regulating contractors. (3 hr. lecture)

BCT1750
Building Construction Financing 3 credits
A study of building construction financing and related contract requirements. Topics include construction loans, permanent building mortgages, construction bids and contracts, penalty and incentive provisions, progress payments and retention, escalation, escalation provisions, costs extras, performance and bid bonds, company profits, cash flow, and business loans. (3 hr. lecture)

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Building Code Regulations 3 credits
The restrictions and limitations of the various agencies concerned with the building industry. Provisions of the South Florida Building Code are stressed. (3 hr. lecture)

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Laboratory for CHM 1025. Corequisite: CHM 1025. Laboratory fee. (2 hr. lab)

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Chemistry for Health Sciences 3 credits
This course emphasizes chemistry topics related to the allied health sciences through study of the essentials of inorganic and organic chemistry and some biochemistry. Corequisite: CHM 1033L. (3 hr. lecture)

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Laboratory for CHM 1033. Corequisite: CHM 1033. Laboratory fee. (2 hr. lab)

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General Chemistry and Qualitative Analysis 3 credits
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CHM1045L
General Chemistry and Qualitative Analysis Lab 2 credits
Laboratory for CHM 1045. Corequisite: CHM 1045. Laboratory fee. (4 hr. lab)

CHM1046
General Chemistry and Qualitative Analysis 3 credits
Final course in the CHM 1040-1041-1046

sequence. Major topics in modern chemistry include: thermodynamics, kinetics, solution equilibria including acids, bases and other ionic equilibria, electro-chemistry, transition metals and complexions. The laboratory experiments include the separation and detection of selected cations and anions. Prerequisites: CHM 1041 with a grade of "C" or better; corequisite: CHM 1046L. (3 hr. lecture)

CHM1046L
General Chemistry & Qualitative Analysis Lab 2 credits
Laboratory for CHM 1046. Prerequisite: CHM 1041L; corequisite: CHM 1046. Laboratory fee. (4 hr. lab)

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CHM2032L
Survey of General Chemistry Laboratory 1 credit
A laboratory course to illustrate major principles of general chemistry to accompany CHM 2032. Corequisite: CHM 2032. Laboratory fee. (2 hr. lab)

CHM2120
Quantitative Analysis 3 credits
Principles and laboratory techniques involved in quantities determinations based upon gravimetric, volumetric oxidation-reduction methods. Prerequisite: CHM 1046 or 1051 with a grade of "C" or better; corequisite: CHM2120L. (3 hr. lecture)

CHM2120L
Quantitative Analysis Laboratory 2 credits
Laboratory for CHM 2120. Corequisite: CHM 2120. Laboratory fee. (4 hr. lab)

CHM2132C
Basic Chemistry Instrumentation 3 credits
Designed for chemistry students and professionals who need to learn or refresh their abilities to use common instruments found in chemistry laboratories. Prerequisite: One year of college chemistry with a grade of "C" or better. Laboratory fee. (1 hr. lecture; 4 hr. lab)

CHM2205
Survey of Organic and Biochemistry 3 credits
Second course in CHM 2032-2205 sequence. Principles of organic chemistry including structures, properties, nomenclature, preparations, reactions, and biochemistry, including the study of proteins, carbohydrates, lipids, their metabolism in the human body, the function of enzymes and nuclear acids. Prerequisites: CHM 2032 or permission of department chairperson. Corequisite: CHM 2205L. (3 hr. lecture)

CHM2205L
Survey of Organic and Biochemistry Laboratory 2 credits
Laboratory for CHM 2205. Corequisite: CHM 2205. Laboratory fee. (4 hr. lab)

CHM2210
Organic Chemistry 3 credits
First half of the CHM 2210-2211 sequence. A study of the nomenclature, preparation, reactions, and electronic and structural features of alkanes, alkenes, alkynes, alkyl halides, aromatic hydrocarbons, and other organic compounds. Prerequisite: CHM 1046 or CHM 1051 with a grade of "C" or better; corequisite: CHM 2210L. (3 hr. lecture)

CHM2210L
Organic Chemistry Laboratory 2 credits
Laboratory for CHM 2210. Corequisite: CHM 2210. Laboratory fee. (4 hr. lab)

CHM2211
Organic Chemistry 3 credits
Second half of the CHM 2210-2211 sequence. A study of the nomenclature, preparation, reactions, and electronic and structural fea-

tures of alcohols, ethers, phenols, aldehydes, ketones, carboxylic acids, acid anhydrides, amides, esters, and other organic compounds. Prerequisite: CHM 2210 with a grade of "C" or better; corequisite: CHM 2211L. (3 hr. lecture)

CHM2211L
Organic Chemistry Laboratory 2 credits
Laboratory for CHM 2211. Prerequisite: CHM 2210 with a "C" or better; corequisite: CHM2211. Laboratory fee. (4 hr. lab)

CHM2949
Co-op Work Experience 2: CHM 3 credits
This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval and completion of 1949 Co-op Work Experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Education Office to obtain registration approval. (3 hr. lecture)

Computer Science & Related Technologies

CAP1700
Introduction to Computer Graphics Programming 4 credits
An introduction to the fundamentals of interactive computer graphics. Concepts of systems organization and device technology for display; 2D and 3D viewing and shading and coloring will be introduced in a hands-on environment. Students are required to design screens and generate the appropriate source code to produce their designs on the computer. Prerequisite: COP 1170, or acceptable score on the Algebra Placement Test. Laboratory fee. A.S. degree credit only. (3 hr. lecture; 2 hr. lab)

CAP2681
Introduction to Knowledge Engineering 4 credits
An introduction to the process of creating knowledge based systems, with an emphasis on decision support, help desk, education/training and data analysis applications. Topics include machine and case based reasoning, problem selection, knowledge representation, knowledge acquisition, coding knowledge, rapid prototyping, field testing, and deployment and maintenance of knowledge based systems. The student will create several knowledge based systems based on case studies. Prerequisites: CGS 1060, and COP 1170, 1220. Laboratory fee. A.S. degree credit only. (3 hr. lecture; 2 hr. lab)

CDA1522
Micro Computer Networks 4 credits
A study of terminology, components, protocols, standards, design factors, installation and management of a local area network, and a consideration of E-Mail, modems, FAX, bulletin boards, information utility services and current literature. Prerequisite: C GS 1060. Laboratory fee. (3 hr. lecture; 2 hr. lab)

CDA1526
Global Networking 4 credits
The prospective network administrator will learn how to administer a global network using Novell Netware v. 4.1x. Included will be a study of the basic elements of the network operating system, connecting the workstation to the network, accessing and understanding the components of the network, Directory Services tree, planning the directory structure, file and directory security, managing files, NDS security, printing on the network, login scripts, and menus. Prerequisite: Knowledge of DOS. Laboratory fee. (3 hr. lecture; 2 hr. lab)

CDA2524
Advanced Microcomputer Network 4 credits
The prospective network administrator will learn the management techniques to achieve the maximum performance and operability on a local area network. The course includes a study of selection criteria for network hardware, multiple protocol support, configuration files, memory concepts, management strategies, network performance optimization, advanced printing concepts, client management, and prevention and maintenance techniques. Prerequisite: CDA 1522. Laboratory fee. A.S. degree credit only. (3 hr. lecture; 2 hr. lab)

CDA2528
Advanced Global Networking 4 credits
The prospective network administrator will learn how to install, plan, and manage a complex network using Novell NetWare v.4.1x. Included will be a study of NetWare 4.1x server and client installation, designing, providing security for and partitioning the Directory tree, time synchronization, troubleshooting, NDS, combining NetWare 3 resources with NetWare 4 programs, accommodating diverse clients, and managing printing, backups and other network functions for optimum performance and service to clients. CDA 1526 or equivalent experience. Laboratory fee. (3 hr. lecture; 2 hr. lab)

CEN1300
Introduction to Windows NT 4 credits
This course will provide a foundation to the technical areas of a network operating system, Windows NT. Emphasis on developing the skills required to install, configure, customize, optimize, network, integrate, and troubleshoot Windows NT. Topics covered will include a capacity planning on a server and a network, multiple domain management, and trust relationships. Laboratory fee. (3 hr. lecture; 2 hr. lab)

CEN1301
Supporting Windows 2000 Professional 4 credits
This course will provide a foundation for the knowledge and skills necessary to perform day-to-day administrative tasks in a single-domain Microsoft Windows 2000-based network. Emphasis on developing the skills required to administer user accounts, groups, file and printer resources, manage data storage, monitor access to resources, and backup and restore data. (3 hr. lecture; 2 hr. lab)

CEN1304**Supporting Windows 2000 Server****4 credits**

This course will provide the knowledge and skills necessary to install and configure Windows 2000 Professional and Windows 2000 Server operating systems. Emphasis on developing the skills required to install and configure Active Directory services, disks, partitions, file permissions, networking protocols, DHCP services, DNS services, WINS, IIS, and Terminal Server, as well as deployment and upgrading strategies for Windows 2000. (3 hr. lecture; 2 hr. lab)

CEN1500**Novell Networking Technology****4 credits**

This course is a study of the basics of computer networking and provides an understanding of how and why networking technology works. It includes terms and concepts such as contemporary network, services, transmission media, and protocols. Students learn how protocols are used in networking implementations from many vendors, especially those most common in today's LANs and WANs. (3 hr. lecture; 2 hr. lab)

CEN1503**Novell Design & Implementation****4 credits**

This course provides prospective network administrators, network designers and networking consultants with the skills needed to create a Novell Directory Services (NDS) design and implementation strategy. Students will complete an NDS design strategy and implementation schedule using templates that they can re-use to create a design for their workplaces. Students will then use these strategies and schedules to complete a NetWare implementation in a hands-on environment. (3 hr. lecture; 2 hr. lab)

CEN1504**Novell System Administration****4 credits**

This course is a study of the fundamental network management tasks on a NetWare 5 network. It provides an understanding of the NDS tree, the management of users, print services, the file system, network security, login Scripts, managing network applications and workstations with Z.E.N. works, managing resources in a multi-context environment, NetWare 5 installation. (3 hr. lecture; 2 hr. lab)

CEN1511**Networking Technologies****4 credits**

This course will provide an introduction to the technical areas of network connectivity, data communications, and communication protocols. Emphasis on understanding the foundation of networking technologies and data communication concepts. Topics covered will include an exploration of computer networking development, the OSI reference model, data signaling, data translation, standards for communications and data transmissions, network topologies and access methods. Laboratory fee. A.S. degree credit only. (3 hr. lecture; 2 hr. lab)

CEN2305**Supporting Windows 2000 Network Infrastructure Ser****4 credits**

This course will provide the knowledge and skills necessary to develop a Windows 2000

networking services solution for enterprise networks. The course focuses on developing strategies for TCP/IP, DHCP, DNS, WINS, RAS, Remote Authentication Dial-in User Service (RADIUS), connection manager, routing, multicasting, demand-dial routing, VPN, IPsec, connection sharing, and proxy server. (3 hr. lecture; 2 hr. lab)

CEN2306**Implementing Windows 2000 Directory Services****4 credits**

This course will provide the knowledge and skills necessary to perform advanced administration tasks in a Windows 2000 network. The course focuses on the advanced administrative tasks required to manage domain resources, implement groups in a multi-domain environment, administer Active Directory Services, use group policies, software installation policies, distributed files systems, enterprise-wide security and disaster protection. (3 hr. lecture; 2 hr. lab)

CEN2321**Designing Windows 2000 Directory Services****4 credits**

This course will provide the knowledge and skills necessary to plan and implement Windows 2000 Directory Services in an enterprise environment. The course focuses on planning the Active Directory replication, managing network traffic, optimizing Active Directory, deploying directory services, controlling schema modifications, synchronizing Exchange Server and Windows 2000 directories, and upgrading directory services from Windows NT 4.0. (3 hr. lecture; 2 hr. lab)

CEN2326**Advanced Windows NT****4 credits**

This course will provide a framework for designing, implementing, and supporting the Windows NT Server network operating system in a multi-domain enterprise environment. Topics covered include defining Windows NT Directory Services, establishing trust relationships, analyzing system performance and optimization strategies, as well as troubleshooting the NT environment. Laboratory fee. (3 hr. lecture; 2 hr. lab)

CEN2502**Novell Service & Support****4 credits**

This course is a study of the prevention, diagnosis, and resolution of "real world" hardware-related problems on NetWare networks as well as the optimizing of hardware resources for all networking products. It includes extensive hands-on exercises, and provides an understanding of electronic research tools and the installation and troubleshooting of network devices and services. (3 hr. lecture; 2 hr. lab)

CEN2506**Novell Integrating NT/2000****4 credits**

This course is a study of the fundamentals of Windows NT networking and how to integrate Windows NT with a NetWare network. It provides an understanding of the registry and admin utilities, work-group and Server domain-based networking, administering a Windows NT network, managing Windows NT user security, providing user access, and managing Windows NT Workstation user accounts using NetWare Administrator. (3 hr. lecture; 2 hr. lab)

CEN2508**Novell Advanced Administration****4 credits**

This course provides students with the knowledge and skills they need to design, configure and administer a complex NetWare 5 network. Skills learned include upgrading from a NetWare 3 environment, migrating to NetWare distributed Print Services, executing Java-based utilities, network backup and configuring NetWare 5 for remote access. (3 hr. lecture; 2 hr. lab)

CGS1060**Introduction to Microcomputer Usage****4 credits**

Introduces information processing, the operation of a microcomputer and usage of an operating system. Applications in word processing, integrated electronic spreadsheets, and electronic filing system are presented. A portion of the course covers elementary computer programming. Students are required to use and operate a microcomputer, use application software, write and run computer programs. Laboratory fee. (3 hr. lecture; 2 hr. lab)

CGS1081**Introduction of Computing for the Visually Impaired****4 credits**

This course is designed to provide students with an overview of access technology, experience using it with applications and a chance to explore the wide range of opportunities that computers can offer to people who are blind. It will cover, the components of the computer, access technology, screen reading software, disk operating systems. DOS versus Windows, WordPerfect for DOS, and accessible software, including shareware and freeware. Prerequisite: Departmental Approval. (3 hr. lecture; 2 hr. lab)

CGS1110**Computer Application in Early Childhood/Elementary Education****4 credits**

This course deals with uses of the microcomputer for the early childhood/elementary education teacher. The student will learn to apply the general principles of instructional computing to the early childhood/elementary curriculum. Examples of classroom management and general computer applications will be introduced. Hardware and software concepts will also be presented. The course builds on sound principles of instructional computing and early childhood elementary pedagogy. (3 hr. lecture; 2 hr. lab)

CGS1400**PC-DOS****1 credit**

An introductory course using a microcomputer disk operating system. Many of the concepts, features and commands of the disk operating systems are included. No previous computer training or experience is required. Special fee. (1/2 hr. lecture; 1 hr. lab)

CGS1500**Word Processing****of Business Data Processing****1 credit**

An introductory course using commercial microcomputer word processing software. The concepts, features and commands of a word processing system are applied to a variety of practical business applications. Classes are conducted in a hands-on-lecture/laboratory environment. Each student is assigned a microcomputer to use during class. No previous computer training or experience is required. Laboratory fee. (1/2 hr. lecture; 1 hr. lab)

CGS1501**Microcomputer****Wordprocessing****4 credits**

A comprehensive course in the use of a wordprocessor for microcomputers. The concepts, features, and commands of a wordprocessor are applied to a variety of applications. Programming concepts will be introduced. Classes are conducted in a hands-on-lecture/laboratory environment where a microcomputer is available for each student. The content of this course will continually change to keep pace with current technology. CGS 1060 or computer experience is required. Laboratory fee. (3 hr. lecture; 2 hr. lab)

CGS1510**Elect Spreadsheet****for Business Data Processing****1 credit**

An introductory course using commercial microcomputer electronic spreadsheet software. The concepts, features and commands of an electronic spreadsheet system are applied to a variety of practical business applications. Classes are conducted in a hands-on lecture/laboratory environment. Each student is assigned a microcomputer to use during class. No previous computer training or experience is required. Lab fee. A.S. degree credit only. (1/2 hr. lecture; 1 hr. lab)

CGS1511**Microcomputer****Spreadsheets****4 credits**

A comprehensive course in the use of a spreadsheet for microcomputers. The concepts, features, and commands of a spreadsheet are applied to a variety of applications. Programming concepts will be introduced. Classes are conducted in a hands-on lecture/laboratory environment where a microcomputer is available for each student. The content of this course will continually change to keep pace with current technology. CGS1100 or computer experience is required. Laboratory fee. A.S. degree credit only. (3 hr. lecture; 2 hr. lab)

CGS1541**Microcomputer****Database Management****4 credits**

A comprehensive course in the use of a database for microcomputers. The concepts, features, and commands of a database are applied to a variety of applications. Programming concepts will be introduced. Classes are conducted in a hands-on-lecture/laboratory environment where a microcomputer is available for each student. The content of this course will continually change to keep pace with current technology. CGS 1100 or computer experience is required. Laboratory fee. (3 hr. lecture; 2 hr. lab)

CGS1543**Database for BDP****1 credit**

An introductory course using commercial microcomputer file management software. The concepts, features, and commands of a file management system are applied to a variety of practical business applications. Classes are conducted in a hands-on-lecture/laboratory environment. Each student is assigned a microcomputer to use during class. No previous computer experience or training is required. Laboratory fee. A.S. degree credit only. (1/2 hr. lecture; 1 hr. lab)

CGS1546**Database Administration****4 credits**

An introductory database administration course, in which students learn to install, administer, and optimize an enterprise-level database system. Emphasis on using SQL to define databases, tables, stored procedures, and constraints. Prerequisite: CGS 1541. (3 hr. lecture; 2 hr. lab)

CGS1550**Introduction To****Windows NT Administration****4 credits**

This course will provide an introduction to the technologies associated with windows based operating systems, including profiles, system policies, Dial-up connectivity, deployment, tuning, trouble shooting, creating and administering user group accounts, determining account policies and managing network resources. The student will acquire the knowledge and skills necessary to perform post installation day-to day administration tasks in a single-domain or multiple-domain Microsoft Windows NT network. (4 hr. lecture)

CGS1558**Internetworking****with TCP/IP****4 credits**

The prospective network engineer will learn the concepts needed to understand internetworking using TCP/IP. The course includes installation, configuration, use, and support of Transmission Control Protocol/Internet Protocol (TCP/IP) on under the Windows NT operating system. Prerequisite: Knowledge of microcomputers. Laboratory fee. (3 hr. lecture; 2 hr. lab)

CGS1560**Using Microcomputer****Operating Systems****4 credits**

A comprehensive course in the use of operating systems for microcomputers. The concepts, features, and commands of an operating system are applied to a variety of applications. Programming concepts will be introduced. Classes are conducted in a hands-on-

lecture/laboratory environment where a microcomputer is available for each student. The content of this course will continually change to keep pace with current technology. CGS 1060 or computer experience is required. Laboratory fee. (3 hr. lecture; 2 hr. lab)

CGS1564**Introduction to Windows****2 credits**

Introduction to the Microsoft windows(TM) graphical user interface. Emphasis is on windowing concepts, as well as learning how to run application programs and windows utilities, manage files, and transfer data. Students are shown how to combine different applications to use the full power of a desktop environment. Classes are conducted in a hands-on classroom, with lectures and lab combined. Laboratory fee. A.S. degree credit only. (1 hr. lecture; 2 hr. lab)

CGS1568**Supporting Windows****4 credits**

This course will provide an introduction to the technologies associated with Windows based operating systems, including profiles, system policies, dial-up connectivity, deployment, tuning, and troubleshooting. Laboratory fee. (3 hr. lecture; 2 hr. lab)

CGS1571**Integrated Software****4 credits**

Integrated software teaches the student how to use an advanced computer platform to solve real-world problems. The powers of a wordprocessor, spreadsheet, database, and communications tools of an integrated software package are used to solve a case study. An introduction to the software is presented and then the tools of the package are used in a case study to examine a small business operation. This course is designed for business, computer, and office system majors. Prerequisite: CGS 1060 or microcomputer skills. A.S. degree credit only. (3 hr. lecture; 2 hr. lab)

CGS1580**Microcomputer****Desktop Publishing****4 credits**

A comprehensive course in the use of desktop publishing for microcomputers. The concepts, features, and commands of desktop publishing are applied to a variety of applications. Programming concepts will be introduced. Classes are conducted in a hands-on-lecture/laboratory where a microcomputer is available for each student. The content of this course will continually change to keep pace with current technology. CGS 1100 or computer experience is required. Laboratory fee. (3 hr. lecture; 2 hr. lab)

CGS1751**Networking****System Management****4 credits**

This course will provide students with the knowledge and skills required to install, configure, administer, and troubleshoot Microsoft Systems Management Server. Students will have an opportunity to implement multiple SMS sites, collecting hardware and software inventory, distributing software to client computers, managing shared applications, and using remote control functions to diagnose and solve common problems. Laboratory fee. (3 hr. lecture; 2 hr. lab)

CGS1810**Microcomputer Help Desk 1****4 credits**

This course is designed to teach students practical PC Help Desk skills. Students learn to use appropriate troubleshooting, diagnostic and problem resolution techniques to resolve PC software and hardware problems. Real world situations are addressed through a combination of lecture, demonstration and an emphasis on practical, intensive laboratory activities. (3 hr. lecture; 2 hr. lab)

CGS1871**Introduction to Multimedia****4 credits**

An introduction to using and producing multimedia. Introduces main concepts, components and use. Hardware and software considerations and requirements are covered. Design and presentation considerations and methods are explored. Students will produce multi media presentations and be introduced to authoring systems. Prerequisites: CGS 1060 or CGS 1110 or have experience with using computers and word processing. Laboratory fee. A.S. degree credit only (3 hr. lecture; 2 hr. lab)

CGS2140C**Health Applications in Data Processing****2 credits**

The components of computers, terms and descriptions used, basics of programming and systems-design. Health information systems and computer technologies will be examined. The student will gain practical experience with data entry using word processing, spreadsheet, and data base applications. Prerequisite: Permission of department chairperson. (1 hr. lecture; 2 hr. lab)

CGS2405**Intermediate Programming in C****4 credits**

An advanced application programming course using the C language. Emphasis will be on the design and use of structured computer algorithms for problem solving using "C". Topics covered will include the design of independent modules, processing of text data as input, advanced sorting techniques, various file handling techniques, advanced data manipulation and data structures. Students are required to design, code, compile, debug, and execute programs. Prerequisite: CGS 1060. (3 hr. lecture; 2 hr. lab)

CGS2423**"C" For Engineers****4 credits**

A programming course using the programming language C. The programming cycle - design, code, compile and execute, is applied to elementary engineering and science majors. Prerequisite: Computer skills or CGS 1060, and MAC 1105 or higher level mathematics is required. A.S. degree credit only. (3 hr. lecture; 2 hr. lab)

CGS2547**Database Implementation****4 credits**

A comprehensive course in learning how to design and implement enterprise database solutions using SQL. Working through a system of modular lessons and hands-on labs to comprehend SQL Architecture. Prerequisite: CGS 1546. (3 hr. lecture; 2 hr. lab)

CGS2548**Advanced Database Programming****4 credits**

Current database management is featured. Emphasis is on analysis, design, programming real world applications and integration of database and the Internet applications. This course is designed for individuals interested in developing programmed database applications. Prerequisite: CGS 2547. (3 hr. lecture; 2 hr. lab)

CGS2567**AS/400 Control Language****4 credits**

AS/400 Control language teaches the student the structure and syntax of this system language. It will begin by examining CL programming code through the advanced level. An application program will be developed and modified to solve a number of logical file maintenance problems. There will be emphasis on developing the advanced overall skill needed for efficient communication with the operating system to be executed on the environment at the college computer facility. This course is designed for students majoring in programming and people from the industry already working in the field of data processing. Prerequisites: COP 1160, CIS 1400. Laboratory fee. A.S. degree credit only. (3 hr. lecture; 2 hr. lab)

CIS1000**Introduction to Data Processing****4 credits**

An introductory course for data processing majors covering the fundamentals of data processing and computer programming. Elementary programming applications are included. Laboratory fee. (3 hr. lecture; 2 hr. lab)

CIS1400**Operating System Usage Management & Mini-Computer System****4 credits**

An advanced course in operating system for mini-computer and the concepts of systems software programming. The operating of the mini-computer in a business environment, peripheral equipment on the system, and software programming for the system control are emphasized. Laboratory fee. (3 hr. lecture; 2 hr. lab)

CIS1949**Co-op Work****Experience 1:CIS****3 credits**

This is a course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

CIS2321**Introduction to Systems Analysis and Design****4 credits**

The design of management information systems using the concepts of charting, investigating, documenting and reporting is developed using current information systems. The related concepts of management, organization, computers, information processing and the systems approach are combined and

applied to case studies. Prerequisite: ACG 2001, CGS 1060 or CIS 1000 or COP 1170. Laboratory fee. (3 hr. lecture; 2 hr. lab)

CIS2322**Systems Analysis****Design and Implementation****4 credits**

An analysis and review of existing systems and documentation from installations using small-to large-size computers. Laboratory case studies are emphasized using microcomputer database systems. Prerequisite: CIS 2321. A.S. degree credit only. (3 hr. lecture; 2 hr. lab)

CIS2949**Co-op Work****Experience 2:CIS****3 credits**

This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval and completion of 1949 Co-op Work Experience 1. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

COP1120**COBOL****4 credits**

The syntax of COBOL is introduced with emphasis on multiple level reports tables and file updating/maintenance. Efficient structured programming techniques are stressed. Business applications are code and executed in an on-line program development environment. Prerequisite: COP 1170 and/or CIS 1000. Laboratory fee. (3 hr. lecture; 2 hr. lab)

COP1160**RPG With****Business Applications****4 credits**

The syntax and rules of the RPG language. Programming skills and efficiency are developed. Students will code and execute programs for comprehensive case studies which includes tables, multiple files, and DASD concepts. Laboratory fee. (3 hr. lecture; 2 hr. lab)

COP1170**Introduction to Computer Programming Using BASIC****4 credits**

BASIC syntax is used for developing programs for the solution of various business applications. The topics of program design, arrays, structured programming, report generation, and file processing are included. This course may be taken by those not majoring in Business Data Processing. Knowledge of high school algebra is recommended. Laboratory fee. (3 hr. lecture; 2 hr. lab)

COP1200**FORTAN Programming with Applications****4 credits**

A beginning programming course using the programming language FORTRAN 77. Students are required to design, code, compile and execute for business and scientific applications. Recommended for mathematics, science, engineering, and business majors. A knowledge of trigonometry is recommended. Laboratory fee. (3 hr. lecture; 2 hr. lab)

COP1210**Introduction to PASCAL****4 credits**

Covers the syntax and rules of the language PASCAL. Students are required to code programs for business and scientific applications. Strong emphasis on structured design and programming principles. Recommended for Computer Science, Business Data Processing, Engineering, and Math majors. No previous computer courses required. Laboratory fee. (3 hr. lecture; 2 hr. lab.)

COP1220**Introduction to****Programming in "C"****4 credits**

Introduction to Programming in "C" covers the syntax and rules of the C Language. Students are required to code, compile, and execute programs. The topics of program design, structured modular programming arrays, report generation, and file processing are included. Recommended for Computer Science and Business Data Processing majors. No previous computer courses are required although CGS 1060 is recommended. (3 hr. lecture; 2 hr. lab)

COP1340**Operating Systems OSJCL****4 credits**

The concepts, facilities, and usage of an operating system of a large mainframe computer, IBM OS/MVS, are presented. A high degree of task/user communication in an interactive system is used to develop and execute job streams, utilities, and file management functions. Corequisite: COP 1120. Laboratory fee. (3 hr. lecture; 2 hr. lab)

COP1822**Web Page****Design and Programming****4 credits**

This course will provide an introduction to the World Wide Web and Hypertext Markup Language. Emphasis on understanding the components necessary to create WWW pages. Topics covered will include the history of the world wide web as well as HTML. Formatting tags, anchors, graphics, interactive graphics and forms. The windows platform will be used for page creation and Internet exploration. Lab fee. (3 hr. lecture; 2 hr. lab)

COP2122**Advanced COBOL****with On-line Applications****4 credits**

Advanced study in the techniques of programming using ANS COBOL. Emphasis is on program design for on-line applications and access methods available under an OS/MVS system. Data base concepts are introduced. Prerequisite: COP 1120; corequisite: COP 1340. Laboratory fee. A.S. degree credit only. (3 hr. lecture; 2 hr. lab)

COP2123**CICS Command Level****Programming Using COBOL****4 credits**

Command Level CICS is used to write and execute interactive COBOL programs. Featured topics are telecommunication concepts, program design, mapping and VSAM file handling. Prerequisite: COP 2122 or equivalent work experience. A.S. degree credit only. (3 hr. lecture; 2 hr. lab)

COP2162**Advanced RPGIII/AS400****4 credits**

Advanced study in the techniques of programming using AS/400 RPG III. Emphasis is on display format design needed to develop Interactive and subfile programs. An application program will be developed and modified to solve a number of logical file maintenance problems. Programs will be developed and executed using M-DCC's AS/400 electronic classroom in an on-line environment. Prerequisites: COP 1160, CIS 1400. Laboratory fee. A.S. degree credit only. (3 hr. lecture; 2 hr. lab)

COP2171**Advanced Programming****Concepts Using BASIC****4 credits**

Advanced study of the syntax and rules of the BASIC interactive language. Programming business applications for microcomputers/minicomputers using various file organization methods. Prerequisite: COP 1170. Laboratory fee. (3 hr. lecture; 2 hr. lab)

COP2211**Intermediate****Programming****with PASCAL****4 credits**

An advanced application programming course using the PASCAL language. The syntax of PASCAL is introduced with emphasis on structured modular programming and file access methods. Students will code and execute programming applications in an on-line environment. Special fee. (3 hr. lecture; 2 hr. lab)

COP2333**Visual Basic 3****4 credits**

Covers the design, implementation, testing, and documentation of medium-sized business application programs, written in Microsoft Visual Basic. Students will create one or two projects which are designed and managed by the instructor. The course emphasizes Vbasic mastery, database transaction processing, authorizing help files, and calling DLL functions. Students will be evaluated on the quality of their work, according to professional standards. Prerequisite: Completion of Advanced Visual Basic (COP2171) or the equivalent professional experience. (3 hr. lecture; 2 hr. lab)

COP2334**Object Oriented****Programming in C++****4 credits**

Advanced study of the C language with emphasis on object oriented programming, graphics, and list processing. Students are required to design, code, compile, and execute programs for the business and scientific environment. (2 hr. lecture; 2 hr. lab)

COP2336**Object Oriented Visual****Programming in Delphi****4 credits**

Visual programming and object oriented programming techniques as they are applied in

an event driven graphical user interface environment will be presented. How these techniques are interrelated will be illustrated through object Pascal syntax. Practical examples of visual object oriented applications from business, government and industry will be studied. Students will create case studies and other applications with an event driven graphical user interface using visual programming techniques and objects in object Pascal syntax. Prerequisite: COP 1210, 1170, or 1220. A.S. degree credit only. (3 hr. lecture; 2 hr. lab)

COP2400**Microcomputer****Assembly Language****4 credits**

A second or third-semester programming course using a Macro Assembler on a microcomputer. Students are required to learn the basic architecture of a microprocessors, its instruction set, and to design, code, and implement systems-level programs on a microcomputer. Recommended for Business Data Processing and Computer Science majors. Prerequisite: A Knowledge of BASIC and higher-level language is also recommended. Laboratory fee. (3 hr. lecture; 2 hr. lab)

COP2401**Assembler Language****4 credits**

An OS/MVS assembler language course including IBM mainframe architecture, machine instructions, data management macros, and supervisor services macros. Business applications are coded, and executed. Prerequisite: COP 1120. Laboratory fee. (3 hr. lecture; 2 hr. lab)

COP2700**Database Application****Programming****4 credits**

Current database management software is featured. Emphasis is on analysis, design, and programming of systems rather than data structures. This course is designed for individuals interested in developing programmed applications. Prerequisites: Completion of all basic skills or acceptable scores on the Placement Test, CGS 1100, 1060, (Introduction to microcomputer Usage), and proficiency in any programming language. Laboratory fee. (3 hr. lecture; 2 hr. lab)

COP2704**AS/400 Database****Management****4 credits**

Advanced study in the techniques of using an advanced platform for business applications by developing a rational database management system, integrated security and the object-based system management to create robust and flexible applications. It begins by examining all the elements of a rational database model. An application program will be developed and modified to solve a number of file maintenance problems. There will be emphasis on the advanced overall skills needed for database management. An application will be developed and executed using M-DCC's AS/400 electronic classroom in an on-line environment. This course is designed for students majoring in programming and people from the industry already working in the field of data processing. Prerequisite: CIS 1400, COP 1160. Laboratory fee. (3 hr. lecture; 2 hr. lab)

COP2740**Introduction to ORACLE: SQL and PL/SOL 4 credits**

This course offers students an extensive introduction to data server technology. The class covers the concepts of both relational and object relational databases and the powerful SQL and PL/SQL programming languages. Students are taught to create and maintain database objects and to store, retrieve, and manipulate data. In addition, students learn to create PL/SQL blocks of application code that can be shared by multiple forms, reports, and data concepts. This class is preparation for both the Oracle Application Developer and Database Administrator Certification Exams. Prerequisite: Familiarity with data processing concepts and techniques. (3 hr. lecture; 2 hr. lab)

COP2741**Introduction to ORACLE Database Administration 4 credits**

This course is designed to give the Oracle database administrator (DBA) a firm foundation in basic administrative tasks. Through instructor-led learning, structured hands-on practices, and challenge-level exercise labs, the DBA will gain the necessary knowledge and skills to set up, maintain, and troubleshoot an Oracle7 or Oracle8 database. (3 hr. lecture; 2 hr. lab)

COP2742**Intermediate ORACLE Database Administration 4 credits**

This course introduces students to the critical task of planning and implementing database backup and recovery strategies and to the trends and problems associated with business networking. Backup and recovery techniques and various backup, failure, restore and recovery scenarios are introduced. Generic backup, restore and recovery operations that apply to both Oracle7 and Oracle8 database environments, the Oracle8 Recovery Manager is also discussed. Students will learn the various solutions required to tackle problems associated with business networking. Implementation of solutions, Net8 architecture, and peer connections are covered. (3 hr. lecture; 2 hr. lab)

COP2744**ORACLE Database Performance Tuning 4 credits**

This course introduces students to a series of tuning steps which can be used to improve the performance of the Oracle8 Server. The focus is on database rather than specific operating system performance issues. Through a combination of demonstrations, lectures, online lab exercises, and slide presentations, students will gain practical experience tuning an Oracle database. Students will also learn how to recognize, troubleshoot and resolve common performance related problems in administering an Oracle database. (3 hr. lecture; 2 hr. lab)

COP2745**Programming PL/SQL in ORACLE 4 credits**

This course enables students to learn how to write PL/SQL procedures, functions and packages. Working in both the Procedure Builder and the SQL Plus environments, students will learn how to create and manage PL/SQL pro-

gram units and database triggers. Students will also learn how to use some of the Oracle-supplied packages. (3 hr. lecture; 2 hr. lab)

COP2746**Introduction to ORACLE Database Applications 4 credits**

In this course, students will learn how to build and test interactive applications and will work in a graphical user interface (GUI) environment. They will learn how to customize forms with user input items such as check boxes, list items and radio groups. Students will also learn how to modify data access by creating event-related triggers. (3 hr. lecture; 2 hr. lab)

COP2747**Intermediate ORACLE Database Applications 4 credits**

In this course, students will gain an opportunity to broaden their Developer/2000 form-building skills. They will use Project Builder to manage application files and multiple transactions across modules. Students will also learn how to create multiple-form applications and will practice enhancing their applications with custom menus, reports and charts. (3 hr. lecture; 2 hr. lab)

COP2748**ORACLE Report Building 4 credits**

In this course, students will build a variety of standard and custom reports in a client-server environment. Working in a graphical user interface (GUI) environment, students will learn how to retrieve, display and format data in many styles to create tabular, matrix, mailing label and letter reports. They will also learn how to customize more complex reports, embed graphical charts in reports and use the Intelligent Remote Reports Server. (3 hr. lecture; 2 hr. lab)

COT2002**Foundations of Computer Science 4 credits**

Introduction to composite and abstract data structure, searching and sorting algorithms, recursion, computer architecture, and boolean algebra. Emphasis on the analysis of problem-solving using examples written in pseudo-Pascal. Excellent preparation for upper-level coursework in computer science. Prerequisites: Math competency MAC 1002 and the study of one of the following programming languages: PASCAL, C, Ada, or Modula-2. Special fee. (3 hr. lecture; 2 hr. lab)

Cooperative Education

COE1949**Orientation: Career and Cooperative Education 3 credits**

Career Orientation and Cooperative Education is a practicum in which a student works individually with a Co-op counselor, selecting a career, outlining an academic plan, planning for a two or four year degree program, and preparing to enter the Cooperative Education program. Students will take personality and vocational inventories, complete a (Transition) course workbook, explore job opportunities in Dade, do real interviewing of professionals, complete media and library research,

determine academic objectives, set goals as well as learn resume and interviewing procedures, and learn how to enter the Co-op programs at M-DCC and senior institutions. (3 hr. lecture)

Criminal Justice & Related Technologies

CCJ1010**Introduction to Criminology 3 credits**

Theories and causes of criminal and delinquent behavior, including its variations, ramifications, explanations and measures of prevention, control and treatment. (3 hr. lecture)

CCJ1020**Introduction to Criminal Justice 1-3 variable credits**

History, development, philosophy, constitutional aspects, introduction to and survey of the agencies and processes involved in the administration of criminal justice in a democratic society. (1-3 hr. lecture)

CCJ1102**Career Exploration in Criminal Justice 1-3 variable credits**

To provide an overview of the various careers in criminal justice, and to help students define their career interests and physical abilities. A.S. degree credit only. (1-3 hr. lecture)

CCJ1191**Human Behavior in Criminal Justice 3 credits**

Human behavior and how it relates to the duties and responsibilities of the criminal justice practitioner. (3 hr. lecture)

CCJ1193**Community/Human Relations for Criminal Justice Practitioners 3 credits**

Emphasizes techniques used to increase public awareness and to improve the human relations skills of correctional and law enforcement officers. Effort is made to develop effective interpersonal communication skills for dealing with individuals and groups encountered by criminal justice practitioners in the work environment. (3 hr. lecture)

CCJ1210**Criminal Law 3 credits**

Historical background and foundations of American criminal law, including United States Constitutional requirements, Federal and State court organization and jurisdiction, criminal law basics, Florida statutes, rules of evidence and procedure. (3 hr. lecture)

CCJ1300**Introduction to Corrections 3 credits**

A comprehensive view of the historical and philosophical treatment programs and developments in the field of juvenile and adult corrections. Emphasis is on understanding the offender in the correctional system; an examination of the correctional client, the non-institutional correctional systems, agencies and recidivism. (3 hr. lecture)

CCJ1330**Parole and Probation 3 credits**

The history, current practices and the consideration of philosophical concepts in the areas of probation and parole. (3 hr. lecture)

CCJ1949**Co-op Work****Experience 1:CCJ 3 credits**

This is a course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

CCJ2122**Criminal Justice and the Community 1-3 variable credits**

A general orientation to the concepts of criminal justice and community relations. Group relations for criminal justice personnel. A survey of the field of criminal justice and community relations, emphasizing the role and influence in the management and resolution of conflict. (1-3 hr. lecture)

CCJ2220**Criminal Procedure & Evidence 1 3 credits**

This course explores the history, principles and applications of criminal law procedures for criminal justice officers. This course is limited to the school of justice students only. (3 hr. lecture)

CCJ2230**Criminal Procedure and Evidence 3 credits**

Criminal Procedure and Evidence as they relate to the law enforcement profession will be examined. Constitutional provisions applicable to arrest, search and seizure, and interrogation will be covered. In addition, evidentiary principles will be taught emphasizing those provisions applicable to law enforcement. (3 hr. lecture)

CCJ2250**Constitutional Law and Legal Procedure or Evidence 3 credits**

An examination of the United States and Florida Constitutions, with emphasis on leading cases dealing with arrest, search and seizure, confessions and the rules of evidence. (3 hr. lecture)

CCJ2400**Police Organization and Administration 3 credits**

The principles of organization and management, concepts of organizational behavior, the administration of staff activities such as personnel, training, planning and budgeting. (3 hr. lecture)

CCJ2430**Management of Police Functions 1-3 variable credits**

The administration of line activities of law enforcement agencies, with emphasis on the patrol functions and the prevention of crime, including traffic, investigations, juvenile, vice, and other specialized units. (1-3 hr. lecture)

CCJ2482**Criminal Justice Ethics and Professionalism 3 credits**

This course will provide students and entry-level criminal justice practitioners with an overview of moral, ethical, and professional issues and dilemmas facing individuals and organizations within the criminal justice system. It will help individuals to define and implement ethical and professional standards by examining what they will be confronted with and how to respond appropriately. Prerequisite: CCJ 1020 (3 hr. lecture)

CCJ2500**Juvenile Delinquency 3 credits**

An analysis of the theories and causes of juvenile delinquent behavior. The role of the three components of the juvenile justice system (Police, Court, Corrections) and their impact on prevention and rehabilitation. (3 hr. lecture)

CCJ2632**Comparative Legal Systems 3 credits**

An introduction and comparative study of English and American systems of criminal justice, with particular reference to the protection of the liberty of the individual. Overview of legal systems of other nations, selected to afford a comparative perspective on the Anglo-American tradition. (3 hr. lecture). Offered through Overseas Study Program. (3 hr. lecture)

CCJ2650**Narcotics and Dangerous Substances 3 credits**

The general problems created by illegal use of narcotics and dangerous substances, with emphasis upon classification, description and history of drugs, etiology of addiction, extent of drug use and its relationship to criminal behavior and methods of control. (3 hr. lecture)

CCJ2925**Criminal Justice Instruction Workshop 3 credits**

Preparation of criminal justice personnel to be instructors. Topics will include theories of adult learning, lesson plan development, instructor methodology and testing procedures. The students will demonstrate their instructor skills in videotaped presentations of their lesson plans. This course has selective admissions requirements. (3 hr. lecture)

CCJ2940**Administration of Justice Field Service Program 3 credits**

Provides supervised observation and partici-

pation in agencies involved in the administration of justice. This course bridges the gap between theory and practice. Prerequisite: to be arranged by/with the instructor. (3 hr. lecture; plus field experience)

CCJ2949**Co-op Work Experience 2:CCJ 3 credits**

This a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Work Experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

CJD1000**Criminal Justice Basic Standards 15 credits**

The course will meet the minimum standards for employment as a law enforcement officer in the State of Florida. It consists of lecture/demonstration and laboratory/practical exercises required to meet the objectives specified by the Florida Criminal Justice Standards and Training Commission. (The course has selective admission requirements). (9 hr. lecture; 12 hr. lab)

CJD1003**Corrections Minimum Standards 12 credits**

The Corrections Minimum Standard Course is designed to meet the Florida Criminal Justice Standards and Training Commission requirements for corrections trainees. The curriculum will help prepare students to meet state requirements for corrections officers. (12 hr. lecture)

CJD1442**Operations & Procedures in Correctional Institutions 3 credits**

A basic survey of the operational routines that prevail in correctional facilities and the procedures used by officers in upholding these routines. The focus is on the preliminary knowledge needed by correctional officers before they can acquire the skills and techniques to perform job-related tasks. A.S. degree credit only. (3 hr. lecture)

CJD1940**Practical Problems in Corrections 3 credits**

Provides training in the resolution of routine problems confronted by correctional officers in the field. The focus of the course is on problem assessment and the performance of job-related tasks in real or simulated settings. A.S. degree credit only. This course is limited to Institute of Criminal Justice students only. (3 hr. lecture)

CJD2310**Police-Correction Supervision 3 credits**

An introduction to basic theory pertaining to supervisory responsibilities and assignments. Practical application will be demonstrated through the case-study method. (3 hr. lecture)

CJD2320
Police Mid-Management 3 credits
 A follow-up to the supervision course. Enhancement of managerial awareness managerial skills. The areas covered are organization and management; decision-making and planning, working with people; personnel and records; operations and current court decisions. It is recommended that the participants in this course be filling a supervisor's or mid-manager's position within an agency at the time of attendance. (3hr. lecture)

CJD2702
Criminal Justice Communications 3 credits
 The report writing process from the interview, statement taking and note taking, through the final report product is covered, with practical exercises included. The differences between interviewing and interrogating are explored. Interpersonal communication skills are covered, along with radio and telephone procedures. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. Prerequisite: ENC 1101. (3 hr. lecture)

CJD2705
Law Enforcement Equipment and Technology 3 credits
 Training of officers in the handling, care and use of firearms and other technical equipment used in the law enforcement profession. Qualification, where appropriate, is required prior to completion of the course. For Institute of Criminal Justice students only. (3 hr. lecture; variable lab hrs.)

CJD2720
Law Enforcement Legal 3 2 credits
 This legal segment of study includes traffic and driver's licensing laws, as well as legal considerations of officer vehicle operation. Various criminal laws and their elements are studied with an emphasis placed on those laws specific to police application. This course is limited to School of Justice students. (2 hr. lecture)

CJD2721
Law Enforcement Patrol 3 credits
 Theories, history, and development of police patrol are explored. Also addressed are the skills and techniques that are needed by officers on a daily basis to perform patrol tactics and respond to various types of calls. Methods of approach to various high-risk situations are explored, with practical exercises included. Unusual occurrence events, including firefighting and crowd control, are also addressed. This course is limited to School of Justice students only. (3 hr. lecture)

CJD2722
Law Enforcement Traffic 3 credits
 Studies traffic enforcement and control with the inclusion of DUI offenses and enforcement. This course is limited to School of Justice students only. (3 hr. lecture)

CJD2723
Vehicle Operations 2 credits
 Physical, civil and criminal aspects, as well as components of the police driving environment are explored and practical exercises on the driving range are conducted. This course is limited to School of Justice students only. (2 hr. lecture)

CJD2724
Law Enforcement Investigations for Police Officers 3 credits
 Fundamentals of criminal investigation, theory and practice, including crime scene search, preservation, collection and transportation of physical evidence are topics included in this course. Techniques are developed from the initial observation methods through the processing of the crime scene and case preparation. Florida's computer network is studied as an information source. This course is limited to School of Justice Basic Law Enforcement students only. (3 hr. lecture)

CJD2740
Interpersonal Skills for Correctional Officers 3 credits
 The interpersonal skills needed by officers to understand the incarcerated society is explored, with emphasis on supervision methods. Inmate adjustment and the various segments of inmate society are studied. This course is limited to School of Justice students only. (3 hr. lecture)

CJD2741
Emergency Preparedness 1 credit
 Skills needed for riot and disturbance control and firefighting are studied and practiced. Lecture includes methods of riot prevention and handling of unusual occurrences. This course is limited to School of Justice students only. (1 hr. lecture)

CJD2742
Correctional Operations 3 credits
 The operation of correctional facilities is studied including the intake of new inmates, all aspects of their daily care, and institutional procedures. This course is limited to School of Justice students only. (3 hr. lecture)

CJD2771
Criminal Justice Legal 2 1 credit
 The operation of correctional facilities is studied including the intake of new inmates, all aspects of their daily care, and institutional procedures. This course is limited to School of Justice students only. (1 hr. lecture)

CJT1330
Defensive Tactics Skills for Criminal Justice Practitioners 3 credits
 Training of officers in the rationale and methodology of taking people into custody, searching subjects, using restraint devices, and utilizing the proper techniques and amount of force. For Institute of Criminal Justice students only. (1hr. lecture; 4 hr. lab)

CJT1362
First Responder for Public Safety Officers 3 credits
 Provides training in emergency medical care for public safety officers who are apt to be the first persons responding to an accident or crime of violence. The focus is on the specific emergency situations a public safety officer is likely to confront, and the role of the public safety officer within the community's emergency medical service system. (3 hr. lecture)

CJT1800
Introduction to Security and Loss Prevention 3 credits
 An introduction to security and loss prevention which includes a historical, philosophi-

cal and legal framework. An overview of environmental, political, financial and legal ramifications of security. (3 hr. lecture)

CJT2100
Criminal Investigation 3 credits
 Fundamentals of criminal investigation, theory and practice, including crime scene search; preservation, collection and transportation of physical evidence interviewing, interrogating; statement taking; and case preparation, with investigation of specific offenses; relationship with the police science laboratory. (3 hr. lecture)

CJT2120
Crime Scene Technology 3 credits
 The search of physical evidence and the location, reproduction and identification, collection, preservation and transporting of evidence to the crime laboratory. (3 hr. lecture; variable lab hrs.)

CJT2230
Chemical Test for Intoxication 3 credits
 The history, purpose, methods, equipment and status of chemical tests for intoxication. Physiology of alcohol is explained, and arrest and courtroom procedures are outlined. Special fee. (3 hr. lecture)

CJT2350
Communication for Law Enforcement 3 credits
 An introduction to basic communication skills needed by individuals preparing to enter a career in criminal justice. Topics covered include: basic report writing and specialized procedures used in completing criminal justice forms and reports. (3 hr. lecture)

CJT2994
Public Service Aide Basic Training Course 6 credits
 Preparation of the newly appointed Public Service Aide to work traffic control duties and investigate property damage and auto crashes. Topics include communication skills, community relations, basic law and investigation, traffic-related procedures and record keeping. For Institute of Criminal Justice students only. A.S. degree credit only. (6 hr. lecture)

Dance

DAA1100
Modern Dance 1 2-3 variable credits
 Beginning exploration of techniques, creative aspects, and theoretical concepts of modern dance which includes but is not limited to proper body alignment and mechanics of breathing and phrasing, verbal movement vocabulary, including structural improvisation. No previous experience required. (1 hr. lecture; 2-4 hr. lab)

CJD2320
Police Mid-Management 3 credits
 A follow-up to the supervision course. Enhancement of managerial awareness managerial skills. The areas covered are organization and management; decision-making and planning, working with people; personnel and records; operations and current court decisions. It is recommended that the participants in this course be filling a supervisor's or mid-manager's position within an agency at the time of attendance. (3hr. lecture)

CJD2702
Criminal Justice Communications 3 credits
 The report writing process from the interview, statement taking and note taking, through the final report product is covered, with practical exercises included. The differences between interviewing and interrogating are explored. Interpersonal communication skills are covered, along with radio and telephone procedures. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. Prerequisite: ENC 1101. (3 hr. lecture)

CJD2705
Law Enforcement Equipment and Technology 3 credits
 Training of officers in the handling, care and use of firearms and other technical equipment used in the law enforcement profession. Qualification, where appropriate, is required prior to completion of the course. For Institute of Criminal Justice students only. (3 hr. lecture; variable lab hrs.)

CJD2720
Law Enforcement Legal 3 2 credits
 This legal segment of study includes traffic and driver's licensing laws, as well as legal considerations of officer vehicle operation. Various criminal laws and their elements are studied with an emphasis placed on those laws specific to police application. This course is limited to School of Justice students. (2 hr. lecture)

CJD2721
Law Enforcement Patrol 3 credits
 Theories, history, and development of police patrol are explored. Also addressed are the skills and techniques that are needed by officers on a daily basis to perform patrol tactics and respond to various types of calls. Methods of approach to various high-risk situations are explored, with practical exercises included. Unusual occurrence events, including firefighting and crowd control, are also addressed. This course is limited to School of Justice students only. (3 hr. lecture)

CJD2722
Law Enforcement Traffic 3 credits
 Studies traffic enforcement and control with the inclusion of DUI offenses and enforcement. This course is limited to School of Justice students only. (3 hr. lecture)

CJD2723
Vehicle Operations 2 credits
 Physical, civil and criminal aspects, as well as components of the police driving environment are explored and practical exercises on the driving range are conducted. This course is limited to School of Justice students only. (2 hr. lecture)

CJD2724
Law Enforcement Investigations for Police Officers 3 credits
 Fundamentals of criminal investigation, theory and practice, including crime scene search, preservation, collection and transportation of physical evidence are topics included in this course. Techniques are developed from the initial observation methods through the processing of the crime scene and case preparation. Florida's computer network is studied as an information source. This course is limited to School of Justice Basic Law Enforcement students only. (3 hr. lecture)

CJD2740
Interpersonal Skills for Correctional Officers 3 credits
 The interpersonal skills needed by officers to understand the incarcerated society is explored, with emphasis on supervision methods. Inmate adjustment and the various segments of inmate society are studied. This course is limited to School of Justice students only. (3 hr. lecture)

CJD2741
Emergency Preparedness 1 credit
 Skills needed for riot and disturbance control and firefighting are studied and practiced. Lecture includes methods of riot prevention and handling of unusual occurrences. This course is limited to School of Justice students only. (1 hr. lecture)

CJD2742
Correctional Operations 3 credits
 The operation of correctional facilities is studied including the intake of new inmates, all aspects of their daily care, and institutional procedures. This course is limited to School of Justice students only. (3 hr. lecture)

CJD2771
Criminal Justice Legal 2 1 credit
 The operation of correctional facilities is studied including the intake of new inmates, all aspects of their daily care, and institutional procedures. This course is limited to School of Justice students only. (1 hr. lecture)

CJT1330
Defensive Tactics Skills for Criminal Justice Practitioners 3 credits
 Training of officers in the rationale and methodology of taking people into custody, searching subjects, using restraint devices, and utilizing the proper techniques and amount of force. For Institute of Criminal Justice students only. (1hr. lecture; 4 hr. lab)

CJT1362
First Responder for Public Safety Officers 3 credits
 Provides training in emergency medical care for public safety officers who are apt to be the first persons responding to an accident or crime of violence. The focus is on the specific emergency situations a public safety officer is likely to confront, and the role of the public safety officer within the community's emergency medical service system. (3 hr. lecture)

CJT1800
Introduction to Security and Loss Prevention 3 credits
 An introduction to security and loss prevention which includes a historical, philosophi-

cal and legal framework. An overview of environmental, political, financial and legal ramifications of security. (3 hr. lecture)

CJT2100
Criminal Investigation 3 credits
 Fundamentals of criminal investigation, theory and practice, including crime scene search; preservation, collection and transportation of physical evidence interviewing, interrogating; statement taking; and case preparation, with investigation of specific offenses; relationship with the police science laboratory. (3 hr. lecture)

CJT2120
Crime Scene Technology 3 credits
 The search of physical evidence and the location, reproduction and identification, collection, preservation and transporting of evidence to the crime laboratory. (3 hr. lecture; variable lab hrs.)

CJT2230
Chemical Test for Intoxication 3 credits
 The history, purpose, methods, equipment and status of chemical tests for intoxication. Physiology of alcohol is explained, and arrest and courtroom procedures are outlined. Special fee. (3 hr. lecture)

CJT2350
Communication for Law Enforcement 3 credits
 An introduction to basic communication skills needed by individuals preparing to enter a career in criminal justice. Topics covered include: basic report writing and specialized procedures used in completing criminal justice forms and reports. (3 hr. lecture)

CJT2994
Public Service Aide Basic Training Course 6 credits
 Preparation of the newly appointed Public Service Aide to work traffic control duties and investigate property damage and auto crashes. Topics include communication skills, community relations, basic law and investigation, traffic-related procedures and record keeping. For Institute of Criminal Justice students only. A.S. degree credit only. (6 hr. lecture)

Dance

DAA1100
Modern Dance 1 2-3 variable credits
 Beginning exploration of techniques, creative aspects, and theoretical concepts of modern dance which includes but is not limited to proper body alignment and mechanics of breathing and phrasing, verbal movement vocabulary, including structural improvisation. No previous experience required. (1 hr. lecture; 2-4 hr. lab)

DAA1101
Intermediate
Modern Dance 2-3 variable credits
 Further development of modern dance techniques, creative aspects, and theoretical concepts emphasizing components based on Graham Cunningham and Limon techniques. Prerequisite: Completion of DAA 1100 or permission of the department. (1 hr. lecture; 2-4 hr. lab)

DAA1104
Modern 1 2-3 variable credits
 Beginning exploration of techniques, creative aspects, and theoretical concepts of modern dance which includes but is not limited to proper alignment and mechanics of breathing and phrasing, verbal and movement vocabulary, including structural improvisation, and exercises utilizing Laban's movement analysis. No previous experience required. Dance Majors only. (1 hr. lecture; 2-4 hr. lab)

DAA1105
Intermediate
Modern 2-3 variable credits
 Further development of modern dance techniques, creative aspects, theoretical concepts emphasizing components based on Graham, Cunningham and Limon techniques. Prerequisite: Completion of DAA 1104 or permission of the department. Dance Majors only. (1 hr. lecture; 2-4 hr. lab)

DAA1200
Ballet Dance 1 2-3 variable credits
 Designed to provide experiences relative to the various aspects of ballet techniques and terminology at a primary level. Special fee. (1 hr. lecture; 2-4 hr. lab)

DAA1201
Intermediate
Ballet Dance 2-3 variable credits
 The continued development of various aspects of ballet technique terminology. Prerequisite: DAA 1200 or permission of the department. (1 hr. lecture; 2-4 hr. lab)

DAA1204
Ballet 1 2-3 variable credits
 Beginning exploration of techniques and theoretical concepts of ballet increasing awareness of proper alignment, balance, coordination and application of various musical meters. No previous experience required. Dance Majors only. (1 hr. lecture; 2-4 hr. lab)

DAA1205
Intermediate
Ballet 2-3 variable credits
 Continuing exploration of techniques and theoretical concepts of ballet placing further emphasis on precision of lines and exactness of movement. Prerequisite: DAA 1204 or per-

mission of the department. Special fee. Dance Majors only. (1 hr. lecture; 2-4 hr. lab)

DAA1290
Ballet For the Theater 1 1-3 variable credits
 Music Theatre students will be receiving a systematic training of the body through a progressive study of the traditional classic ballet vocabulary. Stress is on placement, flexibility and coordination. (2-6 hr. lab)

DAA1291
Ballet for the Theater 2 1-3 variable credits
 A continuation of the systematic training of the body through a progressive study of the traditional classic ballet vocabulary. More barre exercises and simple adagio jumps and turns will further the concentration on flexibility and coordination. Prerequisite: DAA 1290. (2-6 hr. lab)

DAA1311
Social Folk and Square Dance 1 credit
 Designed to provide experiences in learning the popular and traditional dances of the Americas and International Countries. (2 hr. lab)

DAA1330
Afro-Caribbean Dance 1-3 variable credits
 Designed for those students wishing to learn the dance skills and techniques of the dance from Africa and the Caribbean. Special fee. (1 hr. lecture; 2-4 hr. lab)

DAA1420
Repertory 1 2-3 variable credits
 A special workshop course designed to provide the student with experience relative to the performance of dance concerts. Works choreographed by students as well as faculty will be featured. (1 hr. lecture; 2-4 hr. lab)

DAA1500
Jazz Dance 1 2-3 variable credits
 Designed to provide experiences in the styles of theatrical jazz dance at a primary level. Special fee (1 hr. lecture; 2-4 hr. lab)

DAA1501
Intermediate Jazz Dance 2-3 variable credits
 Continuation of development of technique and understanding of Jazz Dance. Prerequisite: DAA 1500 or permission of the department. (1 hr. lecture; 2-4 hr. lab)

DAA1504
Jazz Dance 1 2-3 variable credits
 This course is designed to introduce the student to the vocabulary and technique of jazz dance, incorporating a fusion of styles from popular, Afro-Caribbean, and contemporary modern jazz choreographers. For majors only. Audition required. (1 hr. lecture; 2-4 hr. lab)

DAA1505
Jazz Dance 2 2-3 variable credits
 This course continues the students introduction to the vocabulary technique of jazz dance, incorporating a fusion of styles from popular dance, Afro-Caribbean, and traditional and contemporary modern Jazz choreographers. For majors only. Audition required. (1 hr. lecture; 2-4 hr. lab)

DAA1520
Tap Dance 2-3 variable credits
 Designed for students interested in learning the skills and techniques of tap dancing. (1 hr. lecture; 2-4 hr. lab)

DAA2102
Modern Dance 2 2-3 variable credits
 Further development of modern dance techniques, creative aspects and theoretical concepts emphasizing components based on Graham, Cunningham and Limon techniques. The use of improvisation as an introduction to basic principles of form and their application to dance composition will be emphasized. Prerequisite: DAA 1101 or permission of the department. (1 hr. lecture; 2-4 hr. lab)

DAA2103
Advanced Modern Dance 2 2-3 variable credits
 Further development of modern dance techniques, creative aspects and theoretical concepts based on Graham, Cunningham, and Limon technique. Prerequisite: DAA 2102 or permission of the Department. (1 hr. lecture; 2-4 hr. lab)

DAA2106
Modern 2 2-3 variable credits
 Further development of modern dance techniques, creative aspects and theoretical concepts emphasizing components based on Graham, Cunningham and Limon techniques. The use of improvisation as an introduction to basic principals of form and their application to dance composition will be emphasized. Prerequisite: DAA 1104 or permission of the department. Dance Majors only. (1 hr. lecture; 2-4 hr. lab)

DAA2107
Advanced Modern 2 2-3 variable credits
 Further development of modern dance techniques, creative aspects and theoretical concepts based on Graham, Cunningham, and Limon techniques. Prerequisite: DAA 2106 or permission of the department. May be repeated for credit. Dance Majors only. (1 hr. lecture; 2-4 hr. lab)

DAA2202
Ballet Dance 2 2-3 variable credits
 The continued development of various aspects of ballet technique and terminology. Prerequisite: DAA 1201 or permission of the department. (1 hr. lecture; 2-4 hr. lab)

DAA2203
Advanced Ballet Dance 2-3 variable credits
 The continued development of various aspects of ballet technique and terminology. Prerequisite: DAA 2202 or permission of the department. May be repeated for credit. (1 hr. lecture; 2-4 hr. lab)

DAA2206
Ballet 2 2-3 variable credits
 Continuing exploration of techniques and theoretical concepts of ballet placing further emphasis on precision of line and exactness of movement. Prerequisite: DAA 1204 or permission of the department. Dance majors only. (1 hr. lecture; 2-4 hr. lab)

DAA2207

Advanced Ballet 2-3 variable credits
Continuing exploration of techniques and theoretical concepts of ballet placing further emphasis on precision of line and exactness of movement. Prerequisite: DAA 2206 or permission of the department. May be repeated for credit. Dance majors only. (1 hr. lecture; 2-4 hr. lab)

DAA2293

Ballet for the Theater 2 1-3 variable credits
Music theatre students will continue receiving an advanced systematic training of the body through a study of the traditional classic ballet vocabulary. Emphasis will continue on longer and more advanced combinations in the center and developing different kinds of movements. (2-6 hr. lab)

DAA2361

Skills & Practices in Social, Folk & Square Dance 2 credits
Designed to provide experiences to develop performing and teaching skills in the popular and traditional dances of the Americas and International Countries (1 hr. lecture; 2 hr. lab)

DAA2502

Jazz Dance 2 2-3 variable credits
Designed to provide experiences in the styles of jazz dance including the utilization of fundamental concepts of alignment, balanced and coordination in relation to the historical development of American Jazz music. Prerequisites: DAA 1104, 1105, 1204 and 1205 or permission of the department. (1 hr. lecture; 2-4 hr. lab)

DAA2503

Advanced Jazz Dance 2-3 variable credits
Further development of the concepts described in Jazz Dance 1. Jazz Dance 2 includes but is not limited to work in styles of Jack Cole, Gus Giordano and Luigi. Prerequisite: DAA 1501 or permission of department. (1 hr. lecture; 2-4 hr. lecture)

DAA2570

Modern Dance for Theater 1 1-3 variable credits
Music theatre students will be receiving training of the body through the study of modern dance vocabulary as developed by the originators of this dance form in the twentieth century. In the first semester concentration will be put on alignment, rhythm and phrasing, introducing the students to the fundamentals of jazz techniques. (2-6 hr. lab)

DAA2571

Modern Dance/Jazz for the Theater 2 1-3 variable credits
Music theatre students will continue receiving training of the body through the study of modern dance vocabulary. In the second semester emphasis will be on developing carriage, rhythm and more advanced phrasing through jazz techniques and styles. Prerequisite: DAA 2190. (2-6 hr. lab)

DAA2610

Dance Composition and Improvisation 1 2-3 variable credits
Individual experience in developing movement phrases and combinations based on solving problems within a form and a movement framework, as well as the movement imagery designed to develop the dancer's creative imagination. Individuals will experience composition using the basic elements of movement theory in an improvisational framework. (1 hr. lecture; 2-4 hr. lab)

DAA2611

Dance Composition and Improvisation 2 2-3 variable credits
Further exploration of choreographic tools with emphasis on group forms, usage space, and orchestrations of movement. The formal study of compositional principles of choreographic invention with emphasis on developing personal style. Prerequisite: DAA 270 0. (1 hr. lecture; 2-4 hr. lab)

DAA2680

Repertory 1 2-3 variable credits
Dance works in both ballet and many different styles of modern and ethnic dance vocabularies are studied. Works include both standard repertory and commissioned dances. Students work with choreographers, directors and reconstructors of classic works, giving the dancer the experience of being choreographed on and being directed in repertory works. The works learned are performed by the students in workshop and public performances throughout the year. (1 hr. lecture; 2-4 hr. lab)

DAA2681

Repertory 2 2-3 variable credits
A continuation of DAA 2680. Prerequisite: DAA 2680. (1 hr. lecture; 2-4 hr. lab)

DAA2930

Jazz Dance Techniques for the Theatre 1-3 variable credits
An advanced level, sophisticated course in the latest techniques required of jazz dancers. A high degree of bodily flexibility and the capacity for performing highly stylized jazz movements with professional polish are expected of each student. Those without previous training in jazz dance may be admitted, but only if they display expertise in other forms of dance. Prerequisite: Permission of the department. May be repeated for credit. (1-3 hr. lecture)

DAN1500

Practicum in Dance Production 1 1 credit
Emphasis is on the production aspects of dance. A log of all dance activity and concerns culminating in studio performance will be required. Admission by audition or department placement. (2 hr. lab)

DAN1580

Practicum in Dance Production 1 credit
Further emphasis is on the production aspects of dance. A log of dance activity and concerns culminating in studio performance will be required. Prerequisite: DAN 1500 or permission of the department. (2 hr. lab)

DAN2130

Dance History 1 3 credits
Study of origins and development of dance as an art form from its inception in primitive cultures to present. (3 hr. lecture)

DAN2131

Dance History 2 3 credits
Examine the dance through the ages from the stone age participatory dances to the spectator dances of the Orient, the Classical period in Greece and Rome and the Early Middle Ages. Concluding with the historical development of dance forms from the late Middle Ages through the Renaissance into the 20th Century. Emphasis is on the dance as a spectator event and a participatory art in relationship to other arts forms. Prerequisite: DAN 2118. (3 hr. lecture)

DAN2430

Laban Movement Analysis 1 3 credits
An introduction to Rudolf Laban's basic principles of effort, shape and space harmony. The class will explore ways of varying movement dynamics, and will assist the student in discovering the many ways that the body can shape itself and project into space. Prerequisite: Permission of department chairperson. (3 hr. lecture)

DAN2431

Laban Movement Analysis 2 3 credits
A further study of Laban's basic principles, this course provides insights into one's personal movement style and increases awareness of what movement communicates and expresses. Prerequisite: DAA 2801 or permission of department chairperson. (3 hr. lecture)

DAN2630

Literature & Materials of Music for Dance 1 2-3 variable credits
This course serves to develop the personal musical interest of choreographers and dance artists. The composition and performance of simple musical works will be taught. Actual hands on skills with dance accompaniment will be developed. (2-3 hr. lecture)

DAN2631

Literature & Materials of Music for Dance 2 2-3 variable credits
This course provides an intensive survey of the history of music and music for the dance. Touching on the Greek heritage, important composers of the Renaissance to the common practice period will be covered. Careful study of the 20th-Century masterworks concludes the course. Prerequisite: DAN 2630. (2-3 hr. lecture)

Dental Hygiene

DEH1002

Pre-Clinical Dental

Hygiene

2 credits

Introduction to procedures relevant to the practice of dental hygiene. Corequisites: DEH 1003L, DES 1030, 1030L. (2 hr. lecture)

DEH1002L

Pre-Clinical Dental

Hygiene Laboratory

2 credits

Laboratory for DEH 1002. Corequisite: DEH 1003. Laboratory fee. (6 hr. lab)

DEH1130

Dental Anatomy,

Histology and Physiology

2 credits

Specific tissues of the oral cavity, head, neck and their embryonic development. The structure, morphology and function of the primary and permanent dentitions is also discussed. Corequisite: DEH 1003L. (2 hr. lecture).

DEH1130L

Dental Anatomy

Laboratory

1 credit

This course is designed to allow the dental hygiene student the opportunity to perform laboratory exercises which will enhance the study of dental anatomy, histology, and embryology. (2 hr. lab)

DEH1230L

Advanced Radiographic

& Clinical Assessment Techno

1 credit

A laboratory course introducing advanced digital radiographic techniques, the intraoral camera, periodontal probing and dental charting software and other clinical assessment tools. These skills will enable the student to provide comprehensive patient treatment and enhance their ability to interpret intraoral conditions. (3 hr. clinic)

DEH1400

General and

Oral Pathology

3 credits

Processes of inflammation, necrosis, retrograde changes, diseases caused by bacteria, viruses, and other organisms. Emphasis will be placed on differentiating between normal and abnormal conditions of the oral cavity. Prerequisite: DES 1030, 1220. (3 hr. lecture)

DEH1800

Dental Hygiene 1

2 credits

Theory of the removal of hard and soft deposits from the teeth, and other related postoperative and preventive procedures. Prerequisites: DEH 1003, 1003L, DES 1030; Corequisite: DEH 1800L. (2 hr. lecture)

DEH1800L

Dental Hygiene 1 Clinic

3 credits

Clinic for DEH 1800. Corequisite: DEH 1800. Laboratory fee. Prerequisite: DEH 1003, 1003L, DES 1030. (9 hr. clinic)

DEH1802L

Dental Hygiene 2 Clinic

1 credit

Continuation of clinical skills from DEH 1800L. Prerequisites: DEH 1800, 1800L. Laboratory fee. (4 hr. clinic)

DEH1804L

Dental Hygiene 3 Clinic

1 credit

Designed to further student's knowledge and skills through clinical experiences more difficult than those experienced in DEH 1802L. Prerequisite: DEH 1802, 1802L. Laboratory fee. (4 hr. clinic)

DEH1811

Professional Issues

2 credits

This course is designed to provide the dental hygiene student with an understanding of the political, social, environmental and professional issues that affect the practice of dental hygiene. These issues include: a) cultural diversity, b) legal and ethical responsibilities, c) sexual harassment, d) child abuse, e) problem solving, f) communication style. Corequisite: DEH 1800L. (2 hr. lecture)

DEH1930

Dental Hygiene

Presentations

2 credits

Theory and practice of oral presentations and speeches with special emphasis on procedures for acceptable table clinic presentations and papers appropriate for scientific meetings of dental professionals. Prerequisite: Acceptance into the Dental Hygiene Program. (2 hr. lecture)

DEH1940L

Dental Hygiene 1

Optional Learning Support

1 credit

DEH 1940L runs concurrently with DEH 1800L and is designed to enhance students basic clinical skills and critical thinking abilities. Special emphasis is placed on collaborative learning techniques, effective decision-making, proper time management and self-assessment as students interact with their peers and apply their skills and knowledge in the treatment of clinical patients. (3 hr. clinic)

DEH2300

Dental Medicine

and Pharmacy

2 credits

A study of drugs, particularly those which are used in the practice of dentistry, and the interaction of those drugs with other therapeutic agents. Prerequisite: DES 1044; corequisite: DEH 1802L. (2 hr. lecture)

DEH2603

Periodontology

2 credits

Etiology, classification, diagnosis, treatment and maintenance of the periodontal patient. Prerequisite: DEH 1802L, DES 1044. (2 hr. lecture)

DEH2603L

Periodontology Laboratory

1 credit

Laboratory for DEH 2603. Corequisite: DEH 2603. Prerequisite: DES 1044. Lab fee (2 hr. lab)

DEH2701

Community Dental Health 1

3 credits

Public Health Dentistry and the role of the dental hygienist. Prerequisite: DEH 1804L. (3 hr. lecture)

DEH2702L

Community Dental

Health 2 Clinic

2 credits

Provides the student an opportunity for application of the principles of public and community dentistry. Corequisite: DEH 2702. (4 hr. field experience)

DEH2806

Dental Hygiene 4

2 credits

Continuation of dental hygiene theory and practice with special emphasis on gingival curettage and root planning. Prerequisite: DEH 1804L; corequisite: DEH 2806L. (2 hr. lecture)

DEH2806L

Dental Hygiene 4

Clinic

4 credits

Clinic for DEH 2806. Corequisite: DEH 2806. Laboratory fee. (12 hr. clinic)

DEH2808

Dental Hygiene 5

2 credits

Basic dental and behavioral sciences in the practice of dental hygiene. Special emphasis is given to Florida laws governing that practice. Prerequisites: DEH 2806, 2806L; corequisite: DEH 2808L. (2 hr. lecture)

DEH2808L

Dental Hygiene 5 Clinic

4 credits

Ongoing experience in total dental hygiene care of the periodontally involved patient. Prerequisites: DEH 2603, 2603L, 2806L; corequisite: DEH 2808. Laboratory fee. (8 hr. clinic)

DEH2933L

Dental Hygiene

Records Laboratory

2 credits

Introduction to computer theory and application with emphasis on Dental Hygiene Record Management Prerequisite: acceptance into Dental Hygiene Program. (4 hr. lab)

DEH2944

Advanced Dental

Hygiene Clinic

1-3 variable credits

For students that have successfully graduated from the dental hygiene program in order to maintain optimal clinical skills before taking the State Board of Dentistry's clinical examination. Laboratory fee. (3-9 hr. clinic)

DEH2960

National Dental

Hygiene Board Review

2 credits

Dental Sciences in preparation for the national board Basic test-taking and a review of the clinical and examination. (2 hr. lecture)

DES1200

Dental Radiology

2 credits

Techniques and theory for the safe and effective use of radiographs as related to dentistry. Corequisites: DEH 1003, 1003L, DES 1220L. (2 hr. lecture)

DES1200L

Dental Radiology

Laboratory

2 credits

Laboratory for DES 1220. Prerequisite: Acceptance into the Dental Hygiene Program; corequisite: DES 1220. Laboratory fee. (4 hr. lab)

DES1600
Dental Office Emergency 2 credits
 This course is designed to instruct students in the fundamental patient assessment skills needed to identify and manage emergencies that may arise in the dental office. (2 hr. lecture)

DES2130
Dental Materials 2 credits
 Physical properties of dental materials and their use in the oral cavity. Prerequisite: DEH 2806L, DES 1030; corequisite: DES 2130L. Special fee. (2 hr. lecture)

DES2130L
Dental Materials Laboratory 1 credit
 Laboratory for DES 2130. Prerequisite: DEH 2806L; corequisite: DES 2130. Laboratory fee. (2 hr. lab)

Dietetics

DIE1350
Dietary Clinical Practice 1 6 credits
 Observation and participation in various community agencies and institutions. Activities focus around interviewing and nutrition education techniques. Corequisites: DIE 1401. (1 hr. lecture; 10 hr. lab)

DIE1401
Nutrition Education and Interviewing 3 credits
 The varying educational methods which will have an impact on the food habits of different cultural groups. Students acquire a working knowledge of interviewing procedures. Corequisite: DIE 1350. (3 hr. lecture)

DIE2100
Dietary Department Operations 3 credits
 The organization and management of food service in health care facilities. Examines the role of the dietary department in relation to other departments of the institution. Trends in methods of food service in the hospitals and extended care facilities are studied. (3 hr. lecture)

DIE2124
Dietary Management Operations 4 credits
 The management functions and skills of the dietary departments in health care facilities are studied. Examines effective leadership communications, human resources management, planning and decision making, organization and time management. Focus on clinical nutrition management. (4 hr. lecture)

DIE2211
Introduction to Diet Therapy 3 credits
 Introduction to basic physiological changes in given disease states and describing the general principles of dietary management. Prerequisites: HUN 1201, DIE 1401, 1350. (3 hr. lecture)

DIE2221
Application of Diet in Disease 3 credits
 Focus on the specific procedures involved with the implementation of nutritional care

for the patient in health care institutions. Application of principles of patient interviewing and diet instruction. Prerequisites: HUN 1201, DIE 1401, 1350. (3 hr. lecture)

DIE2500
Dietetic Seminar 2 credits
 Discussion of the role of the Dietetic Technician in health and social service fields. Guest speakers from the agencies are invited to discuss jobs and careers. Prerequisites: DIE 1350, 2533 and completion of 45 hours in program. (2 hr. lecture)

DIE2533
Dietary Clinical Practice 2 6 credits
 Supervised field experience in nutritional care. Emphasis on planning regular and modified diets which are adapted to individual patient's needs. Prerequisites: DIE 1350; corequisite: DIE 2211. (1 hr. lecture; 10 hr. lab)

DIE2534
Dietary Clinical Practice 3 6 credits
 Supervised field experiences in nutritional care. Emphasis on implementation of nutrition care plans and diet instructions. Prerequisites: HUN 1201, DIE 1401, 2211, 1350, 2533. (1 hr. lecture; 10 hr. lab)

Economics

ECO1949
Co-op Work Experience 1: ECO 3 credits
 This a course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Education Office to obtain registration approval. (3 hr. lecture)

ECO2000
Introduction to Economics 3 credits
 Survey of basic economic principles. Scarcity, choice, entrepreneurship, markets, prices, monetary and fiscal policies, employment, inflation, international trade and socio-economic concerns. This course is designed for non-business majors. (3 hr. lecture)

ECO2013
Principles of Economics (Macro) 3 credits
 An overview of basic economic concepts and institutions. Modern national income formation theory, economic fluctuations, money, banking, monetary, and fiscal policy, economic stabilization theory and policy, the public sector, theory of economic growth and development comparative economic systems. (3 hr. lecture)

ECO2023
Principles of Economics (Micro) 3 credits
 Theory of markets, price mechanism, production, distribution and resource allocation;

application of marginal analysis and equilibrium theory to the price and output decisions of the individual firm in pure competition, monopolistic competition, oligopoly and monopoly; agriculture; labor, rent interest and profits theory; international trade; the economics of change. (3 hr. lecture)

ECO2071
Economics Institute Elementary Education 1 3 credits
 This course is designed for Elementary Teachers. It provides coverage of major micro-economic concepts and their infusion into the K-12 curriculum through an activity oriented approach. This course will include those economic concepts required in the minimum Student Performance Standards for Social Studies. These concepts will be handled through various methodologies appropriate for the elementary curriculum. The latest economic education materials will be utilized. (3 hr. lecture)

ECO2072
Economics Institute Elementary Education 2 3 credits
 This course is designed for Elementary Teachers. It provides coverage of major macro-economic concepts and their infusion into the K-12 curriculum through an activity oriented approach. This course will include those economic concepts required in the Minimum Students Performance Standards for Social Studies. These concepts will be handled through various methodologies appropriate for the elementary curriculum. The latest economic education materials will be utilized (3 hr. lecture)

ECO2073
Economics Institute Secondary Education 1 3 credits
 Intended Students: Continuing Education (Secondary Teachers) Intro/Advanced: Introductory Major Topics: An examination of the latest ideas and developments in the study of economics education for secondary school teachers. (3 hr. lecture)

ECO2074
Economics Institute Secondary Education 2 3 credits
 This course is designed for Secondary Teachers. It provides coverage of major macro-economic concepts and their infusion into the K-12 curriculum through an activity oriented approach. This course will include those economic concepts required in the minimum Student Performance Standards for Social Studies. These concepts will be handled through various methodologies appropriate for the secondary curriculum. The latest economic education materials will be utilized. (3 hr. lecture)

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Dental Office Emergency 2 credits
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Dental Materials 2 credits
 Physical properties of dental materials and their use in the oral cavity. Prerequisite: DEH 2806L, DES 1030; corequisite: DES 2130L. Special fee. (2 hr. lecture)

DES2130L
Dental Materials Laboratory 1 credit
 Laboratory for DES 2130. Prerequisite: DEH 2806L; corequisite: DES 2130. Laboratory fee. (2 hr. lab)

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 Observation and participation in various community agencies and institutions. Activities focus around interviewing and nutrition education techniques. Corequisites: DIE 1401. (1 hr. lecture; 10 hr. lab)

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 The varying educational methods which will have an impact on the food habits of different cultural groups. Students acquire a working knowledge of interviewing procedures. Corequisite: DIE 1350. (3 hr. lecture)

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Dietary Department Operations 3 credits
 The organization and management of food service in health care facilities. Examines the role of the dietary department in relation to other departments of the institution. Trends in methods of food service in the hospitals and extended care facilities are studied. (3 hr. lecture)

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Dietary Clinical Practice 3 6 credits
 Supervised field experiences in nutritional care. Emphasis on implementation of nutrition care plans and diet instructions. Prerequisites: HUN 1201, DIE 1401, 2211, 1350, 2533. (1 hr. lecture; 10 hr. lab)

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ECO2000
Introduction to Economics 3 credits
 Survey of basic economic principles. Scarcity, choice, entrepreneurship, markets, prices, monetary and fiscal policies, employment, inflation, international trade and socio-economic concerns. This course is designed for non-business majors. (3 hr. lecture)

ECO2013
Principles of Economics (Macro) 3 credits
 An overview of basic economic concepts and institutions. Modern national income formation theory, economic fluctuations, money, banking, monetary, and fiscal policy, economic stabilization theory and policy, the public sector, theory of economic growth and development comparative economic systems. (3 hr. lecture)

ECO2023
Principles of Economics (Micro) 3 credits
 Theory of markets, price mechanism, production, distribution and resource allocation;

application of marginal analysis and equilibrium theory to the price and output decisions of the individual firm in pure competition, monopolistic competition, oligopoly and monopoly; agriculture; labor, rent interest and profits theory; international trade; the economics of change. (3 hr. lecture)

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Economics Institute Elementary Education 1 3 credits
 This course is designed for Elementary Teachers. It provides coverage of major micro-economic concepts and their infusion into the K-12 curriculum through an activity oriented approach. This course will include those economic concepts required in the minimum Student Performance Standards for Social Studies. These concepts will be handled through various methodologies appropriate for the elementary curriculum. The latest economic education materials will be utilized. (3 hr. lecture)

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ECO2073
Economics Institute Secondary Education 1 3 credits
 Intended Students: Continuing Education (Secondary Teachers) Intro/Advanced: Introductory Major Topics: An examination of the latest ideas and developments in the study of economics education for secondary school teachers. (3 hr. lecture)

ECO2074
Economics Institute Secondary Education 2 3 credits
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ECO2220**Money & Banking 3 credits**

This course examines the monetary system of the United States. It is concerned with the nature, history and functioning of money-creating depository institutions, including techniques developed for their control and the inter-relations between monetary, price and employment theories. Specifically, the course addresses money and financial distributions, commercial banking, money and macro-economic theory and monetary and fiscal policies. Prerequisite: FIN 2000 (3 hr. lecture)

ECO2301**History of Economics Ideas and Their Consequences 3 credits**

An interdisciplinary study with major elements of economics, philosophy, history, sociology, anthropology, and political science that begins in the agricultural landscape of the 1700s and brings one forward into the age of the corporate giant and the nuclear warfare of modern industrial society. (3 hr. lecture)

ECO2949**Co-op Work Experience 2: ECO 3 credits**

This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval and completion of 1949 Co-op Work Experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

ECPI700**Managerial Economics 3 credits**

Significant economic facts, aimed at the development of critical attitude toward industrial economics. Topics to be considered are institutions and practices that determine our social environment, management supervisory-employee relations with economics and local industry. (3 hr. lecture)

ECS2390**Economy of Spain 3 credits**

An analysis of Spain's economic system. Topics studied include historical development, public and private sectors, agriculture and industry and foreign trade regulations. Offered through Overseas Study Program. (3 hr. lecture)

Education

EDF1005**Introduction to Education 3 credits**

The principles of education with emphasis on the social, historical, and philosophical foundations of public education. This course considers conflicting views, their bases and applications. It meets teacher certification requirements in the area of sociological foundation. (3 hr. lecture)

EDF1949**Co-op Work Experience 1: EDF 3 credits**

This is a course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

EDF2060**American Education in Transition 3 credits**

The major areas of change and potential change are reviewed with emphasis on the present and future, topics include finance, management, public attitudes, instruction, curriculum, and the role of the teacher. The course is designed to provide teachers and prospective teachers with insight concerning the direction American education is currently taking. Prerequisite: Sophomore standing. (3 hr. lecture)

EDF2080**Comparative European Education 3 credits**

A study of the social, historical, and cultural factors which have made for the differential development of educational institutions and organizations in Europe. Emphasis on the French education system, with attention to other European countries and the United States. Visits to local French educational institutions. Given in English. Level 1. Offered through Overseas Study Program. (3 hr. lecture)

EDF2949**Co-op Work Experience 2: EDF 3 credits**

This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval and completion of 1949 Co-op Work Experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

EDG1700**Introduction to Multicultural Education 3 credits**

Introduction to Multicultural education is an educational foundations course drawn heavily from social sciences to introduce important multicultural concepts that serve the dual function of providing motivation and content. (3 hr. lecture)

EDG2701**Diverse Populations 3 credits**

This course assesses the breadth and complexity of America's diverse student population. The course focuses on both theoretical and practical knowledge. As part of this course, the students will complete the state-mandated fifteen (15) hour diverse population field experience component. (3 hr. lecture)

EDG2943**Educational Service Field Work 1-3 variable credits**

Designed to give participants various educational experiences in the schools under the supervision of professional personnel. The student is expected to log a total of 40-120 hours doing paraprofessional-type work in the school setting and may work at any level of instruction. May be repeated for credit. (1-3 hr. lecture)

EEC1000**Introduction to Early Childhood Education 3 credits**

Introduction to Early Childhood Education is the first in a sequence of four courses in Early Childhood Education. The major areas of study include: Early Childhood history, societal and family influences on young children, child growth and development, techniques of observing and recording behavior, recognition of and dealing with physical child abuse, characteristics of quality programs and teachers. (The modules on child development, guiding behavior, and physical child abuse satisfy H.R.S. requirements as mandated by the State of Florida.) EEC 1000 combines three hours per week in the college classroom with a supervised field experience of at least forty hours per semester. (3 hr. lecture)

EEC1200**Early Childhood Curriculum 1 3 credits**

Early Childhood Curriculum 1 is the second in a sequence of four courses in Early Childhood Education. EEC1200 enables students to understand how appropriate curriculum planning aids in the advancement of children's social, emotional, physical and intellectual development. The specific curriculum areas of Social Studies, Self-Concept Development, Math, Language and Literacy are covered along with play, room arrangement, scheduling, classroom management, and lesson planning. (The modules on antibias curriculum and age appropriate activities satisfy H.R.S. requirements as mandated by the State of Florida.) EEC 1200 combines three hours per week in the college classroom with a supervised field experience of at least 40 hours per semester. Prerequisite: EEC 1000. Must earn a grade of "C" or better. (3 hr. lecture)

EEC1311**Early Childhood Curriculum 2 3 credits**

Early Childhood Curriculum 2 is the third in a sequence of four courses in Early Childhood Education. The course enables students to understand how appropriate curriculum planning aids in the advancement of children's social, emotional, physical and intellectual development. The specific curriculum areas of Science, Cooking, Health, Safety and Nutrition, and Art, Music and Movement are included along with motor development, play, and creativity. The course will emphasize fostering effective family/school relationships. (The modules on age appropriate activities and sexual child abuse satisfies H.R.S. requirements as mandated by the State of Florida.) This course combines three hours per week in college classroom with a supervised field experience of at least 40 hours per semester. Prerequisite: EEC 1000, must earn a grade of "C" or better. (3 hr. lecture)

EEC1500
Infant and Toddler Development 3 credits

Infant and Toddler Development is a course designed for Early Childhood professionals who want to expand their knowledge of the very young child. The course will focus on the physical, emotional, cognitive and social growth of the child from birth to age three. It will explore the characteristics of quality child care environments and the qualities appropriate for adults who care for infants/toddlers in group settings. (3 hr. lecture)

EEC2002
Operation of an Early Childhood Facility 3 credits

This course will provide opportunity for Administrators of early childhood facilities to develop and enhance their leadership role in designing and implementing quality early childcare and education programs. Areas to be covered include organizational leadership and management, programming and financial and legal issues. This course meets the requirements for the Florida Child Care and Educational Program Administrator Foundational Level Credential and can be used toward the Advanced Level of this credential. (3 hr. lecture)

EEC2202
Program Development in Early Childhood Education 3 credits

Program development in Early Childhood Education is the fourth in a sequence of four courses in Early Childhood Education. The course is primarily concerned with the investigation of effective Early Childhood programming and includes the major areas of the learning environment, disadvantaged children, federal and state programs, special needs and at risk children, current model programs, rules and regulations, and professionalism. Assessment of children and reporting of progress will be examined. The course will emphasize the fostering of effective family/school relationships. (the module on rules and regulations satisfies H.R.S. requirements as mandated by the State of Florida.) The course combines three hours per week in the college classroom with a supervised field experience of at least 40 hours per semester. Prerequisite: EEC 1000 must earn a grade of "C" or better. (3 hr. lecture)

EEC2935
Special Topics in Early Childhood Administration 3 credits

Special topics in Early Childhood Administration is a course designed for administrators of programs for young children. It provides current information about child care management and establishes a meaningful support group where administrators can discuss their specific problems under the guidance of an early childhood professional. The course explores such topics as effective supervision, behavior management regulations, in-service teacher training, conferencing with staff and parents, record keeping, legal concerns, financial concerns, and community resources. (3 hr. lecture)

EEX2000
Introduction to Special Education 3 credits

A survey designed to familiarize prospective teacher aides, assistants, parents, and teachers with the educational, social, physical, and physiological bases of children's exceptional needs. These include: giftedness, physical limitations, visual and hearing impairments, mental retardation, and communication disorders. (3 hr. lecture)

EME2040
Introduction to Educational Technology 3 credits

This course is an applications and theory course designed to familiarize students with various technologies and their uses in education. Prerequisite: EDF 1005. (3 hr. lecture)

Education: Hard of Hearing & Deaf

EHD1400
Interpreting Ethics and Professionalism 3 credits

The course provides an overview of the career of sign language interpreter. Included are the interpreter's role and responsibilities, Code of Ethics issues, evaluation systems for determining competency and logistical considerations. Various statutes will be examined with regard to their implications for interpreting and related services. These include The American With Disabilities Act (ADA), The Education for all Handicapped Children Act and the Rehabilitation Act. Prerequisites: SPA 1381, 1360. (3 hr. lecture)

EHD1401
Voice to Sign Interpreting 3 credits

In-depth discussion and application of techniques and principles for interpreting situation in educational, social service, free-lance interpreting and the business aspects of interpreting. Prerequisites: EHD 1400, SPA 2382C. (3 hr. lecture)

EHD1402
Sign to Voice Interpreting 3 credits

In-depth discussion and application of techniques and principles for interpreting situations in legal, medical, oral and deaf/blind. Prerequisite: EHD1401, SPA 2382. A.S. degree credit only (3 hr. lecture)

EHD1408
Educational Interpreting 3 credits

Provides an overview of the field, including the role and responsibilities of educational interpreters, their working conditions and related issues. Also covered are evaluation systems for educational interpreters and the Florida Educational Code of Ethics. Opportunities for skill building will be included with emphasis placed on signing with conceptual accuracy, mastering various sign systems and developing expertise in the use of technical signs. (3 hr. lecture)

EHD1409
Interpreting: Special Settings & Populations 3 credits

The course examines various settings in which interpreters work. These include social

service and rehabilitation, employment-related, mental health and substance abuse treatment, religious, performing arts, legal and other settings. Also considered are specific deaf and hard of hearing consumers who present unique challenges for interpreters such as oral deaf persons, people who are both deaf and blind and those who would be classified as having minimal language skills (MLS). The course includes lecture and skill building opportunities. Prerequisites: EHD 1400, SPA 2382. (3 hr. lecture)

EHD1941
Interpreting Internship/Practicum 1 3 credits

The course includes field observation and supervised practical interpreting experience in a one-to-one interpreting situation in the community. The student will be assigned to a practicing interpreter who will act as a mentor for the duration of the internship. A minimum of 130 hours will be spent at the host site and an additional five hours in consultation with college staff and the interpreter/mentor. Prerequisites: EHD 1402, 1403. (3 hr. lecture)

EHD1942
Interpreting Internship/Practicum 2 3 credits

The course includes field observation and supervised practical interpreting experience in a one-to-one interpreting situation in the community. The student will be assigned to a practicing interpreter who will act as a mentor for the duration of the internship. A minimum of 130 hours will be spent at the host site and an additional five hours in consultation with a college staff and the interpreter/mentor. This is the second and final Internship/Practicum required for the degree. Prerequisite: EHD 1941. (3 hr. lecture)

Electroencephalographic Technology

ETN1020
Introduction to Electroencephalography 3 credits

Orientation to the electroencephalographic recording procedure which includes electroencephalographic patterns, patient safety, communication, ethnic and history of electroencephalography. Medical and electroencephalographic terminology are introduced. Field trips are assigned. (3 hr. lecture)

ETN1030L
Electroencephalographic Laboratory 4 credits

Head measuring and electrode applications according to the International 10-20 Electrode Placement System. Impedance measuring, calibration of electroencephalographic equipment, montage selection and baseline tracings are practiced. Laboratory fee. (8 hr. lab/clinic)

ETN1150
Neuroanatomy and Neurophysiology 3 credits
 Development and structure of the human brain with emphasis on genesis of electro-cerebral potentials and functional integration of cerebrum, cerebellum, brain stem, spinal cord and peripheral nervous system. Prerequisites: BSC 2085, 2085L, 2086, 2086L. (3 hr. lecture)

ETN1300
Basic Principles of Electroencephalography 2 credits
 Study of basic electroencephalographic patterns including recognition of normal variations, artifacts and distinguishing electroencephalographic abnormalities. Activation procedures, non-cerebral monitors, montage rationale and medication effects are studied. Prerequisite: ETN 1020. (2 hr. lecture)

ETN1350
Electroencephalographic Clinical Practicum 1 7 credits
 First in a four-part series of courses that allow students to relate academic studies to the work situation, apply technical knowledge and develop clinical skills for optimal patient management. Weekly record review of students' electroencephalographic tracings included. Prerequisites: ETN 1020, 1030L. A.S. degree credit only. (14 hr. clinic)

ETN1351
Electroencephalographic Clinical Practicum 2 11 credits
 Provides comprehensive experience with patients and instrumentation. Weekly record review of students' electroencephalographic tracings. Neurology, neuropathology and epilepsy are discussed. Prerequisites: ETN 1300, 1350. A.S. degree credit only. (22 hr. clinic)

ETN2230
Basic Electronics for Neurophysiological Instrumentation 2 credits
 Basic principles of electricity with clinical application of alternating and direct current circuits, solid state and integrated electronics with related devices used in neurophysical equipment. Application of Ohms Law, grounding and electrical safety will be emphasized. Prerequisite: Acceptable score on the Algebra Placement Test or equivalent. (2 hr. lecture)

ETN2250
Applied Electronics for Neurophysiological Instrumentation 2 credits
 Theory of electronics applied to polarity convention, frequency response, amplification, microprocessing, equipment maintenance, and grounding. Prerequisite: ETN 2230. (2 hr. lecture)

ETN2352
Electroencephalographic Clinical 3 10 credits
 Provides opportunities to exercise independent decision making and assume increasing responsibility for the electroencephalographic recording procedure. History taking portables, neonatal studies and intensive care unit recordings are emphasized. Prerequisite: ETN 1351. A.S. degree credit only. (20 hr. clinic)

ETN2355
Electroencephalography and Basic Neurology 2 credits
 Neurological disorders, psychiatric conditions, and the neurological examination as related to electroencephalographic findings. Observation of neurodiagnostic procedures is included. Prerequisite: ETN 1300, 1351. (2 hr. lecture)

ETN2452
Correlative Electroencephalography 2 credits
 Preparation of clinical-technical papers for class presentation. Study of electroencephalographic findings in neuropathological processes is discussed. Clinical evoked responses, corticography and ambulatory monitoring are included. Prerequisites: ETN 2352, 2355. (2 hr. lecture)

ETN2455
Electroencephalographic Clinical Practicum 4 11 credits
 Provides opportunities to do routine and portable electroencephalographic tracings with minimal supervision. Emphasis is on laboratory management, special related procedures in clinical evoked responses, corticography and ambulatory monitoring. Prerequisites: ETN 2352, 2355. A.S. degree credit only. (22 hr. clinic)

ETN2500
Electroencephalographic Technology Seminar 2 credits
 Synthesis of clinical practice (technical sciences, clinical sciences, electroencephalographic recording techniques). Corequisites: ETN 2452, 2455. (2 hr. lecture)

Emergency Medical Services

EMS1059
Responder in Emergency Care 1 credit
 Provides training in emergency medical care for those who may be first to respond to an accident. The course meets the basic requirements of the U.S. Department of Transportation. Recommended for students who are not required to be certified EMTs. A.S. degree credit only. Prerequisite: EMS 1059L. Special fee. (2 hr. lecture)

EMS1059L
Responder Emergency Care Laboratory 1 credit
 Provide training in emergency medical care for those who may be first to respond to an accident. The course meets the basic requirements of the U.S. Department of Transportation. Corequisite: EMS 1059. A.S. Degree credit only (2 hr. lab)

EMS1119
Emergency Medical Technician 4 credits
 A review of basic life support theory. Areas of emphasis include the prehospital environment, preparatory information, patient assessment, medical emergencies, behavioral emergencies, OB/GYN emergencies, trauma emergencies, pediatric emergencies and EMS operations. Prerequisite: EMS 1059; Corequisite: EMS 1119L. (3 hr. lecture)

EMS1119L
Emergency Medical Technician Lab and Clinic 2 credits
 Practical application of the content covered in EMS 1119 with an emphasis on cardiopulmonary resuscitation, splinting, bandaging, patient movement, and other skills as recommended by the U.S. Department of Transportation for the EMT-A level practitioner. Corequisite: EMS 1119. Laboratory fee. A.S. degree credit only. (8 hr. lab).

EMS1431
EMT Hospital/Field Experience 3 credits
 Practice in local emergency departments and rescue agencies under professional supervision. This course meets the skills recommended by the U.S. Department of Transportation. Corequisite: EMS 1119, 1119L. A.S. degree credit only. (9 hr. clinic)

EMS1731
Cardiopulmonary Resuscitation Instructor Cert 1 credit
 Designed to prepare CPR certified rescuers to become CPR instructors. The course includes background material and instructional methodologies. Prerequisite: Current American Heart Association Cardiopulmonary Resuscitation (CPR) Basic Rescuer's Certificate. A.S. degree credit only. (1 hr. lecture)

EMS2311
Emergency Medical Operations 3 credits
 Advanced theory of management operations currently used nationally by comprehensive emergency medical service systems. Legal issues as related to various aspects of the system, personnel policies, provider versus client roles, disaster planning, communications, budgeting and evaluation of the system will be discussed. Prerequisite: MNA 1345. A.S. degree credit only. (3 hr. lecture)

EMS2395
Emergency Medical Services Seminar 1 credit
 Current topics and trends for the Emergency Medical Services (EMS) provider. Support materials requested. A.S. degree credit only. (1 hr. lecture)

EMS2458
Emergency Medical Services Field Internship 8 credits
 A supervised clinical experience on an Advanced life Support (ALS) vehicle. The student obtains increasing patient care responsibilities as a working member of the EMS team under the direct supervision of a designated preceptor. Support materials requested. Prerequisites: EMS 2274, 2274L, 2275, 2275L, 2435, 2436. A.S. degree credit only. (12 hr. clinic)

EMS2601**Paramedic Lecture 1****8 credits**

EMS2601 is the first course in the sequence necessary for completion of the Paramedic Certificate program. The course is designed to reinforce concepts and clinical skills learned at the EMT level and to integrate this knowledge beginning with advanced life support concepts and skills. Emphasis is placed on EMS systems, illness and injury prevention, medical-legal issues, patient assessment, airway management and ventilation, pathophysiology, pharmacology, shock, decision-making, and the management of trauma related injuries. This course includes Modules 1-4 of the 1998 DOT National Standard Curriculum for Paramedic Programs. Pre-requisites: BSC 2085, 2085L, State of Florida Emergency Medical Technician Certification; co-requisites: EMS 2601L, EMS 2664. A.S. degree credit only. (8 hr. lecture)

EMS2601L**Paramedic Laboratory 1****4 credits**

A review of basic life support practice and an introduction to advanced life support practice. Areas of emphasis include the patient assessment, trauma emergencies, obstetric emergencies, gynecological emergencies, pediatric emergencies and psychiatric emergencies. Students will be expected to master the techniques of patient assessment, intravenous techniques and endotracheal intubation. A.S. degree credit only. (8 hr. lab)

EMS2602**Paramedic Lecture 2****8 credits**

EMS 2602 is the second course in the sequence necessary for the completion of the Paramedic Certificate Program. This course is designed to reinforce and expand upon the material and skills learned in Paramedic 1 level and to integrate prior learning with enhanced life support concepts and skills. Emphasis is placed on patient assessment and recognition of significant findings, pre-hospital diagnosis and differential diagnosis, treatment strategies, anatomy and physiology, pathophysiology, and the management of various emergencies, patients with special challenges, assessment based management, and EMS operations. This course includes Modules 5-8 of the 1998 DOT National Standard Curriculum for Paramedic Programs. Prerequisites: EMS 2601, 2601L, 2664; corequisites: EMS 2602L, 2665. A.S. degree credit only. (8 hr. lecture)

EMS2602L**Paramedic laboratory 2****4 credits**

Continuation of advanced life support practice. Areas of emphasis include the patient assessment, trauma emergencies, obstetric emergencies, gynecological emergencies, pediatric emergencies and psychiatric emergencies. Students will be expected to master the techniques of patient assessment, intravenous techniques, endotracheal intubation, and advanced life support. A.S. degree credit only. (8 hr. lab)

EMS2659**EMS- Field****Internship and****Conference EMS-Field****Internship an****8 credits**

A supervised clinical experience on an Advanced Life Support (ALS) vehicle. The student obtains increasing patient care responsibilities as a working member of the EMS team

under the direct supervision of a designated preceptor. (24 hr. Clinic)

EMS2664**Paramedic Clinic 1****3 credits**

EMS 2664 is designed to allow the students "hands-on" practice of the skills and theories learned in EMS 2601 and 2601L. Clinical experience will take place in many areas including the emergency department, operating room and medical examiner's office. All patient care experience will be practiced under the direct supervision of a medical professional (Paramedic, Nurse, Physician, etc.). A.S. degree credit only. (9 hr. lab)

EMS2665**Paramedic Clinic 2****3 credits**

EMS 2665 is designed to allow the students "hands-on" practice of the skills and theories learned in EMS 2602 and 2602L. Clinical experience will take place in many areas including the emergency department, operating room and critical care unit. All patient care experience will be practiced under the direct supervision of a medical professional (paramedic, Nurse, Physician, etc.). A.S. degree credit only. (9 hr. Clinic)

Engineering - General

EEL2111C**Engineering Circuit****Analysis****4 credits**

Basic electrical quantities, sources and elements, power and energy, Kirchoff's law, network solution impedance, transfer functions, plane, periodic and exponential excitation functions, phasor algebra, natural and forced system response, total response, frequency response, resonance, magnetic circuits, physical electronics, operation of electronic devices, principles of electromechanical energy conversion. Prerequisites: MAC 2311, PHY 2049. (2 hr. lecture; 4 hr. lab)

EGS1001C**Introduction to****Engineering****3 credits**

An introduction to the opportunities, challenges, and required skills of the engineering profession. Students explored the different disciplines of engineering, their function in industry, and required education. Professional issues such as registration, ethics, safety, and design are discussed. Projects and activities are used to develop problem solving, communication and computer skills (word-processing, spreadsheets, presentations, mathematical analysis, email, Internet). Prerequisite: MAC 1105. (3 hr. lecture)

EGS1111C**Engineering Graphics****5 credits**

Drafting theory, lettering, geometric construction, orthographic and pictorial sketching and drawing are included together with descriptive geometry. Required for all professional engineering students. Prerequisite: ETD 1100 or one year of high school drawing. Laboratory fee. (3 hr. lecture; 4 hr. lab)

EGS1220C**Basic Computer Language****2 credits**

A study of the computer language called BASIC. Students are required to write instruc-

tions and obtain solutions to problems often encountered in engineering construction and land surveying. The method is "interactive" and "conservation"-step with the generation of mini and microcomputers and larger programmable calculators. (1 hr. lecture; 2 hr. lab)

EGS1949**Co-op Work****Experience 1: EGS****3 credits**

This is a course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

EGS2020**Engineering Measurement****and Computations****3 credits**

The Scientific Electronic Calculator is used as a fundamental engineering tool. The student develops confidence and speed by working on problems taken from geometry, mechanics, and interest calculation. (3 hr. lecture)

EGS2033**Civilization &****Engineering 1****3 credits**

A global historical study on the development of engineering-related technology and its impact on civilization from antiquity to the preindustrial revolution period. From stone tools to the steam engine, relationships between technological and social change are explored with emphasis on how the development of materials, methods and tools affected man and the growth of civilization. (3 hr. lecture)

EGS2034**Civilization &****Engineering 2****3 credits**

A historical study on the development of engineering-related technology and its impact on society from the industrial revolution to the present. From the steam engine to the microcomputer, relationships between technological and social change are explored with emphasis on how the development of materials, methods and tools affected man and the growth of civilization. (3 hr. lecture)

EGS2311**Engineering Mechanics****- Statics (With Vectors)****4 credits**

Basic principles of statics covering resultants, equilibrium, trusses, frames, friction, centroids and moments of inertia with vector notation and calculus. Prerequisites: MAC 2311, PHY 2048 or equivalent. (3 hr. lecture; 2 hr. lab)

EGS2321**Engineering Mechanics-Dynamics 4 credits**

Analysis and solution of engineering problems involving dynamics of particles and rigid bodies with respect to acceleration, velocity and time for rectilinear translation, curvilinear motion, rotation and plane motion. The student employs the principles of work, energy, impulse and momentum. Prerequisites: EGS 2311, MAC 2312. (3 hr. lecture; 2 hr. lab)

EGS2331**Mechanics of Material 4 credits**

The behavior of materials under tension and compression, direct shear, torsion and column action. Derivation of stress and deflection equations. Problems in analysis and design of the members under single and combined loading. Laboratories tests and demonstrations to illustrate theory. Prerequisites: EGS 2311, MAC 2311 or equivalent. (3 hr. lecture; 2 hr. lab)

EGS2949**Co-op Work Experience 2:EGS 3 credits**

This course is designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval and completion of 1949 Co-op Work Experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

Engineering Technology Civil

ETC1250**Construction Materials 3 credits**

The principal material used in the construction of highways, buildings, utilities and other structures, including a consideration of the processes for the selection, specifying, testing, and preservation of materials on the basis of balance between economy, quality and performance. Laboratory testing of materials demonstrated and performed. Laboratory fee. (2 hr. lecture; 2 hr. lab)

ETC1930**Construction and Engineering Seminar 1 1-3 variable credits**

History and nature of construction engineering and related mathematics and sciences are studied and discussed. An examination of the job opportunities as construction engineering aide and requirements are made. Students are instructed in developing methods for achieving their highest potential in these fields. Special fee. (1-3 hr. lecture)

ETC2201**Design and Inspection Engineer Seminar 1 3 credits**

Organizations, policies, procedures and practices relating to the engineering and construction of highways, buildings, utilities, and other facilities. Utilization of Standard Operating Procedure for design, layout, inspection, and testing are introduced. (3 hr. lecture)

ETC2203**Computing and Estimating 3 credits**

Approximate and exact methods of computing and estimating quantities from plans: arriving at unit prices, lump sum costs, and estimated total costs from quantities; and making preliminary and final estimates. (3 hr. lecture)

ETC2210C**Geotechnics and Soils 4 credits**

The study of engineering geology and soil mechanics as they relate to engineering and construction. Students will perform laboratory and field work in soil sampling, analysis and U.S. Standards specification for geologic materials. Special fee. (3 hr. lecture; 2 hr. lab)

ETC2451**Concrete Construction 3 credits**

The use of concrete in construction to include foundations, columns, beams, slabs, hydraulic conduits. Prerequisite: ETG 2502. (3 hr. lecture)

ETC2521**Applied Hydraulics and Drainage Structure 3 credits**

The application of basic hydraulics principles to engineering problems in the collection, distribution, and disposal of water and wastes. Laboratory work involves solving realistic problems. Prerequisites: ETG 1513C, PHY 2053. (2 hr. lecture; 2 hr. lab)

Engineering Technology Drafting

ETD1100**Introductory Drawing 4 credits**

Students study the fundamental principles of standard drafting including lettering, orthographic representation, pictorials and related topics. ETD 1100 is required for students who have not had any previous drawing experience or courses and who do not meet requirements for ETD 1200. Required of those who do not meet requirements for EGS 1111C. Special fee. (2 hr. lecture; 4 hr. lab)

ETD1200**Technical Drawing 1 4 credits**

Introduces students to the principles of instrument drawing, orthographic projection, visualization, specialized computer processes and introductory computer aided drawing (CAD). Students develop drawing and sketching techniques common to industry. Prerequisite: EGS 1111C or permission of department. Laboratory fee. (2 hr. lecture; 4 hr. lab)

ETD1330**Computer Aided Drawing & Design 3 credits**

Industry standard drafting and design practice with the assistance of CADD in a labora-

tory environment. Working drawing and design routines produced in the CADD system and executed to hard copy via plotter. Prerequisite: EGS 1111C. Laboratory fee. (2 hr. lecture; 2 hr. lab)

ETD1542**Structural Drafting 4 credits**

Development of structural, fabrication and erecting drawings. Course involves study of structural shapes, their properties, and methods of developing connections, as well as study of common reinforced concrete practices. Prerequisite: ETD 1200. Laboratory fee. (2 hr. lecture; 4 hr. lab)

ETD1801**Technical Illustration 4 credits**

Mechanical product illustration techniques emphasizing ink work and the 35 degree 16' isometric drafting method, paste-up techniques, methods of representing various mechanical devices, exploded and shading techniques. Laboratory fee. (2 hr. lecture; 4 hr. lab)

ETD2215**Technical Drawing 2 5 credits**

Advanced drafting techniques in detailing, piping, welding, select structural members and U.S. drafting standards. Use of technical manual to support detailed drawings produced in a laboratory environment. Introduction to 2D CADD (Computer Aided Drafting and Design) to produce industry standard drawings. Prerequisite: EGS 1111C, ETD 1200. Laboratory fee. (3 hr. lecture; 4 hr. lab)

ETD2350**Computer Graphics 3 credits**

The continuation of ETD 1330 in which the student executes CADD solid models, that create realistic images with genuine-looking surfaces, textures, lights, and shading. Animation is also introduced. Prerequisite: ETD 1330. Lab fee. (2 hr. lecture; 2 hr. lab)

ETD2400**Tool and Machine Design Drafting 5 credits**

Students will cover design drafting for construction of tools for mass production on automated lathes, drill presses, screw machines, milling machines, broaches and cutting mechanisms; jig and fixture presentation utilizing 2D and 3D CADD methods. Commercially designed tool elements are introduced to emphasize U.S. Standards (ANSI) for working drawings. Detailing in subassemblies and complex parts with welded and fastened and construction is covered. Prerequisite: ETD 1330. Laboratory fee. (3 hr. lecture; 4 hr. lab)

ETD2452**Basic Mechanisms 4 credits**

A graphic course dealing with the principles of motions; absolute and relative velocities and acceleration; motions determined by instant centers; centroids as they apply to mechanisms; the motions of machine elements and methods of supporting and guiding them; cam layout and velocity diagrams; and practical problems involving gears, belts, linkage, ratches, universal joints and other mechanisms. Prerequisites: ETI 1421. Laboratory fee. (2 hr. lecture; 4 hr. lab)

Engineering Technology Electrical

CET1171

Micro-Computer Service and Maintenance 1 3 credits

Introduction to the service and maintenance techniques for personal computers. Intended to address the non-technical student who has a need to know more about personal computers. Topics include faults in the CPU, disk drives, cables, monitors and software. Laboratory fee. A.S. degree credit only. (3 hr. lecture)

CET1172C

Micro-Computer Service and Maintenance 2 3 credits

A continuation of micro-computer service and maintenance: Addresses hardware faults, board changing, system configuration, memory expansion and upgrading. Software diagnostics is a major part of this course and changing components and parts will be addressed. Prerequisite: CET 1171. Laboratory fee. A.S. degree credit only. (3 hr. lecture)

CET1173C

Micro-Computer Networking & Maintenance 1 3 credits

This course is a hands-on course designed to provide the student with a solid conceptual understanding and practical experience of installing, maintaining and repairing micro-computer networks. Emphasis will be on a peer-to-peer networks. Students will configure multiple types of network cabling, hubs, network interface cards, and workstations, and network operating systems software and hardware tools will be used and evaluated in class. Preventive maintenance, upgrades, system diagnostics, configuration, power protection, and the management, sharing and optimization of work station resources such as drives, printers and output devices will be examined in detail. (2 hr. lecture; 2 hr. lab)

CET2114C

Digital Computer Circuit Analysis 1 4 credits

Applies electronic principles to digital computer circuits and systems. Prerequisites: EET 1141C, 1142C. Laboratory fee. A.S. degree credit only. (2 hr. lecture; 4 hr. lab)

CET2123C

Microprocessors 4 credits

Applies digital principles to the understanding of microprocessor parameters and characteristics (addressing range and models, instruction set, architecture, input/output, interrupts, and programming). Experimentation on various microprocessors and peripheral circuits. Prerequisite: CET 2114C. Laboratory fee. A.S. degree credit only. (2 hr. lecture 4 hr. lab)

CET2142C

Computers 2 4 credits

Extends the application of sequential and combinational logic circuits to computer circuits and other digital applications. The student studies a microcomputer and elements, learning to program, operate and interface with it. Prerequisites: CET 2114C. Laboratory fee. A.S. degree credit only. (2 hr. lecture; 4 hr. lab)

CET2176C

Micro-Computer Service and Maintenance 3 3 credits

This is an advanced course that will address the signal flow, block diagram and discrete component aspects of the desk top micro-computer. Detailed analysis of the CPU, graphic, both monochrome and color boards, controller, serial and parallel parts, disk drivers and monitors will be addressed. Laboratory fee. A.S. degree credit only. (3 hr. lecture)

CET2205C

Pulse and Digital Circuits 4 credits

The theory and verification of the non-linearities of tubes and transistors and the use of these non-linearities for non-sinusoidal wave generation, shaping, and switching. Prerequisites: EET 1141C, 2101C. Laboratory fee. A.S. degree credit only. (2 hr. lecture; 4 hr. lab)

CET2930

A+ Certification Examination Review 3 credits

A comprehensive course to prepare advanced students to pass the A+ certification examination. Coverage includes micro-computer hardware, the DOS and Windows operating systems, industry standards and practices, and professional competency and conduct. Prerequisites: CET 1171, 1172C. Corequisite: CET 2176 C. (3 hr. lecture)

EET1015C

Direct Current Circuits 4 credits

Basic principles of electricity and the applications of fundamental laws to direct current networks. A study of electrical components, magnetism, inductance, capacitance and elementary network analysis. Utilization of modern laboratory equipment for experimental verification and application of basic principles. Pre/corequisite: MTB 1321. Laboratory fee. (2 hr. lecture; 4 hr. lab)

EET1025C

Alternating Current Circuits 4 credits

Fundamental principles of alternating current: sinusoidal and non-sinusoidal. A study of impedance, phase shift, coupling networks, transformers, and series and parallel resonance using standard vector notation. Utilization of modern laboratory equipment for experimental verification and application of theory. Prerequisites: EET 1015C, MAC 1321; corequisite: MTB 1322. Laboratory fee. (2 hr. lecture; 4 hr. lab)

EET1037

Electronic Computer Simulations 3 credits

An investigation of network theorems with practical illustrations. Thevenin's, Norton's, Kirchoff's and the superposition methods of analysis are applied to the solution of resistive and reactive networks. Resonant circuits and transient voltages and currents are analyzed. Prerequisite: EET 1025C; Corequisite MTB 1322. (3 hr. lecture)

EET1082

Introduction to Electronics 3 credits

Learn by building practical electronic circuits. Survey course suitable for both majors and non-majors. Instructor and tutors avail-

able to assist in project completion. Topics include: schematics, pictorials, amplifiers, oscillators, burglar alarms, radios, digital circuits. Students will develop individual career plans and learn about employment opportunities within the field. (3 hr. lecture)

EET1141C

Semiconductor Fundamentals 4 credits

The fundamental theory of transistors and other solid-state devices and its verification. Amplifiers, oscillators, and other applications using a sinusoidal wave are analyzed. Prerequisites: EET 1015C, MTB 1321. Laboratory fee. (2 hr. lecture; 4 hr. lab)

EET1142C

Transistor Circuits 4 credits

Transistors and other solid-state devices. Amplifiers, oscillators, pulse and switching circuits and other applications using both sinusoidal and non-sinusoidal waves are analyzed. Prerequisites: EET 1037, 1141C, 2101C. Laboratory fee. (2 hr. lecture; 4 hr. lab)

EET1949

Co-op Work Experience 1: EET 3 credits

This course is designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Education Office to obtain registration approval. (3 hr. lecture)

EET2101C

Electronics Devices 4 credits

Construction, characteristics, and applications of the various electron tube and semiconductor devices including newer solid-state devices, and some of the important industrial and commercial systems in which they are employed. Prerequisites EET 1015C, 102 5C, 1082, 1141C. Laboratory fee. (2 hr. lecture; 4 hr. lab)

EET2305

License Preparation 3 credits

Prepares technicians for the first or second class radio-telephone operators' license examination as administered by the Federal Communications Commission. Students who possess a valid FCC first or second class license may arrange for Credit-by-Departmental Examination. Prerequisites: EET 1015C, 1025C, 1037, 1141C, 1142C; corequisite: EET 2101C. (4 hr. lecture)

EET2305C
Communications & Federal Communications Commission 4 credits
An analysis of the principles of radio wave transmission and reception. AM and FM transmitters, receivers, and single side-band, television and digital data transmission lines, wave propagation antennas, and microwaves are investigated. FCC licenses, laws, operating practices and broadcast station rules are reviewed. Prerequisites: EET 1015C, 1025C, 1037, 1141C, 1142C; Corequisite: EET 2101C. (2 hr. lecture; 4 hr. lab)

EET2351
Fundamentals of Digital and Data Communications 4 credits
This course is designed to give the electronics student a theoretical and practical background in the basic concepts and applications of Digital and Data Communications. Examples of topics covered are: A/D and D/A conversions; data communications codes and standards; modulation, transmission impairment, the telephone system, MODEMS, multiplexers, electrical interface standards including RS-232-C. There will be laboratory applications on most topics. Prerequisites: CET 2114C, 2205C. Laboratory fee. (2 hr. lecture; 4 hr. lab)

EET2949
Co-op Work Experience 2: EET 3 credits
This course is designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisites: Co-op Department approval and completion of 1949 Co-op Work Experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education office to obtain registration approval. (3 hr. lecture)

EST2122C
Electrical Machinery/Industrial Control Systems 4 credits
Analysis of different types of systems and associated electronic circuits encountered in the field of electric machinery and industrial controls. The concepts of open and closed loop systems, transducers, transformers, transmission and distribution systems will be presented. Analysis of systems and devices will include the calculation to determine parameters to accurately predict operation. Prerequisites: EET 1015C, 1141C, 1037. Laboratory fee. (2 hr. lecture; 4 hr. lab)

EST2224C
Fiber Optic Communications 2 credits
Introduce fiber optic technology and theory and contrast fiber optic with other transmission media. Installation, troubleshooting, and termination of cable. Operation of fiber and copper tools. Selection of appropriate cable for different environmental and telemetric conditions. Use of single and multi-mode cable. Contrast fiber cable with copper cable. Contrast the channel capacity of a fiber cable with that of copper cable. Determine when each is appropriate. Transmission theory and wave guide, light refraction inside a fiber optic cable, multi-path limits to cable length within a fiber cable, frequency limits, and harmonic modes. Special fee. (1 hr. lecture; 2 hr. lab)

ETE2250C
Instruments 1 3 credits
Pressure and temperature sensing and measurement; measuring and control elements; the use of standards and testing devices; the use and care of meters and test equipment; liquid level measurements and combination measurements of pressure, temperature, level and interaction. Laboratory fee. (1 hr. lecture; 4 hr. lab)

Engineering Technology Environmental

EVS2005
Water and Waste Systems 3 credits
The design, construction, operation, control management of water collection, purification and distribution systems: waste collection, disposal systems, and treatment plants. Prerequisites: ETC 2521, EVS 2233. A.S. degree credit only. (1 hr. lecture; 4 hr. lab)

EVS2006
Treatment Operations Processes 3 credits
The knowledge and skills to understand and perform the routine physical, chemical and biological operation for control of processes in water and waste water treatment and other pollution control. Prerequisites: ETC 2521, ETG 1213C. A.S. degree credit only. (2 hr. lecture; 2 hr. lab)

EVS2131
Water Treatment Plant Operations 1C 3 credits
This course provides students with the knowledge and skills are used in the understanding and operation of drinking water treatment plants. Topics covered include: water chemistry, microbiology water quality, water treatment, organization, reports, safety and certification. The course is required for those seeking Water Treatment Plant Operations "C" Certification in Florida. A.S. degree credit only. (2 hr. lecture; 2 hr. lab)

EVS2132
Water Treatment Plant Operations 2C 3 credits
This course provides students with the knowledge and skills that are used in the

understanding and operation of drinking water treatment plants. Topics include: plant maintenance, advanced water chemistry, chlorination, filtration, softening, corrosion control, fluoridation, taste and odor control, and distribution and laboratory tests. This course is required for those seeking Water Treatment Plant Operations "C" Certification in Florida. Prerequisite: EVS 2131 or equivalent. A.S. degree credit only. (2 hr. lecture; 2 hr. lab)

Engineering Technology - General

ETG1513C
Hydraulics and Pneumatics 3 credits
Fluid mechanics; the flow of water, air and oil; calibration of metering devices; pipe friction; elementary hydraulic tests; friction and energy loss, and devices for making fluid measurements. Laboratory experiments are performed. Prerequisite: MAC 1105. (2 hr. lecture; 2 hr. lab)

ETG2502
Statics 3 credits
The application of dead and live loads to rigid bodies at rest, including the force and moment of laws of equilibrium, determination of the direction and intensity of reactions, moments and stress in the design of engineering and architectural structures. Prerequisite: MAC 1105. (3 hr. lecture)

ETG2530C
Strength of Materials 3 credits
The elastic behavior of materials under tension, compression, direct shear, torsion, bending, and column action. Problems in analysis and design or of members under single and combined loading. Laboratory tests and demonstrations to illustrate the theory. Prerequisite: ETG 2502 or equivalent. (2 hr. lecture; 2 hr. lab)

Engineering Technology Industrial

ETI1421
Materials of Industry 3 credits
Processing of raw industrial materials including ferrous and non-ferrous metals, their mining through manufacturing, and the properties, specifications, and tolerances to which they are made. Additional topics in the exotic metals and plastic are covered. (3 hr. lecture)

ETI2121
Materials Testing 3 credits
Tests and techniques of testing and inspection, including the processes for the selection, specifying and testing of materials on the basis of balance between economy, quality and performance. Laboratory testing is performed. Prerequisite: MAC 1105. (2 hr. lecture; 2 hr. lab)

Engineering Technology Mechanical

ETM1102

Solar Energy Fundamentals

3 credits

Basic physical principles of solar energy and an overview of present and future solar applications. Topics include solar architecture, building heating/ cooling, hot water and pool heating, photovoltaics and comparative economics. (3 hr. lecture)

ETM1700

Air Conditioning Fundamentals

3 credits

The basic science of air conditioning technology, the fundamentals of air conditioning for environmental control, the function and operation of the equipment and the air conditioning design process. (3 hr. lecture)

ETM1710C

Air Conditioning Load Analysis

3 credits

Detailed study and practical application of cooling and heating load calculations and analysis for residential and commercial buildings. Energy conservation techniques in building design and operation are also covered. Prerequisites: ETM 1700. (2 hr. lecture; 2 hr. lab)

ETM1720C

Air Conditioning Equipment

3 credits

Analysis of the refrigerant cycle and the machinery and equipment utilized for air conditioning. Function, selection and operation of components of the system are covered. Laboratory fee. Prerequisites: ETM 1700. (2 hr. lecture; 2 hr. lab)

ETM2730C

Air Distribution

3 credits

Intensive study and practical application of air distribution technology. Duct design, fans, low velocity, high velocity, and variable volume systems are included. Laboratory work includes duct design projects. Prerequisites: ETM 1700. (2 hr. lecture; 2 hr. lab)

ETM2740C

Air Conditioning Controls & Motors

3 credits

Air conditioning and refrigeration control devices and theory, operation and application are covered. Electric motor technology with practical application to air conditioning is also included. Prerequisite: ETM 1720C. Laboratory. (2 hr. lecture; 2 hr. lab)

ETM2750C

Air Conditioning Systems Design

3 credits

Design of residential and commercial environmental control systems utilizing unitary equipment. Prerequisite: ETM 1710C. Laboratory fee. (2 hr. lecture; 2 hr. lab)

ETM2752C

Air Conditioning Systems Design

3 credits

Advanced design of larger central built-up air conditioning systems. A complete design for a representative type of system will be pro-

duced. Prerequisite: ETM 1720C. Laboratory fee. (2 hr. lecture; 2 hr. lab)

ETM2760C

Heating & Refrigeration

3 credits

Study of environmental control heating system design, function, application and industrial refrigeration systems design for food preservation and processing are also covered. Laboratory includes design projects in these areas. Prerequisite: ETM 1720C. (2 hr. lecture; 2 hr. lab)

ETM2930

Air Conditioning Seminar

3 credits

A seminar for advanced students and those with experience in air conditioning engineering covering new concepts, equipment and advances in the technology of air conditioning. Prerequisite: Permission of the department chairperson. (3 hr. lecture)

English Language & Literature

AML2011

American Literature

3 credits

American Literature from Colonial times to the Civil War. Prerequisites: ENC 1101, 1102. (3 hr. lecture)

AML2020

American Literature

3 credits

American literature from the Civil War to the present. Prerequisites: ENC 1101, 1102. (3 hr. lecture)

AML2601

African American Literature 1

3 credits

A study of African-American literature with emphasis on poetry, fiction, biography, and drama from 1746 to the Harlem Renaissance (1920's). Prerequisite: ENC 1101. (3 hr. lecture)

AML2602

African-American Literature 2

3 credits

This course reviews the Harlem Renaissance period and focuses on contemporary Black American literature to the present. Emphasis will be on the enormous body of literature produced in the 1960's, including prose, poetry, drama, and biography as well as films and some T.V. specials. (3 hr. lecture)

CRW2001

Creative Writing 1

3 credits

Imaginative writing in selected genres. (3 hr. lecture)

CRW2002

Creative Writing 2

3 credits

Imaginative writing in selected genres. (3 hr. lecture)

CRW2700

Reading & Writing Satire

3 credits

Focuses on learning techniques of effective satire by reading well-known satirical works, ranging from ancient to modern times, and applying these techniques in students writing, which may be in the form of essay, poem, or short play. (3 hr. lecture)

ENC1090

Essential Elements of English Grammar

1-3 variable credits

This course is designed for students whose writing and/or CLAST English language skills test scores demonstrate a need for continued instructional support. It covers many of the same topics assessed by the CLAST objective English language skills component. Course content is individualized based on specific student needs. This course is repeatable. Prerequisites: Placement by Scholastic Assessment Test (SAT) verbal subtest score; American College Testing (ACT) English subtest score; Computerized Placement test (CPT) English subtest score or ENC 0021 with a grade of "S". (1-3 hr. lecture)

ENC1091

Writing

Skills Review

1-3 variable credits

This course is designed for students whose writing and/or CLAST essay test scores demonstrate a need for continued instructional support. It also reinforces the principles of composition. Course content is individualized based on specific student needs. This course is repeatable. Prerequisites: Placement by Scholastic Assessment Test (SAT) verbal subtest score; American College Testing (ACT) English subtest score; Computerized Placement Test (CPT) English subtest score or ENC 0021 with a grade of "S". (1-3 hr. lecture)

ENC1101

English Composition 1

3 credits

This is the first required general core course in college-level writing. Students will compose essays and other works using various methods of development. This course fulfills 8,000 words of the Gordon Rule requirement. Note: This course must be completed with a grade of "C" or better. Prerequisites: Placement by Scholastic Assessment Test (SAT) verbal subtest score; American College Testing (ACT) English subtest score; Computerized Placement Test (CPT) English subtest score; or ENC 0021 with a grade of "S". (3 hr. lecture)

ENC1102

English Composition 2

3 credits

This is a required general education course in college level writing. Observing the conventions of standard edited American English, students will compose informative and persuasive essays, write responses to a variety of literary genres and/or non-fiction, and produce a documented paper based on research. This course fulfills 8,000 words of the Gordon Rule requirement. Note: This course must be completed with a grade of "C" or better. Prerequisites: ENC 1101 or equivalent with a grade of "C" or better. (3 hr. lecture)

ENC1210
Technical Report Writing 3 credits
 Intended primarily for technical programs, and emphasizes research techniques, graphic presentation and technical report writing. (3 hr. lecture)

ENC2200
Advanced Exposition for Business 3 credits
 Study and practice of effective writing techniques for business, including collaborative skills and effective use of graphics. Prerequisites: ENC 1101 and ENC 1102. (3 hr. lecture)

ENC2302
Advanced Composition 2 3 credits
 For students who have mastered the college-level competencies of ENC 1101 and ENC 1102, further instruction in the analysis and writing of non-fiction prose with emphasis on contemporary materials and styles. Prerequisite: ENC 2301. (3 hr. lecture)

ENG1069
The Roots of English 3 credits
 Designed to enhance the vocabulary skills of the serious student with little or no knowledge of Greek or Latin. An historical and cultural study of the principal classical elements current in subjects such as law, science, and technology, as well as in everyday speech and writing. (3 hr. lecture)

ENG1949
Co-op Work Experience 1: ENG 3 credits
 This course is designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

ENG2949
Co-op Work Experience 2: ENG 3 credits
 This course is designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisites: Co-op Department approval and completion of 1949 Co-op Work Experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

ENL2011
English Literature 3 credits
 A survey of major British writers from Chaucer through the 18th century. Required of English majors. Prerequisites: ENC 1101, 1102 or equivalent. (3 hr. lecture)

ENL2022
English Literature 3 credits
 A survey of major British writers from the 18th century through the contemporary period. Required of English majors. Prerequisites: ENC 1101, 1102. (3 hr. lecture)

LIT1000
Introduction to Literature 3 3 credits
 A variety of approaches to the study of literature. Prerequisite: ENC 1101. (3 hr. lecture)

LIT2020
The Short Story 3 credits
 The development of the short story as a literary form. (3 hr. lecture)

LIT2090
Contemporary Literature 3 credits
 A survey of contemporary prose and poetry. Prerequisites: ENC 1101, 1102 or equivalent. (3 hr. lecture)

LIT2110
A Survey of World Literature 3 credits
 The masterpieces of world literature. Prerequisites: ENC 1101, 1102 or equivalent. (3 hr. lecture)

LIT2120
A Survey of World Literature 3 credits
 LIT 2120 explores masterpieces of world literature from the mid-renaissance to the present. Works studied exemplify the universality of human experience. This course fulfills 2,000 words of the Gordon Rule requirement. Prerequisites: ENC1101, 1102 or equivalent. (3 hr. lecture)

LIT2131
Mythology in Literature: the Arthurian 3 credits
 The course will trace the progress of the legends surrounding King Arthur from medieval to contemporary poetry and prose, with primary focus on literary texts and supplementary investigation of Arthurian themes in art, film, and music. (3 hr. lecture)

LIT2140
Contemporary World Novel 3 credits
 An intensive study of the novel in the contemporary world including the reciprocal influences between the novel and the film. (3 hr. lecture)

LIT2191
Introduction to West Indian Literature 3 credits
 Introduction to West Indian Literature seeks to give students an overview of West Indian Literature. This course surveys the works of major Caribbean authors ranging from the sixteenth century to the present. (3 hr. lecture)

LIT2323
Introduction to Mythology in Literature 3 credits
 Using the work of Carl G. Jung (archetypal symbolism) as a conceptual foundation, the course will examine universal themes and motifs in myths from various cultures and in some contemporary literature and film. (3 hr. lecture)

LIT2330
Survey of Children's Literature 3 credits
 This course will familiarize interested students with major works in children's literature and with the principal genres and sub-genres including, but not limited to, picture books (Mother Goose, easy-to-read books, picture storybooks); traditional fantasy (folktales, myths); modern fantasy (curious characters, science fiction); realistic fiction; poetry; and nonfiction. It will also analyze the role that literature has played and/or should play in the teaching of reading in primary school. (3 hr. lecture)

LIT2480
Issues in Literature & Culture 3 credits
 LIT2480 explores literature as a form of cultural expression. Students are engaged in the critical process of analysis by connecting literary texts to cultural issues. Through oral and written assignments, and practical investigation, students will study literature as a socio-cultural response by writers to the world in which they live. This course fulfills the oral communication requirement and 4,000 words of the Gordon Rule requirement. (3 hr. lecture)

English Language and Literature - College Preparatory

ENC0002
College Preparatory Writing 1 4 credits
 ENC 0002 is a college preparatory writing course which addresses effective sentence development using standard edited American English. Laboratory required. Prerequisites: Placement by Scholastic Assessment Test (SAT) verbal subtest score; American College Testing (ACT) English subtest score; or Computerized Placement Test (CPT) English Subtest score. (4 hr. lecture)

ENC0020
College Preparatory Writing 2 4 credits
 ENC 0020 is a college preparatory writing course which addresses effective sentence and paragraph development using standard edited American English. Laboratory required. Prerequisites: Placement by Scholastic Assessment Test (SAT) verbal subtest score; American College Testing (ACT) English subtest score; Computerized Placement Test (CPT) English subtest score; or successful completion of ENC 0002. Special fee. (4 hr. lecture)

ENC0021

College Preparatory

Writing 3

4 credits

ENC 0021 is a college preparatory writing course, which addresses effective sentence, paragraph and essay development using standard edited American English. Laboratory required. Prerequisites: placement by Scholastic Assessment Test (SAT) verbal subtest score; American College Testing (ACT) English subtest score; Computerized Placement Test (CPT) English subtest score; or successful completion of ENC 0020. (4 hr. lecture)

Environmental Studies

EVR1010

Environmental Compliance 3 credits

This course will teach a student how environment compliance is achieved in South Florida via Federal, State and local programs. Topics covered will include environmental regulations, policies, procedures and enforcement. Emphasis will be placed upon a holistic approach to the environment through Field Office, Lab and Legal procedures. In addition, students will understand how the course material and their active participation in addressing environmental issues will assist them in obtaining employment in the environmental field. (3 hr. lecture)

EVR1015

**Hazardous Materials
and the Environment**

3 credits

Deals with the basic principles for relationship between man and his environment. Emphasis is placed on an investigation into the physical, biological, economic, social and political factors producing ecological changes. In addition, effects of hazardous materials upon the environment are studied. (3 hr. lecture)

EVR1030

Soil and

Ground Water Monitoring

3 credits

The student will be exposed to the theory and practical concepts of environmental sampling and the basic principles of properly collecting soil and groundwater samples in a safe and efficient manner. Students will gain valuable hands-on experience in the following areas: meter calibration and maintenance, equipment decontamination and sterilization, field survey techniques and sample collection in order to ensure sample integrity. (3 hr. lecture)

EVR1190

Environmental

Sampling Procedures

3 credits

Theory and Practice of Environmental Sampling teaches the student the basic principles of properly collecting quality aqueous and solid environmental samples in a safe and efficient manner. Students will gain hands-on experience in the following areas: meter calibration and maintenance, equipment decontamination, field survey techniques, and sample collection. (3 hr. lecture)

EVR1215

Open Channel

Flow Measurement

3 credits

Increasing stricter legislation and continuing

public interest in conservation and environmental matters have emphasized the importance of flow measurements. Uniform and reliable measurements data are needed to determine the results of conservation and quality control measures, and to enforce water conservation and regulatory requirements. This course provides the student instructions in the field of open channel flow. This course will be of practical value to individuals dealing with the realities of difficult open channel flow problems. (3 hr. lecture)

EVR1230

Air Pollution

3 credits

Study of air pollution as it directly relates to the combustion of fuel for industrial production, transportation and for the production of electricity for domestic use. Discrete air pollution problems are identified and proper quality assurance/quality control (QA/QC) and regulations associated with air monitoring and sampling are discussed. (3 hr. lecture)

EVR1262

Introduction to

Ecology & Urban

Industrial Pollutants

3 credits

This course offers an introduction to the forces of nature, plants and animals that form ecosystems. The focus is on urban growth and industrial discharges and the effects of development and pollution on such habitats. The scope of this study surveys the relevance of chemistry, biology and the inevitable connection between different field of remeditative efforts. (3 hr. lecture)

EVR1633

Hazardous

Materials Emergency

4 credits

Teaches the skills needed to develop response tactics in the event of an incident in a company or community. Hazard analysis, preparing contingency plans, employee training, and testing contingency plans are part of this course. Students also learn what resources are available to assist in analyzing specific situations and in determining the correct action to be taken. This course meets the SARA requirement for response training. (2 hr. lecture; 4 hr. lab)

EVR1635

Hazardous

Communication Standard

3 credits

Communications required by law will be the major emphasis in this course, including worker's right to know and community right to know. Also the communication that must be available to emergency responders is addressed. Specific topics covered include material safety data sheets (MSDS), proper labeling of containers and placarding according to NFPA requirements, and the preparation of a written program for an industry to follow to provide a safe working environment for employees and safe living conditions for the community. (3 hr. lecture)

EVR1639

Hazardous Materials

Transportation Storage

& Disposal

3 credits

Teaches the requirements related to storing, transporting, and disposing of hazardous materials. Documentation that must accompany these operations is stressed along with technical aspects of TSD. (3 hr. lecture)

EVR1640

Hazardous Materials

Regulations 1

3 credits

A historical overview of occupational and environmental health issues. An introduction to past and present legislation with an emphasis on the interpretation of the Department of Labor's Occupational Safety and Health Act. (3 hr. lecture)

EVR1655

Hazardous Materials

Recovery Incineration

& Disposal

3 credits

The course is designed to explain the methods of recovery, incineration and/or disposal of hazardous waste. Topics include contracting qualified disposal organizations, obtaining permits and ensuring regulatory compliance of hazardous waste. (3 hr. lecture)

EVR1802

Industrial Processes

4 credits

Emphasis is placed on where hazardous materials are used and generated in industrial processes. Understanding the constraints of product lines are discussed. Special attention is paid to potential acute and chronic hazard exposures from various industrial processes. Prerequisites: CHM 2032, 2032L. (3 hr. lecture)

EVR1809

Industrial

Hazardous Waste

3 credits

This course will have a major emphasis in the field of industrial waste, industries that generate industrial waste, waste products generated by different industries, regulation of industrial and hazardous wastes, identification of chemicals used by different industries and inspections of industrial facilities. The student will gain valuable experience in properly evaluating safe field survey techniques and sampling techniques. (3 hr. lecture)

EVR1895

Environmental Pollutants

3 credits

The Environmental Pollutants course will teach students to recognize pollutants associated with and generated by an industrial process. The emphasis of this course lies in the analytical laboratory procedures used to detect these pollutants. In addition to common industrial process description details, the course will concentrate on sample collection, sample containers and volumes required, preservatives and sampling handling. (3 hr. lecture)

EVR1930

Environmental Seminar

2 credits

This course reviews state-of-the-art developments and practices under study. The student will receive an overview of air, rain, runoff, solids and others as they relate to local, state environmental considerations. (4 hr. lab)

EVR2005**Hazmat Pollution Bridge 2 credits**

This course provides the vocational student with the skills and knowledge to receive Associate in Science credit for EVR 1809, Industrial and Hazardous Waste; EVR 1895, Environmental Pollutants, EVR 1230, Air Pollution; and EVR 1015, Hazardous Materials and the Environment. The students must have satisfactorily completed VCC courses; Introduction to Industrial Hazardous Waste, Identification of Environmental Pollutants, Introduction to Environmental Air Pollution. (2 hr. lecture)

EVR2613**Hazardous Materials
Emergency Response 2 4 credits**

This is a follow-up course to EVR 1633. In this course, students will learn how to size up a situation and how to determine needed resources. They will learn to identify NFPA warning signs and what the signs mean. Time will be spent responding to simulated emergencies involving hazardous materials, in minimizing the danger, and in completing clean-up operations. Prerequisite: EVR 1633. (3 hr. lecture; 2 hr. lab)

EVR2625**Infectious and
Nuclear Materials 3 credits**

Students in this course learn the proper handling and disposal techniques for both infectious (biological) and nuclear (radioactive) materials. Personal hygiene and monitoring are emphasized in addition to the proper selection and use of personal protective equipment. Packaging and shipping requirements will be studied. (2 hr. lecture; 2 hr. lab)

EVR2630**Hazardous Materials
Risk Analysis 3 credits**

Hazardous materials Risk Analysis teaches students a systematic method to be used when analyzing risks associated with hazardous materials. This type of analyses that might be done as part of a planning operation where time is not a critical factor; it might be done at the scene of an incident involving the leak of a hazardous material. Students will be taught the essential resources needed for each situation and how to use them. (3 hr. lecture)

EVR2631**Hazmat
Communication Bridge 1 credit**

This course provides the vocational student with the skills and knowledge to receive credit in EVR 1010, Environmental Compliance; EVR 1635, Hazard Communication Standard; EVR 1640, Hazardous Materials Regulations 1; EVR 2630, Hazardous Materials Risk Analysis, and VCC courses. A survey of Hazardous Material Regulations, Elementary Risk Assessment, Hazard Communications, Environmental Compliance and the Regulatory Risk Bridge course, EVR 2860. (1 hr. lecture)

EVR2636**Emergency
Response Bridge 1 credit**

This course provides the necessary information and skills to the vocational student who has completed VCC courses: Basic Emergency Response and Intermediate Emergency Response to qualify for Associates of Science credit for EVR 1633. Hazardous Materials Emergency Response 1, and EVR 2633, Hazardous Materials Response 2. (1 hr. lecture)

EVR2641**Hazardous Materials
Regulations 1 3 credits**

An in-depth study of the Environmental Protection Agency including RCRA, CERCLA, TSCA, FIFRA and clean air and water issues. Emphasis will be placed on developing methods and strategies to ensure regulatory compliance. Determine applicability of federal, state and local regulations dealing with hazardous materials. Agencies examined include the Department of Transportation (DOT), the National Regulatory Commission (NRC), and Department of Natural Resources (DNR). Prerequisite: EVR 1640. (3 hr. lecture)

EVR2680**Hazardous Materials
Packing and Shipping 3 credits**

Students learn to package chemical, infectious, and nuclear materials for transportation. The legal documentation that accompanies shipments will be taught as will the required safeguards for actually shipping hazardous materials. (3 hr. lecture)

EVR2695**Advanced Hazardous
Materials Analysis 4 credits**

Advanced techniques in instrumental analysis. Atomic absorption, spectrometry, gas chromatography, mass spectrometry, ion chromatography, UV-vis spectrophotometry, titrimetry, analytical technique, computer interfacing, and future trends. Prerequisite: EVR 2890. (3 hr. lecture; 2 hr. lab)

EVR2800**Hazmat Health Bridge 1 credit**

This course provides the skills and knowledge required to allow the vocational student to achieve Associate of Science credit for EVR 2050, infectious and Nuclear Materials; ad, EVR 2805 Hazardous Materials Health Effects. The student must have completed VCC courses; Hazardous Materials Health Effects, and infectious and Nuclear Materials. (1 hr. lecture)

EVR2805**Hazardous Materials
Health Effects 3 credits**

A review of the research done in determining the systematic health effects of exposures to chemicals. Determination of risk factors, routes of entry, control measures and acute and chronic effects are discussed. Emphasis is placed on toxicological terminology and how the products affect body systems. (2 hr. lecture; 2 hr. lab)

EVR2808**Hazardous
Materials Injuries 3 credits**

This program provides the necessary information to medically trained personnel to be able to provide the necessary medical man-

agement to chemically exposed persons under field conditions. Students learn the proper patient decontamination processes, how to protect themselves during the care of patients and how to medically manage the exposures. (3 hr. lecture)

EVR2820**Hazardous Materials
Corporate Program
Development 3 credits**

This course has two major areas of study-how to develop a plan for a company to respond to an incident involving hazardous materials and how to set up a training program to prepare company employees to respond to an incident. Students in this program learn the importance of establishing learning/teaching objectives, competencies for different jobs, and organizing a series of classes to achieve a teaching tool. Students will work with simulated companies and establish both plans for responding to emergencies and training programs to meet specific needs. (3 hr. lecture)

EVR2840**Hazardous Materials
Emergency Response 3 3 credits**

This is a follow-up course to EVR 2613 students will learn how to size up a situation and how to determine needed resources. They will learn the process of Incident Command. Through simulated emergencies, students will assess the incident, response to the emergency, supervise clean-up and provide public relations information. Management skills will be developed. Prerequisite: EVR 2641. (2 hr. lecture; 2 hr. lab)

EVR2845**Elements of
Emergency Response
Management Bridge 1 credit**

This course provides the skills and knowledge to the vocational student to receive Associate of Science credit for EVR 2840, Hazardous Materials Emergency Response 3. The student must have satisfactorily completed VCC course; Advanced Hazardous Materials. (1 hr. lecture)

EVR2860**Regulatory Risk Bridge 2 credits**

This course provides the knowledge and skills for the student to receive Associate of Science credit in EVR 1010, Environmental compliance; EVR 1635, Hazard Communication Standard; EVR 1640, Hazardous Materials Regulations 1; EVR 2630, Hazardous Materials Risk Analysis, and EVR 2461, Hazardous Materials Regulations 2. The student must have satisfactorily completed VCC courses; A Survey of Hazardous Materials Regulations, Elementary Risk Assessment, Hazmat Communications, Environmental Compliance, and the Hazard Communications Bridge Course EVR 2631. (2 hr. lecture)

EVR2890**Instrumentation Monitoring
& Sampling 3 credits**

Emphasis is placed on the methodology of sampling, analyzing, and interpreting results of hazardous materials. The program will include industrial hygiene sampling, testing Ph and moisture content, selecting analytical service laboratories and an introduction to chemical methods of analysis including spectroscopy and chromatography. (2 hr. lecture; 2 hr. lab)

ESL for Academic Purposes (EAP)

EAP1101

Speech/Listening 1 **3 credits**
Students develop the ability to understand frequently used words in oral contexts and understand and respond appropriately to simple phrases and questions. (3 hr. lecture)

EAP1101L

Speech/Listening 1
Laboratory **1 credit**
This lab will give practice in oral production and aural comprehension of spoken American English. This practice will be related, but not limited to the material taught in EAP 1100. (2 hr. lab)

EAP1121

Reading Level 1 **3 credits**
Students develop the ability to comprehend limited written materials. (3 hr. lecture)

EAP1141

Writing Level 1 **3 credits**
Students develop the ability to write appropriate phrases and short sentences on personal topics. (3 hr. lecture)

EAP1141L

Writing Level 1
Laboratory **1-3 variable credits**
This lab will provide support and additional practices as well as focus on multi-skills as students develop their abilities in meeting the competencies of EAP1140. (2 hr. lab)

EAP1161

Grammar Level 1 **3 credits**
Students develop the ability to understand and use basic, high frequency grammatical structures. (3 hr. lecture)

EAP1201

Speech/Listening 2 **3 credits**
Students continue to develop the ability to understand frequently used words in oral contexts and understand and appropriately respond to simple phrases and questions. (3 hr. lecture)

EAP1201L

Speech/Listening 2
Laboratory **1 credit**
Continue to give practice in oral production and aural comprehension of spoken American English. This practice will be related to, but not limited to the material taught in EAP1200. (2 hr. lab)

EAP1221

Reading Level 2 **3 credits**
Students develop the ability to comprehend limited written materials. (3 hr. lecture)

EAP1241

Writing Level 2 **3 credits**
Students continue to develop writing skills in the context of guided discourse on personal topics with an emphasis on logical thought and mechanics. (3 hr. lecture)

EAP1241L

Writing Level 2
Laboratory **1-3 variable credits**
This lab will provide and additional practices as well as focus on multi-skills as students develop their abilities in meeting the competencies of EAP1140. (2 hr. lab)

EAP1261

Grammar Level 2 **3 credits**
Students continue to develop control of basic grammatical structures and statement/question patterns. (3 hr. lecture).

EAP1301

Speech/Listening 3 **3 credits**
Students develop speaking and listening skills necessary for participating in classroom discussions with an emphasis on clarification through rewording and asking questions. (3 hr. lecture)

EAP1301L

Speech/Listening 3
Laboratory **1 credit**
Students practice speaking and listening skills necessary for participating in classroom discussions with an emphasis on clarification through rewording and asking questions. (2 hr. lecture)

EAP1321

Reading Level 3 **3 credits**
Students develop the ability to read text on familiar and basic academic topics with an emphasis on vocabulary expansion and application of critical reading skills (3 hr. lecture)

EAP1341

Writing Level 3 **3 credits**
Students develop the ability to write basic, structured academic paragraphs on familiar topics and execute other academic writing tasks. (3 hr. lecture)

EAP1341L

Writing Level 3
Laboratory **1-3 variable credits**
Students develop the ability to write basic, structured academic paragraphs on familiar topics and execute other academic writing tasks. (3 hr. lecture)

EAP1361

Grammar Level 3 **3 credits**
Students develop the ability to use intermediate-level grammatical structure appropriate to classroom discussion and the writing of academic paragraphs with an emphasis on increased accuracy. (3 hr. lecture)

EAP1401

Speech/Listening 4 **3 credits**
Students continue to develop speaking and listening skills necessary for participating in classroom discussions with an introduction to oral presentation and critical listening skills. (3 hr. lecture)

EAP1401L

Speech/Listening 4
Laboratory **1 credit**
Students continue to practice speaking and listening skills necessary for participating in classroom discussions with an introduction to oral presentation and critical listening skills. (2 hr. lab)

EAP1421

Reading Level 4 **3 credits**
Students develop academic reading abilities including text on contemporary and literary topics with an emphasis on extensive reading and the enhancement of critical reading skills. (3 hr. lecture)

EAP1441

Writing Level 4 **3 credits**
Students develop the ability to write more sophisticated, structured academic paragraphs in various rhetorical modes and execute other academic writing tasks. (3 hr. lecture)

EAP1441L

Writing Level 4
Laboratory **1-3 variable credits**
Students continue to practice developing to write more sophisticated, structured academic paragraphs in various rhetorical modes and execute other academic writing tasks. (3 hr. lecture)

EAP1461

Grammar Level 4 **3 credits**
Students develop the ability to use intermediate-level grammatical structure appropriate to classroom discussion and the writing of more sophisticated academic paragraphs with an emphasis on increased accuracy. (3 hr. lecture)

EAP1500

Speech/Listening Level 5 **3 credits**
Students develop communication, organization, and pronunciation skills necessary for effective academic presentation and discussion with an introduction to lecture note taking. (3 hr. lecture)

EAP1500L

Speech/Listening
Level 5 Laboratory **1 credit**
Students develop communication, organization, and pronunciation skills necessary for effective academic presentation and discussion with an introduction to lecture note taking. (3 hr. lecture)

EAP1501

Accent Reduction 1 **3 credits**
Students develop the ability to write basic structured academic essays with an emphasis on accuracy and cohesiveness and execute other academic writing tasks. (1-3 hr. lecture)

EAP1501L

Accent Reduction 1
Laboratory **1 credit**
Students improve their pronunciation of American English including stress, rhythm, and intonation. The phonetic structure of consonant sounds is systematically analyzed, and students are given practice in correctly pronouncing these sounds and patterns in context. (2 hr. lab)

EAP1502
Accent Reduction 2 3 credits
 Students improve their pronunciation of American English including stress, rhythm, and intonation. The phonetic structure of vowel sounds is systematically analyzed, and students are given practice in correctly pronouncing these sounds and patterns in context. (3 hr. lecture)

EAP1502L
Accent Reduction 2
Laboratory 1 credit
 Students improve their pronunciation of American English including stress, rhythm, and intonation. The phonetic structure of vowel sounds is systematically analyzed, and students are given practice in correctly pronouncing these sounds and patterns in context. (2 hr. lab)

EAP1520
Reading Level 5 3 credits
 Students develop the ability to comprehend lengthier texts on diverse academic topics by applying appropriate reading strategies. (3 hr. lecture)

EAP1540
Writing Level 5 3 credits
 Students develop the ability to write basic structured academic essays with an emphasis on accuracy and cohesiveness and execute other academic writing tasks. (3 hr. lecture)

EAP1540L
Writing Level 5 1-3 variable credits
 Students develop the ability to write basic structured academic essays with an emphasis on accuracy and cohesiveness and execute other academic writing tasks. (1-3 hr. lecture)

EAP1560
Grammar Level 5 3 credits
 Students develop the ability to comprehend and interpret authentic college-level text in content areas by applying appropriate reading strategies. (3 hr. lecture)

EAP1600
Speech/Listening Level 6 3 credits
 Students further develop communication skills necessary for full participation in mainstream college classrooms including comprehension of extensive discourse. (3 hr. lecture)

EAP1600L
Speech/Listening Level
6 Laboratory 1 credit
 Students further develop communication skills necessary for full participation in mainstream college classrooms including comprehension of extensive discourse. (2 hr. lab)

EAP1620
Reading Level 6 3 credits
 Students develop the ability to comprehend and interpret authentic college-level text in content areas by applying appropriate reading strategies. (3 hr. lecture)

EAP1640
Writing Level 6 3 credits
 Students develop the ability to write a variety of college-level essays with sophistication, fluency, and accuracy and execute other academic writing tasks. (3 hr. lecture)

EAP1640L
Writing Level
6 Laboratory 1-3 variable credits
 Students develop the ability to write a variety of college-level essays with sophistication, fluency, and accuracy and execute other academic writing tasks. (3 hr. lecture)

EAP1660
Grammar Level 6 3 credits
 Students develop the ability to use complex grammatical structure necessary for effective participation in mainstream college classes. (3 hr. lecture)

Fashion

CTE1401
Textiles 3 credits
 The identification and analysis of fibers, yarns, fabrics and finishes, with emphasis on the durability, care and price of newer fibers and blends as well as standard dress fabrics. (2 hr. lecture, 2 hr. lab)

Film, Radio, TV Technology

FIL1100
Film Writing 3 credits
 This is a writing workshop covering script-writing used in the filmic and electronic media. Additionally, the course provides an introduction to the cinematic of filmic techniques common to motion pictures and television. Prerequisite: FIL 1281. (3 hr. lecture)

FIL1270
Film Production 1: Introduction to the Film Process 4 credits
 An overview of the art and technology of story-telling through film. Students move from story boards to the finished product using 16mm cameras to provide original short narrative silent films. Laboratory fee. (2 hr. lecture; 4 hr. lab)

FIL1276
Film Production 2 4 credits
 Students develop both technical and aesthetic skills by making a short 16mm sound film and experiencing each of the key roles on a film crew. Prerequisite: FIL 1270 with "C" grade or better. Laboratory fee. (2 hr. lecture; 4 hr. lab)

FIL1281
TV and Film Computer Application 3 credits
 Applications of software for scriptwriting, story boarding, production scheduling and cost control, project inventory and TV graphics. (2 hr. lecture; 2 hr. lab)

FIL1400
History of Film 3 credits
 The student becomes familiar with important films, techniques and styles as well as industrial and social developments of the cinema. Special fee. (3 hr. lecture)

FIL1406
American Independent Cinema 3 credits
 This course beyond specifically examining the economic impact of independent films on the industry, will also examine the emergence of the Hollywood majors into the independent film marketplace as a means of (1) understanding the nature of their business and the inherent opportunities/threats that lie therein, and (2) designing a way of approaching the creative and business production of independent cinema. (3 hr. lecture)

FIL1600
The Business of Film and Video 2 credits
 The basic principles of business as applied to the film, video and broadcasting fields. (2 hr. lecture)

FIL1949
Co-op Work Experience 1: FIL 3 credits
 This course is designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

FIL2102
Screenwriting and Storyboarding 3 credits
 This course will introduce techniques involved in screenwriting and storyboards to include the analysis of already published works in other media for adaptation to film/video. Prerequisite: FIL 1100 or department approval. (3 hr. lecture)

FIL2211
Film Editing and Post-Production 2 credits
 Students will learn film editing techniques and other post-production processes including film-to-tape transfer, introduction to non-linear editing, answer-print process and optical effects. Corequisite: FIL 1276. (1 hr. lecture; 2 hr. lab)

FIL2214
Film Production Preparation 1 credit
 Students will prepare for the job market with preparation of portfolio-quality tapes of work and resume; also training in interview skills. Corequisite: FIL 2277. (1 hr. lecture)

FIL2220
Film Direction 3 credits
 Students learn Director's responsibilities including working with writers, talent, producer and various production and post-productions departments. Prerequisites: FIL 1276. (2 hr. lecture; 2 hr. lab)

EAP1502
Accent Reduction 2 3 credits
 Students improve their pronunciation of American English including stress, rhythm, and intonation. The phonetic structure of vowel sounds is systematically analyzed, and students are given practice in correctly pronouncing these sounds and patterns in context. (3 hr. lecture)

EAP1502L
Accent Reduction 2
Laboratory 1 credit
 Students improve their pronunciation of American English including stress, rhythm, and intonation. The phonetic structure of vowel sounds is systematically analyzed, and students are given practice in correctly pronouncing these sounds and patterns in context. (2 hr. lab)

EAP1520
Reading Level 5 3 credits
 Students develop the ability to comprehend lengthier texts on diverse academic topics by applying appropriate reading strategies. (3 hr. lecture)

EAP1540
Writing Level 5 3 credits
 Students develop the ability to write basic structured academic essays with an emphasis on accuracy and cohesiveness and execute other academic writing tasks. (3 hr. lecture)

EAP1540L
Writing Level 5 1-3 variable credits
 Students develop the ability to write basic structured academic essays with an emphasis on accuracy and cohesiveness and execute other academic writing tasks. (1-3 hr. lecture)

EAP1560
Grammar Level 5 3 credits
 Students develop the ability to comprehend and interpret authentic college-level text in content areas by applying appropriate reading strategies. (3 hr. lecture)

EAP1600
Speech/Listening Level 6 3 credits
 Students further develop communication skills necessary for full participation in mainstream college classrooms including comprehension of extensive discourse. (3 hr. lecture)

EAP1600L
Speech/Listening Level
6 Laboratory 1 credit
 Students further develop communication skills necessary for full participation in mainstream college classrooms including comprehension of extensive discourse. (2 hr. lab)

EAP1620
Reading Level 6 3 credits
 Students develop the ability to comprehend and interpret authentic college-level text in content areas by applying appropriate reading strategies. (3 hr. lecture)

EAP1640
Writing Level 6 3 credits
 Students develop the ability to write a variety of college-level essays with sophistication, fluency, and accuracy and execute other academic writing tasks. (3 hr. lecture)

EAP1640L
Writing Level
6 Laboratory 1-3 variable credits
 Students develop the ability to write a variety of college-level essays with sophistication, fluency, and accuracy and execute other academic writing tasks. (3 hr. lecture)

EAP1660
Grammar Level 6 3 credits
 Students develop the ability to use complex grammatical structure necessary for effective participation in mainstream college classes. (3 hr. lecture)

Fashion

CTE1401
Textiles 3 credits
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American Independent Cinema 3 credits
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FIL1600
The Business of Film and Video 2 credits
 The basic principles of business as applied to the film, video and broadcasting fields. (2 hr. lecture)

FIL1949
Co-op Work Experience 1: FIL 3 credits
 This course is designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

FIL2102
Screenwriting and Storyboarding 3 credits
 This course will introduce techniques involved in screenwriting and storyboards to include the analysis of already published works in other media for adaptation to film/video. Prerequisite: FIL 1100 or department approval. (3 hr. lecture)

FIL2211
Film Editing and Post-Production 2 credits
 Students will learn film editing techniques and other post-production processes including film-to-tape transfer, introduction to non-linear editing, answer-print process and optical effects. Corequisite: FIL 1276. (1 hr. lecture; 2 hr. lab)

FIL2214
Film Production Preparation 1 credit
 Students will prepare for the job market with preparation of portfolio-quality tapes of work and resume; also training in interview skills. Corequisite: FIL 2277. (1 hr. lecture)

FIL2220
Film Direction 3 credits
 Students learn Director's responsibilities including working with writers, talent, producer and various production and post-productions departments. Prerequisites: FIL 1276. (2 hr. lecture; 2 hr. lab)

FIL2240**Film/Pre-Production 2 credits**

This class prepares students for the film production process by introducing them to the technical and organizational aspects of filmmaking that need to be completed before the first day of production. Students will learn all aspects of pre-production planning and preparation including analyzing and interpreting scripts, storyboards, faxsheets and set designs, casting, wardrobe and make-up considerations and they will learn to prepare a location and studio set-up. (1 hr. lecture; 2 hr. lab)

FIL2251**Film Camera and Lighting 2 credits**

Students learn more advanced relationship between film and lighting and apply this to creative production in 16mm film. (1 hr. lecture; 2 hr. lab)

FIL2277**Film Production 3cet 4 credits**

Working in teams, students apply knowledge acquired in scriptwriting, sound, cinematography, directing and editing to the completion of 20-minute narrative films of portfolio quality. Prerequisite: FIL 1276 with "C" grade or better; FIL 2102. Laboratory fee. (2 hr. lecture; 4 hr. lab)

FIL2278**Film Workshop 3 credits**

Advanced film techniques are used to produce a short film. Students will go through all the steps required in film production of a 16mm film. Corequisite: FIL 2277. Special fee. A.S. degree credit only. (2 hr. lecture; 2 hr. lab)

FIL2601**Film Business Marketing Distribution Exhibition 3 credits**

Examination of the functional areas within marketing as well as the various distribution means (both current and projected) that are governing the sale of independent feature films or films financed outside of the studio system. Students learn to distribute their own selected films in this course. Prerequisite: FIL 1276. (3 hr. lecture)

FIL2618**Advanced Editing (Digital) 3 credits**

This course is designed for advanced students of editing. Students will have a basic understanding of editing operations and aesthetics before entering this course. This course will cover on-line and off-line non-linear editing systems as currently understood in the television and motion picture industry. There will be emphasis on operation and aesthetic principles of editing as they apply to non-linear editing. Special attention will be given to storage capabilities and computer platform differences. This is an operational course on the Media 100 non-linear editing system. (2 hr. lecture; 2 hr. lab)

FIL2931**Careers in Film/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. (1 hr. lecture)

FIL2945**Film Internship 3 credits**

Students are placed in industry positions to work 15 hours per work for on-the-job training. Prerequisite: FIL 1276 or departmental approval. (15 hr. per week)

FIL2949**Co-op Work Experience 2: FIL 3 credits**

This course is designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisites: Co-op Department approval and completion of 1949 Co-op Work Experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. Prerequisite: FIL 2202. (3 hr. lecture)

RTV1000**Fundamentals of Broadcasting 3 credits**

The history and development of modern broadcasting and the interrelationships of the various media. Social, economic, and governmental controls; modern technical advances; network and station operations; organization and policies in typical broadcasting companies are discussed. (3 hr. lecture)

RTV1100**Writing for Electronics Writing 3 credits**

This course should enable you to write comfortably for the media in a variety of formats. You will be introduced to analysis and preparation of scripts that emphasizes common principles of wording for mass media of communication and formats peculiar to each medium. You should learn basic broadcast principles of copy preparation, first for radio and then for the added requirements of television news. Particular attention will be given to commercials and public service announcements. There will be opportunities to study and write documentaries and other long-form programs. At the end of the course, you should understand what goes into a script and have the ability to write a workable script in the medium of your choice. (3 hr. lecture)

RTV1240C**Radio Production 3 credits**

Basic operational procedures and practices of audio control room functions, the studio areas of radio, television, film, and sound recording operations. Laboratory fee. (2 hr. lecture; 2 hr. lab)

RTV1241C**TV Studio Production 1 4 credits**

The practices and procedures used in the operation of broadcasting equipment in the television equipment in the television studio and control room emphasizing practical rather than theoretical operational elements of the television program. Laboratory fee. (2 hr. lecture; 4 hr. lab)

RTV1242C**TV Studio Production 2 4 credits**

Studio production with emphasis on producing a prescribed show. Equipment opera-

tions is stressed including on-air video effects and expanded switcher capability. Prerequisites: RTV 1100, 1241C. Laboratory fee. (2 hr. lecture; 4 hr. lab)

RTV1926**Radio Workshop 3 credits**

Performance of operational procedures and practices in the control room of the campus radio station. Prerequisites: RTV 1200C, 1210C or equivalent. Laboratory fee. (2 hr. lecture; 2 hr. lab)

RTV1949**Co-op Work Experience 1: RTV 3 credits**

This is a course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-Op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-Operative Education Office to obtain registration approval. (3 hr. lecture)

RTV2226**Broadcast News 3 credits**

Basic and practical familiarization with the mechanics and procedures of the news room. Adaptation of local and wire copy for audio and film, placement of commercials, news service, styleguides, news copy editing, approaches to information sources, methods of applying for job are discussed. Students will work together to produce a complete studio newscast. Special fee. Prerequisites: RTV 1100, 1241C. (1 hr. lecture; 2 hr. lab)

RTV2230C**Radio and Television Announcing 3 credits**

Training in microphone technique and speech, including pronunciation and enunciation intonation and inflection for radio and television broadcasting. Practice in writing, rewriting, copy editing and delivering major types of copy—news, sports, and commercials. Special fee. (2 hr. lecture; 2 hr. lab)

RTV2232C**Acting for the Lens 3 credits**

Acting techniques required in front of the camera and microphone. Students learn to perform for multiple camera setup as well as single camera out-of-sequence shooting, voice-over and dubbing techniques are also learned. Students will be guided in preparing their composites and usage of makeup. (2 hr. lecture; 2 hr. lab)

RTV2243C**Television Directing 3 credits**

Basic operational procedures and practices of directing for television. Prerequisite: RTV 1242C. Laboratory fee. (2 hr. lecture; 2 hr. lab)

RTV2244

TV Direction 2 **3 credits**
Provides a deeper knowledge of the directing equipments in a television crew. The students works for several different producers and develops a reasonable competence in handling a wide variety of producing and directing situations. Prerequisite: RTV 1243C. (2 hr. lecture; 2 hr. lab)

RTV2245C

Electronic Field Production 1 **4 credits**
Students learn single camera field production and electronic news gathering. Location productions are done in teams. Prerequisite: RTV 1242C. (2 hr. lecture; 4 hr. lab)

RTV2246C

Electronic Field Production 2 **4 credits**
Students will learn advanced single-camera and multi-camera productions on location with full editing and other post-production techniques. Prerequisite: RTV 2245C. (2 hr. lecture; 4 hr. lab)

RTV2247C

TV Master Control Operations **3 credits**
This is a course designed to familiarize students with master control operations typical of a commercial broadcast station, cable company or independent provider. The course includes station operation, programming, reading and writing of logs, SMPTE time code reading, switching operations, audio design and operations. Prerequisite: RTV 1242C. (1 hr. lecture; 4 hr. lab)

RTV2248C

Television Workshop **3 credits**
Production of TV shows from the script to the taping and the fully edited master. Includes post production if required. This course combines learning outcomes from all previous production courses through professional level productions. Prerequisite: RTV 2246C. Laboratory fee. May be repeated for credit. (1 hr. lecture; 4 hr. lab)

RTV2249C

Radio Program Operations **3 credits**
Instruction and practice in the preparation and delivery of various types of radio programming. Students combine knowledge of station organization and procedures, operational language, skills and procedures, and announcing skills, and techniques with new materials of format preparation and presentation as required by typical announcer-operators found in smaller stations. Prerequisites: RTV 1000, 1241C. Laboratory fee. (2 hr. lecture; 2 hr. lab)

RTV2250C

Video Post-Production **2 credits**
Post-Production includes the gathering of video, audio and graphic material and combining them into a final video program

including linear A/B roll editing using BETASP format. Prerequisite: RTV 2245C. (1 hr. lecture; 2 hr. lab)

RTV2251C

Advanced Editing (Digital) **3 credits**
This course is designed to familiarize the student with non-linear editing and to give the student the opportunity to perform the functions of a non-linear editor. Three editing systems are used. AVID and Media 100 are video and studio editing and Digidesign with Pro-Tools in a non-linear audio only editing system. Prerequisites: RTV 2245C, 2250C. (1 hr. lecture; 4 hr. lab)

RTV2252

TV/Video Pre-Production **2 credits**
Students will learn all aspects of pre-production planning and preparation including analyzing and interpreting scripts, storyboards, fax sheets, and set designs, casting wardrobe and make up considerations and they will learn to prepare a location and studio set-up (1 hr. lecture; 2 hr. lab)

RTV2940

Internship **3 credits**
Students will gain industry experience working in a broadcasting business or on a project under the supervision of a professional. Minimum requirements are 15 hours per week and departmental approval. (3 hr. lecture)

RTV2949

Co-op Work Experience 2: RTV **3 credits**
This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval and completion of 1949 Co-op Work Experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

VIC1000

Visual Communications **3 credits**
An introductory level course for persons being trained in the visual aspects of film and video production and related fields specifically dealing with design elements and principles in the moving image. Emphasis is on sight, sound and motion. (2 hr. lecture; 2 hr. lab)

VIC1202

Television and Film Arts and Graphics **3 credits**
The production and use of visual graphics material for television and film covering the standards and procedures of the art, and techniques and materials used. Hands-on training in the production of computer generated 2D graphics and animation. Laboratory fee. (2 hr. lecture; 2 hr. lab)

VIC2203

Videographics and Animation 1 **4 credits**
Graphic design for the screen with detailed analysis of the effects of space and distance among elements, the use of effective typography, color applications, the use of art and photography, the creation of promotional graphics, and the integration of graphics with today's technology. Hands-on training in the

production of computer generated 2D videographic animation. Prerequisite: VIC 1202. (2 hr. lecture; 4 hr. lab)

VIC2204

Videographics & Animation 2 **4 credits**
A continuation of VIC 2203 with emphasis on the production of 3D videographic images and animation. Prerequisite: VIC 2203. (2 hr. lecture; 4 hr. lab)

Finance

FIN2000

Principles of Finance **3 credits**
The creation, allocation, and utilization of money, and the effect of monetary policy upon individuals, business, national and international economics. This course provides a basis for further study of monetary theory, banking, finance and securities. (3 hr. lecture)

FIN2010

Investments in Stocks and Bonds **3 credits**
The basic principles of the stock market as they affect the individual investor in stocks and bonds. Investment in these securities is studied from the standpoint of the short-term and long-term investors. (3 hr. lecture)

FIN2051

International Financial Management **3 credits**
The basic concepts and principles of international finance, with consideration of the financial environment, transactions, and flows. Exchange rates, risks, and government policies affecting business are analyzed as well as management policies and decisions. (3 hr. lecture)

FIN2100

Personal Finance **1-3 variable credits**
A study of economic and personal goals including personal budgeting, credit budgeting, borrowing money, banking facilities, the nature of investments, life insurance, casualty insurance, home ownership, stocks and bonds, and retirement plans. (1-3 hr. lecture)

Fire Science

FFP1000

Fire Protection **3 credits**
Career opportunities in jurisdictions responsible for protection and prevention of loss of lives and property due to fire. An abbreviated review of regulating codes and agencies, suppression requirements and the basis of a fire prevention program. (3 hr. lecture)

FFP1077

First Response for Fire Service **3 credits**
A training course for students who will provide basic life support to victims of emergencies, to minimize patient's discomfort and prevent further injury. This course is required for acceptance to EMS classes and is a required part of Fire Fighter Training, but may be taken by itself. (2 hr. lecture; 2 hr. clinic)

**FFP1130
Supervision-Leadership
for Fire Officers 3 credits**

Analysis of the broad concepts of supervision and leadership to analyze the kinds of effective leadership-followership needed in the fire services, and how roles and attitudes must change in the high stress conditions to which fire fighters are routinely exposed. One of four courses recommended by the Florida Fire Standards Council for Pre-Officer Training. (3 hr. lecture)

**FFP1200
Fire Prevention 3 credits**

Florida State Fire Marshals regulations as they relate to fire prevention. Surveys of other authoritative sources, codes and ordinances such as the National Fire Code, miscellaneous model codes, underwriters laboratory, and the fire prevention intent of various codes. (3 hr. lecture)

**FFP1530
Industrial Fire
Protection 1 2-3 variable credits**

Specialized instruction and training for public and private sector business and industry who maintain a fire brigade at the incipient level, as defined by OSHA Regulations 29 CFR, 1910, Subpart L. Minor curriculum variations and added hours will be made to accommodate the varying needs of local business and industry. (2-3 hr. lecture)

**FFP2100
Municipal Fire
Administration 3 credits**

Administrative procedures necessary for the efficient appraisals, improvement, and implementation of fire protection services of a city/county government. The interrelationships of departmental organization, personnel management, fire alarm signaling systems, fire insurance regulations and the maintenance of mutual aid with other departments. (3 hr. lecture)

**FFP2110
Fire Department
Management 3 credits**

The municipal supervision-management policies, practices and procedures necessary to keep the firefighting team ready to implement fire prevention/suppression activities. One of four courses recommended by the Florida Fire Standards Council for Pre-Officer Training. Prerequisite: FFP 1130. (3 hr. lecture)

**FFP2150
Fire Service Instructor 3 credits**

The instructors' responsibilities in transmitting good study habits, class communication; human relations; learning and teaching concepts; job analysis, identifying teaching objectives; teaching methods and techniques; instructional aids and criteria and performance based evaluations. One of the four elements of instruction required by the Florida Fire Fighter Standards Council for Pre-Officer eligibility. Prerequisite: ENC 1101. (3 hr. lecture)

**FFP2240
Arson Detection/Investigation 3 credits**

An introduction to arson laws and various types of incendiary fires. Students study methods of determining fire cause; recognizing and preserving evidence; the phenomena

of non of pyrolysis, normal patterns of structural fires, interviewing witnesses, court procedures and giving court testimony. Prerequisite: Sophomore standing in program or employed fireman. (3 hr. lecture)

**FFP2300
Fire and
Building Codes 3 credits**

The national, state and local municipal fire codes with emphasis on local laws and ordinances related to life-safety features designed into structures of all types. Emphasis is one on the fire prevention requirements of the South Florida Building Code. Pre requisite: Sophomore standing in program and employed fireman. (3 hr. lecture)

**FFP2315
Fire Inspector
Preparation 1-9 variable credits**

Life/fire safety and building codes used by all fire department inspectors in Greater Miami-Dade County as well as inspection process, procedures and reporting requirements for each occupancy classification. Successful completion of the course leads to specialized certification as a Fire Inspector. Prerequisite: Permission of department chairperson. (1-9 hr. lecture)

**FFP2320
Building Construction
for Fire Science 3 credits**

A study of buildings fire codes; life safety and OSHA fire protection codes; a study of basic building construction files and the behavior of building materials during a fire; a survey of research and standards development. (3 hr. lecture)

**FFP2326
Blueprint Readings
and Plans Review 3 credits**

A study of building construction plans review and examination with an emphasis on building integrity, Life Safety and code compliance. (3 hr. lecture)

**FFP2410
Fire Fighting
Tactics and Strategy 3 credits**

The principles of efficient utilization of manpower, equipment, and apparatus with emphasis on pre-fire planning, decision making and problem-solving related to fire-ground tactics. One of four courses recommended by the Florida Fire Standards Council for Pre-Officer Training. Prerequisite: Sophomore standing in program or employed fireman. (3 hr. lecture)

**FFP2420
Command Tactics/Strategy 3 credits**

An advanced study of sophisticated urban problems involving large scale movement of people and equipment; mutual aid agreements and their authority relationships; natural and man-made catastrophes. Emphasis is on communication and command responsibilities. Prerequisite: FFP 2410. (3 hr. lecture)

**FFP2500
Hazardous Materials 1 3 credits**

An introduction to flammable hazardous materials and the basic chemical and physical properties of matter as found in solid, liquid

or gaseous forms. Hazardous environmental conditions and the interaction of materials are discussed. (3 hr. lecture)

**FFP2501
Hazardous Materials 2 3 credits**

A further study of hazardous materials with emphasis on unstable chemicals; explosive substances and their handling; exotic fuels (solids and liquid propellants); pesticides, corrosive toxic and radioactive substances. Standard operating procedures for fire departments will be discussed. Prerequisite: FFP 2500. (3 hr. lecture)

**FFP2600
Fire Apparatus
and Equipment 3 credits**

Various mechanical, hydraulic, pneumatic and electrical systems found on heavy duty, high performance fire apparatus. Why and how major parts work, their relationship, and the emergency procedures followed to make equipment apparatus are studied. Prerequisite: FFP 2640. (3 hr. lecture)

**FFP2620
Fire Detection
and Suppression Systems 3 credits**

Various electronic fire detection devices and systems; the kinds and operation of various mechanical and automatic suppression systems, and the chemical reactions that various suppressants make when in contact with hazardous materials. (3 hr. lecture)

**FFP2640
Fire Hydraulics 3 credits**

The basic theories of hydraulic as applied to the fire services. The mathematics and formulas necessary to solve fire stream calculations and any such variables. Prerequisites: MTB 1321 or equivalent ability to square numbers and perform square root is required. (3 hr. lecture)

**FFP2666
Airport & Aircraft
Fire Protection
and Operations 3 credits**

Introductory instruction, for those persons assigned to an airport fire department, including working knowledge of aircraft types, and extinguishing systems, airport firefighting equipment; extinguishing agents. Students will become familiar with airport operations, training, general fire prevention and activities during fueling. Training is in compliance with National, State and Dade County Aviation Department requirements. Special fee. (3 hr. lecture)

Food Service

FOS1201

Food Sanitation 3 credits

Major topics covered, scientific rationales for safety and sanitation procedures; causes of food-borne illnesses and preventive measures; sanitation practices; and safety regulations and practices. (3 hr. lecture)

FSS1115

Food Preparation/Menu Design 3 credits

The relationship of facility, equipment and staff capabilities to menu content. Development of the menu as an effective sales tool. Menu format and design as an aid to merchandising. (3 hr. lecture)

FSS1202C

Elementary Food Preparation 4 credits

Production and the use of food and materials, development of standards of food preparation; the effect of these factors upon economics, nutritive value, and aesthetic appeal of food materials. A.S. degree credit only. (2 hr. lecture; 4 hr. lab)

FSS2224

Quantity Food Preparation 3 credits

Advanced food preparation. Emphasis is placed on the application of these skills in realistic management operating situations. Corequisite: FSS 2225L. A.S. degree credit only. (2 hr. lecture; 2 hr. lab)

FSS2225L

Quantity Food Preparation Laboratory 2 credits

On-hand preparation of meals in quantity portions using commercial equipment, standard recipes, and menu items catered to the Wolfson Campus population. Corequisite: FSS 2224. A.S. degree credit only. (4 hr. lab)

FSS2240C

Creative Cooking 3 credits

Basic cooking skills and the necessary culinary skills required in classical cuisine for special interest students. The course focus will be on production of international menu items with emphasis in European cuisine. Prerequisite: 1202C. Laboratory fee. A. S. degree credit only. (3 hr. lab)

FSS2431

Food Facilities

Layout and Design 3 credits

Planning of food service facilities is stressed; time and motion principles are employed; equipment purchasing techniques analyzed. (3 hr. lecture)

Foreign & Biblical Language Literature

FOT2122

European Prose 1 3 credits

A survey of the writings (in English translation) of such authors as Gide, Malraux, Sartre, Camus, Cocteau, Ionesco, Robbe-Grillet, Duras, Lorca, Lampedusa, Kazantzakis, Andric, Mann, Kafka, Hesse, Brecht, Dostoevsky. First semester: German and Russian literature. Second semester: French, Spanish and Italian literature. Given in English. Level 1. Offered through Overseas Study Program. (3 hr. lecture)

FOT2123

European Prose 2 3 credits

A survey of the writings (in English translation) of such authors as Gide, Malraux, Sartre, Camus, Cocteau, Ionesco, Robbe-Grillet, Duras, Lorca, Lampedusa, Kazantzakis, Andric, Mann, Kafka, Hesse, Brecht, Dostoevsky. First semester: German and Russian literature. Second semester: French, Spanish and Italian literature. Given in English. Level 2. Offered through Overseas Study Program. (3 hr. lecture)

French Language and Literature

FRE1113

Phonetics and Vocabulary 1 3 credits

Applied phonetics and vocabulary development. Level 1. Offered through Overseas Study Program. (3 hr. lecture)

FRE1114

Phonetics and Vocabulary 2 3 credits

Applied phonetics and vocabulary development. Level 2. Offered through Overseas Study Program. (3 hr. lecture)

FRE1120

Elementary French 1 4 credits

An integrated (multi-media) approach to acquire proficiency in the basic skills (of the language)-listening/understanding, speaking, reading, writing, and across-cultural awareness. Emphasis on practical vocabulary and accurate pronunciation. Practice in class and laboratory in understanding and using the spoken language; reading and writing with progressive grammatical explanations. (4 hr. lecture)

FRE1121

Elementary French 2 4 credits

A continuation of FRE 1120. A proficiency-oriented course emphasizing the mastery of the

basic skills of the language. Prerequisite: FRE 1120. (4 hr. lecture)

FRE1170

France Travel Study 3 credits

Combines the study of French with travel to France or French-speaking nation and in consultation with the instructor, presentation of a project focusing on some aspect of culture or life of the country or region visited. (3 hr. lecture)

FRE2200

Intermediate French 1 4 credits

French culture learned through a systematic review of reading and writing skills with emphasis on oral as well as written presentation. Prerequisite: FRE 1121 or equivalent. (4 hr. lecture)

FRE2201

Intermediate French 2 3 credits

Understanding, speaking, reading writing and cross-cultural awareness, through a systematic review of reading and writing skills with emphasis on oral as well as written expression. Prerequisite: FRE 2200. (3 hr. lecture)

FRE2240

French Oral Expression 1 3 credits

Developing skills in conversation. Oral structures. Vocabulary expansion. Phonetic correction. Level 1. Offered through Overseas Study Program. (3 hr. lecture)

FRE2241

French Oral Expression 2 3 credits

Developing skills in conversation. Oral structures. Vocabulary expansion. Phonetic correction. Level 2. Offered through Overseas Study Program. (3 hr. lecture)

FRE2330

Advanced French Grammar and Civilization 1 3 credits

An approach to grammatical analysis. A synopsis of fundamental usages. Also an introduction to French civilization and culture from the earliest period to the Renaissance. Prerequisite: FRE 2201 or equivalent. (3 hr. lecture)

FRE2331

Advanced French Grammar and Civilization 2 3 credits

Emphasis on subtleties, the exceptions and current idiomatic turns of the language. French civilization and culture from the Renaissance to the present. Prerequisite: FRE 2330 or equivalent. (3 hr. lecture)

FRW2010

Selected Readings in French Literature 1 3 credits

A study of outstanding works authors, genres, or literary currents in France. (3 hr. lecture)

FRW2020

Selected Readings in French Literature 2 3 credits

A study of outstanding works, authors, genres, or literary currents of French expression in francophone nations or areas. (3 hr. lecture)

FRW2930

Seminar in

Modern French Literature 3 credits

Intensive seminar work on one period of modern literature. Topics change each semester. Special emphasis on the development of French. Level 1. Offered through Overseas Study Program. (3 hr. lecture)

Funeral Services Education

NOTE: Effective 2002-1 all students must take the International Conference of Funeral Service Examining Boards, Inc. exam immediately after proof of graduation according to the American Board of Funeral Service Education.

FSE1000

Introduction to

Funeral Services 3 credits

The principles of funeral service and its history. A study of the ethical obligations and fundamental requirements, involving skill, aptitudes, and qualifications of funeral directors. A.S. degree credit only. (3 hr. lecture)

FSE1080

Funeral Law

3 credits

Federal, state and municipal statutes, rules, regulations and ordinances pertaining to funeral service; torts, contract and administrative laws, and financial disclosures pertinent to funeral operations and management. A.S. degree credit only. (3 hr. lecture)

FSE1105

Funeral Service Chemistry 3 credits

A survey of the basic principles of chemistry as they relate to funeral service. Especially stressed are the chemical principles and precautions involved in sanitation, disinfection, public health and embalming practice. A.S. degree credit only. (3 hr. lecture)

FSE1204

Computer Literacy

in Funeral Services 1 credit

This is a hands-on, basic computer literacy course designed to acclimate the funeral services student to computers and their usage as they relate to the funeral services' industry. Special fee. (2 hr. lab)

FSE2060

Funeral Directing

3 credits

Study of various religious, fraternal, military, traditional, nontraditional and humanistic variations of funeral ceremonies, including cultural, ethnic and geographic customs. A.S. degree credit only. (3 hr. lecture)

FSE2061

Thanatology

3 credits

Psychological and sociological dynamics of death, dying, and bereavement. Dynamics of counseling demonstrated through role-playing video critique and analysis. Prerequisite: FSE 1000. A.S. degree credit only. (3 hr. lecture)

FSE2100

Embalming 1

3 credits

Orientation to basic embalming skills, case analysis, chemical composition, post-mortem changes, instrumentation and disinfection.

Prerequisite: FSE 2100 A.S. degree credit only (3 hr. lecture)

FSE2100L

Embalming 1 Lab

2 credits

Laboratory for FSE 2100. Laboratory fee. Corequisite: FSE 2100. A.S. degree credit only. (4 hr. lab)

FSE2106

Funeral Service

Microbiology

3 credits

This course is a survey of the basic principles of microbiology as it relates to Funeral Science. It emphasizes the importance of sanitation, disinfection, public health in the embalming practice. (3 hr. lecture)

FSE2120

Restorative Arts

3 credits

Anatomical study of human features; familiarization with instruments, human proportions, special materials and techniques. Prerequisite: BSC 1084; corequisite: FSE 2120L. A.S. degree credit only. (3 hr. lecture)

FSE2120L

Restorative Arts Lab

1 credit

Laboratory for FSE 2120. Practice and techniques in reconstructive modeling. Laboratory fee. Corequisite: FSE 2120. A.S. degree credit only. (2 hr. lab)

FSE2121

Funeral Service

Cosmetology

3 credits

Theory of color as it applies to cosmetic application, illumination, floral display and interior decoration in funeral service. Emphasis on experiences which provide competencies in cosmetology, hair styling and preparation of the body for funeralization. (3 hr. lecture)

FSE2140

Embalming 2

3 credits

Emphasis on embalming considerations and procedures for pathogenesis and advanced decomposition, use of specialized chemicals, treatment of post-mortem cases and advanced techniques. Corequisite: FSE 2140L. A.S. degree credit only. (3 hr. lecture)

FSE2140L

Embalming 2 Lab

2 credits

Laboratory for FSE 2140. Laboratory fee. Corequisite: FSE 2140. A.S. degree credit only. (4 hr. lab)

FSE2160

Pathology

4 credits

General, systemic and forensic pathology with emphasis on analysis of pre-and post-mortem histology, cytology and etiology; causative factors relating to death and determination of cause of death. Prerequisite: BSC 1084. A.S. degree credit only. (4 hr. lecture)

FSE2200

Funeral Service

Accounting

3 credits

An introduction to basic principles of accounting theory. This subject covers financial statements and their analysis, journalizing, receivables, payables, deferrals, and accruals. Inventory costing models depreciation models and payroll accounting are included. Applications to funeral home operations are made throughout the subject material. A.S. degree credit only. (3 hr. lecture)

FSE2201

Funeral Home

Operations

3 credits

Theoretical and practical training in all areas of funeral home operations; laboratory experience in merchandising and funeral arrangements. Corequisite: FSE 2200. A.S. degree credit only. (3 hr. lecture/lab)

FSE2202

Funeral Service

Business Management

3 credits

The role and function of an effective manager is explored. Emphasis is placed on the management functions of planning, organizing, motivating, directing, and controlling. How to purchase a small business is also covered. A.S. degree credit only. (3 hr. lecture)

FSE2203

Funeral Home

Application

3 credits

Applications in funeral service with emphasis on the practical aspects of funeral directing. Procedures on taking first call, buying and selling of merchandise, funeral arranging, conducting funerals, job interviewing, and resume writing. (4 hr. lab)

FSE2931

Funeral Service

Professional Review

1 credit

This course is for the Funeral Science student who is graduating and taking the National Board Examination at the end of the semester that this course is being offered. The course is a review of the science section of the Funeral Science courses in order to help prepare the student for the National Board Examination. Prerequisite: Permission of the department is required. (2 hr. lab)

FSE2932

Funeral Science

Professional Review 2

1 credit

This course is for the funeral Science student who is graduating and taking the National Board Examination at the end of the semester that this course is being offered. The course is a review of the Arts section of the Funeral Science courses in order to help prepare the student for the National Board Examination. Prerequisite: Permission of the department is required. (2 hr. lab)

FSE2944

Professional

Practicum

1-6 variable credits

Provides experience in funeral home activities under direct supervision of an Embalmer/Funeral Director and college professors in field work. Requires minimum of 192 hours of funeral home supervised experience. On campus seminars with professional staff. Students may register for variable credit (1-6 semester hrs.) during successive semesters. Meets Florida State Board of Funeral Directors and Embalmers Rule 21J requirements for students employed in licensed funeral firms. Prerequisite: Permission of department chairperson. See department chairperson for additional information. A.S. degree credit only. (12 hr. lab)

General Business

GEB1011
Principles of Business 3 credits
Basic principles of ownership, management, marketing, personnel, finance, accounting, business research and law as they affect the operation of American business and industry. (3 hr. lecture)

GEB1949
Co-op Work Experience 1: GEB 3 credits
This course is designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

GEB2350
Introduction to International Business 3 credits
Provides an overview of the cultural environment of international business and the institution which affects business today. International economic, political, and trade issues are analyzed in the context of socio-economic goals and policies of the nations involved. (3 hr. lecture)

GEB2893
Strategic & Policy Issues in Non-Profit Organizations 3 credits
This course provides a culminating experience for the student involved in the non-profit sector to integrate course work with current issues in the non-profit field. Three to four topics relevant to the management and boards are previewed with professional speakers from these areas as guest speakers. An understanding of the case study method will be required in order for students to prepare a case study for their non-profit organization and propose a solution. Issues to be included are: resource development, financial management, technology, and capacity building. Students will present their findings in a formal presentation to industry professionals. It is recommended that students take this course in their final semester. (Annually the topics selected for inclusion will be reviewed.) (3 hr. lecture)

GEB2949
Co-op Experience 2: GEB 3 credits
This course is designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisites: Co-Op Department approval and completion of 1949 Co-op Work Experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education office to obtain registration approval. (3 hr. lecture)

Geography

GEO2030
Regional Geography of the Non-Western World 3 credits
Description and analysis of the nations and regions of the non-Western World. Universal geographic concepts are emphasized. The relative location of regions and nations is evaluated in terms of their physical environments and political and economic trends. Emphasis is also given to demography and resource utilization. (3 hr. lecture)

GEO2040
Regional Geography of the Western World 3 credits
Description and analysis of the nations and regions of the Western World, evaluated in terms of their physical environments and political and economic trends. (3 hr. lecture)

GEO2530
Europe and the Mediterranean 1 3 credits
The shape, relief, soil, resources, industries and people of Europe and the Mediterranean. An analysis of the distribution and comparative importance of manufacturing, mining, forestry, agriculture and trade in relation to such factors as powers resources, raw materials, climate, land forms, centers of population and trade routes. A background for understanding industrial and commercial opportunities and limitations in the various areas in Europe and the Mediterranean. The first semester is devoted to the geography of France and the second to the larger Europe-Mediterranean area. Given in English. Level 1. Offered through Overseas Study Program. (3 hr. lecture)

GEO2560
Europe and the Mediterranean 2 3 credits
The shape, relief, soil, resources, industries and people of Europe and the Mediterranean. An analysis of the distribution and comparative importance of manufacturing, mining, forestry, agriculture and trade in relation to such factors as power resources, raw materials, climate, land forms, centers of population and trade routes. A background for understanding industrial and commercial opportunities and limitations in the various areas in Europe and the Mediterranean. The second semester is devoted to the geography of France and the second to the larger Europe-Mediterranean area. Given in English. Level 2. Offered through Overseas Study Program. (3 hr. lecture)

GEO2000
Basic Concepts in Geography 3 credits
This course is designed as an introduction to the basic concepts in geography. The course is specifically aimed at those individuals who teach or will teach social studies skills in primary and secondary schools and was developed to improve the delivery of geographic education. (3 hr. lecture)

GEO2150
Introduction to GIS 4 credits
An introduction to Geographic Information Systems. Included in awareness of G.I.S., an introduction to G.I.S. models and formats, as well as map making and analysis. Students will use ArcView G.I.S. software. (3 hr. lecture; 2 hr. lab)

GEO2156
Intermediate GIS 4 credits
A second course in G.I.S. utilizing ArcView software. This course covers discrete geocoding and geoconferencing, data input, spatial databases, creation of data and the use of ArcView Network Analyst Extension. (3 hr. lecture; 2 hr. lab)

GEO2173
Advanced Geographic Information Systems 4 credits
The final course in 3 semester sequence in G.I.S. utilizing ArcView G.I.S. software. In this course the student will use ArcView G.I.S. Spatial Analyst extension as well as learn how to conceptualize spatial problems, data, and operations. Student will also be introduced to remote sensing and image processing principles and techniques including the use of ArcView's Image Analyst extension. (3 hr. lecture; 2 hr. lab)

GEO2200
Physical Geography 3 credits
This course introduces the student to the fundamental processes responsible for the formation functioning and changing of landscapes on earth. The student will also be exposed to the ways man has reacted to these forces. (3 hr. lecture)

GEO2370
Conservation of Natural Resources 3 credits
A survey of the natural resource base of the United States. Emphasis is on the quantitative, qualitative, and locational aspects of these resources, together with the conservation principles and practices involved. (3 hr. lecture)

GEO2420
Introduction to Cultural Geography 3 credits
This course is an introduction to cultural geography and is structured around the five basic themes in geography: location, place, human-environment interaction, movement and regions. The student will be exposed to the differences between places, the dynamic aspects of culture and the physical environment. Lastly, the course will heighten the student's awareness of the visible expressions of culture and landscape. (3 hr. lecture)

Geology

GLY1001

General Education

Earth Science

3 credits

Selected concepts and principles of earth science taken from the areas of astronomy, geology, meteorology and oceanography. (3 hr. lecture)

GLY1001L

General Education

Earth Science Lab

1 credit

Optional laboratory for GLY 1001. Corequisite: GLY 1001. Laboratory fee. (2 hr. lecture)

GLY1007

The Ecology &

Geology of Foreign

National Parks Field Trip

2 credits

The fieldtrip course gives the student the opportunity to study the biological aspects of a foreign national park, while on location. Repeatable for credit. (2 hr. lecture)

GLY1010

Physical Geology

3 credits

The fundamental concepts of geological process and structures. Plate tectonics is integral to this course which is intended for both majors and non-majors. Majors are strongly advised to take GLY 1010L. (3 hr. lecture)

GLY1010L

Physical Geology

Laboratory

1 credit

Laboratory for GLY 1010. Studies of common minerals and rocks and topographic and geologic maps along with aerial photography. Corequisite: GLY 1010. Laboratory fee. (2 hr. lab)

GLY1100

Historical Geology

3 credits

The earth, its oceans and continents as developed by the concepts of plate tectonics. Also included is the development of life and its evolution through time. Corequisite: GLY 1100L. (3 hr. lecture)

GLY1100L

Historical Geology

Laboratory

1 credit

Laboratory for GLY 1100. Corequisite: GLY 1100. Laboratory fee. (2 hr. lab)

GLY1160

The Ecology and Geology of the National Parks

3 credits

An overall view of the National Parks, with primary emphasis on the geological features and biological aspects found in each of the parks. Special fee. Pre/corequisite: PSC 1515. (3 hr. lecture)

GLY1781

The Ecology &

Geology of the National

Parks Field Trip

1-2 variable credits

Gives the student an opportunity of visiting one or more of the national parks while earning college credit. The student has a unique opportunity of learning about the geological and biological aspects of the park while hiking the established trails of the park. The

course can be repeated for additional credits as different national parks are studied. (1-2 hr. lecture)

German Language

GER1120

Elementary German 1

4 credits

An integrated (multi-media) approach to acquire proficiency in the basic skills (of the language)-listening/understanding, speaking, reading, writing, and cross-cultural awareness. Emphasis on practical vocabulary and accurate pronunciation. Practice class and laboratory in understanding and using the spoken language; reading and writing with progressive grammatical explanations. (4 hr. lecture)

GER1121

Elementary German 2

4 credits

A continuation of GER 1120. A proficiency-oriented course emphasizing the mastery of the basic skills of the language. Prerequisite: GER 1120. (4 hr. lecture)

GER2200

Intermediate German 1

4 credits

German culture learned through a systematic review of reading and writing skills with emphasis on oral as well as written presentation. Prerequisite: GER 1121 or equivalent. (4 hr. lecture)

GER2201

Intermediate German 2

3 credits

Understanding, speaking, reading, writing and cross-cultural awareness, through a systematic review of reading and writing skills with emphasis on oral as well as written expression. Prerequisite: GER 2200. (3 hr. lecture)

GER2240

Intermediate German

Conversation

& Composition 1

3 credits

Aids the student in attaining oral and written proficiency in German. Prerequisite: GER 2201 or equivalent (3 hr. lecture)

GER2241

Intermediate German

Conversation

& Composition 2

3 credits

The course continues to develop effective oral and writing communication skills in the German language with emphasis on the German verb system and the use of idiomatic expressions in conversation and composition. (3 hr. lecture)

Gerontology

GEY2000

Aging

3 credits

The aging process and its effect on the individual. The clinical, biological, historical, and sociological aspects of aging are considered. The impact of legislation, economics, social systems and special current problems are explored. A.S. degree credit only. (3 hr. lecture)

GEY2611

Survey of

Mental Health & Aging

3 credits

An introduction to the relationship between mental health issues and aging using the biopsychosocial model, including an overview of how aging is explored by the major issues and models in adult development and aging (i.e. nature-nurture, continuity-discontinuity issues; mechanistic, organismic and contextual models). Particular attention will be given to studying the correlation between cultural and socio-economic variables and mental health issues. This course is intended for students who have had little or no prior exposure to gerontology. Students will complete a 40-hour on-site service learning experience. Prerequisite: DEP 2000 or departmental approval. (3 hr. lecture)

GEY2621

Introduction to

Sociological Perspectives

3 credits

An introduction to the various sociological theories of aging (i.e. disengagement and activity theories) as well as an overview of the cultural context within which aging takes place in American society. Particular emphasis will be placed on the impact of minority and low-income status on aging. This course is intended for students who have had little or no prior exposure to gerontology. Students will complete a 40-hour on-site service learning experience. Prerequisite: SYG 2000 or departmental approval. (3 hr. lecture)

Graphic Arts

GRA1141

Graphic Imaging 2

4 credits

Create and prepare dynamic graphics, SWF interactive movies, and Quick Time player video for the internet. Produce vector and pixel based professional web graphics to standards for distribution on or use on the Internet. Students are introduced to vector and pixel based applications used to produce animated images and movies for a controlled length of time. Students learn pre-planning, storyboarding, and production of dynamic graphics with time based application. Use creative approaches to solve client requirements with interactivity. This is a required course for students in the Graphic Internet Technology degree. Recommended for publishing, web design or advertising industry personnel who wish to produce vector and pixel based professional web graphics. Prerequisite: GRA 1433. Special fee. (2 hr. lecture; 4 hr. lab)

GRA1143**Graphic Interface****Design 1****4 credits**

Basics of Web Page Design and Internet Architecture. Introduces students to the design process and how it functions. Students will learn how to create for the World Wide Web with standard web creation applications add several elements from other graphic creation programs and combine those elements in an attractive and functional manner. This course will also expand students' concepts of the practices and procedures for planning Web sites. Prerequisites: GRA 1144, 2577C. Special fee. (2 hr. lecture; 4 hr. lab)

GRA1144**Introduction to****Graphic Internet Technology 3 credits**

Introduce Internet architecture, addressing domain names, e-mail, Web browsers, and Internet safety and security. Surf the World Wide Web with four standard web browsers, send and receive e-mail, download files with File Transfer Protocol, search for information using a number of different search engines, set up a Web page, and use HTML programming—including formatting, graphics, lists, forms, tables and backgrounds. Introduce the basic concepts of client/server computing. Examine components, technologies, and system standards involved in client/server computing. This course will also introduce students to the practices and procedures for planning Web sites. Students will learn to appreciate the aspects of a well-designed web site. Special fee. (2 hr. lecture; 2 hr. lab)

GRA1145**Graphic Interface****Design 2****4 credits**

Introduce a comprehensive process of Web Page Design and Internet Architecture. Continue to teach students the design process and how it functions. Students will learn how to create complex commercial sites for the World Wide Web with a standard Web creation application and an image editing application and combine those elements in an attractive and functional manner. This course will also expand students' concepts of the practices and procedures for planning elaborate Web sites. Prerequisites: GRA1143, GRA 1433. Special fee. (2 hr. lecture; 4 hr. lab)

GRA1433**Graphic Imaging 1****4 credits**

Introduce students to the hardware and software necessary to produce static and animated images. Students are introduced to the use of digital cameras and scanners to produce images suitable for viewing on all computer platforms. Students are also introduced to creative and production aspects of digital imaging for image databases, GIF images, and vector based dynamic graphics. Required for students in the Graphic Internet Technology degree. Recommended for publishing, web design or advertising industry personnel who wish an introduction to Internet Imaging. Prerequisites: GRA 1144, 2577. Special fee. (2 hr. lecture; 4 hr. lab)

GRA1500**Introduction to****Graphic Communications 3 credits**

This course will introduce the Graphic Arts and Graphic Design (Commercial Art) student to the study of the history, basic manual procedures and future technology of the computer age in the Graphic Communications industry. It is designed to offer participants an overview of the entire printing process, from start to finish. It is based on NAPL's Workbook Graphic Arts Processes. It is recommended for all students during the first year, first term. (2 hr. lecture; 2 hr. lab)

GRA1530C**Principles of****Typography****4 credits**

Printer's measurements and arithmetic, distinguishing typesetting from typography, type classification and identification, copyfitting, mark-up and vocabulary. Laboratory classes consist of computer typesetting machine operation, various typesetting projects and problems. Laboratory fee. (2 hr. lecture; 4 hr. lab)

GRA1543C**Graphic Design 1****4 credits**

An introduction to basic theory and skill techniques of visual communications. Students learn to delineate natural and man-made objects (the structure of our environment) in proper visual relationship using pencil and paper. By solving basic visual communication problems involving perspective, proportion, and representative drawing, students develop the basic skills necessary for success in graphic communication. Prerequisites: Acceptable secondary school proficiency in arithmetic, reading and writing, as well as drawing ability (by portfolio) are desirable. Special fee. (2 hr. lecture; 4 hr. lab)

GRA1544C**Graphic Design 2****4 credits**

Studio projects, in which the student creates graphic communication designs (ads, brochures, TV graphics, illustrations, etc.) using contemporary mediums, techniques and tools. Prerequisite: GRA 1543C. Special fee. (2 hr. lecture; 4 hr. lab)

GRA1571C**Introduction to****Digital Imaging****4 credits**

Photographic theory and practice, including camera operation, developing, enlarging, printing, copying, scaling, the reproduction of line copy and the stripping-in processes used in lithography. Prerequisite: GRA 1500. Laboratory fee. (2 hr. lecture; 4 hr. lab)

GRA1600C**Offset Stripping, Black and White****4 credits**

Fundamentals of single color layout and stripping as used in offset lithography.

Includes actual practice and instruction in the tools used in stripping, performing the various operations of laying out and stripping-up flats for single color plates. Prerequisite: GRA 1571C. Laboratory fee. (2 hr. lecture; 4 hr. lab)

GRA1701**Graphic Arts****Computations****3 credits**

This course will introduce the Graphic Arts and Graphic Design (Commercial Art) student to a good workplace math course that reflects the way math is used on the job and how solutions are worked on together with other employees. This course is divided into four separate units, each with its own focus and set of learning goals and objectives. Each unit is made up of several lessons containing multiple worksheets. The unit titles are: Ratios and Proportions; Measurements; Using Approximations and Estimations and Introduction to Statistical Processing Controls. (3 hr. lecture)

GRA1706C**Graphic Arts****Estimating 1****3 credits**

This course will introduce the Graphic Arts and Graphic Design (Commercial Art) student to the analysis of the economic principles involved in advertising production; kinds, sizes, uses, weights and finishes of paper, construction and use of plates; acquisition of materials and methods of binding. Students will learn the preplanning necessary in the reproduction of printing. Prerequisite: GRA 1725. (2 hr. lecture; 2 hr. lab)

GRA1949**Co-op Work****Experience 1: GRA****3 credits**

This is a course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-Op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

GRA2146**Graphic Interface****Design 3****4 credits**

This advanced course teaches students a more comprehensive process of preparing and implementing CGIscripts into web pages. This is an advanced design and development course, which teaches the creation of Active Server Pages using an application that quickly deploys database-driven e-commerce applications. Using a drag-and-drop interface and sophisticated wizards, the student builds web-based applications that access and update data in real-time while working across all major browsers. Create safe, fully customizable online stores that are scaleable and simple to maintain. Develop stores quickly using built-in tax and shipping calculations, sophisticated merchandising options for including discount and fee calculations, and automatic order confirmations. Prerequisite: GRA 1145. Special fee. (2 hr. lecture; 4 hr. lab)

GRA2147**Streaming****Media Creation****4 credits**

Create, edit, and stream digital media from a server for distribution on the Internet. Provides a logical organization for understanding the benefits and limitations of streaming media. Enable students to use digital media cameras, digital media editing programs to produce creative presentations or portfolios for streaming distribution on the Internet. Students will learn the basic concepts of streaming media such as: how to prepare media for various bandwidths, how and when to use transitions, how to prepare titles, how to prepare superimposing, how to prepare audio and how to edit. Required for Graphic Internet Technology degree. Recommended for publishing, web design or advertising industry personnel who wish to produce streaming media. Prerequisite: GRA 1141. Special fee. (2 hr. lecture; 4 hr. lab)

GRA2204**Alternate Media Creation****4 credits**

Prepare electronic documents for conversion for use on the Internet or for use in multimedia projects. Understand Portable Document Format (PDF) as the de-facto standard for electronic documents. Learn how PDF files can be published and distributed anywhere: in print, attached to e-mail, on corporate or Intranet servers, posted on Web sites, or on CD-ROM. Learn how PDF files can be shared, viewed, navigated, and printed exactly as intended by any PDF. Learn navigational structures, creating, editing, and distributing documents, as well as building searchable Portable Document Format Libraries. Introduce students to the hardware and software necessary to produce PDFs for distribution or use on the Internet. Introduce creative and production aspects of PDF. Required for students in the Graphic Internet Tech degree. Recommended for publishing web design or advertising industry personnel who wish a comprehensive course on PDF. Prerequisite: GRA1141. Special fee. (2 hr. lecture; 4 hr. lab)

GRA2530**Introduction to****Electronic Publishing****3 credits**

This course is designed to introduce the graphic arts and graphic design students to the hardware, software and concepts necessary to produce high quality mechanicals and artwork on a networked Macintosh and PS/2 computer system. Emphasis will be on quality control and assurance standards required in the commercial printing industry. Part I of the course will focus on the technical aspects of choosing, using and maintaining a networked computer-based electronic publishing system. Part II of the course will familiarize the student with the requirements of full color process printing to commercial printing standards for the production of publications and catalogs. (3 hr. lecture)

GRA2540C**Advanced Electronic****Publishing****4 credits**

QuarkXPress is a high-end electronic program whose features include extremely tight typographic and photographic controls. These features make QuarkXPress a program well suited for catalogs and magazine layouts. Students in this class will learn to operate QuarkXPress efficiently. Class lectures are supported with extensive handouts and

audio visual presentations. Lab classes consist of a series of catalog and publication jobs which are designed to highlight the features of this program. Prerequisite: GRA 1 500. Special fee. (2 hr. lecture; 4 hr. lab)

GRA2545C**Advanced Graphic****Design 1****4 credits**

Practical problems in graphic communications with emphasis on producing layouts and comprehensives in black and white and color to contemporary industry standards. Prerequisite: GRA 1544C. Special fee. (2 hr. lecture; 4 hr. lab)

GRA2546C**Advanced Graphic****Design 2****4 credits**

Work necessary for the production of a typical graphic brochure including copy illustrations, thumbnails, roughs, comprehensive, mechanical camera, and stripping. Prerequisite: GRA 1530C. Laboratory fee. (2 hr. lecture; 4 hr. lab)

GRA2550C**Computer Assisted****Graphic Design****4 credits**

One of the most exciting aspects of electronic publishing is the ability to create and manipulate full color graphic illustrations. Students will receive training on Adobe Illustrator and Aldus Freehand, two encapsulated PostScript illustration programs which are standard in the industry. Class lectures will be supported with extensive handouts and audiovisual presentations. Lab classes consist of a series of full color projects designed to highlight the features of each program. Prerequisites: GRA 157 1C or 2540C. Special fee. (4 hr. lecture)

GRA2560C**Digital Graphic Printing****4 credits**

Students, working from photographs, represent the natural world on the newest artistic media: the personal computer. Fractal Design's Painter software enables students to use a wide variety of digital tools and surfaces to create electronic illustrations. The software includes tools that simulate the techniques of impressionist, pointillist, and photo-realist artists, as well as those of Van Gogh and Seurat. The course will benefit creative and personnel in the graphic arts industry whose jobs are changing every day because of advancement in technology as well as improving the employability of Graphic Arts Technology & Graphic Design Technology majors. Lab classes consist of projects designed to highlight the features of software programs. Prerequisites: GRA 2540C, 2550C, 2820C. Special fee. (2 hr. lecture; 4 hr. lab)

GRA2575C**Color Reproduction****Technology 1****4 credits**

The theory and fundamentals of color and light as applied to photomechanical processes. Instruction will emphasize synthesis of additive and subtractive color, densitometry, use of panchromatic continuous-tone materials and introduction of correction requirements. Corequisite: GRA 1571C. (3 hr. lecture)

GRA2576C**Color Reproduction****Technology 2****3 credits**

Color separations with emphasis on methods commonly practiced. Includes calculating

and predicting correction-factors, quality controls, and proofing methods. Students will be introduced to electronic color scanning and the current state of the science. Prerequisites: GRA 2573C, 2572C. Laboratory fee. (2 hr. lecture; 2 hr. lab)

GRA2577C**Electronic Photoshop****4 credits**

This course is designed for the experienced electronic publisher, graphic designer or graphic arts person who wishes to integrate black and white and color photography into their page layout or paint programs. It is also suggested for Graphic Art, Graphic Design, and Photography majors at MDCC. Students will learn the basics of desk top scanning, retouching, color correcting, pre-proofing, correcting again, and output to laser printers, color printers, and imagesetters. Corequisite: GRA 1571C. (2 hr. lecture; 4 hr. lab)

GRA2578C**Advanced Electronic****Photoshop 2****4 credits**

This advanced course will introduce the Graphic Arts students to integrate black and white color photography into their page layout or paint program. Students will learn the requirements of desktop drum and flatbed scanning, retouching, color correcting, pre-proofing, correcting again and output to laser printers, color printers, and imagesetters. Prerequisites: GRA 2577C. Special fee. (2 hr. lecture; 4 hr. lab)

GRA2635C**Offset Presswork 1****4 credits**

The principles of offset presswork, including the operation of duplicating machines (Multith, A.B. Dick, Chief 15, MGD and Davidson), setting up and operating the presses, troubleshooting, simple maintenance and safety precautions. Laboratory fee. Prerequisite: GRA 1600C. (2 hr. lecture; 4 hr. lab)

GRA2638C**Offset Presswork 2****4 credits**

Operation of the offset press (Harris LXI): a study of each unit of the machine gauges and instruments used in conjunction with the offset press, setting up and operating the press troubleshooting, safety and simple maintenance. Prerequisite: GRA 2635C. Laboratory fee. (2 hr. lecture; 4 hr. lab)

GRA2707C**Graphic Arts****Estimating 2****3 credits**

This advanced course will introduce the Graphic Design (Commercial Art) student to the process of figuring out the cost of a job that they have produced. They will figure what the shop rate is for each area of production. It will also involve the use of a computerized estimating software program. Prerequisite: GRA 2577C. (2 hr. lecture; 2 hr. lab)

GRA2820C**Professional Desktop Publishing Media****4 credits**

Professional Desktop Publishing Media is an advanced course in electronic publishing for professionals in the printing and publishing industry who need to update or renew occupational skills and for advanced graphic design students. Instructions include micro-computer based applications that allow users to design, layout, illustrate, and typeset publications, advertisements, overhead transparencies and commercial electronic artwork. Students will work with a standard page layout program and will learn electronic graphic design techniques and publishing requirements for full color high resolution output. Prerequisites: GRA 1500 or GRA 2540C. Special fee. (2 hr. lecture; 4 hr. lab)

GRA2949**Co-op Work****Experience 2: GRA****3 credits**

This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval and completion of 1949 Co-op Work Experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

Health Science

HSC1400**Cardiopulmonary Resuscitation 1 credit**

Designed to teach the skills necessary for emergency care in cases of airway blockage respiratory and/or cardiac arrest. This course meets the American Red Cross certification requirements in Basic Life Saving Cardiopulmonary Resuscitation. (2 hr. lab)

HSC2100**Health Education****3 credits**

Designed to provide an orientation to the aspects of personal and community health while presenting a concept of wellness for healthful living. This course examines the current health trends relating to today's society. (3 hr. lecture)

HSC2400**First Aid****3 credits**

Designed to provide opportunities to develop, practice, and display skills concerning emergency care and the prevention of accidents. This course meets the American Red

Cross certification requirements for Standard First Aid and Personal Safety and Basic Life Saving Cardiopulmonary Resuscitation. Special fee. (3 hr. lecture)

HSC2404**Instructor's Training****First Aid & CPR****3 credits**

Designed to improve the performance skills, techniques, and knowledge as well as develop competent teaching skills in First Aid and cardiopulmonary resuscitation. This course meets the American Red Cross Instructor Certification Requirements for Standard First Aid and Personal Safety and Basic Life Saving Cardiopulmonary Resuscitation. Special fee. Prerequisite: HSC 2400 or certification in American Red Cross Standard First Aid and Personal Safety and Basic Life Saving Cardiopulmonary Resuscitation. May be repeated for credit. (2 hr. lecture; 2 hr. lab)

HSC2532**Medical Terminology and Procedures****4 credits**

Expansion of medical vocabulary to include: pharmacology, procedures, neoplasms, psychiatric and medical complications. Prerequisite: HSC 2531. A.S. degree credit only. (4 hr. lecture)

HSC2560**Patient Care Management****6 credits**

Specific standards as they relate to patient care. Areas include: care plans; subacute management; quality assurance; patient safety systems; coordination of department such as dietary, pharmacy, dietary, pharmacy, and nursing as they relate to the treatment and care of the patient; staff development; and federal, state, and local requirements. Prerequisite: HSC 2531. (6 hr. lecture)

Health Information Management

HIM1000**Introduction to Health Information Management****2 credits**

The role and functions of a health information technician. Health information is essential to our health care delivery system. The medical record, in manual or automated form, houses the health information that describes all aspects of patient care. The structure, organization, and maintenance of the medical record are discussed. The organization and mission of the American Health Information Management Association are explored. The student also learns the organization and function of various types of health care facilities and the responsibilities of national, state and local health agencies. (2 hr. lecture)

HIM1110**Health Information Management****Data Collection****2 credits**

The basic functions of a health information department and the roles and responsibilities of each of the operational units. The student will learn the various numbering and filing systems and how systems and how to analyze the medical record for completeness and

accuracy. The components of the various indices and registers and their importance are explored. Prerequisite: Permission of the Department Chairperson; corequisite: HIM 1110. (6 hr. lab)

HIM1110L**Health Information Management Data Collection Lab****3 credits**

The application of the minimum basic requirements for health records imposed by regulatory agencies. How health information systems contribute to the health record as a communicative document will be explored. Concepts relating to confidentiality, ethics, and release of information will be applied. Corequisite: HIM 1110. (6 hr. lab)

HIM1800**Health Information Management Directed Practice 1****2 credits**

Supervised clinical practice in a health care setting. The students will apply the minimum basic requirements for health records imposed by regulatory agencies as well as standard practices relating to confidentiality, ethics, and release of information will be applied. Corequisite: HIM 1110L. (6 hr. lab/clinic)

HIM2012**Legal Aspects of Health Care****2 credits**

Court system of the United States of America and the interconnection between the health care system and the federal government. Policies and procedures regarding confidentiality of patient information and the handling of health records and health care data and record retention periods are identified. (2 hr. lecture)

HIM2222**Basic****ICD-9-CM Coding****2 credits**

Disease and operation classification, using the International Classification of Diseases, 9th Revision, Clinical Modification, (ICD-9-CM) and indexing systems. This course is designed to teach basic concepts and coding principles. The student is introduced to Diagnosis related groups (DRGs) and their relationship to coding. The historical development of the International Classification of Disease and the various nomenclatures and classification systems are also included. The student learns to differentiate between the various abstracting methods used to collect patient data. Procedures and controls used in a health information department to ensure data quality are discussed. Prerequisites: BSC 2086, 2086L; corequisite: HIM 2222L. (2 hr. lecture)

HIM2222L**Basic ICD-9-CM****Coding Laboratory****3 credits**

Translation of diagnoses and operations into numerical designations (codes) utilizing the International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9-CM). Automated coding using the computer and encoding software is performed. Abstracting and indexing are practiced. Corequisite: HIM 2222. (6 hr. lab)

GRA2820C**Professional Desktop Publishing Media****4 credits**

Professional Desktop Publishing Media is an advanced course in electronic publishing for professionals in the printing and publishing industry who need to update or renew occupational skills and for advanced graphic design students. Instructions include micro-computer based applications that allow users to design, layout, illustrate, and typeset publications, advertisements, overhead transparencies and commercial electronic artwork. Students will work with a standard page layout program and will learn electronic graphic design techniques and publishing requirements for full color high resolution output. Prerequisites: GRA 1500 or GRA 2540C. Special fee. (2 hr. lecture; 4 hr. lab)

GRA2949**Co-op Work****Experience 2: GRA****3 credits**

This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval and completion of 1949 Co-op Work Experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

Health Science**HSC1400****Cardiopulmonary Resuscitation 1 credit**

Designed to teach the skills necessary for emergency care in cases of airway blockage respiratory and/or cardiac arrest. This course meets the American Red Cross certification requirements in Basic Life Saving Cardiopulmonary Resuscitation. (2 hr. lab)

HSC2100**Health Education****3 credits**

Designed to provide an orientation to the aspects of personal and community health while presenting a concept of wellness for healthful living. This course examines the current health trends relating to today's society. (3 hr. lecture)

HSC2400**First Aid****3 credits**

Designed to provide opportunities to develop, practice, and display skills concerning emergency care and the prevention of accidents. This course meets the American Red

Cross certification requirements for Standard First Aid and Personal Safety and Basic Life Saving Cardiopulmonary Resuscitation. Special fee. (3 hr. lecture)

HSC2404**Instructor's Training****First Aid & CPR****3 credits**

Designed to improve the performance skills, techniques, and knowledge as well as develop competent teaching skills in First Aid and cardiopulmonary resuscitation. This course meets the American Red Cross Instructor Certification Requirements for Standard First Aid and Personal Safety and Basic Life Saving Cardiopulmonary Resuscitation. Special fee. Prerequisite: HSC 2400 or certification in American Red Cross Standard First Aid and Personal Safety and Basic Life Saving Cardiopulmonary Resuscitation. May be repeated for credit. (2 hr. lecture; 2 hr. lab)

HSC2532**Medical Terminology and Procedures****4 credits**

Expansion of medical vocabulary to include: pharmacology, procedures, neoplasms, psychiatric and medical complications. Prerequisite: HSC 2531. A.S. degree credit only. (4 hr. lecture)

HSC2560**Patient Care Management****6 credits**

Specific standards as they relate to patient care. Areas include: care plans; subacute management; quality assurance; patient safety systems; coordination of department such as dietary, pharmacy, dietary, pharmacy, and nursing as they relate to the treatment and care of the patient; staff development; and federal, state, and local requirements. Prerequisite: HSC 2531. (6 hr. lecture)

Health Information Management**HIM1000****Introduction to Health Information Management****2 credits**

The role and functions of a health information technician. Health information is essential to our health care delivery system. The medical record, in manual or automated form, houses the health information that describes all aspects of patient care. The structure, organization, and maintenance of the medical record are discussed. The organization and mission of the American Health Information Management Association are explored. The student also learns the organization and function of various types of health care facilities and the responsibilities of national, state and local health agencies. (2 hr. lecture)

HIM1110**Health Information Management****Data Collection****2 credits**

The basic functions of a health information department and the roles and responsibilities of each of the operational units. The student will learn the various numbering and filing systems and how systems and how to analyze the medical record for completeness and

accuracy. The components of the various indices and registers and their importance are explored. Prerequisite: Permission of the Department Chairperson; corequisite: HIM 1110. (6 hr. lab)

HIM1110L**Health Information Management Data Collection Lab****3 credits**

The application of the minimum basic requirements for health records imposed by regulatory agencies. How health information systems contribute to the health record as a communicative document will be explored. Concepts relating to confidentiality, ethics, and release of information will be applied. Corequisite: HIM 1110. (6 hr. lab)

HIM1800**Health Information Management Directed Practice 1****2 credits**

Supervised clinical practice in a health care setting. The students will apply the minimum basic requirements for health records imposed by regulatory agencies as well as standard practices relating to confidentiality, ethics, and release of information will be applied. Corequisite: HIM 1110L. (6 hr. lab/clinic)

HIM2012**Legal Aspects of Health Care****2 credits**

Court system of the United States of America and the interconnection between the health care system and the federal government. Policies and procedures regarding confidentiality of patient information and the handling of health records and health care data and record retention periods are identified. (2 hr. lecture)

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Disease and operation classification, using the International Classification of Diseases, 9th Revision, Clinical Modification, (ICD-9-CM) and indexing systems. This course is designed to teach basic concepts and coding principles. The student is introduced to Diagnosis related groups (DRGs) and their relationship to coding. The historical development of the International Classification of Disease and the various nomenclatures and classification systems are also included. The student learns to differentiate between the various abstracting methods used to collect patient data. Procedures and controls used in a health information department to ensure data quality are discussed. Prerequisites: BSC 2086, 2086L; corequisite: HIM 2222L. (2 hr. lecture)

HIM2222L**Basic ICD-9-CM****Coding Laboratory****3 credits**

Translation of diagnoses and operations into numerical designations (codes) utilizing the International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9-CM). Automated coding using the computer and encoding software is performed. Abstracting and indexing are practiced. Corequisite: HIM 2222. (6 hr. lab)

HIM2234**Advanced ICD-9-CM Coding 2 credits**

Knowledge of anatomy, the clinical disease process diagnosis and procedural terminology, and pharmacology applied for correct code assignment and sequencing using the ICD-9-CM coding system. Approved coding guidelines in Coding Clinic for ICD-9-CM and current reimbursement and case mix considerations are emphasized. Prerequisite: HIM 2222; corequisite: HIM 2234L. (2 hr. lecture)

HIM2234L**Advanced ICD-9-CM****Coding Laboratory 1 credit**

Application of anatomy, the clinical disease process, diagnosis and procedural terminology, and pharmacology in ICD-9-CM coding. Emphasis is placed on the reading and interpretation of health care documentation to identify the correct codes and sequence them accurately using current guidelines. Prerequisite: HIM 2222L; corequisite: HIM 2234. (2 hr. lab)

HIM2253C**Current Procedural Terminology/CPT-4****2 credits**

Coding and reporting diagnostic and therapeutic procedures in the ambulatory care setting. Students learn to read and interpret ambulatory health care documentation to classify services and procedures in CPT. Emphasis is placed on the interrelationship between providing health care services to patients and receiving payment for those services. Ambulatory patient groups (APGs) case mix classification system are discussed. (1 hr. lecture; 2 hr. lab)

HIM2260C**Health Insurance****Billing & Reimbursement****2 credits**

The health insurance billing process and the use of the HCFA-1500 and UB-92 claim forms. The concepts and methodologies of third party payers with focus on Medicare, Medicaid, Blue Cross/Blue Shield, commercial insurance, Worker's compensations and self-pay. The impact of the Prospective Payment System on reimbursement to the health care facility and the interrelationship of coding, Diagnostic Related Groups (DRGs), Ambulatory Patient Classifications (APCs) and health care providers are explored. (2 hr. lecture)

HIM2300**Health Care****Facilities/Delivery****2 credits**

Organization and function of various types of health facilities, accreditation standards, Medicare law, and the American health delivery system. (2 hr. lecture)

HIM2400C**Division of****Non-Hospital Health Records 2 credits**

Management of health information systems in the non-acute care setting. This course places emphasis on record-keeping practices in the non-acute care setting. The student will learn the documentation requirements based on Federal and State statutes, accreditation standards, and Medicare Conditions of Participation. Health information professionals must take an active role in the development of quality records and information management procedures in non-acute care facilities. (1 hr. lecture; 2 hr. lab)

HIM2430**Basic Principles****of Disease 1****2 credits**

Disease, its etiology, and pathophysiologic nature. Medical complications and manifestations of disease states also included. Prerequisite: Permission of department chairperson. A.S. degree credit only. (2 hr. lecture)

HIM2431**Basic Principles****of Disease 2****2 credits**

The most common diagnoses encountered in each major body system and the laboratory or other diagnostic tests used to confirm or rule out those diagnoses current pharmacological treatments are explored. (2 hr. lecture)

HIM2472**Medical Terminology****3 credits**

Analysis of medical terms through learning basic roots, prefixes and suffixes permitting the student to have a working knowledge of the language of medicine. Prerequisite: Permission of department chairperson. A.S. degree credit only. (3 hr. lecture)

HIM2500**Data Management****& Quality assessment****2 credits**

The basic principles of quality assessment: quality improvement and utilization review. The accreditation process, risk management, managed care models, and the methodologies and relationships of these key areas within a health care facility are emphasized. (2 hr. lecture)

HIM2500L**Data Management****& Quality Assessment****Laboratory****1 credit**

The application of the basic principles of quality assessment: quality improvement and utilization review. The student will learn to generate models for the evaluation of different types of medical care. Activities will center on the accreditation process, managed care, and risk management. The methodologies and relationships of these key areas within a health care facility are emphasized. (2 hr. lab)

HIM2512**Supervision & Organization****for Health Information****Management****2 credits**

Emphasis on the supervisory role of the health information professional, including basic management, motivation, and communication principles. The student learns basic definitions for reporting health statistics and the use of these definitions for the analysis, interpretation, and display of data. Prerequisite: Permission of Department Chairperson; corequisite: HIM 2512L. (2 hr. lecture)

HIM2512L**Supervision & Organization****for Health Information****Management Laboratory****2 credits**

Experience in the identification and use of specific motivational and communication techniques in health information supervision and the development of systems to meet the data needs of acute and ambulatory health care facilities. Applications in the use of basic health care definitions and data collection, analysis and display are explored. Prerequisite: Permission of Department Chairperson; corequisite: HIM 2512. (4 hr. Lab)

HIM2810**Health Information****Management Directed****Practice 2****2 credits**

A supervised clinical practice in a health care setting. The student will perform coding of patient health records utilizing the International Classification of Disease, 9th Revision, Clinical Modification (ICD-9-CM). Automated coding using the computer and encoding software is performed. Prerequisite: Permission of Department chairperson. Corequisite: HIM 2512L. (6 hr. lab/clinic)

HIM2820**Health Information****Management Directed****Practice 3****2 credits**

A Supervised clinical practice in a health care setting. The student will experience the use of specific motivational and communication techniques in health information supervision and the development of systems to meet the data needs of acute and ambulatory health care facilities. Applications in the use of basic health care definitions and data collection, analysis and display are explored. Prerequisite: Permission of Department Chairperson; corequisite: HIM 2512L. (6 hr. lab/clinic)

HIM2930**Accredited Record Technician****Examination Review****1 credit**

This course covers the following topics: (1) medical records science (general); (2) coding (ICD-9-CM); (3) medicolegal aspects of medical records; and (4) health statistics and reports. Prerequisite: Eligible/American Medical Record Association (AMRA) national exam. A.S. degree credit only. (16 hr. lab)

Hebrew Language

HBR1120**Elementary Hebrew 1****4 credits**

An integrated (multi-media) approach to acquire proficiency in the basic skills (of the language)-listening/understanding, speaking, reading, writing and cross-cultural awareness. Emphasis on practical vocabulary and accurate pronunciation. Practice in class and laboratory in understanding and using the spoken language; reading and writing with progressive grammatical explanations. (4 hr. lecture)

HBR1121**Elementary Hebrew 2****4 credits**

A continuation of HBR 1120. A proficiency-oriented course emphasizing the mastery of the basic skills of the language. Prerequisite: HBR 1120. (4 hr. lecture)

HBR2200
Intermediate Hebrew 1 4 credits
 A study of the bible and modern Hebrew, with emphasis on the rebirth of Hebrew as a modern, living language, based on biblical sources. Prerequisite: HBR 1121. (4 hr. lecture)

HBR2201
Intermediate Hebrew 2 3 credits
 Understanding, speaking, reading, writing and cross-cultural awareness, through a systematic review of reading and writing skills with emphasis on oral as well as written expression. Prerequisite: HBR 2200. (3 hr. lecture)

History

AFH2000
African History and Culture 3 credits
 Historical survey of the development of African society, its culture and institutions, with emphasis on the 13th century to the present. (3 hr. lecture)

AMH2010
History of the United States to 1877 3 credits
 The founding, growth, and development of the United States from the colonial era through 1877. (3 hr. lecture)

AMH2020
History of the United States 1877 3 credits
 A survey of social, economic and political developments in the United States Since 1877. (3 hr. lecture)

AMH2035
Recent American History-Since 1945 3 credits
 The internal development of the United States and the role of the U.S. in world affairs since World War II. (3 hr. lecture)

AMH2070
Florida History 3 credits
 Florida from the Spanish period to the present with emphasis on the modern development of natural resources, urbanization, industry, culture and tourism. (3 hr. lecture)

AMH2079
History of South Florida 3 credits
 A study of the history of South Florida (Lake Okeechobee south to Key West) including geological foundations exploration, settlement and contemporary cultural trends. (3 hr. lecture)

AMH2091
Afro-American History 3 credits
 A survey, including the African background, of the Afro-American in the United States history, with emphasis on their economic, political and cultural development. (3 hr. lecture)

ASH2020
History of Contemporary Asia 3 credits
 China, Korea, Japan, and Southeast Asia in modern times is the focus of the course with emphasis given to the rise of nationalism, the challenge of communism, and the problems of modernization and nation building. (3 hr. lecture)

EUH2021
Medieval Europe 1 3 credits
 A survey of the formative period of European Civilization with emphasis on intellectual and institutional developments such as the Byzantine and Islamic Civilization, the evolution of feudal society, the Crusades, Scholasticism, Romanesque and Gothic art forms, etc. Covers the transition from the Roman Empire, the Barbarian and Carolingian background up to the age of European discovery and exploration. (3 hr. lecture)

EUH2022
Medieval Europe 2 3 credits
 A survey of the formative period of European Civilization with emphasis on intellectual and institutional developments such as the Byzantine and Islamic Civilization, the evolution of feudal society, the Crusades, Scholasticism, Romanesque and Gothic forms, etc. Covers the transition from the Roman Empire, the Barbarian and Carolingian background up to the age of European discovery and exploration. (3 hr. lecture)

EUH2030
Contemporary Europe 1 3 credits
 This course examines the major social, economic, political and diplomatic development of European History since 1870. Special emphasis is placed on the pre-and post-war internal political structures of the major European States: the evolution of the various working class movements, communism, fascism, the great international crisis inside Europe, the two world wars and the two subsequent reorganizations of the Continent, the cold war, decolonization and the emergence of a new order. (3 hr. lecture)

EUH2031
Contemporary Europe 2 3 credits
 This course examines the major social, economic, political and diplomatic development of European history since 1870. Special emphasis is placed on the pre-and post-war internal political structures of the major European States: the evolution of the various working class movements, communism, fascism, the great international crises inside Europe, the two world wars and the two subsequent reorganizations of the continent, the cold war, deconolization and the emergence of new order. (3 hr. lecture)

EUH2050
History of Spain 1 3 credits
 History of Spain as embodied in its literary artistic and social traditions. Major political, economic and social forces in the nations evolution before the 17th century. (3 hr. lecture)

EUH2051
History of Spain 2 3 credits
 History of Spain as embodied in its literary artistic and social traditions. Major political, economic and social forces in the nation's evolution before the 17th century. (3 hr. lecture)

EUH2067
History of Russia to 1917 3 credits
 Survey of Russian history from its beginning to 1917. Emphasis is given to the evolution of social, political, economic and cultural institutions and ideas and the impact of individuals on event within the emerging Russian state. (3 hr. lecture)

EUH2068
History of Russia from 1917 3 credits
 Survey of Russian History since 1917. Emphasis is given to the nature and causes of the 1917 Revolution and the impact of communist ideology on the development of the U.S.S.R. and on its relations with the rest of the world. (3 hr. lecture)

EUH2070
Introduction to History of France 1 3 credits
 Survey of French history from ancient Gaul to the Fifth Republic, with emphasis on the last four centuries. First semester: French history to 1815, with particular attention to the seventeenth and eighteenth centuries and the period of the French revolution. Second semester: Modern France, 1815 to the present. (3 hr. lecture)

EUH2071
Introduction to the History of France 2 3 credits
 Survey of French history from ancient Gaul to the Fifth Republic, with emphasis on the last four centuries. First semester: French history to 1815, with particular attention to the seventeenth and eighteenth centuries and the period of the French revolution. Second semester: Modern France, 1815 to the present. (3 hr. lecture)

EUH2072
French Civilization in the 16th, 17th, & 18th Centuries 1 3 credits
 French society as reflected in the history, arts and social background from the Middle Ages to the Enlightenment and the French Revolution. Emphasis is given to religious, literary, artistic, social and philosophical factors. The Heritages of Antiquity and the Middle Ages are studied briefly as an introduction. (3 hr. lecture)

EUH2073
French Civilization in the 16th, 17th, & 18th Centuries 2 3 credits
 French society as reflected in the history, arts and social background from the Middle Ages to the Enlightenment and the French Revolution. Emphasis is given to religious, literary, artistic, social and philosophical factors. The Heritages of Antiquity and the Middle Ages are studied briefly as an introduction. (3 hr. lecture)

LAH2021
Colonial Latin America 3 credits
Emphasis is initially given to the geography of Latin American and to the Indian civilizations of that region. The focus then shifts to the Iberian States as colonizing powers and finally to the social and economic institutions of the colonial period including the Wars of Independence to 1825. (3 hr. lecture)

LAH2022
Latin American Republics 3 credits
Focus is on the national development of the Latin American Republics since 1825, especially the internal problems of these nations, their role in the Pan American movement, and the role of Latin America in world affairs. (3 hr. lecture)

LAH2025
History of Cuba 3 credits
Historical analysis of the development of Cuban society, its culture and institutions. (3 hr. lecture)

WOH2012
History of World Civilization to 1715 3 credits
World civilizations from the prehistoric period to the 18th century, with emphasis on cultural history. (3 hr. lecture)

WOH2022
History of World Civilization from 1917 3 credits
Modern-world civilizations, emphasizing those which have had or are having a particularly strong impact upon the culture, problems and international relations of the United States. (3 hr. lecture)

Hospitality Management

HFT1000
Introduction to Hospitality Management 3 credits
Provides a basic understanding of the lodging and food service industry by tracing the industry's growth and development, reviewing the organization of hotel and food and beverage operations, and by focusing on industry opportunities and future trends. (3 hr. lecture)

HFT1210
Human Relations and Supervisory Development 3 credits
Provides information relating to the recruitment and selection of new staff, the handling of difficult employees, motivating employees and conducting performance evaluations. (3 hr. lecture)

HFT1220
Communication/Supervisory Development 3 credits
Explains the development and implementation of communication skills and group interaction techniques involved in basic interpersonal relationship in the hospitality industry. (3 hr. lecture)

HFT1300
Supervisory Housekeeping 3 credits
Provides an overview of the fundamentals of housekeeping management. This course describes the management functions, tools

and practices required in today's lodging and institutional housekeeping departments. (3 hr. lecture)

HFT2223
Training/Supervisory Development 3 3 credits
Considers the assessment and analysis of training needs, the systematic design of instruction, the evaluation of training programs, and management of the training function. (3 hr. lecture)

HFT2410
Hotel Front Office Procedures 4 credits
An analysis of various jobs in the hotel/motel front office and procedures involved in reservations, registering and checking out guests. Accounting procedures and the operation of the NCR 4200, NCR 2250, and the NCR 2251 hotel posting machines. Prerequisites: ACG 2001, HFT 1000 and a minimum of a "C" average. (3 hr. lecture; 2 hr. lab)

HFT2421
Managerial Accounting for Hospitality 3 credits
Presents managerial accounting concepts and explains how they apply to specific operations within the hospitality industry. (3 hr. lecture)

HFT2500
Marketing of Hospitality Service 3 credits
Provides students with basic knowledge and practical experience which will enable them to develop strategic marketing plans for hotel/motel properties. (3 hr. lecture)

HFT2501
Hotel/Motel Sales and Promotions 3 credits
Presents a practical understanding of the operating statement and precisely where, how, and why the sales effort fits into the total earnings and profit picture of a hospitality operation. Emphasis is on producing business at a profit. (3 hr. lecture)

HFT2750
Convention Service and Management 3 credits
Defines the scope and various segments of the convention market, explains what is required to meet individual needs and, most importantly, explores methods and techniques that lead to better service. (3 hr. lecture)

HFT2800
Food and Beverage Management 3 credits
Provides a basic understanding of the principles of food production and service management, reviewing sanitation, menu planning, purchasing, storage, and beverage management. (3 hr. lecture)

HFT2801
Food & Beverage Service 3 credits
Provides the practical skills and knowledge for effective management of food and beverage service in outlets ranging from cafeterias and coffee shops to room service, banquet areas and high-check average dining rooms. Presents basic service principles while

emphasizing special needs of guests. (3 hr. lecture)

Human Services

HUS1001
Introduction to Human Services 3 credits
An introduction to an overview of the field of Human Services, including the role of the human services worker as it relates to various agencies, counseling, interviewing and managing. (3 hr. lecture)

HUS1110
Basic Counseling Skills 3 credits
Development of the skills of observation, recording, reporting, interviewing and counseling. These skills are presented in the context of general counseling theory. (3 hr. lecture)

HUS2313
Counseling Techniques 3 credits
Specific counseling techniques are introduced within the various counseling theories. Work involves both group and individual techniques. (3 hr. lecture)

HUS2800
Counseling Techniques Laboratory 3 credits
Practice counseling under supervised conditions using skills and techniques taught in HUS 1110 and HUS 2313. Work includes regular meetings with the supervisor. Corequisite: HUS 2313. (6 hr. lab)

HUS2820
Field Experience in Human Service 3 credits
Volunteer work as counseling paraprofessionals in a community agency under supervision. Students meet regularly with the Field Coordinator. Prerequisites: HUS 1001, 1110, 2313, 2800. (120 hrs. per term)

Humanities

HUM1020
Humanities 3 credits
An integral approach to the humanities: creative ideas, works, and accomplishments of various cultures from the areas of art, architecture, drama, music, literature and philosophy are presented. (3 hr. lecture)

HUM2513
Arts and Humanities 3 credits
Selected examples of Art including painting, sculpture, architecture, literature and the performing arts to illustrate the variety of art in relation to man's perception of self, nature and God. Intended primarily for use in overseas academic programs. May be repeated for credit. (6 hr. lab)

HUM2574**Classical Theatre****3 credits**

Explores the human view of the world as expressed through the medium of the theatre by studying a number of historically significant dramatic works which reveal perceptions of various societies; production techniques throughout the ages will also be examined. (3 hr. lecture)

Interdisciplinary Honors

IDH2931**Honors Seminar****1-3 variable credits**

Rigorous, in-depth exploration of selected honors topics. The topic and content are arranged by the instructor, department chairperson and campus honors coordinators. These seminars will consist of small groups that meet on a regular basis and be offered in any subject area. (1-3 hr. lecture)

IDH2935**Honors Retreat Seminar****1 credit**

A concentrated course of study which focuses on an in-depth exploration of a specific topic, issue or experience. Seminars will present a succession of themes and will present real world situations and problems to be solved as part of the learning process. May be repeated for credit. (1 hr. lecture).

IDH2970**Sophomore Thesis****1-3 variable credits**

Hours taken by students to complete a capstone (thesis) project under the supervision of an advisor and a committee, which will produce a piece of work that students may take with them to upper division institution to demonstrate their ability to apply the principles learned and the quality of their work. (1-3 hr. lecture)

Interdisciplinary Sciences

IDS2949**Service Learning Applications****3 credits**

Examines service-learning as an educational pedagogy. Presents the pedagogy's underlying philosophy, practices, and evaluation. This course provides opportunities to experience service-learning through direct participation in service and guided reflection about those experiences. It is offered primarily to meet recertification requirements for in-service K-12 teachers. (3 hr. lecture)

ISC1010**History of Science****3 credits**

A survey of the development of ideas in science from the ancient Babylonians through the time of Galileo. The course will stress the social and historical context of scientific development. It is part of an honors core combination which will include a humanities and an English component. Corequisites: HUM 1020(H), ENC 1101(H). (3 hr. lecture)

ISC1012**History of Science****3 credits**

A general survey of major issues in physical and biological science from the time of Galileo to the present. Emphasis will be given to the impact of scientific development on society, culture and thought. Prerequisite: ISC 1010(H). Corequisite: ENC 1102(H). (3 hr. lecture)

Interior Design

IND1020**Interior Design 1****4 credits**

Student's projects develop the ability to plan simple interior floor plans and elevations. Corequisite: ARC 1115. Laboratory fee. (2 hr. lecture; 4 hr. lab)

IND1100**History of Interiors 1****3 credits**

Acquaints the student with period styles in room decoration from Egyptian through the Renaissance. (3 hr. lecture)

IND1130**History of Interiors 2****3 credits**

Historical development of interior design from the Renaissance through the 20th century. (3 hr. lecture)

IND1200**Interior Design 2****4 credits**

Problems in room planning, correlation of color schemes and furnishings. Prerequisite: IND 1020; corequisite: IND 1300. Laboratory fee. (2 hr. lecture; 4 hr. lab)

IND1300**Interior Design Presentations 1****2 credits**

An introductory course in the use of various media for presentation of plans, schemes, and interior perspective renderings. Prerequisite: IND 1020; corequisite: IND 1200. Laboratory fee. (1 hr. lecture; 2 hr. lab)

IND2210**Interior Design 3****4 credits**

Projects provide practice in planning traditional and contemporary interiors including working drawings and specifications. Prerequisite: IND 1200; corequisite: IND 2330. Laboratory fee. (2 hr. lecture; 4 hr. lab)

IND2220**Interior Design 4****4 credits**

Advanced problems involving interior arrangements in residential and commercial areas. Prerequisite: IND 2210. Laboratory fee. (2 hr. lecture; 4 hr. lab)

IND2330**Interior Design 2****3 credits**

Emphasis is on perfecting water color, casein and reproducible drawing techniques

through the presentation of interior plans, elevations and perspectives. Projects also provide experience in assembling collages. Prerequisite: IND 1300; corequisite: IND 221 0. Laboratory fee. (1 hr. lecture; 4 hr. lab)

IND2430**Lighting Design****3 credits**

A survey of utilitarian interior lighting and exterior architectural lighting including fundamentals and basic physics laws, practical applications to interior and exterior spaces and lighting design considering different levels of space utilization and fixture efficiency. Prerequisite: IND 1200. (3 hr. lecture)

IND2500**Professional Practices****3 credits**

Duties and responsibilities relative to employment and business practices. Prerequisite: Sophomore standing level or equivalent. (3 hr. lecture)

Italian Language

ITA1000**Elementary Italian Conversation****3 credits**

A course emphasizing conversational Italian. Extensive use is made of oral exercises and audio tapes. This course cannot be substituted for ITA 1120 or 1121. (3 hr. lecture)

ITA1120**Elementary Italian 1****4 credits**

An integrated (multi-media) approach to acquire proficiency in the basic skills (of the language)-listening/understanding, speaking, reading, writing, and cross-cultural awareness. Emphasis on practical vocabulary and accurate pronunciation. Practice in class and laboratory in understanding and using the spoken language; reading and writing with progressive grammatical explanations. (4 hr. lecture)

ITA1121**Elementary Italian 2****4 credits**

A continuation of 1120. A proficiency-oriented course emphasizing the mastery of the basic skills of the language. Prerequisite: ITA 1120. (4 hr. lecture)

ITA2200**Intermediate Italian 1****4 credits**

Italian culture learned through a systematic review of reading and writing skills with emphasis on oral and written presentations. Prerequisite: ITA 1121 or equivalent. (4 hr. lecture)

ITA2201**Intermediate Italian 2****3 credits**

Understanding, speaking, reading, writing and cross-cultural awareness, through a systematic review of reading and writing skills with emphasis on oral as well as written expression. Prerequisite: ITA 2200. (3 hr. lecture)

ITA2240**Intermediate Italian Conversation 1****3 credits**

Training in the acquisition and application of language skills. Practical use of the language to develop fluency and correctness in speaking. Pre/corequisite: ITA 2201. (3 hr. lecture)

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An introductory course in the use of various media for presentation of plans, schemes, and interior perspective renderings. Prerequisite: IND 1020; corequisite: IND 1200. Laboratory fee. (1 hr. lecture; 2 hr. lab)

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A course emphasizing conversational Italian. Extensive use is made of oral exercises and audio tapes. This course cannot be substituted for ITA 1120 or 1121. (3 hr. lecture)

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An integrated (multi-media) approach to acquire proficiency in the basic skills (of the language)-listening/understanding, speaking, reading, writing, and cross-cultural awareness. Emphasis on practical vocabulary and accurate pronunciation. Practice in class and laboratory in understanding and using the spoken language; reading and writing with progressive grammatical explanations. (4 hr. lecture)

ITA1121**Elementary Italian 2****4 credits**

A continuation of 1120. A proficiency-oriented course emphasizing the mastery of the basic skills of the language. Prerequisite: ITA 1120. (4 hr. lecture)

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Italian culture learned through a systematic review of reading and writing skills with emphasis on oral and written presentations. Prerequisite: ITA 1121 or equivalent. (4 hr. lecture)

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Training in the acquisition and application of language skills. Practical use of the language to develop fluency and correctness in speaking. Pre/corequisite: ITA 2201. (3 hr. lecture)

ITA2241
Intermediate Italian
Conversation 2 **3 credits**
 Practice in listening and speaking using topical materials. Development of oral proficiency skills. Prerequisites: ITA 2201 or 2400. (3 hr. lecture)

Japanese Language

JPN1120
Elementary Japanese 1 **4 credits**
 An integrated (multi-media) approach to acquire proficiency in the basic skills (of the language)-listening/understanding, speaking, reading, writing, and cross-cultural awareness. Emphasis on practical vocabulary and accurate pronunciation. Practice in class and laboratory in understanding and using the spoken language; reading and writing with progressive grammatical explanations. (4 hr. lecture)

JPN1121
Elementary Japanese 2 **4 credits**
 A continuation of JPN 1120. A proficiency oriented course emphasizing the mastery of the basic skills of the language. Prerequisite: JPN 1120. (4 hr. lecture)

JPN2200
Intermediate Japanese 1 **4 credits**
 A continuation of JPN 1121. Students will complete all the inflection verbs. More "kanji" vocabulary of combined "Kanji" (comprised of two or more "Kanji") are introduced in order to read authentic materials with the use of "kanji" dictionary. Emphasis on cross-cultural awareness. Prerequisite: JPN 1121 or equivalent. (4 hr. lecture)

JPN2201
Intermediate Japanese 2 **4 credits**
 A continuation of JPN 2200. Further study of advanced grammar, together with the introduction of more complex reading materials and an increase in the number of "Kanji." Emphasis on cross-cultural awareness. Prerequisite: JPN 2200 or equivalent. (3 hr. lecture)

Journalism

JOU1100
Basic Reporting **3 credits**
 Journalistic writing emphasizing the elements of reporting with an emphasis on the modern news story, analysis of the elements of news, style structure of news stories, news sources, and the mechanics of newspaper production. (3 hr. lecture)

JOU1946
Journalism
Internship **1-3 variable credits**
 Qualified students will receive practical experience working with local or college communications media under the supervision of professional media specialists and the journalism faculty. Prerequisite: JOU 1100 and permission of department faculty. May be repeated for credit. (2-6 hr. lab)

JOU1949
Co-op Work
Experience 1: JOU **3 credits**
 This course is designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

JOU2200
Editing and Makeup **3 credits**
 The application of copy desk techniques, including evaluating and editing copy, correcting faulty news stories, handling wire copy, writing headlines, and designing page layouts. Prerequisite: JOU 1100. (3 hr. lecture)

JOU2602
Introduction to Photojournalism **3 credits**
 Practice and study in repertorial still photography, including darkroom techniques; visualization, selection and use of photography for the print media, legal, historical, stylistic and ethical aspects of journalistic still photography. Students must provide 35mm cameras, film and photography paper. Laboratory fee. Prerequisite: PGY 2401C. (6 hr. lab)

JOU2949
Co-op Work
Experience 2: JOU **3 credits**
 This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval and completion of 1949 Co-op Work Experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

Judaic Studies

JST2423
History of Ancient Israel **3 credits**
 This course will deal with major ideas and themes in the social, political, intellectual and religious history of the people of Israel. (3 hr. lecture)

JST2815
History of Modern Israel **3 credits**
 This course will begin with the period of the Enlightenment for the people of Israel and follow the historical developments which led to the development of the State of Israel. (3 hr. lecture)

Leisure

LEI1920
Directed Practice in Recreation 1 **2 credits**
 Designed for recreation majors to gain experience in the field by working in organized leisure programs. Pre-field work conferences

are held before students are assigned to an agency. Supervision is provided by the college through periodic visitations and seminar reports. Prerequisite: HLP 2000C. (1 hr. lecture; 4 hr. lab)

LEI1921
Directed Practice in Recreation 2 **2 credits**
 A continuation of field experience in recreation leadership. Prerequisite: LEI 1920. (1 hr. lecture; 4 hr. lab)

LEI2920
Directed Practice in Recreation 3 **2 credits**
 A continuation of field experience in recreation leadership. Prerequisite: LEI 1921. (1 hr. lecture; 4 hr. lab)

Library Science

LIS1001
Library Research **1-3 variable credits**
 Provides students with a practical working knowledge of the Library so that resources may be used efficiently for research purposes. Emphasis is placed on developing effective and efficient methods of using the card catalog, the online catalog and database s, periodical indexes, CD-ROMS, general reference books and other library research technology. (1-3 hr. lecture/lab)

LIS2004
Introduction to Internet Research **1 credit**
 This one credit course is delivered via the World Wide Web and Internet e-mail. Students must have an Internet account with e-mail, a graphical Web browser (Netscape v.3.0 or later, or Internet Explorer v.3.0 or later are recommended). Students must have basic familiarity with their computer's operating system, Web browser and e-mail program. The course focuses on methods of accessing information resources available through the Internet. Students will learn how to design effective search strategies, retrieve, evaluate and cite Internet resources. (1 hr. lecture)

Linguistics

LIN2200
Phonetics **3 credits**
 An introduction to the elementary area of the sound systems of types of spoken English. Practice in recognition and transcription using IPA alphabet. (3 hr. lecture)

LIN2670
Modern English Grammar **3 credits**
 Grammatical relationships using traditional analysis in comparison with more recent linguistic techniques. (3 hr. lecture)

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Intermediate Italian
Conversation 2 **3 credits**
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Elementary Japanese 1 **4 credits**
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JOU2949
Co-op Work
Experience 2: JOU **3 credits**
 This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval and completion of 1949 Co-op Work Experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

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Management

MAN1028

Management for Non-Profit Organization 3 credits

This is a foundation course in the management of non-profit organizations. This course provides an overview of the range and variety of institutions and activities of the non-profit sector and the critical role they play. The student will learn what non-profits have in common and the basic rationale for this type of organization through clarifying the basic scope, structure, and role of the organizations of the non-profit sector. An emphasis will be placed upon the need for non-profit organizations to operate similarly to for-profit businesses by efficiently managing financial resources, developing new revenue sources, adapting to change and effectively evaluating their community impact. (3 hr. lecture)

MAN1800

Small Business Management 3 credits

Reviews forms of ownership, franchising, location analysis, financing, record keeping, purchasing, inventory control, marketing, security, insurance, and consumer credit. Students will prepare a feasibility study and present a comprehensive small business start-up plan. (3 hr. lecture)

MAN1949

Co-op Work Experience 1: MAN 3 credits

This course is designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

MAN2021

Principles of Management 3 credits

Analyzes the major functions of management, planning, staffing, directing, and controlling. Emphasis is placed on learning how to manage organizations for excellence in both performance and employee satisfaction. Major topics include goal setting and goal achievement, strategic planning, decision making, designing organizational structure, motivating and leading, managerial control techniques and applications, managerial ethics, and stress management skills. Computerized

cases give students opportunities to make management decisions and get feedback on their effectiveness. (3 hr. lecture)

MAN2026

Financial Management for Non-Profit Organizations 3 credits

This course provides an overview of the way in which a non-profit organization is responsible for the financial management of the organization. Success of many non-profits centers on the feasibility of the groups fiscal policies. This course provides a systematic analysis of the financial and legal ground work for which non-profit administrators, board members, and staff of non-profits are responsible. (3 hr. lecture)

MAN2300

Human Resources Management 3 credits

Reviews how the personnel/human resources department contributes to overall planning and profitability of an organization. Major topics include typical personnel functions: recruitment and selection, training, performance appraisal, job analysis, and compensation and benefits administration. Class discussions will focus on changing value systems in the work force and the resulting challenges for managers. (3 hr. lecture)

MAN2632

Managing in a Multi-Cultural Environment 3 credits

This course will introduce opportunities and problems encountered by managers operating in a diverse environment either within or outside their home country's borders. Discussions will cover the environment of multinational management as well as planning, organizing, staffing, leading and controlling in both domestic and multinational companies. Current events and cultural issues that significantly affect international business will also be examined. (3 hr. lecture)

MAN2930

Creative Leadership 3 credits

Students will experience and analyze the dynamics of group behavior in establishing a creative work climate where managers and employees can perform more effectively. Topics to be examined include team building, the importance of trust in professional relations, giving and receiving feedback, the functions of sub-groups, roles and status, appointed power, elected power, informal power, and formal power. The class is conducted entirely in a discussion group setting. (3 hr. lecture)

MAN2949

Co-op Work Experience 2: MAN 3 credits

This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval and completion of 1949 Co-op Work Experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

MNA1053

Condominium & Association Law 3 credits

An in-depth explanation of the legal basis for the creation and operation of the Condominium and Homeowner Associations. Careful analysis of the current Florida law relating to Condos and Homeowners Associations as they affect legal documents, statutory provisions, and trends in new legislation will be explained. A.S. degree credit only. (3 hr. lecture)

MNA1307

Training Methods 3 credits

Provides practical experience in the four most effective training methods used in organizations today: demonstration performance, lecture, teaching interview and guided discussion. Emphasis is placed on analyzing the methods through student practice-teaching presentations. A.S. degree credit only. (3 hr. lecture)

MNA1345

Effective Supervision 3 credits

Prepares students for success in supervisory or management positions. Emphasis is placed on learning how to communicate more effectively with employees, how to motivate employees, how to increase one's leadership effectiveness, how to delegate, how to counsel problem employees, how to conduct performance reviews, how to maintain a discrimination and harassment-free workplace, and how to manage time (3 hr. lecture)

MNA1536

Inventory and Warehouse Management 3 credits

Inventory and Warehouse Management is concerned with inventory control and cost concepts such as economic order quantity, reorder point, materials planning and just-in-time inventory systems. This course will discuss significant topics including strategic warehousing and distribution center decisions, storage facilities location and design, packing and containerization and performance measurement as they relate to the international environment. (3 hr. lecture)

MNA1537

Business Logistics 3 credits

This is a foundation course in logistics- the science of planning, organizing and managing all activities involved in physically moving raw materials, inventory and finished goods inventory from point of origin to the point of use or consumption. The material will emphasize the nature and importance of supply chain management and technologies as well as special topics of increasing importance in logistics. (3 hr. lecture)

MNA1590

Purchasing Management Applications 3 credits

Examines the activities, methods, and skills needed to plan, purchase, and manage investments in a raw material, goods in process, and finished goods inventories. Topics emphasized include forecasting needs, purchasing, production control, supplier relations, traffic, and managing for profit. A.S. degree credit only. (3 hr. lecture)

MNA2120**Human Relations
in Business****3 credits**

A practical review of human relations and communication skills necessary for superior performance and career advancement. Students will learn-and practice-effective interpersonal communication skills, including giving criticism tactfully, expressing feelings constructively, being more sensitive to body language messages, and active listening. Other major topics emphasized are building self-esteem, how values and attitudes influence our performance and work relationships, assertion skills, group dynamics and team building, managing conflict, dealing with difficult people, and the problems and challenges of getting along in a culturally diverse workplace (3 hr. lecture)

MNA2311**Managerial****Problem solving****3 credits**

Increases skills in identifying problems accurately, analyzing information, developing alternative courses of action, and implementing decisions. Students will discuss their opinions and experiences with a variety of true-to-life problems that supervisors and managers have to deal with. An interview with a manager and a computerized decision making exercise are featured in the course. Students will practice improving their speaking skills by making two presentations on problem situations in their work environment. Prerequisite: MNA 1345. A.S. degree credit only. (3 hr. lecture)

MNA2344**Supervisory Practices****3 credits**

Improves skills that add to success in managerial positions. Emphasis is placed on assertiveness training, ways to manage conflict more effectively, supervisory counseling techniques, demonstrations of counseling conferences, and team building methods. Experienced managers are invited as guest speakers in question and answer sessions about management practices in their organizations. Prerequisites: MNA 1345, or 2021. A.S. degree credit only. (3 hr. lecture)

Marketing

MAR1011**Principles of
Marketing****3 credits**

The marketing management concept of the distribution of goods and services with consideration of market research and analysis, buying and selling, product design, pricing, promotion, transportation, competition, and the responsibilities of the marketing manager. (3 hr. lecture)

MAR1053**Marketing for****Non-Profit Organizations****3 credits**

This course provides an overview of the ways in which a non-profit organization can become market or customer driven. The management process directed at satisfying customer needs and wants through an exchange process is marketing in the non-profit organization. The student will examine this marketing orientation that enables a non-profit organization to achieve its objectives more effec-

tively and produce organizational benefits. (3 hr. lecture)

MAR1145**Introduction to****Food & Beverage Exporting****3 credits**

This class is the introductory class to the food and beverage specialty. It provides an overview of the food and beverage industry and defines products handled by the U.S. Department of Agriculture. Additionally, students will learn the basics of financing, researching, and exporting products overseas. (3 hr. lecture)

MAR2141**Export/Import Marketing****3 credits**

Introduction to international marketing, with special emphasis on export/import procedures and documentation. The basic principles and concepts of the distribution of goods in international markets; provides an overview of the international marketing process, and the problem facing international marketers in a multinational setting. Emphasis is placed upon export/import transactions. (3 hr. lecture)

MAR2146**Food & Beverage****Export Marketing****3 credits**

This class will cover the basic principles of marketing using four p's: product, price, promotion and physical distribution. The last will specifically use food and beverage examples in teaching how to export specific products to specific countries, how to price those products and the various promotional methods available. Emphasis is placed on Latin American and the Caribbean as the target market areas. (3 hr. lecture)

MAR2147**Product Handling****& Documentation in Food****& Beverage Export****3 credits**

This course will cover product handling, storage, labeling, packaging and documentation. It will address the regulatory differences in moving a product through customs in foreign countries with an emphasis in Latin America and the Caribbean. (3 hr. lecture)

MAR2154**International Trade****3 credits**

This is an exploratory course in the dimensions of international trade theory and policy. The background mechanics of world trade, the effect of world resource distribution on international trade and an appreciation of the interdependencies among cultures is discussed. (3 hr. lecture)

MAR2156**International Marketing****3 credits**

This course covers the four P's of product, price, place and promotion as they relate to a global marketing strategy. The concepts are introduced within the international trade framework as well as the cultural and economic environment affecting foreign marketing efforts. (3 hr. lecture)

MAR2204**Export Distribution****of Food Products****3 credits**

This course will explain the physical distribution channels in the food and beverage industry. It will define the differences among insti-

tutional, commercial and retail sectors in the market and how to access those sectors by developing a market strategy. The course will also study the operations side of transportation, ie, how to get the product to its destination, the most efficient routes and forms of transportation for the product. (3 hr. lecture)

MAR2332**Merchandising in****the Food & Export Business****3 credits**

This class will provide additional knowledge in marketing a product through various marketing channels including trade shows, retail grocery store positioning and shelving. It will also explain the different cultural customs in the overseas markets with emphasis on Latin America and the Caribbean. (3 hr. lecture)

MAR2340**Resource Development****3 credits**

This course provides an overview of the ways in which a non-profit organization may enhance the image, increase participation and energize supporters around central issues. The course shows how an organization can develop a practical and systematic approach to fundraising. Students will learn to plan special events, analyze trends in non-profit funding, and understand the sources of funding, make a fundraising plan, and apply for grants and plan campaigns. (3 hr. lecture)

MKA1021**Fundamentals****of Selling****3 credits**

The nature and requirements of selling, including a consideration of buyer motivations and selling theories in relation to various buyer-seller situations. (3 hr. lecture)

MKA1041**Principles****of Retailing****3 credits**

Major types of retail institutions and their organizational structure; activities of the merchandising, operating and controlling divisions; buying and merchandising functions; methods of financial, inventory, and credit control; and the selection and training of personnel. (3 hr. lecture)

MKA1045**Introduction to****Customer Service****3 credits**

A survey course, which examines the attitudinal, behavioral and procedural basics which are common across all customer service sectors. An extensive vocabulary of customer service terms will be developed and students will understand their practical application in today's business environment. (3 hr. lecture)

MKA1511**Principles of****Advertising and Cooperating****3 credits**

Techniques and behavioral factors used in advertising and copywriting which best motivate the consumer. Principles are applied in clear, concise written expression of various appeals used in selling goods and services. (3 hr. lecture)

MKA1531**Advertising Layout and Production****3 credits**

Principles of effective advertising layout and production techniques. Laboratory sessions emphasize use of color, art work, choice of type and methods and techniques of producing ads for various media. Prerequisite: MKA 1511 or equivalent. (3 hr. lecture)

MKA1949**Co-op Work****Experience 1: MKA****3 credits**

This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department Approval and completion of 1949 Co-op Work Experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

MKA2701**Applied****Marketing Research****3 credits**

Introduction to the field of marketing research as it exists in professional practice. Marketing management situations employed as a basis for examining marketing research; social and behavioral science methods in gathering, analyzing, and interpreting facts necessary to making decisions in business. (3 hr. lecture)

MKA2949**Co-op Work****Experience 2: MKA****3 credits**

This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval and completion of 1949 Co-op Work Experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

TRA2702**International Logistics and Transportation****3 credits**

International logistics concerns the flow of materials into, through and out of the international corporation as it relates to materials management, storage, inventory locations, physical distribution and documentation. This course will emphasize international transportation infrastructure and modes such as ocean, airfreight, intermodal movement, truck and rail. Choices among these modes will be explored considering such factors as transit time, packaging, risks, predictability and cost. (3 hr. lecture).

Mass Communications

MMC2000**Introduction to****Mass Communications****3 credits**

Development of a critical perception of the mass communications process and its results in both printed and electronic media. Applications of the ethics and codes of journalism to the changing roles and forms of journalistic media. MMC 2000 will transfer for mass communications majors to various universities within the Florida State System. (3 hr. lecture)

PUR2003**Public Relations****3 credits**

This course provides students with a broad spectrum of topics as related to the Public Relations profession. Current practices or organized programs used in business to earn public acceptance and good will for products, services, personnel, and policies are explored, studied and experienced. The course employs a hands-on approach to applying public relations technique in hypothetical business situations. Students prepare press releases, brochures, and other collateral materials. (3 hr. lecture)

Mathematics College Level

MAC1105**College Algebra****3 credits**

This course includes the following topics: functions and functional notation; domain and ranges of functions; graphs of functions and relations; operations on functions; inverse functions; linear quadratic and rational functions; absolute value and radical functions; exponential and logarithmic properties, functions and equations; systems of equations and inequalities; mathematical modeling; and applications of the topics listed above. Prerequisite: MAT 1033. Special fee. (3 hr. lecture)

MAC1114**Trigonometry****3 credits**

Circular functions of real numbers, including topics of radian measure, the fundamental identities, solutions of triangles and complex numbers. Prerequisite: MAC 1140 or MAC 1105 with a grade of "C" or better or equivalent. Special fee. (3 hr. lecture)

MAC1140**Pre-Calculus Algebra****3 credits**

An axiomatic presentation of the real number system as an ordered field, in which axioms, definitions, and theorems are used to justify traditional algebraic processes involving such topics as algebraic fractions and inequalities. Prerequisites: MAC 1105 or acceptable score on Algebra Placement Test. Special fee. (3 hr. lecture)

MAC1147**Pre-Calculus Algebra and Trigonometry****5 credits**

This course includes all the topics covered in Pre-Calculus Algebra (MAC 1140) and in trigonometry (MAC 1114). See the course

description for MAC 1140 and MAC 1114 for the MAC 1147 topics. The course is designed for students with a strong high school background in algebra and trigonometry, or for students who performed very well in college algebra. Prerequisite: MAC 1105 with a grade of "C" or better, or departmental permission. (5 hr. lecture)

MAC2233**Business Calculus****3 credits**

An introduction to the basic concepts of differential and integral calculus for business majors. Topics include limits; continuity; differentiation and integration of polynomial, logarithmic and exponential functions with applications to business. Prerequisite: MAC 1105 or equivalent or permission of department chairperson. Special fee. (3 hr. lecture)

MAC2311**Calculus and****Analytical Geometry 1****5 credits**

Introduction to analytic geometry; limits; continuity; differentiation of algebraic and trigonometric functions, differentials; introduction to integration and the fundamental theorem of calculus; application of definite integrals and derivatives. Prerequisite: MAC 1114 and MAC 1140 or MAC 1147 with a grade of "C" or better or departmental permission. (5 hr. lecture)

MAC2312**Calculus and****Analytical Geometry 2****4 credits**

Techniques of integration; applications of integration; differentiation and integration of inverse trigonometric, exponential, logarithmic, and hyperbolic functions; sequences and series; parametric equations and polar coordinates; improper integrals; and indeterminate forms. Prerequisite: MAC 2311 with a grade of "C" or better. (4 hr. lecture)

MAC2313**Calculus and****Analytic Geometry 3****4 credits**

Analytic geometry of three dimensions; vectors and vector valued functions; curves and surfaces in 3-space; partial differentiation and applications; multiple integrals and their applications; line integrals, surface integrals; and Green's theorem. Prerequisite: MAC 2312 with a grade of "C" or better. (4 hr. lecture)

MAD2104**Discrete Mathematics****3 credits**

This course is designed for those students who are majoring in computer science, engineering, mathematics, and other highly technological fields. Topics include formal logic, set theory, combinatorics, mathematical induction, relations and functions, recursion, and graph theory. Prerequisite: MAC 1140. Special fee. (3 hr. lecture)

MAP2302**Introduction to****Differential Equations****3 credits**

Includes equations of order one and degree one, orthogonal trajectories, linear equations and constant coefficients, non-homogeneous equations, inverse differential operators, solutions using Laplace Transforms, elementary existence theorems, series solutions, and applications to physics and chemistry. Prerequisite: MAC 2312 with a "C" or better or equivalent. (3 hr. lecture)

MAS2103
Elementary
Linear Algebra **3 credits**
 Vectors, coordination of space, linear independence and bases, equations in 3-space, linear transformations, matrices, rank, and nullity. Prerequisite: MAC 2311. Special fee. (3 hr. lecture)

MAT1033
Intermediate algebra **3 credits**
 Topics include factoring, operations with algebraic expressions, linear equations and inequalities, quadratic equations, exponents, radical and radical expressions, algebraic fractions and fractional equations, applications, graphing, complex numbers, and an introduction to functions. Prerequisite: MAT 0020, 0024 or a prescribed score on the Algebra Placement Test. Special fee. (3 hr. lecture)

MGF1106
Mathematics for
Liberal Arts 1 **3 credits**
 This course includes topics in geometry, probability and statistics, and sets and logic. It also covers selected topics in the history of mathematics. Prerequisite: MAT 1033. Special fee. (3 hr. lecture)

MGF1106L
Mathematics for
Liberal Arts 1 Lab **1 credit**
 A laboratory course designed to give the student a high degree of skill and confidence in applying arithmetic, algebra, geometry, sets and logic, and probability and statistics, to solving problems expressed in CLAST format. Non-repeatable. Prerequisite: MAT 1033; corequisite: MGF 1106. (2 hr. lab)

MGF1107
Mathematics for
Liberal Arts 2 **3 credits**
 Addresses the essential mathematical competencies in algebra, the mathematics of economics and finance, right angle trigonometry, numeration systems, and two by two matrices. Prerequisites: MAT 1033. (3 hr. lecture)

MGF1118L
Math Computation
Review **1 credit**
 The purpose of this course is to prepare for the computational section of the CLAST exam. This course will cover all of the computational competencies of the CLAST exam as well as general test taking skills. This course will not count as a Gordon Rule mathematics course. Prerequisite: Departmental Permission. (2 hr. lab)

MGF2202
Finite Mathematics **3 credits**
 Symbolic logic, sets, partitions, probability, vectors and matrices with emphasis on problems encountered in the business world. Prerequisite MAT 1033 or equivalent. (3 hr. lecture)

MTB1103
Business Mathematics **3 credits**
 Reviews the basic arithmetic processes and covers mathematics and computations used in business including cash and trade discounts, commissions, markup, markdown, depreciation, simple and compound interest and bank discounts, payroll records, taxes, insurance, inventory, analysis of financial

statements, statistics (mean, median, and mode), charts and graphs, and consumer applications. (3 hr. lecture)

MTB1302L
Business Mathematics
Laboratory **1 credit**
 Provides the business mathematics student with support to achieve the objective of MTB 1103. (2 hr. lab)

MTB1321
Technical Mathematics 1 **3 credits**
 Basic concepts of arithmetic, algebra, graphs, geometry, trigonometry, tables, and interpolation needed in technical programs. (3 hr. lecture)

MTB1322
Technical Mathematics 2 **3 credits**
 Applications of algebra, trigonometry, and analytic geometry needed in technical programs. (3 hr. lecture)

Mathematics **College Preparatory**

MAT0002
College Preparatory
Arithmetic **4 credits**
 This course introduces students to the basic concepts of arithmetic. Topics include addition, subtraction, multiplication and division of whole numbers, fractions, decimals, and their applications. Percents will also be covered. Placement test scores or referral determine admission. This course does not satisfy college level mathematics requirements for graduation. (6 contact hours lecture/lab)

MAT0020
College Preparatory
Mathematics **5 credits**
 This course combines arithmetic and beginning algebra. Topics include sets, operations on signed numbers, solving linear equations and inequalities in one variable, operations on polynomials, factoring, integer exponents, radicals, graphing, and applications of these topics. Placement test scores or referral determine admission. This course does not satisfy college level mathematics requirements for graduation. (8 contact hr. lecture/lab)

MAT0024
College
Preparatory Algebra **4 credits**
 This course introduces students to the basic concepts of algebra. Topics include sets operations on signed numbers, solving linear equations and inequalities in one variable, operations on polynomials, factoring, integer exponents, radicals, graphing, and applications of these topics. Placement test scores or referral determine admission. This course may not satisfy college level mathematics for graduation. Special fee. (6 contact hr. lecture/lab)

Medical Assisting

MEA2235
Ophthalmic
Medical Assistant 1 **3 credits**
 Instruction will be provided in the following subjects: history taking, basic skills and

lensometry, ophthalmic patient services, basic tonometry, instrument maintenance and repair, general medical knowledge and cardiopulmonary resuscitation, and introduction to anatomy and physiology. Prerequisite: Non-certified personnel currently employed, supervised and sponsored by an ophthalmologist. A.S. degree credit only. (48 hr. lab)

Medical Laboratory **Technology**

MLT1040L
Introduction to Medical
Laboratory Technology **1 credit**
 Collection of blood by venipuncture, skin puncture and donor room techniques. This includes handling of specimens, professional ethics, basic anatomy and physiology of the circulatory system, medical terminology and safety practices including those for AID S patients. (2 hr. lab)

MLT1191
Histotechnology 1 **3 credits**
 This course will introduce students to the fundamental principles of histologic technology. These include the principles of fixation, processing for paraffin-embedding, microtome sectioning, staining and cover-slipping and laboratory safety. (3 hr. lecture)

MLT1191L
Histotechnology 1 Lab **2 credits**
 This course will introduce students to fundamental laboratory skills and safety concepts in histologic technology. It includes laboratory aspects of specimen preparation, fixation, sectioning and routine staining. The student will also be introduced to the basic principles of record keeping, use and maintenance of laboratory equipment and quality control. (4 hr. lab)

MLT1195C
Tissue Identification 1 **3 credits**
 This course will introduce students to the study of human organs and tissues for the purpose of developing histotechnological skills. It will include recognition, composition, and function of organs and tissues. Macroscopic and microscopic laboratory examination and evaluation of specimens will be included. (2 hr. lecture; 2 hr. lab)

MLT1196
Laboratory Safety
and Regulations **2 credits**
 This course will introduce students to the rules and regulations governing safety in the histotechnology laboratory. It will also introduce students to the federal regulations pertaining to the histotechnology laboratory and methods of compliance. Prominent safety issues to be covered include the biological and chemical hazards in histology laboratory, formaldehyde standard, hazardous waste disposal and minimization. (2 hr. lecture)

MLT1210C
Clinical Urinalysis
with Lab **2 credits**
 Theoretical concepts and practice in the collection and analysis of urine and other body fluids by combination didactic and laboratory instruction. Performance of routine urinalysis procedures including microscopy with identification of related disease states. Laboratory fee. A.S. degree credit only. (1 hr. lecture; 2 hr. lab)

MLT1300
Clinical Hematology **2 credits**
 Didactic study of blood cells to include the origin, morphology, function and dysfunction of cells and related disease states of the blood. Theoretical concepts and principles of routine hematology procedures, quality control and instrumentation. Corequisite: MLT 1300L. A.S. degree credit only. (2 hr. lecture)

MLT1300L
Clinical Hematology
Laboratory **2 credits**
 Manual and automated procedures in hematology. This includes blood cell counts and other basic hematologic procedures in the simulated laboratory and in the clinical setting. Corequisite: MLT 1300. Laboratory fee. A.S. degree credit only. (4 hr. lab/clinic)

MLT1330
Clinical Coagulation **1 credit**
 Didactic study of homeostasis, various clotting mechanisms, and related disease states. A.S. degree credit only. (1 hr. lecture)

MLT1330L
Clinical Coagulation
Laboratory **1 credit**
 Performance of selected coagulation assays by manual and automated methods. The significance of test results to assess homeostasis in health and disease is included. Corequisite: MLT 1330. Laboratory fee. A.S. degree credit only. (2 hr. lab)

MLT1500
Clinical Immunology/
Serology **2 credits**
 Theoretical concepts of the human immune system in health and disease. Relationships to immunohematology, infection, and serological procedures are analyzed. Pre/corequisite: BSC 2085; prerequisite: BSC 2086; corequisite: MLT 1500L. A.S. degree credit only. (2 hr. lecture)

MLT1500L
Clinical Immunology/
Serology Laboratory **1 credit**
 Performance of serological procedures that are identified in MLT 1500. The clinical significance of test results to disease states is included. Pre/corequisites: BSC 2085, 2086; corequisite: MLT 1500. A.S. degree credit only. Laboratory fee. (2 hr. lab)

MLT1610
Clinical Chemistry 1 **2 credits**
 Theoretical concepts and principles of carbohydrate, nonprotein nitrogen, and electrolyte chemistry analyses with emphasis on their relationships to various disease states. Analytical procedures to assess liver function and acid-base balance are also included. Prerequisite: CHM 1033; corequisite: MLT1610L. A.S. degree credit only. (2 hr. lecture)

MLT1610L
Clinical Chemistry 1
Laboratory **2 credits**
 Performance of chemistry procedures on body fluids with emphasis on manual and automated instrumentation. Prerequisite: CHM 1025L, 1033L. Laboratory fee. A.S. degree credit only. (4 hr. lab/clinic)

MLT1752
Quality Control
Laboratory Mathematics **2 credits**
 Emphasis on mathematical computations related to procedures in the clinical laboratory including dilutions, solutions, colorimetry, hematology math, enzymatic calculations, calculations relating to renal function tests, and mathematical principles related to ionic solutions. The student will also be given specific statistical tools necessary for quality control procedures as well as interpretations of Levy-Jennings charts and troubleshooting tools. (2 hr. lecture)

MLT1840L
Histotechnology Practicum 1 **5 credits**
 This is a clinical experience in which students will learn the techniques of processing human tissue for histological purposes. (15 hr. clinic)

MLT2180C
Infectious Diseases
& Control Practices **3 credits**
 This course will focus on the principles of transmission and control of diseases with an emphasis on infectious tissue specimens. (2 hr. lecture; 2 hr. lab)

MLT2192
Histotechnology 2 **3 credits**
 This course is a continuation of Histotechnology 1. Students will be introduced to advanced processing techniques of human tissue for anatomical pathology and concepts of instrumentation. (3 hr. lecture).

MLT2192L
Histotechnology 2
Laboratory **2 credits**
 This course is a continuation of Histotechnology Lab 1. Students will be introduced to more complex laboratory techniques in histotechnology. (2 hr. lecture; 4 hr. lab)

MLT2197C
Tissue Identification 2 **4 credits**
 This course will provide the students with the correlations between histotechnological procedures and diseases processes. Students will study the changes in tissue that are associated with various disease states, and will learn the usefulness of selected special stains and techniques in identifying disease processes. (2 hr. lecture; 4 hr. lab)

MLT2198
Histochemistry **3 credits**
 This course will introduce students to organic chemistry of stains and special stains, dyes, hydrocarbons; aromatics, alcohols, ethers, aldehydes, ketones, carbonyl compounds, amines and amides. (3 hr. lecture)

MLT2198L
Histochemistry
Laboratory **2 credits**
 This course will introduce students to biochemicals used in histology with emphasis on laboratory preparation and use of histochemical and immunohistochemical stains. (4 hr. lab)

MLT2403
Clinical Microbiology 2 **2 credits**
 This course will provide a working knowledge of clinical bacteriology and should complement the Microbiology 2 Lab. The student will be exposed to some of the indigenous flora and the pathogenicity of microorganisms as they affect various body sites. Specimen transport, collection, laboratory identification techniques, and antimicrobial therapy also provides the knowledge base necessary for working in a clinical setting. (2 hr. lecture)

MLT2403L
Clinical
Microbiology Lab 2 **2 credits**
 This course is designed to complement the Microbiology 2 lecture and provide students with the necessary knowledge base and laboratory skills to effectively identify microorganisms associated with infectious diseases. (4 hr. lab)

MLT2440
Clinical Microbiology 1 **1 credit**
 This course will provide an overview of clinical mycology and parasitology. Topics will include both parasites and fungi and will cover life cycles, epidemiology, and etiology. Emphasis will be given to the most commonly encountered mycoses and parasitic infestations. This course should be taken concurrently with Clinical Microbiology 1 Lab. (1 hr. lecture)

MLT2440L
Clinical
Microbiology Lab 1 **1 credit**
 This course provides a practical overview of mycology and parasitology. Students will also obtain hands-on experience working with formalin preserve ova and parasites. They will also obtain the knowledge necessary to be able to identify at least the genus level of the most commonly encountered yeasts and fungi using microscopic and macroscopic techniques. This course should be taken concurrently with Clinical Microbiology 1 lecture. (2 hr. lab)

MLT2525
Immunohematology **2 credits**
 Theoretical concepts involving blood group systems, hemolytic diseases, and blood bank procedures relating to transfusion and component therapy. Prerequisite: MLT 1500; corequisite: MLT 2525L. A.S. degree credit only. (2 hr. lecture)

MLT2525L
Immunohematology
Laboratory 2 credits
Performance of basic blood typing, blood bank assays on prepared specimens, and appropriate quality control procedures. Interpretation of results is included. Prerequisite: MLT 1500L; corequisite: MLT 2525. Laboratory fee. A.S. degree credit only. (4 hr. lab)

MLT2620
Clinical Chemistry 2 2 credits
Theoretical concepts and principles of proteins, enzymes, and lipids with emphasis on their relationship to various disease states. Prerequisite: MLT1610; corequisite: MLT 2620L. A.S. degree credit only. (2 hr. lecture)

MLT2620L
Clinical Chemistry 2
Laboratory 1 credit
Performance on those analyses identified in MLT 2620 including electrophoresis and quality control. Prerequisite: MLT 1610L. Corequisite: MLT 2620. Laboratory fee. A.S. degree credit only. (2 hr. lab)

MLT2624L
Special Techniques
in Clinical Chemistry 2 credits
The principles and performance of radioimmunoassay, EMIT, ELISA, and toxicological techniques for thyroid function, hormones, and toxic substances. Prerequisites: MLT 1610, 1610L; corequisites: MLT 2620, 2620L. Laboratory fee. A.S. degree credit only. (4 hr. lab)

MLT2807L
Hospital Practicum:
Immunohematology 3 credits
A supervised laboratory rotation in a clinical immunohematology facility. This provides the student an opportunity for the practice of skills previously learned and for the acquisition of new procedural skills. The development of interpersonal skills and the transition from student to professional are emphasized. Prerequisites: MLT 2525, 2525L; corequisite: MLT 2930. A.S. degree credit only. (9 hr. clinic)

MLT2809L
Hospital Practicum:
Hematology 3 credits
A supervised laboratory rotation in a clinical hematology facility. This provides the student an opportunity for the practice of skills previously learned and for the acquisition of new procedural skills. The development of interpersonal skills and the transition from student to professional are emphasized. Prerequisites: MLT 1300, 1300L, 1330, 1330L; corequisite: MLT 2930. A.S. degree credit only. (9 hr. clinic)

MLT2810L
Hospital Practicum:
Chemistry 3 credits
A supervised laboratory rotation in a clinical chemistry facility. The development of interpersonal skills the transition from student to professional are emphasized. This provides the student an opportunity for the practice of skills previously learned and for the acquisition of new procedural skills. Prerequisites: MLT 2620, 2620L, 2624L; corequisite: MLT 2930. A.S. degree credit only. (9 hr. clinic)

MLT2811L
Hospital Practicum:
Microbiology 3 credits
A supervised laboratory rotation in a clinical microbiology facility. This provides the student an opportunity for the practice of skills previously learned and for the acquisition of new procedural skills. Prerequisites: MLT 2401, 2401L; corequisite: MLT 2930. A.S. degree credit only. (9 hr. clinic)

MLT2841L
Histotechnology
Practicum 2 5 credits
This clinical experience will introduce the students to the basic techniques of microtomy, staining and preparation of human tissue for anatomical pathology. (15 hr. clinic)

MLT2930
Medical Laboratory
Technology Seminar 2 credits
Clinical correlations, professional issues, updates in Medical Laboratory Technology with student's reports on recent professional journal articles, and the use of microcomputers in the laboratory. Corequisite: MLT 2807L, 2809L, 2810L or 2811L. A.S. degree credit only. (2 hr. seminar)

MLT2931
Histotechnology Seminar 2 credits
This course will prepare students for career entry. Emphasis will be placed on current topics in histotechnology, legal and ethical responsibilities of health care professionals, knowledge of the health care delivery system, including health policies and financing and employability skills. (2 hr. lecture)

Meteorology

MET1010
Introduction to Weather 3 credits
An introduction to fundamentals of weather and their impact on human activities. Topics include temperature, humidity, clouds, precipitation, air masses fronts, and storms. Emphasis is on understanding how these processes take place and their results. Pre/corequisite: PSC 1515. Optional laboratory, MET 1010L. (3 hr. lecture)

MET1010L
Introduction to
Weather Laboratory 1 credit
An elective laboratory to accompany MET 1010. An investigation through experimentation of fundamental meteorological problems. Map analysis, temperature and humidity experiments. Pre/corequisite: MET 1010. Laboratory fee. (2 hr. lab)

MET2741
Advanced Aviation
Meteorology 3 credits
This class is a continuation of higher levels of weather skills with respect to flight. The material in this course is designed to provide additional knowledge needed by aviation students. Emphasis is given in subject areas which impact on flight safety and basic forecasting techniques. Prerequisite: ASC 1210. (3 hr. lecture)

Midwifery

MDW1000C
Midwifery Sciences 8 credits
An introduction to the basic principles of midwifery with emphasis on Basic Health Care Skills, Laboratory and Diagnostic Testing, Pharmacology and Counseling Skills for the Midwife in Practice. Prerequisites: BSC 2085, 2085L, 2086, 2086L, CHM 1033, ENC 11 01, MAC 1105; corequisites: MDW 1820, 2220. (5 hr. lecture; 6 hr. lab)

MDW1100C
Antepartum 9 credits
Further development of midwifery skills including: Patient's preparation for conception, hygiene of pregnancy, prenatal examination procedures, nutritional assessment and culture specific counseling, with an emphasis on preventive strategies. Prerequisites: MDW 1000C, 1820, 2220. (7 hr. lecture; 4 hr. lab)

MDW1820
Midwifery Clinic 1 2 credits
Students are closely supervised as they observe maternity services provided in clinical settings by Licensed Midwives and other maternity care givers. Corequisites: MDW 1000C, 2220. (8 hr. clinic)

MDW1822
Midwifery Clinic 2 3 credits
Emphasis on the clinical application of skills and theory presented in MDW 1100C. Corequisite: MDW 1100C. (9 hr. clinic)

MDW1910L
Clinic Lab Seminar 1 1 credit
A guided group discussion to review the student's clinical experience. Format will include formal case presentation using the problem solving process to elicit the student's critical thinking in the clinical practicum. Prerequisite: MDW 2111C, 2824; corequisite: MDW 2200C, 2826. (2 hr. lab)

MDW1912L
Midwifery Clinic Lab
Seminar 2 1 credit
A guided group discussion to review the student's clinical experience. Format will include formal case presentation to elicit the student's critical thinking in the clinical practicum. Prerequisites: MDW 1910L, 2200C, 2826; corequisites: MDW 2211, 2215, 2828. (2 hr. lab)

MDW2111C
The Intrapartum
and Post Partum 5 credits
The physiology, mechanism of normal labor, delivery and the postnatal period. Identification and management of complications. Neonatal assessment and managements. Care of the well woman through menopause. Professional issues in midwifery practice. Prerequisites: MDW 1100C, 1822; corequisite: MDW 2824. (3 hr. lecture; 4 hr. lab)

MDW2200C**Gynecology Women's****Health and Family Planning 3 credits**

Care of the well woman through menopause will include history and physical exams, methods of contraception, infertility, unplanned or unwanted pregnancy, human sexuality and STDs. Prerequisites: MDW 1910L, 2826. (1 hr. lecture; 2 hr. lab)

MDW2211**Obstetrics and****Medical Management****1 credit**

Students will learn primary midwifery management, referral and consultation, common obstetric complications and professional responsibilities, prenatal and postpartal care to at-risk women with physician collaboration. Corequisites: MDW 1912L, 2215, 2828. (1 hr. lecture)

MDW2215**Professional Issues****in Midwifery Practice****2 credits**

This course explores career preparation, opportunities and trends, and the accompanying legal, ethical and professional expectations. Corequisites: MDW 1912L, 2211, 2828. (2 hr. lecture)

MDW2220**Applied Pharmacology****2 credits**

The student will learn the use, actions and effects of drugs, management of anaphylactic shock. Emphasis on benefits and risks plus alternatives methods of healing. Prerequisites: MDW 1000C, 1820. (2 hr. lecture)

MDW2824**Midwifery Clinic****Practice 3****3 credits**

This course focuses on development of intrapartum and postpartum knowledge and skills in a supervised clinical setting in which the student will assist in client care during labor, delivery and the postnatal period. Prerequisite: MDW 2111C. (12 hr. clinic)

MDW2826**Midwifery clinic 4****8 credits**

Student will provide prenatal, intrapartum and postpartum client care in a clinical setting under supervision of a Florida licensed preceptor. Corequisites: MDW 1910, 2200C. (32 hr. clinic)

MDW2828**Midwifery Clinic 5****8 credits**

Student will provide client care under supervised preceptorship in a clinical site. Upon completion, the student will have provided primary care to 50 women and their babies during pregnancy, labor, delivery and the postpartum. Prerequisites: MDW 1912L, 2211, 2215. (24 hr. clinic)

Military Science

Air Force ROTC (AFR)

Miami-Dade Community College, in cooperation with the Department of Aerospace Studies, Air Force Reserve Officer Training Corps (AFROTC), at the University of Miami provides academic instruction and training experiences leading to commissioned service in the United States Air Force. The AFROTC is an educational program designed to give men and women the opportunity to become Air Force officers while completing a Bachelor's degree. The AFROTC program is designed to prepare them to assume positions of increasing responsibility and importance in the modern Air Force.

AFROTC offers several routes to an Air Force commission-the AFROTC four year program, the AFROTC two year program and the ONE YEAR COLLEGE PROGRAM (Degree granting Nursing students only). Depending on the program chosen, attendance at either a four-week, five-week or seven-week summerfield-training course will be required. AFROTC cadets will receive junior officer training, career orientation, and learn about how the Air Force operates. Travel to and from the base and where field training occurs is paid for by the Air Force. The end product of the AFROTC program is to produce 2nd Lieutenants in the Air Force upon graduation. For more information, contact Captain Miller at (305) 284-2871.

1. The four-year AFROTC program is comprised of a two-year basic course in Air Force organization and the development of air power, a four-week field training course at an Air Force base during the summer, and a two-year advanced course in improving communication skills, leadership, and managerial skills and knowledge of national security issues necessary for becoming an Air Force Officer. Cadets who complete the basic course program at M-DCC are eligible to apply for selection into the AFROTC advanced course at any 4-year college or university offering these last two years of the AFROTC program.

2. Students who graduate from M-DCC are eligible to apply for selection into the AFROTC advanced course at any 4-year college or university offering these two years of the AFROTC program. The Two-year AFROTC program is comprised of a five-week field training course at an Air Force base during the summer prior to entry and the above two-year advanced course. It is available for students with two years of undergraduate/graduate studies remaining.

ENROLLMENT

There is no military obligation to sign up for AFROTC. To take classes students must be U.S. citizens or resident alien, and must be U.S. citizens to receive a commission. It is possible to begin AFROTC as a resident alien and earn a commission once citizenship is obtained. AFROTC cadets must also pass the AIR FORCE OFFICER QUALIFYING TEST, a physical fitness test including a 2-mile timed run, and pass an Air Force physical exam in order to be eligible for scholarships and ultimately commissioning.

SCHOLARSHIPS

A variety of AFROTC scholarships for one, two, three and four years are available on a competitive basis and include an allowance for books plus a non-taxable \$250 - \$350 stipend each month during the school year. Some scholarships provide full college tuition others begin at \$15,000 per year and may be extended to 80% of tuition (cumulative G.P.A. taken into consideration). In selected academic areas, scholarships may be extended to meet a 5-year degree program recognized by a college. The one-year program is for students preparing for occupations for which the Air Force has a special need. Two to four-year scholarships are for students pursuing degrees in certain fields of engineering, science, and math. Plus, there is a \$3,000 scholarship available to juniors and seniors who have completed field training, regardless of your major. A number of scholarships are also available to students enrolled in certain non-technical degree programs such as: business administration, accounting, economics, and management. We also offer scholarships for careers in the medical field.

BENEFITS

All AFROTC cadets receive uniforms, books and equipment for ROTC classes at no cost. Upon being commissioned a 2nd Lieutenant in the Air Force you will receive a starting salary and allowances worth more than \$35,000 per year. Free medical and dental care, 30 days paid annual vacation and added educational benefits are also part of the compensation package.

AFR1101**The Foundation of The United States****Air Force - Part 1****1 credit**

This course is designed to show the potential Air Force officer, what role today's Air Force plays in defense of our nation, what role they can fill into today's Air Force, and finally what the Air Force offers them both today and AFROTC and later should they choose the Air Force as a profession after AFROTC.

AFR1201**Introduction to the United States****Air Force - Part 1****1 credit**

This course is designed to examine general aspects of air and space power through a historical perspective. We will cover the time period from the first balloons and dirigibles to the space-age global positioning systems to the Persian Gulf War. Historical examples will be provided to extrapolate the development of Air Force capabilities and missions to demonstrate the evolution of what has become today's U. S. Air Force air and space power.

AFR2102**The Foundation of The United States****Air Force - Part 2****1 credit**

This course is designed to show the potential Air Force officer, what role today's Air Force plays in defense of our nation, what role they can fill into today's Air Force, and finally what the Air Force offers them both today and AFROTC and later should they choose the Air Force as a profession after AFROTC.

AFR2202

Introduction to the United States

Air Force - Part 2

1 credit

This course is designed to examine general aspects of air and space power through a historical perspective. We will cover the time period from the first balloons and dirigibles to the space-age global positioning systems to the Persian Gulf War. Historical examples will be provided to extrapolate the development of Air Force capabilities and missions to demonstrate the evolution of what has become today's U. S. Air Force air and space power.

NOTE: There is a required Leadership Laboratory, Wednesday 2:00 - 4:00. Alternate Leadership Laboratory, Fridays 9:00 - 11:00 for all AFROTC courses.

Army ROTC (MIS)

The Army Reserve Officer Training Corps is a college elective that is designed to teach and instill the leadership skills necessary to become officers in the active Army, National Guard, or Army Reserves. Students who complete the ROTC curriculum and earn their Bachelor degree will in most undergraduate majors offered by local universities, be commissioned as second lieutenants. Army ROTC classes are taught on the Florida International University campus (SW 8th Street).

ENROLLMENT

Freshman and sophomore students may sign-up for the MIS courses directly through M-DCC. There is no military obligation to take the course. At a minimum, students must be Resident Aliens to participate and must be U.S. citizens to earn a commission. Students transferring to Florida International University, Florida Atlantic University, University of Miami, Barry University, or Florida Memorial College may be eligible to complete the program and earn a commission.

SCHOLARSHIPS

Three and two year scholarships are offered to qualified ROTC students for use at one of the universities listed above. Scholarships pay up to \$16,000 annually toward tuition, \$450 annually for books, and \$250 to \$350 monthly directly to the student. For more information, contact the Enrollment and Scholarship Officer at (305) 348-1619.

SPECIAL PROGRAMS

Prior service members and members of the National Guard and Army Reserve have special entrance consideration and may be entitled to other monetary benefits. Call the number listed above for more information. Sophomore students preparing to enter a university and that did not participate in ROTC during their first two years in college may attend a five-week ROTC basic course during the summer. This course is voluntary and does not require enlistment or further commitment to the service in order to attend. All transportation, lodging, uniforms and meals are provided. Additionally, students earn \$800-\$900 for attendance.

BENEFITS

All cadets receive uniforms, books, and equipment at no extra cost. Contracted students, regardless of scholarship, receive \$250 to \$350 monthly. Once commissioned, active

duty Second Lieutenants earn a starting salary averaging \$34,000 annually, have 30 days paid vacation annually, are entitled to further education benefits, and free medical/dental care.

MIS1002 First Year

Basic Army ROTC

1 credit

Introduction to Army organizations, military customs, basic marching drills, map reading, and land navigation techniques, drown-proofing, rappelling, river crossing techniques, and physical fitness. Physical fitness training and laboratory required.

MIS1100 First Year

Basic Army ROTC

1 credit

Continues basic leadership training. Additionally introduces students to officer duties, awards and decorations, individual military skills, radio communication procedures and physical fitness. Physical training and lab required.

MIS2106 Second Year

Basic Army ROTC

1 credit

Instruction in squad and platoon marching drills, military training and inspections, leadership techniques, advanced map reading, and refresher in skills learned at earlier levels. Physical fitness training and lab required.

MIS2333 Second Year

Basic Army ROTC

1 credit

Continued instruction in drill and ceremony, nuclear, biological and chemical warfare, practical land navigation, orienteering, and introduction to combat troop leading procedure. Physical fitness training and laboratory required.

Music

MUC1201

Composition 1

2 credits

A two semester sequential course introducing the basic elements and construction blocks of a musical composition and analysis. In addition, students will be expected to compose original short pieces as well as have them performed in a composition recital at the end of the semester. (2 hr. lecture)

MUC1202

Composition 2

2 credits

A two semester sequential course introducing the basic elements and construction blocks of a musical composition and analysis. In addition, students will be expected to compose original short pieces as well as have them performed in a composition recital at the end of the semester. (2 hr. lecture)

MUC2001

Experimental Composition

3 credits

Experience with 20th century compositional techniques through listening, analysis, composition and performance. May be repeated for credit by permission of the instructor. Prerequisite: MVK 1111. (3 hrs. per week)

MUC2101

Composition Skills 3

2 credits

This course is a continuance of the composition workshop at a more advanced level. Stu-

dents receive private lessons in music composition. Students are encouraged to apply their theoretical skills to a diverse media, including writing for a variety of small ensembles. This will culminate into a mini recital at the end of the term which will also help prepare the student to effectively coordinate and organize performances of his or her own works in front of an academic and general audience. In the process the student learns to work with a variety of performers and appreciate exposure and feedback from a diverse group of people. (2 hr. lecture)

MUC2102

Composition Skills 4

2 credits

This course is a continuance of Composition Skills 3 at a more advanced level. Students receive private lessons in music composition. Students are encouraged to apply their theoretical skills to a diverse media, including writing for a variety of small ensembles. This will culminate into a mini recital at the end of the term which will also help prepare the student to effectively coordinate and organize performances of his or her own works in front of an academic and general audience. In the process the student learns to work with a variety of performers and appreciate exposure and feedback from a diverse group of people. (2 hr. lecture)

MUC2311

Electronic Music 1

3 credits

This course is designed to provide students with hands-on experience of sampling, analysis, synthesis, resynthesis procedures, advanced digital composition and arranging. Prerequisite: MUM 2623 or permission of instructor. Special fee. (2 hr. lecture; 2 hr. lab)

MUC2312

Electronic Music 2

3 credits

This course is designed to provide music students further study in electronic music synthesis and sound design in musical composition. Emphasis will be placed on the use of computer software voice editing tools in both learning and exploring synthesis and voice architectures. (3 hrs. per week)

MUE1290

Music Skills

3 credits

Music fundamentals which prepare non-music majors to meet situations which require musical knowledge. This course introduces basic music theory and its application to elementary classroom activities. (3 hr. lecture)

Instrumental and Vocal Techniques 1 credit each

Class instruction designed to provide basic performance and teaching skills in voice or instruments from each area. (2 hrs. per week)

MUE1430	Voice Techniques (Not open to voice majors)
MUE1440	String Techniques
MUE1450	Woodwind Techniques
MUE1460	Brass Techniques
MUE1470	Percussion Techniques (Not open to percussion majors)
MVS1116	Guitar Techniques (Not open to guitar majors)

MUG2101
Introduction to Conducting 1 credit
Class instruction introducing students to basic conducting skills. (2 hrs. per week)

MUH2017
Contemporary Jazz People 3 credits
An in-depth study of selected contemporary jazz artists and their musical contributions, including the distinct styles of jazz which have been influential in the development of this American art form. (3 hr. lecture)

MUH2111
Survey of Music History 1 3 credits
An introduction to the history of musical styles from antiquity through the Baroque Period by the examination of representative literature. (3 hr. lecture)

MUH2112
Survey of Music History 2 3 credits
An introduction to the history of musical styles from the Baroque Period through the present by the examination of representative literature. Prerequisite: MUH 2111. (3 hr. lecture)

MUL1010
Music Appreciation 3 credits
The development of the various styles, forms, and idioms in music. The emphasis is given to the student's ability to understand and enjoy music. (3 hr. lecture)

MUL2380
Jazz and Popular Music in America 3 credits
A survey of the development of popular and jazz music with an emphasis on musical styles and outstanding artists. (3 hr. lecture)

MUL2500
Survey of Music History 3 3 credits
A survey of the great symphonies from the end of the seventeenth century to the present. Full scores will be examined and outstanding recorded performances will be heard in their entirety. Prerequisite: MUH 2112. (3 hr. lecture)

MUL2600
Art Song Literature 1 2 credits
A survey of the development of the art song: early Italian, German Lied, French Chanson, English Air, songs to be preformed and discussed in class. Recordings of definite interpreters presented. (2 hr. lecture)

MUL2601
Art Song Literature 2 2 credits
A continuation of Art Song Literature 1 with emphasis on the Post-Romantic and Modern Eras. This course provides students with objectives and practical criteria to select repertory for public performances. (2 hr. lecture)

MUL2661
Survey of Music History 4 3 credits
A survey of the great operas from the Baroque Period to the present. Full scores will be studied and outstanding recorded performances will be seen and heard in their entirety. Prerequisite: MUL 2500. (3 hr. lecture)

MUM1622L
Sound Reinforcement and Fundamentals Laboratory 1 credit
This course is designed to provide students with "hands on" experience in conjunction with music school performance activities. Corequisite: MUM 1662. (2 hr. lab)

MUM1662
Sound Reinforcement Fundamentals 3 credits
Sound reinforcement fundamentals is a course designed to provide students with background in live sound reinforcement, concert sound practices, and general PA work associated with sound engineering. Corequisite: MUM 1622L. (3 hr. lecture)

MUM1949
Co-op Work Experience 1: MUM 3 credits
This course is designed to provide students with training in their chosen field of study (Sound Engineering or related area) through "on the job" work experience. Students are graded on the basis on documentation of learning acquired as reported by student and employer. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Education office to obtain registration approval. Prerequisite: Co-op department approval. (3 hr. lecture and field experience)

MUM2030
Commercial Music Performance 3 credits
A performance experience with concentration on repertoire, style and management of commercial engagements. Includes transposition, harmonization and show reading. Prerequisite: MUT 1112 or permission of instructor. May be repeated for credit. (3 hrs. per week)

MUM2600
Sound Recording 1 3 credits
An introduction to techniques, practices and procedures in making eight-track recordings.

The student will gain experience with acoustical balancing, editing and over-dubbing in a wide variety of sound situations. Corequisite: MUM 2600L. (3 hr. lecture)

MUM2600L
Sound Recording 1 Lab 1 credit
Participation in MUM 2600L offers students directed "hands on" experience coinciding with lectures in MUM 2600. Corequisite: MUM 2600. Special fee. (2 hr. lab)

MUM2601 Sound Recording 2 3 credits
This course explores advanced multi-track recording skills and audio production techniques. Emphasis is on mixing board skills, microphone techniques, use of outboard equipment and live 2 track recording. Prerequisite: MUM 2600. (3 hr. lecture)

MUM2601L
Sound Recording 2 Lab 1 credit
Corequisite for MUM 2601. Advanced Sound Recording. Participation in MUM 2601L offers students directed "hands on" experience paralleling lectures in MUM 2601. Special fee. (2 hr. lab)

MUM2603 Basic Audio Wiring Laboratory 2 credits
This course covers soldering and wiring of audio cables, the use of basic electronic instruments. This course includes construction of electronic projects. (4 hr. lab)

MUM2604
Multi-Track Mixdown Techniques 1 credit
This course deals with the application of signal processing gear to multi-track master recording mixdown to 2 track stereo mastering machines; includes editing and packaging. Prerequisites: MUM 2600, 2600L. (2 hr. lab)

MUM2605
Multi-Track Production Techniques 1 1 credit
Multi-track production technique offers students with a background in multi-track recording an opportunity to sharpen their skills in recording, mixdown editing, and audio production. Prerequisite: MUM 2600, 2600L. Must precede MUM 2606 and 2607. (1 hr. lecture)

MUM2606
Multi-Track Production Techniques 2 1 credit
Multi-track production technique offers students with a background in multi-track recording an opportunity to sharpen their skills in recording, mixdown editing, and audio production. Prerequisites: MUM 2600, 2600L, 2605. (1 hr. lecture)

MUM2607
Multi-Track Production Techniques 3 1 credit
Multi-track production technique offers students with a background in multi-track recording an opportunity to sharpen their skills in recording, mixdown editing, and audio production. Prerequisites: MUM 2600, 2600L, 2605, 2606. (1 hr. lecture)

MUM2623C**MIDI Electronic****Music 1 2-3 variable credits**

This course is designed to acquaint music students with basic applications of Musical Instrument Digital Interface (MIDI) for the purpose of composition and performance and learning pre-production concepts with multi-track recording studio. Emphasis will be placed on keyboards, outboard gear, drum machines, and computer assisted operations. Special fee. (1-2 hr. lecture; 2 hr. lab)

MUM2624C**MIDI-Electronic****Music 2 2-3 variable credits**

This course is designed to provide music students further study in the application of the Musical Instrument Digital Interface (MIDI). Emphasis will be placed on advanced techniques in sequencing, routing, synchronization, composition and arranging. Prerequisite: MUM 2623. Special fee. (1-2 hr. lecture; 2 hr. lab)

MUM2640L**Multi-Track****Mixdown Techniques 1 credit**

This course deals with the application of signal processing gear to multi-track master recording mixdown to 2 track stereo mastering machines includes editing and packaging. Prerequisites: MUM 2600, 2600L. (2 hr. lab)

MUM2700**Music Business 1****3 credits**

The fundamentals, guidelines and use of copyright law, contracts, agencies and management, publishing, song writing, recording production and marketing. Prerequisite: one year of college-level music study or equivalent; corequisite: MUM 2703. Special fee. (3 hr. lecture)

MUM2702**Music Business 2-Careers****3 credits**

A systematic look at career options in the Music Industry. Topics discussed include record promotion, marketing, distribution, music publishing, working in the local music industry, radio and television, film scoring, advertising, "jingle" production, teaching as a business, music merchandising, arts administration, working in the national and international scene, live performance, and recording agreements. Students will develop a written business plan for their own music business enterprise and write their resumes. This course will prepare the student for the Music Business Internship. Special fee. Corequisite: MUM 2704. (3 hr. lecture).

MUM2703**Music Business 3-Computer****3 credits**

This course will provide an overview, and hands-on experience, with a wide variety of computer-based music technology and cross-platform software applications used within the Music Business environment. Software studies include Microsoft Word (wordprocessing), Microsoft Excel (spreadsheet), Microsoft PowerPoint (presentation), and Adobe Photoshop (scanning, photo touch-up). Students will present projects in class. Prerequisite: Basic computer experience with the Macintosh and/or Windows 95 operating systems. Special fee. (6 hr. lab)

MUM2704**Music Business 4-****Computer Applications****3 credits**

This course will provide an overview, and hands-on experience, with computer-based music technology and cross-platform software applications used within the Music Business environment. Software studies include Adobe Photoshop, Adobe PageMaker (page layout), Quicken (financial record keeping), and Adobe PageMill (Web page development). Students will create their own Web site, useful for promotion and networking in their own Music Business enterprise. Students will present projects in class. Special fee. Prerequisite: MUM 2703. (6 hr. lab)

MUM2945**Music Business 5-Internship****3 credits**

Music Business students will gain music industry experience in an internship which offers a varied, practical, and challenging learning experience. The internship will require a minimum of 20 hours per week of work, for on-the-job training, and will be supervised by a sponsor from the company and the coordinator of the music business program. Prerequisites: MUM 2701, 2702, 2703, 2704 and/or departmental approval. (3 hr. lecture)

MUM2949**Co-op Work****Experience 2: MUM****3 credits**

This course is designed to continue training for a second term in a student's field of study through work experience in sound engineering or related area. Students are graded on the basis on documentation of learning acquired as reported by student and employer. All students must contact the Cooperative Education office to obtain registration approval. Prerequisite: Co-op approval and completion of MUM 1949 Co-op Work Experience. (3 hr. lecture and field experience)

MUM1001**Recording Studio****Experience for Musicians****1 credit**

This course offers musicians performing experience in a multi-track recording studio. This course meets in conjunction with MUM 2601L, Advanced Sound Recording Lab. Interested musician's audition for entrance in to course. (2 hr. lab)

MUM1021**Electronic Music Ensemble****1 credit**

This ensemble provides music students an opportunity to perform a variety of musical compositions which incorporate electronic musical instruments with emphasis on contemporary and original compositions. May be repeated for credit. (3 hrs. per week)

MUM1120**Concert Band****1-3 variable credits**

The opportunity for performing concert band literature through participation in the College Band. Emphasis is on music originally composed for bands. It may be repeated for credit. (2-6 hr lab)

MUM1210**Symphony****Orchestra****1-3 variable credits**

Experience in performing and reading orchestra literature through participation in the College Orchestra. This course is open to

all students. May be repeated for credit. (2-6 hr. lab)

MUN1310**College Choir****1 credit**

An opportunity for participation in the College Choir. Repertoire includes a wide range of music literature from various periods. This course is open to all students. May be repeated for credit. (3 hrs. per week)

MUN1340**Chamber Singers****1 credit**

An opportunity for talented singers to study and perform the smaller choral works, with special emphasis on the madrigal. This course is open to all students with the permission of the instructor. May be repeated for credit. (3 hrs. per week)

MUN1391**Gospel Ensemble****1 credit**

Provides an opportunity to study and perform music of Black composers with emphasis placed on contemporary gospel idioms. This course is open to all students with the permission of the instructor. May be repeated for credit. (3 hrs. per week)

MUN1420**ChamberMusic,****Woodwind****Ensemble****1-3 variable credits**

A performing group introducing students to literature for small woodwind ensembles. Chamber music from Baroque to modern is covered. This course is open to all students with the permission of the instructor. May be repeated for credit. (3-9 hrs. per week)

MUN1430**Chamber Music,****Brass Ensemble****1-3 variable credits**

A performing group providing experience with brass literature from the five major periods. This course is open to all students with the permission of the instructor. May be repeated for credit. (3-9 hrs. per week)

MUN1440**Percussion Ensemble****1-3 credits**

An opportunity for percussion majors to gain experience in ensemble playing. Open to all percussion students with the permission of the instructor. May be repeated for credit (3-9 hrs. per week)

MUN1460**Chamber Music, Strings****and Mixed Ensemble****1-3 credits**

The performance of ensemble literature involving strings or other instruments in combination with strings. Particular attention given to literature of the five major periods. Open to all students with the permission of the instructor. May be repeated for credit. (3-9 hrs. per week)

MUN1480

Guitar Ensemble 1-3 credits
Extended rehearsal schedule provides acquisition of specialized ensemble performance techniques. Literature includes classical and popular. May be repeated for credit or taken for variable (1-3) credit by permission of instructor. (3-9 hrs. per week)

MUN1710

Jazz Workshop 1-3 credits
A course providing the opportunity for performing both modern big-band jazz as well as experience in smaller combo groups. This course is open to all students with permission of the instructor. May be repeated for credit. (3-9 hr. lab)

MUN1720

Vocal Jazz/Pop Ensemble 1 credit
The study and performance of jazz and commercial music for vocal ensemble, including improvisation. May be repeated for credit. (3 hrs. per week)

MUN2030

Performance Lab 1 credit
Lab held in conjunction with weekly concert hour performance. This course is designed to provide music majors with the varied musical experiences necessary to broaden a musician's background. May be repeated for credit. (1 hr. lecture)

MUN2341

Vocal Ensemble 2-3 variable credits
An in-depth performance experience including classical and popular choral literature. Extensive public performance schedule provides professional training. Prerequisite: permission of instructor. May be repeated for credit. (7.5 hr. lab)

MUN2410

String Ensemble 2-3 variable credits
Extended rehearsal schedule provides acquisition of specialized ensemble performance techniques. Literature includes classical and popular. May be repeated for credit. By permission of instructor. (7.5 hr. lab)

MUN2470

Early Music Consortium 1 credit
The performance of chamber music to introduce the instruments, literature, styles, and performance practices of the music of the Middle Ages, Renaissance, and Baroque periods. Enrollment requires the instructor's permission and selectivity is dependent upon the instrumentation required and the instruments available. Prerequisite: by audition or permission of instructor. May be repeated for credit. (3 hrs. per week)

MUN2711

Jazz Ensemble 2-3 variable credits
A performing group providing advanced skill in reading and interpreting jazz literature. Prerequisite: permission of instructor. May be repeated for credit. (7.5 hr. lab)

MUN2712

Studio Jazz 1 credit
The class will rehearse standard and original tunes commonly played by small jazz ensembles. The student will develop the basic skills required of a musician performing with such a group, and will develop an understanding of the musical concepts involved in the performance of this style of music. A small ensemble would consist of a rhythm section plus 1-4 horns. The class will perform jazz tunes including, but not limited to, those based on the 12-bar blues form, I Got Rhythm chord changes, II-V-I chord changes, and the modes of major and minor scales. Concepts will include the various approaches to soloing, the use of chord substitutions, chord-scales relationships, playing in correct rhythmic time, and the use of dynamics and rhythmic variation. Group concepts discussed will include rhythm section function, musical interplay between soloist and rhythm section, and the creation of introductions, interludes, and endings. May be repeated for credit. (3 hr. lecture)

MUO1501

Opera Workshop 1-3 variable credits
The study and performance of scenes from standard operas and musical comedies with special attention to the fundamentals of stage movement, acting, and characterization as related to musical production. This course is open to all students. May be repeated for credit. (3-9 hr. lab)

MUS1211

Diction in Singing 1 2-3 variable credits
Diction in Singing 1 will introduce the student to the International Phonetic Alphabet and instruct the student to the proper diction for English to the standard Vocal Repertoire. Emphasis will be placed on practical application through actual performances by students of assigned and individually selected songs. (2-3 hr. lecture)

MUS1241

Diction in Singing 2 2-3 variable credits
Diction in Singing 2 will introduce the student to the International Phonetic Alphabet and instruct the student in the proper diction for Italian in the standard Vocal Repertoire. Emphasis will be placed on practical application through actual performance by students of assigned and individually selected songs. Prerequisite: MUS 2231. (2-3 hr. lecture)

MUS1810

Movement Techniques for Singers 1 credit
Singers will explore a variety of metric and rhythmic patterns kinesthetically while vocalizing. The various qualities of musical language will be explored through movement and gesture. Students will isolate different body parts and coordinate these in multi-rhythmic choreography. May be repeated for credit. (1 hr. lecture)

MUS1935

Piano Seminar 1-3 variable credits
Extended rehearsal schedule provides acquisition of specialized ensemble and accompanying performance techniques. Literature includes classical and popular. May be repeated for credit or taken for variable (1-3) cred-

its by permission of instructor. May be repeated for credit. (7.5 hrs. per week)

MUS2221

Diction in Singing 4 2 credits
Diction in Singing 4 will review the International Phonetic Alphabet and instruct the student in the proper diction for French in the standard Vocal Repertoire. Emphasis will be placed on practical performances by students of assigned and individually selected songs. Prerequisite: MUS 2231. (2 hr. lecture)

MUS2231

Diction in Singing 3 2 credits
Diction in Singing 3 will review the International Phonetic Alphabet and instruct the student in the proper diction for German in the standard Vocal Repertoire. Emphasis will be placed on practical application through actual performances by students of assigned and individually selected songs. Prerequisite: MUS 1202. (2 hr. lecture)

MUS2334

Basic Multi-Track Tape Recording and Studio Techniques for MIDI 3 credits
This course provides instruction for composers and performers using basic recording studio equipment to produce their own musical recordings. Emphasis will be placed on line level monitoring and recording procedures in MIDI sequencing production. Prerequisites: MUC 2211 and MUM 2623C or permission of instructor. (2 hr. lecture; 2 hr. lab)

MUS2620

Acoustics 3 credits
The study of acoustics introduces the musician to the Natural Science aspect of sound. A performing musician's primary function is to produce a sound. In music the sensations of sound are the material of the Art. The theory of sensations of hearing and producing sounds belong to Natural Science under Physiological Acoustics. (3 hr. lecture)

MUT1001

Theory 3 credits
Basic music reading, notation, scales, intervals, triads, keys, rhythm, and meter. For students with little or no previous musical experience. Corequisite: MUT 1003. (3 hr. lecture)

MUT1003 Basic

Theory Laboratory 1-3 variable credits
The development of basic aural skills through sight-singing and ear training exercises. Corequisite: MUT 1001. (2-6 hrs. per week)

MUT 1111-1112

Theory each, 3 credits
The techniques of writing four-part chord progressions using root position and inversions of the primary and secondary triads and the dominant and supertonic seventh; also, nonharmonic tones, melodic writing, and an introduction modulation. Prerequisites: MUT 1001 for 1111 or passing score on departmental placement exam; MUT 1111 for 1112; corequisites: MUT 1241-1242. (3 hr. lecture)

MUT1241-1242

Sightsinging and Ear Training each, 1-2 variable credits
The development of aural skill by means of rhythmic and melodic dictation and sight-singing. Prerequisite: MUT 1241 for 1242; corequisites: MUT 1111, 1112. (2-4 hrs. per week)

MUT1271**Music Theory
& Ear Training 1 3 credits**

The purpose of this course is to develop the student's ability to recognize and understand the basic materials and processes of music. This is an accelerated course in the fundamentals of music. Training is provided in the visual and aural recognition of rhythms, scales, intervals and triad qualities. Rhythmic and melodic dictation and sight-singing develop the student's aural skills. Basic keyboard training is also provided. Music listening skills and knowledge of the styles of various historical periods are also covered. (3 hr. lecture)

MUT2116-2117**Theory each, 3 credits**

The continuation of modulation and the presentation of diatonic sevenths, secondary dominants, altered chords, augmented and Neapolitan sixths; melodic and harmonic analysis of selected works; ninth, eleventh, and thirteenth chords, and instrumental part writing. Prerequisite: MUT 1112 for 2116; MUT 2116 for 2117; corequisites: MUT 2246, 2247. (3 hr. lecture)

MUT2238**Introduction to
Jazz Keyboard Harmony 1 credit**

Jazz harmonic progression as related to music arranging. Includes jazz harmonization of melodic lines, chord symbol interpretation and chord construction. Prerequisite: MVK 1111 or permission of instructor; corequisite: MUT 2351. (2 hrs. per week)

MUT2239**Jazz Keyboard
Harmony 2 1 credit**

Experience with extended and altered harmonic progression. Will include harmonic analysis and bitonal structures. Prerequisite: MUT 2238; corequisite: MUT 2352. (2 hrs. per week)

MUT2246-2247**Sightsinging and
Ear Training 2 each,
1-2 variable credits**

Develops aural and visual skills by means of rhythmic, melodic and harmonic dictation and sight-singing. Emphasis is on chromatic materials. Prerequisites: MUT 1242 for 2246, MUT 2246 for 2247; corequisites: MUT 2116, 2117. (2-4 hrs. per week)

MUT2272**Music Theory
& Ear Training 2 3 credits**

This course is a continuation of Music Theory 1 with an emphasis on conventional harmonic practice. Traditional four-part writing in the styles of the 18th and 19th centuries are covered. Examples from a variety of media are given. Creative expression is emphasized with students providing their own compositions to demonstrate musical concepts. Performance at the keyboard of simple progressions and improvisation using pentatonic and/or whole-tone scales are objectives of this course. Sight-singing and ear training are continued. (3 hr. lecture)

MUT2276**Music Theory &
Ear Training 3 3 credits**

This course is a continuation of PAVAC Music Theory 1 & 2. Emphasis is placed on simple

binary and ternary forms and sonata-allegro form. Analysis and use of more complex harmonies including extended chords, augmented chords, and borrowed chords is emphasized. A hands-on approach is used with students performing exercises at the keyboard and on their own instruments. Original composition is expected from all students. Extensive ear-training and sight-singing work is included in the course. (3 hr. lecture)

MUT2277**Music Theory
& Ear Training 4 3 credits**

This course is a continuation of Music Theory 1, 2, and 3. It is intended for students at an advanced level. Emphasis is placed on understanding of formal organization in works from the 16th through 20th centuries. Contemporary compositional devices are studied through analysis, composition, sight-singing, and at the keyboard. Students will learn the basics of conducting techniques. (3 hr. lecture)

MUT2351**Introduction to
Popular Music Arranging 3 credits**

Provides basic experience with instrumental, ranges, transpositions, two- and three-part writing. Prerequisite: MUT 1112 or permission of instructor, corequisite: MUT 2238. (3 hrs. per week)

MUT2352 Popular**Music Arranging 2 3 credits**

A continuation of Introduction to Popular Music Arranging with the addition of four-, five- and six-part writing. Concentration on scoring techniques. Prerequisite: MUT 2351; corequisite: MUT 2239. (3 hrs. per week)

MUT2641**Introduction to
Jazz Improvisation 1 3 credits**

A performance experience with concentration on scales, rhythmic patterns, chord progression, and blues forms. Prerequisite: permission of instructor. (3 hrs. per week)

MUT2642**Jazz Improvisation 2 3 credits**

A continuation of Introduction to Jazz Improvisation 1 with the introduction of modal improvisation, jazz structures, and complex harmonic progressions. Prerequisite: MUT 2641. (3 hrs. per week)

Music-Applied

Principal Instrument each, 2 credits

Private instruction in a principal instrument or voice. Required each term for music majors. Courses in each area must be taken in sequence. Prerequisite: Departmental approval. Special fee. May be repeated for credit. (1 hr. per week)

FIRST YEAR

MVB1311	Trumpet
MVB1312	French Horn
MVB1313	Trombone
MVB1314	Baritone Horn
MVB1315	Tuba
MVJ1310	Jazz Piano

MVJ1311	Jazz Voice
MVJ1312	Jazz Violin
MVJ1313	Jazz Guitar
MVJ1314	Electric Bass
MVJ1315	Jazz Flute
MVJ1316	Jazz Saxophone
MVJ1317	Jazz Trumpet
MVJ1318	Jazz Trombone
MVJ1319	Jazz Percussion Drum Set
MVK1311	Piano
MVK1312	Harpsichord (not repeatable)
MVK1313	Organ
MVP1311	Percussion
MVS1311	Violin
MVS1312	Viola
MVS1313	Cello
MVS1314	Bass
MVS1315	Harp
MVS1316	Guitar
MVV1311	Voice
MVW1311	Flute
MVW1312	Oboe
MVW1313	Clarinet
MVW1314	Bassoon
MVW1315	Saxophone

SECOND YEAR

MVB2321	Trumpet
MVB2322	French Horn
MVB2323	Trombone
MVB2324	Baritone Horn
MVB2325	Tuba
MVJ2320	Jazz Piano
MVJ2321	Jazz Voice
MVJ2322	Jazz Violin
MVJ2323	Jazz Guitar
MVJ2324	Electric Bass
MVJ2325	Jazz Flute
MVJ2326	Jazz Saxophone
MVJ2327	Jazz Trumpet
MVJ2328	Jazz Trombone
MVJ2329	Jazz Percussion Drum Set
MVK2321	Piano
MVK2322	Harpsichord (not repeatable)
MVK2323	Organ (not repeatable)
MVP2321	Percussion
MVS2321	Violin
MVS2322	Viola
MVS2323	Cello
MVS2324	Bass
MVS2325	Harp
MVS2326	Guitar
MVV2321	Voice
MVW2321	Flute
MVW2322	Oboe
MVW2323	Clarinet
MVW2324	Bassoon
MVW2325	Saxophone

Secondary Instrument each, 1 credit

Private instruction in a secondary instrument or voice. Required for applied majors, option for music education majors. Courses in each area must be taken in sequence. Special fee. May be repeated for credit. (1/2 hr. per week)

FIRST YEAR

MVB1211	Trumpet
MVB1212	French Horn
MVB1213	Trombone
MVB1214	Baritone Horn
MVB1215	Tuba
MVJ1210	Jazz Piano
MVJ1211	Jazz Voice
MVJ1212	Jazz Violin
MVJ1213	Jazz Guitar
MVJ1214	Electric Bass
MVJ1215	Jazz Flute
MVJ1216	Jazz Saxophone
MVJ1217	Jazz Trumpet
MVJ1218	Jazz Trombone
MVJ1219	Jazz Percussion Drum Set
MVK1211	Piano
MVK1212	Harpsichord (not repeatable)
MVK1213	Organ
MVO1214	Recorder (not repeatable)
MVP1211	Percussion
MVS1211	Violin
MVS1212	Viola
MVS1213	Cello
MVS1214	Bass
MVS1215	Harp
MVS1216	Guitar
MVV1211	Voice
MVW1211	Flute
MVW1212	Oboe
MVW1213	Clarinet
MVW1214	Bassoon
MVW1215	Saxophone

SECOND YEAR

MVB2221	Trumpet
MVB2222	French Horn
MVB2223	Trombone
MVB2224	Baritone Horn
MVB2225	Tuba
MVJ2220	Jazz Piano
MVJ2221	Jazz Voice
MVJ2222	Jazz Violin
MVJ2223	Jazz Guitar
MVJ2224	Electric Bass
MVJ2225	Jazz Flute
MVJ2226	Jazz Saxophone
MVJ2227	Jazz Trumpet
MVJ2228	Jazz Trombone
MVJ2229	Jazz Percussion Drum Set
MVK2221	Piano
MVK2222	Harpsichord
MVK2223	Organ
MVP2221	Percussion
MVS2221	Violin
MVS2222	Viola
MVS2223	Cello
MVS2224	Bass
MVS2225	Harp
MVS2226	Guitar

MVV2221	Voice
MVW2221	Flute
MVW2222	Oboe
MVW2223	Clarinet
MVW2224	Bassoon
MVW2225	Saxophone

MVK1111 Class Piano 1 1 credit

The secondary area of piano with emphasis on sight-reading, melody harmonization, and ensemble playing. Required of all music students except piano majors. May be repeated for credit. (2 hr. per week)

MVK1112 Class Piano 2 1 credit

A continuation of MVK 1111. Prerequisite MVK 1111 or placement by exam. (2 hr. lab)

MVK2121 Class Piano 3 1 credit

Further development of elementary keyboard techniques and musicianship, enhancing skills previously developed. Prerequisite MVK 1112 or placement by exam. (2 hr. lab)

MVK2122 Class Piano 4 1 credit

A continuation of MVK 2121. Prerequisite MVK 2121 or placement by exam. May be repeated for credit. (2 hr. lab)

Pre-Applied Music each, 2 credits

Private instrumental or vocal instruction for those music students who are not prepared to perform at the college music major level. Special fees. (1 hr. per week)

MVB1011	Pre-Applied Trumpet
MVB1012	Pre-Applied French Horn
MVB1013	Pre-Applied Trombone
MVB1014	Pre-Applied Baritone Horn
MVB1015	Pre-Applied Tuba
MVJ1010	Pre-Applied Jazz Piano
MVJ1011	Pre-Applied Jazz Voice
MVJ1013	Pre-Applied Jazz Guitar
MVJ1014	Pre-Applied Jazz Electric Bass
MVJ1016	Pre-Applied Jazz Saxophone
MVJ1017	Pre-Applied Jazz Trumpet
MVJ1018	Pre-Applied Jazz Trombone
MVJ1019	Pre-Applied Jazz Percussion
MVK1011	Pre-Applied Piano
MVK1012	Pre-Applied Harpsichord
MVK1013	Pre-Applied Organ
MVP1011	Pre-Applied Percussion
MVS1011	Pre-Applied Violin
MVS1012	Pre-Applied Viola
MVS1013	Pre-Applied Cello
MVS1014	Pre-Applied String Bass
MVS1015	Pre-Applied Harp
MVS1016	Pre-Applied Guitar
MVS1017	Pre-Applied Bass Guitar
MVW1011	Pre-Applied Flute
MVW1012	Pre-Applied Oboe
MVW1013	Pre-Applied Clarinet
MVW1014	Pre-Applied Bassoon
MVW1015	Pre-Applied Saxophone
MVV1011	Pre-Applied Voice

MVO2930**Music Seminar 1-3 variable credits**

Music Seminar encompasses the varied programs of Special Topics, Master Classes and Residences involving performers with particular skills in defining and communicating the problems and solutions of successful musical performances. May be repeated for credit. (1-3 hr. lecture)

MVS1110 Class Strings 1 credit

For those having had basic string instruction, with emphasis on performance and teaching methods. (2 hrs. per week)

MVV1110**Vocal Training 1 3 credits**

Emphasis is on the development of the vocal instrument through both ensemble and private instruction. Topics include diaphragmatic breathing, proper posture, tonal control, and music literacy. (3 hr. lecture)

MVV1111 Voice Class 1 credit

Designed for non-music students providing class instruction in the elective area of voice. Prerequisite: MUE 1430. May be repeated for credit. (2 hrs. per week)

MVV2112**Vocal Training 2 3 credits**

As a continuation of Vocal Training 1, the course will further develop the vocal instrument through ensemble and private instruction. An increased emphasis will be placed on literature study and actual performance experience. (3 hr. lecture)

Nursing (Associate Degree Nursing: Accelerated Option)

NUR1230**Foundations of Nursing Care and Communications 8 credits**

Foundations of Nursing and communications introduces the student to the profession of nursing, health care delivery systems and the nursing process, and includes theoretical bases for providing care to clients with mild to moderate alterations in human functions and mental health. Prerequisite: Program selection; corequisite: NUR 1230L. Accelerated Students only. (8 hr. lecture)

NUR1230L**Foundations of Nursing Care & Communications Lab 7 credits**

The student will use the nursing process to provide care to clients with mild to moderate alterations in human functions and mental health. Corequisite: NUR 1230. (21 hr. lab)

NUR2231**Dimensions of Physiologic Nursing Care 4 credits**

This course introduces management and organizational concepts which effect the practice of contemporary nursing. The student will relate psychosocial—cultural implications of care of clients with several alterations in human functions. Prerequisites: NUR 2461, 2461L; corequisite: NUR 2231L. Accelerated Students only. (4 hr. lecture)

NUR2231L**Dimensions of Physiologic Nursing Care Lab 4 credits**

Provides the students with learning experiences that enhance socialization to practice. The student will use beginning organizational and management skills to produce and evaluate care for clients experiencing severe alterations in human functions. Corequisites: NUR 2231. (12 hr. lab)

Secondary Instrument each, 1 credit

Private instruction in a secondary instrument or voice. Required for applied majors, option for music education majors. Courses in each area must be taken in sequence. Special fee. May be repeated for credit. (1/2 hr. per week)

FIRST YEAR

MVB1211	Trumpet
MVB1212	French Horn
MVB1213	Trombone
MVB1214	Baritone Horn
MVB1215	Tuba
MVJ1210	Jazz Piano
MVJ1211	Jazz Voice
MVJ1212	Jazz Violin
MVJ1213	Jazz Guitar
MVJ1214	Electric Bass
MVJ1215	Jazz Flute
MVJ1216	Jazz Saxophone
MVJ1217	Jazz Trumpet
MVJ1218	Jazz Trombone
MVJ1219	Jazz Percussion Drum Set
MVK1211	Piano
MVK1212	Harpsichord (not repeatable)
MVK1213	Organ
MVO1214	Recorder (not repeatable)
MVP1211	Percussion
MVS1211	Violin
MVS1212	Viola
MVS1213	Cello
MVS1214	Bass
MVS1215	Harp
MVS1216	Guitar
MVV1211	Voice
MVW1211	Flute
MVW1212	Oboe
MVW1213	Clarinet
MVW1214	Bassoon
MVW1215	Saxophone

SECOND YEAR

MVB2221	Trumpet
MVB2222	French Horn
MVB2223	Trombone
MVB2224	Baritone Horn
MVB2225	Tuba
MVJ2220	Jazz Piano
MVJ2221	Jazz Voice
MVJ2222	Jazz Violin
MVJ2223	Jazz Guitar
MVJ2224	Electric Bass
MVJ2225	Jazz Flute
MVJ2226	Jazz Saxophone
MVJ2227	Jazz Trumpet
MVJ2228	Jazz Trombone
MVJ2229	Jazz Percussion Drum Set
MVK2221	Piano
MVK2222	Harpsichord
MVK2223	Organ
MVP2221	Percussion
MVS2221	Violin
MVS2222	Viola
MVS2223	Cello
MVS2224	Bass
MVS2225	Harp
MVS2226	Guitar

MVV2221	Voice
MVW2221	Flute
MVW2222	Oboe
MVW2223	Clarinet
MVW2224	Bassoon
MVW2225	Saxophone

MVK1111 Class Piano 1 1 credit

The secondary area of piano with emphasis on sight-reading, melody harmonization, and ensemble playing. Required of all music students except piano majors. May be repeated for credit. (2 hr. per week)

MVK1112 Class Piano 2 1 credit

A continuation of MVK 1111. Prerequisite MVK 1111 or placement by exam. (2 hr. lab)

MVK2121 Class Piano 3 1 credit

Further development of elementary keyboard techniques and musicianship, enhancing skills previously developed. Prerequisite MVK 1112 or placement by exam. (2 hr. lab)

MVK2122 Class Piano 4 1 credit

A continuation of MVK 2121. Prerequisite MVK 2121 or placement by exam. May be repeated for credit. (2 hr. lab)

Pre-Applied Music each, 2 credits

Private instrumental or vocal instruction for those music students who are not prepared to perform at the college music major level. Special fees. (1 hr. per week)

MVB1011	Pre-Applied Trumpet
MVB1012	Pre-Applied French Horn
MVB1013	Pre-Applied Trombone
MVB1014	Pre-Applied Baritone Horn
MVB1015	Pre-Applied Tuba
MVJ1010	Pre-Applied Jazz Piano
MVJ1011	Pre-Applied Jazz Voice
MVJ1013	Pre-Applied Jazz Guitar
MVJ1014	Pre-Applied Jazz Electric Bass
MVJ1016	Pre-Applied Jazz Saxophone
MVJ1017	Pre-Applied Jazz Trumpet
MVJ1018	Pre-Applied Jazz Trombone
MVJ1019	Pre-Applied Jazz Percussion
MVK1011	Pre-Applied Piano
MVK1012	Pre-Applied Harpsichord
MVK1013	Pre-Applied Organ
MVP1011	Pre-Applied Percussion
MVS1011	Pre-Applied Violin
MVS1012	Pre-Applied Viola
MVS1013	Pre-Applied Cello
MVS1014	Pre-Applied String Bass
MVS1015	Pre-Applied Harp
MVS1016	Pre-Applied Guitar
MVS1017	Pre-Applied Bass Guitar
MVW1011	Pre-Applied Flute
MVW1012	Pre-Applied Oboe
MVW1013	Pre-Applied Clarinet
MVW1014	Pre-Applied Bassoon
MVW1015	Pre-Applied Saxophone
MVV1011	Pre-Applied Voice

MVO2930**Music Seminar 1-3 variable credits**

Music Seminar encompasses the varied programs of Special Topics, Master Classes and Residences involving performers with particular skills in defining and communicating the problems and solutions of successful musical performances. May be repeated for credit. (1-3 hr. lecture)

MVS1110 Class Strings 1 credit

For those having had basic string instruction, with emphasis on performance and teaching methods. (2 hrs. per week)

MVV1110**Vocal Training 1 3 credits**

Emphasis is on the development of the vocal instrument through both ensemble and private instruction. Topics include diaphragmatic breathing, proper posture, tonal control, and music literacy. (3 hr. lecture)

MVV1111 Voice Class 1 credit

Designed for non-music students providing class instruction in the elective area of voice. Prerequisite: MUE 1430. May be repeated for credit. (2 hrs. per week)

MVV2112**Vocal Training 2 3 credits**

As a continuation of Vocal Training 1, the course will further develop the vocal instrument through ensemble and private instruction. An increased emphasis will be placed on literature study and actual performance experience. (3 hr. lecture)

Nursing (Associate Degree Nursing: Accelerated Option)

NUR1230**Foundations of Nursing Care and Communications 8 credits**

Foundations of Nursing and communications introduces the student to the profession of nursing, health care delivery systems and the nursing process, and includes theoretical bases for providing care to clients with mild to moderate alterations in human functions and mental health. Prerequisite: Program selection; corequisite: NUR 1230L. Accelerated Students only. (8 hr. lecture)

NUR1230L**Foundations of Nursing Care & Communications Lab 7 credits**

The student will use the nursing process to provide care to clients with mild to moderate alterations in human functions and mental health. Corequisite: NUR 1230. (21 hr. lab)

NUR2231**Dimensions of Physiologic Nursing Care 4 credits**

This course introduces management and organizational concepts which effect the practice of contemporary nursing. The student will relate psychosocial—cultural implications of care of clients with several alterations in human functions. Prerequisites: NUR 2461, 2461L; corequisite: NUR 2231L. Accelerated Students only. (4 hr. lecture)

NUR2231L**Dimensions of Physiologic Nursing Care Lab 4 credits**

Provides the students with learning experiences that enhance socialization to practice. The student will use beginning organizational and management skills to produce and evaluate care for clients experiencing severe alterations in human functions. Corequisites: NUR 2231. (12 hr. lab)

NUR2461
Dimensions of
Material/Child Nursing **3 credits**
 This course is designed to focus on basic approaches to the family, maternal, newborn and child health nursing. Prerequisites: NUR 1230, 1230L; corequisite: NUR 2461L. (3 hr. lecture).

NUR2461L
Dimensions of
Material/Child Nursing
Laboratory **3-5 variable credits**
 This clinical course is designed to provide the student with learning experiences in the art of meeting the health care needs of child bearing and child rearing families. Prerequisites: DEP 2000, NUR 1230, 1230L; corequisite: NUR 2461. (9 hr. lab)

NUR2803C
Socialization to
Clinical Practice **3 credits**
 The student focuses on socialization into practice by caring for groups of clients while working with assigned preceptors. Prerequisites: NUR 2231, 2231L. Accelerated Students only. (1 hr. lecture; 6 hr. lab)

Nursing (Associate Degree Nursing: Generic)

NUR1020
Dimensions of
Client Care 1 Fundamentals **4 credits**
 This course is designed to introduce the student to the profession of nursing, health care delivery systems and the nursing process. The student will administer care to clients with stable alterations in human functions. Prerequisite: Program selection. (4 hr. lecture)

NUR1020L
Dimensions of
Client Care 1A-Fundamentals **4 credits**
 This course is designed to focus on the profession of nursing and the use of the nursing process within the health care delivery systems. Corequisite: NUR 1020. Lab fee. (12 hr lab)

NUR1022
Dimensions of
Client Care 1A Fundamentals **2 credits**
 Introduction to the nursing process. The student will study the health of individuals of all ages and the role of the nurse in the promotion of health. Open only to students accepted into the part-time associate degree nursing generic program. Corequisites: NUR 1022L, BSC 2085, 2085L, ENC 1101. Available only to students enrolled in the generic option attending part-time. (2 hr. lecture)

NUR1022L
Dimensions of
Client 1A Fundamentals
Laboratory **2 credits**
 Select clinical laboratory experiences including nursing skills laboratory experience to complement NUR 1022. Laboratory fee. Available only to students enrolled in the generic option attending part-time. (4 hr. lab)

NUR1023
Dimensions of
Client Care 1B-Fundamentals **2 credits**
 Continuation of the study of the health of individuals of all ages and the role of the nurse in the promotion of health. Prerequisites: NUR 1022, 1022L; corequisite: NUR 1023L. Available only to students enrolled in the generic option attending part-time. (2 hr. lecture)

NUR1023L
Dimensions of
Client Care 1B-Fundamentals Lab **2 credits**
 Select clinical laboratory experiences including nursing skills laboratory experiences to complement NUR 1023. Corequisite: NUR 1023. Laboratory fee. (10 hr. lab)

NUR1025
Fundamentals of
Nursing **3 credits**
 This course provides an introduction to the profession of nursing, the roles basic to nursing practice, nursing process, and how nurses are involved in health promoting activities to meet client needs. Prerequisites: BSC2085, 2085L, 2086, 2086L, CHM 1033, 1033L, ENC1101, HSC0001 and PHI2604; corequisites: NUR1021L, 1142, 1214C and PPE1005. (3 hr. lecture)

NUR1025C
Fundamentals of
Nursing Skills Lab **2 credits**
 This course provides opportunities for the explanation, demonstration, and practice of care provider activities essential to the basic practice of nursing. Learning experiences are provided in the skills Laboratory. Prerequisites: Program Admission; corequisites: NUR 1025C, 1025L, 1060, 1142. (1 hr. lecture; 2 hr. lab)

NUR1025L
Fundamentals of
Nursing Clinical Lab **2 credits**
 This course provides an introduction to the profession of nursing, the roles basic to nursing practice and opportunities to apply the nursing process in selected clinical experiences. The emphasis is on health promoting activities to meet client needs in a variety of settings including community based experiences. BSC2085, 2085L, 2086, 2086L, CHM1033, 1033L, ENC1101, HSC0001, and PHI2604; corequisites: NUR1025, 1025C, 1060, 1142. (6 hr. clinical lab)

NUR1060
Adult Health
Assessment **2 credits**
 This course is designed to provide students with the necessary skills to perform an in-depth nursing history and a complete physical examination on an adult client. The focus will be on clients with minimal or no alterations in their health state. Students will be introduced to and will demonstrate the techniques used in physical examination. Prerequisites: BSC 2085, 2085L, 2086, 2086L, CHM 1033, 1033L, ENC1101, HSC0001, PHI2604; corequisites: NUR 1025, 1025L, 1142. (2 hr. lecture)

NUR1141
Nursing Math
& Pharmacology **2 credits**
 Nursing Math and Pharmacology provides instruction about medications and their effects on different body systems. The conceptual and mathematical operations necessary for safe and effective administration of intravenous medications, preparing medications that come in powdered form and adjusting medication administration based on medical protocols will be discussed. Prerequisites: NUR1025, 1025C, 1025L, 1060, 1142; corequisites: NUR1210, 1210L and 1213C. (2 hr. lecture)

NUR1142
Introduction to
Nursing Math & Pharmacology **1 credit**
 This course introduces basic concepts of medications including history, drug nomenclature, sources of drug information, federal drug laws and standards, classifications of medications, pharmacokinetics, pharmacodynamics, variables affecting medication actions and adverse effects of medications. It also promotes learning the conceptual and mathematical operations necessary for safe and effective administration of oral, topical, and parenteral medications to adults. Application of the nursing process to medication therapy is discussed. Prerequisites: BSC2085, 2085L, 2086, 2086L, CHM1033, 1033L, ENC1101, HSC0001 and PHI2604; corequisites: NUR1025, 1025C, 1025L, 1060. (1 hr. lecture)

NUR1143
Basic Pharmacology
Mathematics for Nurses **3 credits**
 Mathematical operations required for the safe and effective administration of oral, parenteral, and intravenous medication. Prerequisite: Acceptable score on the Algebra Placement Test or equivalent. (3 hr. lecture)

NUR1147
Basic Pharmacology
Mathematics for Nurses **1 credit**
 An update on the mathematical operations required for safe and effective administration of oral parenteral and intravenous medications. The focus is on the problems involved in administering medications in complex adult nursing situations and the pediatric setting. This course is designed for students in advanced nursing courses. (1 hr. lecture)

NUR1210
Medical-Surgical Nursing **4 credits**
 This course provides an introduction to the nursing care of the adult client. Moderate alterations in a client's health will be explored within a body systems framework. The nurse's role in meeting the short and long term needs of the client and community through preventive, therapeutic and palliative care will be discussed. Prerequisites: NUR1025, 1025C, 1025L, 1060, 1142; corequisites: NUR 1210, 1210L, 1213C. (4 hr. lecture)

NUR1210L**Medical Surgical****Nursing Clinical Lab 4 credits**

This course provides students with opportunities to apply advanced concepts of medical surgical nursing. Experiences in both in-patient and community settings will be provided focusing on the nurse's role in meeting the needs of the client, family, and community. Students will be encouraged to actively participate in projects assisting clients in preventive care and maintenance of health. Prerequisites: NUR1025, 1025C, 1025L, 1060 and 1142; corequisites: NUR1141, 1210, 1213C. (12 hr. Clinical lab)

NUR1212**Dimensions of****Adult Client Care 2****4 credits**

This course is designed to provide for socialization to practice. The student will plan care for women, older adults, surgical clients, and those individuals with mild to moderate alterations in human functions. Prerequisites: NUR 1020, 1020L; corequisite: NUR 1212L. (4 hr. lecture)

NUR1212L**Dimensions of****Adult Client Care 2****Laboratory****5 credits**

This clinical course is designed to guide the student in the application of the Nursing Process when caring for women, older adults, surgical clients and those individuals with mild to moderate alterations in human functions: to provide the student with experiences that enhance socialization to practice. Corequisite: NUR 1212. (15 hr. lab)

NUR1213C**Medical Surgical****Nursing Skills Lab****1 credit**

This course provides opportunities for the explanation, demonstration, and practice of skills related to adult health nursing. Learning experiences are provided in the School of Nursing Skills Laboratory. Prerequisites: NUR1025, 1025C, 1025L, 1060, 1142; co requisites: NUR1141, 1210, 1210L. (.5 hr. lecture; 1 hr. lab)

NUR1232**Dimensions of****Adult Client Care 2****2 credits**

This course is part 1 of 3 courses designed to provide for socialization to practice; to introduce the student to the theoretical concepts of the nurse manager role and alterations in human functions. The student will plan care for women, older adults, surgical clients and

those individuals with mild to moderate alterations in human functions. Prerequisites: NUR 1521, 1521L; corequisite: NUR 1213L. (2 hr. lecture)

NUR1232L**Dimensions of****Adult Client Care 2****Laboratory****3 credits**

This course is part 1 of 3 courses designed to guide the student in the application of the nursing process when caring for women, older adults, surgical clients and for clients with mild to moderate alterations in human functions; to provide the student with experience the enhance socialization to practice. Corequisite: NUR 1213. (9 hr. lab)

NUR1233**Dimensions of****Adult Client Care 3****2 credits**

This course is part 2 of 3 courses designed to provide for socialization to practice; to introduce the student to the theoretical concepts of the nurse manager role and alterations in human functions. Content progresses from mild to moderate to severe alterations in human functions. Prerequisites: NUR 1213, 1213L; corequisite: NUR 1233L. (2 hr. lecture)

NUR1233L**Dimensions of****Adult Client Care 3****Laboratory****2 credits**

This course is part 2 of 3 courses designed to guide the student in the application of the Nursing Process when caring for clients with mild to moderate to severe alterations in human functions; to provide the students with experiences that enhance socialization to practice. Corequisite: NUR 1233. (6 hr. lab)

NUR1521**Dimensions of****Adult Client****Care-Communications****2 credits**

This course is designed to introduce the student to the theoretical concepts and alterations in human functions resulting from mild to severe psychopathologic alterations in human functions. Prerequisites: NUR 1023, 1023L corequisite: NUR 1521L. (2 hr. lecture)

NUR1521L**Dimensions of****Adult Client Care-****Communications Lab****2 credits**

This clinical course is designed to guide the student in the application of the nursing process when caring for clients with mild to severe alterations in psychopathologic alterations in human functions. Corequisite: NUR 1521. (6 hr. lab)

NUR2211**Advanced Medical-Surgical****Nursing****3 credits**

This course explores the medical surgical nursing care of clients with complex alterations in health. Advanced concepts in medical surgical nursing will be discussed within a body systems framework focusing on the nurse's role in meeting the needs of the client, family, and community. Prerequisites: NUR2310, 2310L, 2420, 2420L 2520, 2520L, 2610L; corequisites: NUR2211, 2810L. (3 hr. lecture)

NUR2211L**Advanced Medical-Surgical****Nursing Clinical****2 credits**

This course provides students with opportunities to apply advanced concepts of medical surgical nursing. Experiences in both in-patient and community settings will be provided focusing on the nurse's role in meeting the needs of the client, family and community. Students will be encouraged to actively participate in projects assisting clients in preventive care and maintenance of health. Corequisites: NUR2211, 2810L. (6 hr. Clinical Lab)

NUR2214**Dimensions of****Client Care 3****4 credits**

This course is designed to introduce the student to the theoretical concepts of the nurse manager role and the alterations in human functions resulting from specific and psychopathologic conditions. Prerequisites: NUR 1212, 1212L; corequisite: NUR 2214L. (4 hr. lecture)

NUR2214L**Dimensions of****Client Care Lab 3****4 credits**

This clinical course is designed to provide the student with learning experiences that enhance socialization to practice. The student will use beginning organizational and management skills to provide and evaluate care for clients experiencing severe alterations in human functions. Corequisite: NUR 2214. Lab fee. (12 hr. lab)

NUR2234**Dimensions of****Adult Client Care 4****2 credits**

This course is designed to introduce the student to the theoretical concepts of the nurse manager role and the alterations in human functions resulting from specific and psychopathologic conditions. Prerequisites: NUR 1212, 1212L; corequisite: NUR 2234L. (4 hr. lecture)

NUR2234L**Dimensions of****Adult Client Care 4****Laboratory****2 credits**

This clinical course is designed to provide the student with learning experiences that enhance socialization to practice. The student will use beginning organizational and management skills to provide and evaluate care for clients experiencing severe alterations in human functions. Corequisite: NUR 2234. (12 hr. lab)

NUR2310**Pediatric Nursing****2 credits**

This course provides a family centered approach to the nursing care of pediatric clients and their families. The course will focus on the nurse's role on meeting the short and long term needs of the pediatric client, family, and community through preventative, therapeutic and palliative care, with recognition for the multicultural aspects of client needs. Prerequisites: NUR1141, 1210, 1210L, 1213C; corequisites: NUR2310L, 2420, 2420L, 2520, 2520L, 2610L. (2 hr. lecture)

**NUR2310L
Pediatric Nursing
Clinical Lab 1 credit**

This course allows the student to apply the nursing process to the care of clients in selected pediatric clinical settings. With recognition for cultural diversity, the course focuses on the nurse's role in implementing care to the pediatric client, family, and community through preventive, therapeutic and palliative measures. Prerequisites: NUR1141, 1210, 1210L, 1213C; corequisites: NUR2310, 2420, 2420L, 2520, 2520L, 2610L. (3 hr. Clinical Lab)

**NUR2420
Obstetrical Nursing 2 credits**

This course provides a family centered approach to the nursing care of obstetrical clients and their families. It involves assessment of the pregnant client, the implementation of caring behaviors for the laboring client, teaching and learning to support the postpartum client, managing care of the newborn and collaboration of care for the high risk client. Prerequisites: NUR 1141, 1210, 1210L, 1213C; corequisites: NUR2310, 2310L, 2420L, 2520, 2520L, 2610L (2 hr. lecture)

**NUR2420L
Obstetrical Nursing
Clinical Lab 1 credit**

This course provides an introduction to obstetrical nursing practice. It allows the students to apply the nursing process to the care of clients in selected obstetrical clinical settings. Prerequisites: NUR1141, 1210, 1210L, 1213C; corequisites: NUR2310, 2310L, 2420, 2520, 2520L, 2610L. (3 hr. lab)

**NUR2520
Psychiatric Nursing 2 credits**

This course provides the student with a theoretical base for providing nursing care to clients with moderate to severe deficits in their mental health. Prerequisites: NUR1141, 1210, 1210L, 1213C; corequisite: NUR2310, 2310L, 2420, 2420L, 2520L, 2610L. (2 hr. lecture)

**NUR2520L
Psychiatric Nursing
Clinical Lab 2 credits**

This course provides the student opportunities to apply concepts of psychiatric nursing. Experiences in both in-patient and community settings will be provided focusing on the nurse's role in meeting the needs of the client, family, and community. Students will be encouraged to actively participate in projects assisting clients in preventative care and maintenance of mental health. Prerequisites: NUR 1141, 1210, 1210L, 1213C; corequisites: NUR2310, 2310L, 2420, 2420L, 2520, 2620L. (6 hr. clinical lab)

**NUR2610L
Community Health
Nursing Lab 1 credit**

This laboratory course assists the student to apply knowledge of community resources to the care of childbearing/child-rearing families. There is special emphasis on the understanding of cultural influences on health practices and beliefs within the family. Prerequisites: NUR1141,

1210, 1210L, 1213C; corequisites: NUR2310, 2310L, 2420, 2420L, 2520. (3 hr. lab)

**NUR2802C
Socialization to Practice 3 credits**

This course focuses on a practicum experience which is designed to socialize the student into the practice of nursing by caring for groups of clients under an assigned preceptor. Prerequisites: NUR 2461, 2461L. (1 hr. lecture; 6 hr. lab)

**NUR2810C
Professional Nursing
Leadership 5 credits**

This course provides the student with the theoretical and clinical knowledge necessary for actualization of the role of the registered professional nurse, with emphasis on delegation and supervision. Corequisites: NUR2211, 2211L. (2 hr. lecture; 9 hr. lab)

Nursing (Associate Degree Nursing: Transitional)

**NUR1000
Foundations of Nursing
and Communications "A" 3 credits**

This course introduces the student with prior health care experiences to the profession of nursing, health care delivery systems, and the nursing process. First course in a series of three. Part-time Transitional Nursing students only. Prerequisite: Program selection; corequisite: NUR 1000L. (3 hr. lecture)

**NUR1000L
Foundations of
Nursing and
Communications "A" Lab 2 credits**

The student begins to use the nursing process to provide care to clients. First in a series of three. Part-time Transitional Nursing students only. Corequisite: NUR 1000. (6 hr. lab)

**NUR1200
Foundations of Nursing
and Communications 6 credits**

Introduces the student with prior health care experience to the profession of nursing, health care delivery systems and the nursing process. Provides theoretical basis for providing care to clients with mild to moderate alterations in human functions and mental health. Prerequisite: Program Selection; corequisite: NUR 1200L. Transitional Nursing students only. (6 hr. lecture)

**NUR1200L
Foundations of
Nursing and
Communications Lab 5 credits**

Facilitates the student's use of the nursing process in providing care to clients with moderate alterations in human functions and mental health. Corequisite: NUR 1200. (15 hr. lab)

**NUR1205
Foundations of Nursing
and Communications "C" 2 credits**

Provides the student with theoretical bases for providing nursing care to clients with moderate alterations in human functions and

mental health. Third in a series of three. Part-time Transitional Nursing students only. Prerequisite: NUR 1501L; corequisite: NUR 1205L. (2 hr. lecture)

**NUR1205L
Foundations of
Nursing and
Communications "C" Lab 2 credits**

The student will use the nursing process to provide care to clients experiencing moderate alterations in human functions and mental health. Third in a series of three. Part-time Transitional Nursing students only. Corequisite: NUR1205. (6 hr. clinic)

**NUR1501
Foundations of Nursing
and Communications "B" 1 credit**

This course introduces the student to the provision of nursing care to clients experiencing alterations in mental health. Second in a series of three. Part-time Transitional Nursing students only. Prerequisites: NUR1000, 1000L; corequisite: NUR 1501. (3 hr. lab)

**NUR1501L
Foundations of
Nursing and
Communications "B" Lab 1 credit**

The student will use the nursing process to provide care to clients with alterations in mental health. Second in a series of three. Part-time Transitional Nursing students only. Corequisite: NUR 1501. (3 hr. lab)

**NUR2206
Dimensions of
Physiologic Nursing "A" 2 credits**

Provides learning experiences that enhance socialization to practice. Focuses on management and organizational skills related to the care of clients experiencing severe alterations in human functions. First in a series of two. Part-time Transitional Nursing students only. Prerequisites: NUR 1205, 1205L; corequisite: NUR 2206L. (2 hr. lecture)

**NUR2206L
Dimensions of
Physiologic Nursing "A" Lab 1 credit**

Provides the student with learning experiences that enhance socialization to practice and the ability to provide care for clients experiencing severe alterations in human functions. First in a series of two. Part-time Transitional nursing students only. Co requisite: NUR 2206. (3 hr. lab)

**NUR2207
Dimensions of
Physiologic Nursing "B" 2 credits**

The student uses knowledge of organizational and management skills to provide care to clients experiencing severe alterations in human functions. Second in a series of two. Part-time Transitional Nursing students only. Prerequisite: NUR 2206L; corequisite: NUR 2207L. (2 hr. lecture)

NUR2207L**Dimensions of****Physiologic Nursing "B" Lab 1 credit**

The student will use beginning organizational and management skills to provide care for clients experiencing severe alterations in human functions. Second in a series of two. Corequisite: NUR 2207. Part-time Transitional Nursing students only. (4 hr. lab)

NUR2208**Dimensions of****Physiologic Nursing****4 credits**

The student will focus on beginning management and organizational skills related to the care of clients experiencing severe alterations in human functions. Prerequisites: NUR 1200, 1200L; corequisite: NUR 2208L. Transitional Nursing students only. (4 hr. lecture)

NUR2208L**Dimensions of****Physiologic Nursing Lab****2 credits**

Provides the student with learning experiences that enhance socialization to professional practice and the ability to use beginning organizational and managerial skill to provide care for clients experiencing severe alterations to human functions. Corequisite: NUR 2208. (6 hr. lab)

NUR2410**Maternal-Child Nursing****3 credits**

This course focuses on the care of child bearing and child rearing families, especially those with moderate to severe alterations in human functions. Prerequisites: NUR 1200, 1200L or NUR 1205, 1205L; corequisite: NUR 2410L. (3 hr. lecture)

NUR2410L**Maternal-Child****Nursing Laboratory****2 credits**

This course enables the student to provide care to child bearing and child rearing families with moderate to severe alterations in human functions. Corequisite: NUR 2410. (6 hr. lab)

NUR2800C**Dimensions of
Clinical Practice****3 credits**

Designed to socialize the student into nursing practice. The student works closely with a preceptor to provide care to groups of clients experiencing alterations in human functions. Prerequisites: NUR 2207, 2207L, or 2208, 2208L, and NUR 2410, 2410L. (1 hr. seminar; 6 hr. lab)

Nursing Electives

NUR1061C**Client Assessment****3 credits**

A foundation course for approaches to nursing assessment. Includes: the health history, physical examination skills and use of clinical assessment tools. Prerequisites: NUR 1020, 1020L, 1023, 1023L, 1200, 1200L, 1205, 1205L, 1230, 1230L. (2 hr. lecture; 2 hr. lab)

NUR1140**Comprehensive****Pharmacology****3 credits**

This course is designed to facilitate the student's understanding of the mechanisms of drug actions and to develop a safe approach to drug administration. Prerequisites: NUR 1020, 1020L, 1023, 1023L, 1200, 1200L, 1205, 1205L, 1230, 1230L. (3 hr. lecture)

NUR1723L**Management of Small****Groups of Clients****3 credits**

Clinical application of client care management using multiple assignments, administration of pharmacologic agents, time management and care planning skills. Prerequisites: NUR 1020, 1020L, 1023, 1023L, 1200, 1200L, 1205, 1205L, 1230, 1230L. (9 hr. lab)

NUR2826**Nursing Ethics****3 credits**

This course is designed to give students basic knowledge about ethical issues, ethical principles, and ethical decision making essential for beginning nursing practice as an ADN graduate. This course will develop the student's awareness of professional, cultural, organizational, and social values in nursing. Prerequisites: NUR 1020, 1020L, 1023, 1023L, 1200, 1200L, 1205, 1205L, 1230, 1230L. (3 hr. lecture)

Nutrition

HUN1012**Nutritional Counseling****3 credits**

Basic principles of nutrition of an optimum diet for building and maintaining sound teeth and body tissues. Emphasis is placed on nutritional counseling. (3 hr. lecture)

HUN1201**Essentials of Nutrition****3 credits**

Introduction to the nutrients found in foods; the body systems which process the nutrients; energy balance, consumer concerns such as food additives, food-borne illnesses, and nutrition labeling; and the nutritional requirements in each state of the life cycle. Application of basic concepts from the sciences of biology, microbiology, physiology and chemistry to the study of human nutrition and the concepts of nutrition to the planning of healthful, balanced and adequate diets. Pre/corequisite: PSC 1515. Laboratory fee. (3 hr. lecture)

HUN1201L**Essential of****Nutrition Laboratory****1 credit**

A laboratory course which accompanies HUN 1201. The course covers fundamen-

tal techniques used in the measurement of food quantities, nutrient contents of foods, and serum content of vital nutrients. Laboratory fee. (2 hr. lab)

Oceanography

OCE1001**Introduction to****Oceanography****3 credits**

The oceans, their nature and extent. The causes and effects of waves and current; biology of sealife; geology of the sea floor, erosion and bottom deposits and related meteorological and economic effects. (3 hr. lecture)

OCE1001L**Introduction to****Oceanography Laboratory****1 credit**

An introduction to principles of ocean basin and sea water with a survey of the origins of oceanic patterns and climatic relationships. (2 hr. lab)

Office Technology

OST1052**Introduction to****Office Careers****3 credits**

Review of one's occupational status and job aspirations relative to office careers and demonstration of proper skills in filing, human relations and grooming, spelling, study methods, job interview preparation, mail and telephone usage, and basic understanding of Word Processing. (3 hr. lecture)

OST1100**Keyboarding/Typewriting 1****3 credits**

Emphasizes techniques and skills in keyboarding/typewriting and introduces how to format business papers such as letters, manuscripts and tabulated material. Students who have satisfactorily completed one year of typewriting in high school normally should not enroll in this course. Corequisite: OST 1100L. (3 hr. lecture)

OST1100L**Keyboarding/Typewriting****Laboratory 1****1 credit**

Develops speed and accuracy. Textbooks and materials are correlated with those used in OST 1100. Laboratory Fee. (2 hr. lab)

OST1108**Keyboarding/Typewriting****Skill Building****2 credits**

Improves speed and accuracy in keyboarding/typewriting. Prerequisite: Ability to touch type. (2 hr. lecture)

OST1110**Document Formatting/****Typewriting 2****3 credits**

Introduces office production problems and emphasizes development of greater speed and accuracy. Prerequisites: OST 1100, 1100L, or one year of high school typewriting with a minimum speed of 35 wpm. Corequisite: OST 1110L. An additional 1 credit lab, OST 1110L is required. (3 hr. lecture)

NUR2207L**Dimensions of****Physiologic Nursing "B" Lab 1 credit**

The student will use beginning organizational and management skills to provide care for clients experiencing severe alterations in human functions. Second in a series of two. Corequisite: NUR 2207. Part-time Transitional Nursing students only. (4 hr. lab)

NUR2208**Dimensions of****Physiologic Nursing****4 credits**

The student will focus on beginning management and organizational skills related to the care of clients experiencing severe alterations in human functions. Prerequisites: NUR 1200, 1200L; corequisite: NUR 2208L. Transitional Nursing students only. (4 hr. lecture)

NUR2208L**Dimensions of****Physiologic Nursing Lab****2 credits**

Provides the student with learning experiences that enhance socialization to professional practice and the ability to use beginning organizational and managerial skill to provide care for clients experiencing severe alterations to human functions. Corequisite: NUR 2208. (6 hr. lab)

NUR2410**Maternal-Child Nursing****3 credits**

This course focuses on the care of child bearing and child rearing families, especially those with moderate to severe alterations in human functions. Prerequisites: NUR 1200, 1200L or NUR 1205, 1205L; corequisite: NUR 2410L. (3 hr. lecture)

NUR2410L**Maternal-Child****Nursing Laboratory****2 credits**

This course enables the student to provide care to child bearing and child rearing families with moderate to severe alterations in human functions. Corequisite: NUR 2410. (6 hr. lab)

NUR2800C**Dimensions of
Clinical Practice****3 credits**

Designed to socialize the student into nursing practice. The student works closely with a preceptor to provide care to groups of clients experiencing alterations in human functions. Prerequisites: NUR 2207, 2207L, or 2208, 2208L, and NUR 2410, 2410L. (1 hr. seminar; 6 hr. lab)

Nursing Electives

NUR1061C**Client Assessment****3 credits**

A foundation course for approaches to nursing assessment. Includes: the health history, physical examination skills and use of clinical assessment tools. Prerequisites: NUR 1020, 1020L, 1023, 1023L, 1200, 1200L, 1205, 1205L, 1230, 1230L. (2 hr. lecture; 2 hr. lab)

NUR1140**Comprehensive****Pharmacology****3 credits**

This course is designed to facilitate the student's understanding of the mechanisms of drug actions and to develop a safe approach to drug administration. Prerequisites: NUR 1020, 1020L, 1023, 1023L, 1200, 1200L, 1205, 1205L, 1230, 1230L. (3 hr. lecture)

NUR1723L**Management of Small****Groups of Clients****3 credits**

Clinical application of client care management using multiple assignments, administration of pharmacologic agents, time management and care planning skills. Prerequisites: NUR 1020, 1020L, 1023, 1023L, 1200, 1200L, 1205, 1205L, 1230, 1230L. (9 hr. lab)

NUR2826**Nursing Ethics****3 credits**

This course is designed to give students basic knowledge about ethical issues, ethical principles, and ethical decision making essential for beginning nursing practice as an ADN graduate. This course will develop the student's awareness of professional, cultural, organizational, and social values in nursing. Prerequisites: NUR 1020, 1020L, 1023, 1023L, 1200, 1200L, 1205, 1205L, 1230, 1230L. (3 hr. lecture)

Nutrition

HUN1012**Nutritional Counseling****3 credits**

Basic principles of nutrition of an optimum diet for building and maintaining sound teeth and body tissues. Emphasis is placed on nutritional counseling. (3 hr. lecture)

HUN1201**Essentials of Nutrition****3 credits**

Introduction to the nutrients found in foods; the body systems which process the nutrients; energy balance, consumer concerns such as food additives, food-borne illnesses, and nutrition labeling; and the nutritional requirements in each state of the life cycle. Application of basic concepts from the sciences of biology, microbiology, physiology and chemistry to the study of human nutrition and the concepts of nutrition to the planning of healthful, balanced and adequate diets. Pre/corequisite: PSC 1515. Laboratory fee. (3 hr. lecture)

HUN1201L**Essential of****Nutrition Laboratory****1 credit**

A laboratory course which accompanies HUN 1201. The course covers fundamen-

tal techniques used in the measurement of food quantities, nutrient contents of foods, and serum content of vital nutrients. Laboratory fee. (2 hr. lab)

Oceanography

OCE1001**Introduction to****Oceanography****3 credits**

The oceans, their nature and extent. The causes and effects of waves and current; biology of sealife; geology of the sea floor, erosion and bottom deposits and related meteorological and economic effects. (3 hr. lecture)

OCE1001L**Introduction to****Oceanography Laboratory****1 credit**

An introduction to principles of ocean basin and sea water with a survey of the origins of oceanic patterns and climatic relationships. (2 hr. lab)

Office Technology

OST1052**Introduction to****Office Careers****3 credits**

Review of one's occupational status and job aspirations relative to office careers and demonstration of proper skills in filing, human relations and grooming, spelling, study methods, job interview preparation, mail and telephone usage, and basic understanding of Word Processing. (3 hr. lecture)

OST1100**Keyboarding/Typewriting 1****3 credits**

Emphasizes techniques and skills in keyboarding/typewriting and introduces how to format business papers such as letters, manuscripts and tabulated material. Students who have satisfactorily completed one year of typewriting in high school normally should not enroll in this course. Corequisite: OST 1100L. (3 hr. lecture)

OST1100L**Keyboarding/Typewriting****Laboratory 1****1 credit**

Develops speed and accuracy. Textbooks and materials are correlated with those used in OST 1100. Laboratory Fee. (2 hr. lab)

OST1108**Keyboarding/Typewriting****Skill Building****2 credits**

Improves speed and accuracy in keyboarding/typewriting. Prerequisite: Ability to touch type. (2 hr. lecture)

OST1110**Document Formatting/****Typewriting 2****3 credits**

Introduces office production problems and emphasizes development of greater speed and accuracy. Prerequisites: OST 1100, 1100L, or one year of high school typewriting with a minimum speed of 35 wpm. Corequisite: OST 1110L. An additional 1 credit lab, OST 1110L is required. (3 hr. lecture)

OST110L
Document Formatting/
Typewriting
Laboratory 2 **1 credit**
Develops typewriting/formatting production speed and accuracy. Supplemental textbooks and materials are correlated with those used in OST 1110. Corequisite: OST 1110. Laboratory fee. (2 hr. lab)

OST1141
Keyboarding for
Computers **1 credit**
Introduces the alphabetic/numeric keyboard using the "touch" typing method. Students learn correct posture, hand position, and finger position techniques of the keyboard at the computer. Sixteen hours of individualized instruction is provided in hands-on laboratory environment. No previous typing or computer experience required. (2 hr. lecture)

OST1191
Personal Use
Keyboarding/Typewriting **3 credits**
Provides opportunities to learn the keyboard and gain a straight-copy speed appropriate for personal use. This course covers formatting personal letters, simple business letters, term papers, and tabulation problems. Office Technology majors cannot substitute this course for OST 1100, Keyboarding/typewriting 1 course. (3 hr. lecture)

OST1211
Shorthand 1 **3 credits**
Presents the basic theory principles of Gregg Shorthand with emphasis on the development of skill in reading, writing, and taking dictation. Corequisite: OST 1211L. (3 hr. lecture)

OST1211L
Shorthand 1
Laboratory **1 credit**
Reinforces instruction given in OST 1211. Students use programmed material and audio tapes that are correlated with the book and materials used in the shorthand course. Corequisite: OST 1211. (2 hr. lab)

OST1212
Shorthand 2 **3 credits**
Presents a review of theory, principles of Gregg Shorthand and emphasizes taking dictation of new material both in the form of speed dictation and the introduction of mailable letter format. Transcription on the computer is introduced. Prerequisite: OST 1211 and 1211L with grades of "C" or better or satisfactory completion of one year high school shorthand. Corequisite: OST 1212L. (3 hr. lecture)

OST1212L
Shorthand 2
Laboratory **1 credit**
Reinforces instruction given in OST 1212 using speedbuilding tapes. Corequisite: OST 1212. (2 hr. lab)

OST1311
Introduction to
Lotus 1-2-3 **1-3 variable credits**
Introduces the basic features of Lotus 1-2-3, a microcomputer spreadsheet software program. Sixteen hours of individualized instruction is provided for each credit in a hands-on laboratory environment. No previous com-

puter training or experience is required. May be repeated for credit. (1-3 hr. lecture)

OST1330
Business English **3 credits**
Presents a foundation for effective communication in today's business office. Emphasis is placed on parts of speech, correct sentence structure, grammar and punctuation rules, capitalization, number usage, and spelling. (3 hr. lecture)

OST1355
Introduction Record/
Information Management **3 credits**
This course gives the student an overview of records used in business, as well as various configurations of record-keeping systems. Students are made aware of how and why information of various types are stored on several kinds of media and how information system functions. There is an emphasis on international filing rules. (3 hr. lecture)

OST1361
Introduction to Dbase **3 credits**
Introduces the basic features of DBase, a microcomputer database software program. Sixteen hours of individualized instruction is provided for each credit in a hands-on laboratory environment. No previous computer training or experience is required. May be repeated for credit. (1-3 hr. lecture)

OST1601
Machine Transcription 1 **3 credits**
Provides an introduction to transcription from audio cassettes using transcribing equipment. Emphasis in this first-level transcription class is placed on simultaneously operating equipment and applying grammar, formatting, proofreading, and punctuation skills. Rough draft copies are prepared and proofread before final copies are produced. Prerequisites: OST 1100, 1330. (3 hr. lecture)

OST1700
Introduction to
Word Processing **1 credit**
The historical development of Word Processing, its career paths and terminology. Hardware and software currently used in the business world are reviewed. (1 hr. lecture)

OST1702
Introduction to
Electronic Office **3 credits**
Introduces students to careers in office technology and emphasizes various ways information is electronically processed in today's office environment. Special emphasis is placed on units in career information, business telephone usage, filing, and human relations skills needed to be successful as an office worker. (3 hr. lecture)

OST1711
Word Processing **4 credits**
Covers processing of words on automated typewriters using magnetic cards, tapes, discs, video display terminals and/or internal storage by transcribing dictated, typed and rough draft copy into "hard" copy; recording and playing back typewritten material; loading pre-recorded documents; loading programmed materials; and/or editing stored documents. Prerequisite: A grade of "C" or better in OST 1110. Laboratory fee. (3 hr. lecture; 2 hr. lab)

OST1714
Word Processing **4 credits**
Covers processing of words on automated typewriters using magnetic cards, tapes, discs, video display terminals and/or internal storage by transcribing dictated, typed and rough draft copy into "hard" copy; recording and playing back typewritten material; loading prerecorded documents; loading programmed materials; and/or editing stored documents. Prerequisite: A grade of "C" or better in OST 1110. Laboratory fee. (3 hr. lecture; 2 hr. lab)

OST1741
Beginning Word
Processing **3 credits**
Provides a comprehensive orientation to the features of one or more leading word processing software programs (i.e. WordPerfect) with hands-on experience in a lecture/laboratory environment. Topics include creating, editing, formatting, and printing simple documents; blocking text for modifications; working with hidden codes; moving and copying paragraphs; searching and replacing words; and using the speller and thesaurus. No previous computer training or experience required. Basic control of the keyboard is highly recommended prior to this class. Corequisite: OST 1741L. A.S. degree credit only. (2 hr. lab)

OST1741L
Beginning Word
Processing Laboratory **1 credit**
Reinforces the word processing skills taught in OST 1741 through practical application. Laboratory fee. Corequisite: OST 1741. A.S. degree credit only. (2 hr. lab)

OST1742
Word Processing
Applications (Dedicated WP) **1 credit**
Operation of a specific Word Processing machine. Loading the programmed material, recording and playing back material, editing stored documents, and other skills needed for entry-level employment as a word processor on specific hardware are included. Prerequisite: OST 1110 or typing speed of 35 wpm. May be repeated for credit. A.S. degree credit only. (1 hr. lecture)

OST1742L
Word Processing
Applications Processing **1 credit**
Laboratory for OST 1742. Corequisite: OST 1742. May be repeated for credit. A.S. degree credit only. (2 hr. lab)

OST1743**Introduction to****Word Processing****3 credits**

Introduces the basic features of a word processing software program on a personal computer (i.e. WordPerfect). Topics include editing, formatting, text enhancement, and printing features. Sixteen hours of individualized instruction is provided for each credit in a hands-on laboratory environment. No previous computer training or experience is required. Basic control of the keyboard is highly recommended prior to this class. May be repeated for credit. (1-3 hr. lecture)

OST1821**Introduction to****Desktop Publishing****3 credits**

Teaches how to use a desktop publishing software program on a microcomputer system with a mouse. Students will learn how to design different types of publications to include text and graphics for newsletters, flyers, posters, brochures, and booklets or for any other publishing need. No prior design or publishing experience is required. A.S. degree credit only. (3 hr. lecture)

OST1851**Introduction to****Lotus 1-2-3****1-3 variable credits**

Introduces the basic features of Lotus 1-2-3, a microcomputer spreadsheet software program. Sixteen hours of individualized instruction is provided for each credit in a hands-on laboratory environment. No previous computer training or experience is required. May be repeated for credit. (1-3 hr. lecture)

OST1949**Co-op Work****Experience 1: OST****3 credits**

This is a course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

OST2120**Advanced Document****Formatting/Typewriting 3****3 credits**

Presents advanced formatting/typewriting work including detailed business reports, office correspondence, tables, legal and/or medical documents. Students are required to use word processing skills and develop straight copy speed to meet office production standards. Prerequisites: OST 1110 or OST 1100, 1330; corequisite: OST 2120L. (3 hr. lecture)

OST2120L**Advanced Document****Formatting/****Typewriting Lab 3****1 credit**

Increases straight-copy keying speed and accuracy and integrates word/information processing applications. Supplementary materials are correlated with those used in OST 2120. Corequisite: OST 2120. (2 hr. lab)

OST2213**Shorthand 3****3 credits**

Places emphasis on the continued development of speed dictation of new material at higher speeds. Additional emphasis is placed on increased dictation and transcription rates while producing mailable copy on the computer. Prerequisites: OST 1212 and OST 1212L with a grades of "C" or better and OST 1110 and OST 1110L. Corequisite: OST 2213L is required. (3 hr. lecture)

OST2213L**Shorthand 3 Laboratory****1 credit**

Reinforces instruction given in OST 2213 using speedbuilding tapes. Corequisite: OST 2213. (2 hr. lab)

OST2221**Machine Shorthand 1****4 credits**

Note: Machine Shorthand Courses Offered at North Campus only. Basic theory of machine shorthand including memorization of abbreviated words, phrase building, and the rapid reading of machine shorthand plates. Pre/corequisite: OST 1100. (3 hr. lecture; 2 hr. lab)

OST2222**Machine Shorthand 2****4 credits**

Review of basic theory plus new theory, abbreviations and phrases. Emphasis is on speed building and accurate transcription. Prerequisite: OST 2221; pre/corequisite: OST 1110. (3 hr. lecture, 2 hr. lab)

OST2223**Machine Shorthand 3****3 credits**

Advanced speed-building class, offered only to those students who have completed a minimum of 110 wpm in Machine Shorthand 2. Court reporting abbreviations and phrases are introduced. Prerequisite: OST 2222. (3 hr. lecture)

OST2224**Machine Shorthand 4****3 credits**

Speed-building at a high level is developed in this course. Such materials as Congressional dictation, Charges to the Jury, and courtroom testimony are used. Prerequisite: OST 2223. A.S. degree credit only. (3 hr. lecture)

OST2225**Machine Shorthand 5****3 credits**

Dictation speeds from 190 to 225 wpm using live and tape dictation. Courtroom Testimony, Jury Charge and Literary are stressed with a goal of passing the Registered Professional Reporter (RPR) examination given by the National Shorthand Reporters Association. Accurate transcriptions are required. Prerequisite: OST 2224. (3 hr. lecture)

OST2226**Machine Shorthand 6****3 credits**

Note: Offered one time each academic year. Four-voice dictation is emphasized in this

class. The student goes to court a minimum of 20 hours and submits a correct prepared transcript of court hearings. Corequisites: OST 2224 or OST 2225. (3 hr. lecture)

OST2231**Computer Aided****Transcription (CAT) 1****3 credits**

Provides basic skills needed to produce a finished transcript using computer aided hardware and software with machine shorthand. Emphasis in this first level is placed in the integration of a machine shorthand theory with a computer aided transcription system while applying correct grammar, formatting, proofreading, and keyboarding skills. Accuracy and real-time writing are expected. Prerequisite: OST 2222 with a grade of "C" or higher. (3 hr. lecture)

OST2232**Computer Aided****Transcription (CAT) 2****3 credits**

Provides the advanced skills needed to perform court reporting activities such as depositions and jury trial according to the Florida Rules of Procedure using computer aided transcription hardware and software. Emphasis in this second level is placed on following correct courtroom procedures such as swearing in of a witness, marking exhibits, identifying witnesses, using reference materials, and understanding the court reporters code of ethics. Prerequisite: OST 2224 with a grade of "C" or higher. (3 hr. lecture)

OST2251**Legal Dictation****and Transcription****3 credits**

Provides intensive practice in the transcription of legal documents and court papers into a prescribed format, with extensive reinforcement of legal terminology and court procedures. Prerequisites: OST 1110, 2223. (3 hr. lecture)

OST2256**Medical Dictation****and Transcription****3 credits**

Designed for the student preparing for a career as a court reporter. Dictation taken of medically-related material at high speeds and transcribed accurately. Prerequisites: HSC 2531, OST 2224. (3 hr. lecture)

OST2301**Secretarial Accounting****3 credits**

Covers basic double-entry accounting by teaching students to prepare simple financial statements and disbursement records, payroll records, bank statements, and journal transactions. Students are taught to post to ledger accounts and work with accounts receivable and payable. (3 hr. lecture)

OST2335**Business Writing****3 credits**

Covers the procedures for writing effective business letters and memorandums, a review of grammar, and the proper format of today's business correspondence. Students learn how to prepare inquiry letters, direct and indirect response letters, application letters and resumes, and short reports. OST 1330—Business English—is highly recommended for Office Technology majors prior to this class. (3 hr. lecture)

OST2346**Office Simulation and Systems****3 credits**

In a simulated office situation, development of skills in processing various types of business papers and working in different departments of business. Prerequisite: OST 1110. (3 hr. lecture).

OST2356**Specialized Functions****of Records/Information Mgt****3 credits**

This course is an advanced course which is designed to introduce students to the specialized functions within Records/Information Management. Students will explore several functions, including technical aspects of: forms management, micrographics, reprographics, disaster recovery, computer indexing methodologies and optical disk technology. Prerequisite: OST 1359. (3 hr. lecture)

OST2357**Systems and Functions in Record Management****3 credits**

This course is an advanced records management course which focuses on the scope of systems, functions and problems involved in administering a records management system. Prior understanding of basic filing rules is essential. A sample of the topics to be discussed include: the systems approach to paper, image and digital records and information; guidelines for organization and control of documents, records inventory and analysis techniques and records disposition and protection. The student will be involved in several exercises involving analysis by case study, designed to teach informed decision making. Prerequisite: OST 1355. (3 hr. lecture)

OST2359**Topic in Records/Information Management****3 credits**

This is the capstone course in the program for a two year degree in Records/Information Management. Students are required to conduct research in the field and report to the class for the purpose of expanding their expertise. A term project is required. This project will require the analysis and the application of skills and knowledge in Records/Information Management. Research projects will vary each semester according to individual students needs and interests. Instructor approval is required. (3 hr. lecture)

OST2362**DBase Management****3 credits**

Provides a comprehensive orientation to the features of DBase, a microcomputer database software program, with hands-on experience in a lecture/laboratory environment. Students will create, modify, search, and manipulate databases. Topics include designing a database to meet various needs, entering data, modifying an existing database, queries, and creating reports. The course is not intended to cover programming applications. No previous computer training or experience is required. (3 hr. lecture)

OST2387**Certified Professional Secretary Exam****Prep Part 1****1-3 variable credits**

Preparation for the Office Procedures and Technology (Part VI), Economics and Management (Part III), and Behavioral Science in Business (Part I) portions of the Certified Professional

Secretary Examinations. One (1) credit will be awarded for each part completed. Prerequisite: Permission of department chairperson. May be repeated for credit. A.S. degree credit only. (1-3 hr. lecture)

OST2388**Certified Professional****Secretary Exam Prep Part 2****3 credits**

Preparation for the Accounting (Part IV), Communication Applications (Part V), and Business Law (Part II) portions of the Certified Professional Secretary Examination. One (1) credit will be awarded for each part completed. Prerequisite: Permission of department chairperson. May be repeated for credit. A.S. degree credit only. (1-3 hr. lecture)

OST2402**Secretarial Procedures****3 credits**

Integrates a culmination of secretarial skills with an emphasis on decision making, and preparing for the duties and responsibilities of operating an office. Discussing human relation skills, preparing for the job interview, visiting offices in the community, and polishing skills from other courses. These are some of the topics covered. Prerequisites: OST 1110, 1110L, 2335. (3 hr. lecture)

OST2431**Legal Secretarial Procedures****3 credits**

Provides training in the procedures for preparing legal documents and court papers and in the processing of these papers. Students learn the meaning of legal terminology, how the court system functions, and techniques used in conducting legal research. Prerequisites: OST 1110, 1110L. (3 hr. lecture)

OST2436**Court Procedures & Law Terms****3 credits**

A concentrated study of law terminology. Study of the Florida Court System, and visits to the local courts, participation in mock trials, finding citations in the law books, and study of the Rule of Civil Procedures of the State of Florida. (3 hr. lecture)

OST2501**Organization & Administration in the Electronic Office****3 credits**

This course provides the student with the organizational and administrative skills necessary in order to plan, develop, and implement the electronic office (office automation). Specific skills for attaining and holding the position of Electronic Office Administrator will be presented as the basic text of the course. Prerequisites: OST 1702, 1711, 1741, 2712. (3 hr. lecture)

OST2602**Machine Transcription 2****3 credits**

Emphasizes transcribing mailable copy on microcomputers in the second-level transcription course. Students work on an individualized basis and become more proficient in transcribing graduated difficulty dictation from executive, medical, and legal fields. Accurate proofreading is required, and final copies rather than rough draft copies are prepared. Prerequisites: OST 1601 with a grade of "C" or better, OST 1110, 1110L, 1741 and 1741L. (3 hr. lecture)

OST2712**Advanced Word Processing****3 credits**

Emphasizes enhanced functions of WordPer-

fect, a leading word processing software program. Topics include merging, macros, text columns, outlines, tables, footnotes, and endnotes. An introductory unit is included on a microcomputer disk operating system's concepts, features, and commands. Prerequisites: OST 1741, 1741L with grades of "C" or better; corequisite: OST 2712L is required. (3 hr. lecture)

OST2712L**Advanced****Wordprocessing Lab****1 credit**

Reinforces the word processing skills taught in OST 2712 through practice applications. Laboratory fee. Corequisite: OST 2712. (2 hr. lab)

OST2723**Special Applications of Word Processing****3 credits**

This advanced course gives students the opportunity to explore the additional capabilities of a leading word processing software program. Topics such as desktop publishing and/or the capabilities of other word processing software program will be emphasized. (3 hr. lecture)

OST2760**Advanced Word Processing****3 credits**

Emphasizes enhanced functions of WordPerfect, a leading word processing software program. Topics include merging, macros, text columns, outlines, tables, footnotes, and endnotes. An introductory unit is included on a microcomputer disk operating system's concepts, features, and commands. Prerequisites: OST 1741L, 1741L with grades of "C" or better; corequisite: OST 2712L is required. (3 hr. lecture)

OST2791**Communications in Electronic Office****Environment****3 credits**

This course will provide students with the total communication process as it is presented in the automated, electronic office environment. Specific emphasis will be given to the construction of messages using an electronic work station, sending electronic messages by way of networking and telecommunicating technologies. Message types, structures, and styles will form the basis of content for this course. Prerequisites: OST 2335, 1711. (3 hr. lecture)

OST2822**Advanced Desktop Publishing****3 credits**

Designed for publishing graphics and text using a leading desktop publishing software program (i.e. PageMaker) and IBM compatible microcomputers. Clip art, draw/paint program, and scanners are utilized with postscript/laser printers. Emphasis will be placed on producing brochures, bulletins, newsletters, logos, and other projects requiring graphics. Prerequisite: OST 1821. OST 1741—Word Processing is highly recommended prior to this class. A.S. degree credit only. (3 hr. lecture)

OST2826**Desktop
Presentation
Graphics****4 credits**

This course presents the fundamentals of using electronic presentation graphic software. This course will concentrate on the technique of making graphic presentations for the office and commercial environment. The use of scanners, color printers, and window software will be featured. (3 hr. lecture; 2 hr. lab)

OST2930**Secretarial Lab****1 credit**

For Secretarial Career Students who have or are taking secretarial courses and who need a review in typing, shorthand, or use of other laboratory equipment. May be repeated for credit. A.S. degree credit only. (2 hr. lab)

OST2940**Internship/
Practicum****3 credits**

This course will provide work experience on the job in a business environment under the supervision of a professional. A faculty member oversees student progress and the faculty member and supervisor evaluate the performance of the student. The student works a minimum of 15 hours a week for an entire semester. Prerequisite: A minimum of 40 credit hours earned in the Office Technology program with a "C" grade or better in all major courses. (3 hr. lecture)

OST2949**Co-op Work****Experience 2: OST****3 credits**

This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval and completion of 1949 Co-op work experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

Oral Interpretation

ORI2000**Oral Interpretation****3 credits**

The oral performance of all genres of literature. The techniques of oral performance and reading aloud, designed to enhance the student's appreciation of language and ideas and beauty in all forms of literature. Attention is given to voice production, breathing, movement and all performance skills. (3 hr. lecture)

Paralegal

PLA1949**Co-op Work****Experience 1: PLA****3 credits**

This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: 2.0 GPA, Approval of Co-op Director, and a minimum of 6 credits in field or approved work experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

PLA2003**Fundamentals of Law****3 credits**

This course provides students with an overview of the American legal system. It explores the basic concepts of law in society including the different sources of law. The federal, state and county court systems are examined along with judicial interpretation of the law. The course also covers the distinctions between procedural and substantive law, civil versus criminal and a court of equity and a court of law. The roles of paralegals are discussed with an emphasis given in their professional relationships, functions, career opportunities and ethical obligations. (3 hr. lecture)

PLA2104**Legal Research****3 credits**

This course provides students with an understanding of the process of legal analysis. Students will become familiar with research materials, tools, strategies, and learn how to locate research sources in a traditional law library. (3 hr. lecture)

PLA2114**Legal Writing****3 credits**

This course provides knowledge and understanding of how to present legal research and analysis in proper written format. As legal research is an integral part of legal writing, the course will reinforce the skills used in legal research. It will also cover basic writing skills, the process of legal analysis, methodology involved in drafting a Memorandum of law, practice in drafting pleadings, and various types of specific law office correspondence. (3 hr. lecture)

PLA2203**Trial Preparation****3 credits**

Trial Preparation focuses on the role of the paralegal in litigation and involves knowledge of the rules of civil procedure and the preparation and use of various written instruments utilized throughout the trial process. (3 hr. lecture)

PLA2223**Trial Practice
& Appeals****3 credits**

Trial Practice and Appeals examines the differences between jury and bench trials, the

trial process, and the role of the litigation paralegal who assists the attorney in the preparation for trial. (3 hr. lecture)

PLA2273**Torts****3 credits**

This course provides an examination of the theories governing tort law and the use of various pre-litigation tools. Topics covered include intentional torts, negligence and strict liability. The course also requires students to utilize the knowledge obtained to draft documents employed in practice. (3 hr. lecture)

PLA2303**Criminal Law
& Litigation****3 credits**

This course focuses on the substantive areas of criminal law including the offenses, elements, defenses and parties to a criminal law proceeding. It also emphasizes the role of the criminal justice system in adjudicating, enforcing and sentencing criminal defendants. It examines the Florida Rules of Criminal Procedure and provides practice in drafting documents required in the conduct of a criminal trial. (3 hr. lecture)

PLA2600**Wills, Trust, Estate****3 credits**

Wills, Trusts, and Estates is a study of the laws governing wills and interstate succession. The course provides practice in drafting a simple will and trust. It also examines the procedures and rules involved in probate administrations and explains the ethical obligations of attorneys and paralegals who are involved in this area of practice. (3 hr. lecture)

PLA2763**Law Office
Management****3 credits**

A survey of economical and efficient law office practices and procedures including the proper use of law office equipment; business data processing law office management; personnel selection, training and management; employer/employee relationships; correct utilization of time and space; correct time keeping and billing procedures. Prerequisites: PLA 2114, 2203. A.S. degree credit only. (3 hr. lecture)

PLA2800**Family Law****3 credits**

An examination of the legal aspects of domestic relations. This course focuses upon dissolution of marriage law with emphasis on pleadings, discovery, and property settlements. Other areas of family law such as adoption and annulment will be reviewed. Prerequisites: PLA 2114, 2203. A.S. degree credit only. (3 hr. lecture)

PLA2933**Legal Specialty
Seminars****1 credit**

Intensive practical and theoretical training is provided in a seminar format. The seminar topics cover current and timely legal issues and are addressed by practicing attorneys. The topics are announced at the beginning of the Fall and Winter semesters. Prerequisites: PLA 2057, 2104, 2114. A.S. degree credit only. (1 hr. lecture)

OST2826**Desktop
Presentation
Graphics****4 credits**

This course presents the fundamentals of using electronic presentation graphic software. This course will concentrate on the technique of making graphic presentations for the office and commercial environment. The use of scanners, color printers, and window software will be featured. (3 hr. lecture; 2 hr. lab)

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This course will provide work experience on the job in a business environment under the supervision of a professional. A faculty member oversees student progress and the faculty member and supervisor evaluate the performance of the student. The student works a minimum of 15 hours a week for an entire semester. Prerequisite: A minimum of 40 credit hours earned in the Office Technology program with a "C" grade or better in all major courses. (3 hr. lecture)

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Trial Preparation focuses on the role of the paralegal in litigation and involves knowledge of the rules of civil procedure and the preparation and use of various written instruments utilized throughout the trial process. (3 hr. lecture)

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Philosophy and Logic

PHI1100

Introduction to Logic 3 credits

The basic principles of valid reasoning, including practice in the application of various techniques of analysis. (3 hr. lecture)

PHI2010

Introduction to

Philosophy

3 credits

An in-depth analysis of some of the major perennial philosophical problems as exemplified in the thought of several important philosophers. (3 hr. lecture)

PHI2070

Introduction to

Eastern Philosophy

3 credits

Philosophical thought in the East, both ancient and modern. Hinduism, Buddhism, Taoism, Confucianism, and other major viewpoints will be considered as approaches to philosophy. (3 hr. lecture)

PHI2600

Ethics

3 credits

Principles and concepts to determine what actions are right and what ends are good, including a rigorous examination of major ethical theories. The emphasis is on the comparison and contrast of the views of various ethical philosophers. (3 hr. lecture)

PHI2604

Critical Thinking/Ethics

3 credits

The course develops skills in critical thinking by examining various topics in professional ethics. Students will study methods of effective reasoning, reflect critically upon their own values and ethical standards, develop a philosophical understanding of the nature of work, and formulate a professional code of conduct. Students will also critically examine ethical issues that arise in the workplace, such as affirmative action, sexual harassment, employee privacy, and age discrimination. (3 hr. lecture)

PHM2300

Political Philosophy

3 credits

A critical analysis of important political theories and problems, including an examination and comparison of the writings of some major political philosophers. Provides insights into the basic philosophical concepts which underlie political societies in order to better understand and evaluate the policies and practices of present political societies. (3 hr. lecture)

Photography

PGY2110C

Color

Photography 1

3-4 variable credits

An introductory course in the making of Type C photographic prints, including the dark-room techniques of developing color film, color filtering, color balance and density control. There will be an exploration of significant contributions to the aesthetics of color photography. Students must provide their

own cameras, film and photographic paper. Prerequisite: PGY 2401C. Laboratory fee. (1-2 hr. lecture; 4 hr. lab)

PGY2111C

Color Photography 2

4 credits

Deals primarily with printing methods used in printing color negatives. Concentrated practice is given in light, color balancing, exposure and processing of color printing materials; the techniques of producing matched multi-size prints are demonstrated. Prerequisite: PGY 2110C. Laboratory fee. (1-2 hr. lecture; 4 hr. lab)

PGY2112C

Color Photography 3

4 credits

An introduction to the use of the view camera to explore the problems of form and content in large format color photography. View camera will be provided. Special fee. (1-2 hr. lecture; 4 hr. lab)

PGY2210

Portrait and

Still Photography

4 credits

Fundamentals of portrait and still photography are presented. Basic and advanced exercises are taught in lighting, posing, make-up and camera angles. Composition, lighting and design functioning to describe people and objects for a variety of clients are explored. Prerequisite: PGY 2410C. (1-2 hr. lecture; 4 hr. lab)

PGY2221

Illustrative Photography 1

4 credits

The use of the camera to illustrate either an original concept or a concept provided by an art director for clients such as magazines, manufacturing concerns, advertising agents, newspapers, technical publications and schools. The creative approach is stressed in planning and production-effective color and black/white illustrations. Prerequisite: PGY 2410C. Laboratory fee. (1-2 hr. lecture; 4 hr. lab)

PGY2222

Fashion Photography

4 credits

The production of commercially viable photographs illustrating clothes as desirable objects as well as recent trends in fashion industry are studied. An awareness of mood, make-up, and dramatic impact is stressed. (1-2 hr. lecture; 4 hr. lab)

PGY2230

Illustrative Photography 2

4 credits

A sophisticated level of photographic illustration is reached and emphasis is given to conceptual and visual continuity. Concepts, methods and techniques necessary to produce slide presentations for variety of clients are stressed. Seminars and conferences prepare students for the business aspects of the illustration and advertising markets. Prerequisite: PGY 2221. Laboratory fee. (1-2 hr. lecture; 4 hr. lab)

PGY2401C

Introduction to

Photography

3-4 variable credits

Fundamentals of black and white photography as an art medium with emphasis on composition, design and processing. Students will supply their own camera, film and paper. Prerequisites: ART 1203C, 1300C, or equivalent. Laboratory fee. (1-2 hr. lecture; 4 hr. lab)

PGY2410C

Intermediate

Photography

3-4 variable credits

Emphasis on achieving more technical control of black and white photography with introduction to larger format photography utilization of studio aspects such as strobe, quartz lighting and view camera controls continued development of aesthetics. Corequisite: PGY 2401C. Laboratory fee. (1-2 hr. lecture; 4 hr. lab)

PGY2470

Portfolio Preparation

4 credits

Provides graduating students individual guidance and direction in the preparation of their portfolios. Emphasis is given to the realization of new photographic images. Prerequisite: PGY 2111C, 2210, 2221, 2222. Laboratory fee. (1-2 hr. lecture; 4 hr. lab)

PGY2475

Advanced

Photography

3-4 variable credits

The production of advanced portfolio in black and white or color, while emphasizing photography as a studio area in art. A continuation in the development of both technical and aesthetic concerns for the art student majoring in photography. Prerequisite: P GY 2102C. (2 hr. lecture; 4 hr. lab)

PGY2940

Photography Internship

4 credits

Graduating students will have the opportunity to meet and work with commercial photographers in the South Florida area. Students will report on their progress and show finished work at critique sessions. (1-2 hr. lecture; 4 hr. lab)

Physical Education

Courses offered in Physical Education are as follows:

Courses that are designated as DAA (see Dance), PEL, PEM, PEN are activity courses. All 1000 level activity courses may be repeated for credit. LEI (see Leisure) denotes courses designed for individuals pursuing an interest in recreation. HSC (see Health Education) denotes health and first aid courses available to all students. PEO, PEP, PEQ, PET denote courses designed primarily for students who are pursuing physical education, recreation, early childhood education, or dance careers. These courses also provide opportunities for individuals interested in teaching, coaching, officiating, exercise science, sports medicine and/or teacher recertification.

HLP080
Wellness **2 credits**
 This course enables students to assess their present aerobic fitness level, lung capacity, percentage of body fat, flexibility and strength. From data collected, the student will be able to set personal wellness goals. Lectures, demonstrations, and multi-media materials will be used to provide the scientific basis for meeting one's personal wellness goals. (2 hr. lecture/lab)

HLP1081
Fitness and Wellness for Life **3 credits**
 The role of exercise, diet/nutrition, stress, and physical activity in relation to total well being. Current developments in the health area and lab assessments of the student's current health status are emphasized. Individualized exercise protocols based on these assessments are recommended. Special fee. (3 hr. lecture/lab)

HLP1082
Health Analysis/Improvement 2 **1-3 variable credits**
 Health Analysis/Improvement 2 (Wellness Program) is an in-depth and advanced extension of HLP 1081. This course includes a more individualized approach to the role of exercise and nutrition in relationship to developing a personal wellness program. Using advanced lab assessments, the students' health and fitness levels are evaluated and progress of their personal exercise prescriptions is monitored. Prerequisite: HLP 1081. (1 hr. lecture; 4 hr. lab)

HLP1083
Weight Management **3 credits**
 This course is designed for students to develop an understanding of the role of exercise and nutrition as it applies to the implementation of a weight management plan. (3 hr. lecture)

NOTE: The following activity courses are designed to develop basic skills and knowledge of the specific activity. All beginning courses are for students who had little or no previous experience in the activity. Intermediate and advanced courses provide instruction for those completing the beginning course and/or for those who already have a basic knowledge of the activity. All 1000 courses may be repeated for credit. #Subject to bids received by the college for those services.

PEL1041
Recreation Activities **1 credit**
 Special fee.# (2 hr. lab)

PEL1111
Beginning Bowling **1 credit**
 Special fee.# (2 hr. lab)

PEL1112
Intermediate Bowling **1 credit**
 Special fee.# (2 hr. lab)

PEL1121
Beginning Golf **1 credit**
 Special fee.# (2 hr. lab)

PEL1122
Intermediate Golf **1 credit**
 Special fee.# (2 hr. lab)

PEL1211
Softball **1 credit**
 Special fee.# (2 hr. lab)

PEL1321
Volleyball **1 credit**
 Special fee.# (2 hr. lab)

PEL1341
Beginning Tennis **1 credit**
 Special fee.# (2 hr. lab)

PEL1342
Intermediate Tennis **1 credit**
 Special fee.# (2 hr. lab)

PEL1346
Badminton **1 credit**
 Special fee. (2 hr. lab)

PEL1441
Racquetball **1 credit**
 Special fee. (2 hr. lab)

PEL1442
Intermediate Racquetball **1 credit**
 Special fee. (2 hr. lab)

PEL1511
Soccer **1 credit**
 Special fee. (2 hr. lab)

PEL1621
Basketball **1 credit**
 Special fee. (2 hr. lab)

PEM1101
Conditioning **1 credit**
 Designed to help students attain a level of fitness with emphasis on endurance, speed, and strength development. Special fee. (2 hr. lab)

PEM1104
Individualized Fitness Program **1 credit**
 Special fee. (2 hr. lab)

PEM1116
Figure Improvement **1 credit**
 Designed to help the student attain an optimal level of fitness through a personalized exercise program. Special fee. (2 hr. lab)

PEM1131
Nautilus Training **1 credit**
 Designed to help students attain a level of fitness with emphasis on strength development through the use of nautilus machines. Special fee. (2 hr. lab)

PEM1141
Aerobics **1 credit**
 An individualized training program to enhance the student's personal fitness level in order to develop a more efficient, productive and enjoyable lifestyle. Special fee. (2 hr. lab)

PEM1146
Beginning Jogging **1 credit**
 Special fee. (2 hr. lab)

PEM1148
Aerobic Walking **1 credit**
 Designed to help students attain a level of aerobic fitness with emphasis on a safe walking program. Special fee. (2 hr. lab)

PEM1149
Marathon Running **1 credit**
 Designed to introduce and guide the skilled runner into marathon running and training. Special fee. (1 hr. lecture)

PEM1171
Aerobic Dancing **1 credit**
 Designed to incorporate vigorous dance routines and basic exercise forms for cardiovascular conditioning. Special fee. (2 hr. lab)

PEM1201
Beginning Gymnastics **1 credit**
 Special fee. (2 hr. lab)

PEM1202
Intermediate Gymnastics **1 credit**
 Special fee. (2 hr. lab)

PEM1203
Advanced Gymnastics **1 credit**
 Special fee. (2 hr. lab)

PEM1361
Beginning Horseback Riding **1 credit**
 Special fee.# (2 hr. lab)

PEM1431
Beginning Judo **1 credit**
 Special fee. (2 hr. lab)

PEM1432
Intermediate Judo **1 credit**
 Special fee. (2 hr. lab)

PEM1433
Advanced Judo **1 credit**
 Special fee. (2 hr. lab)

PEM1436
Kodokan Judo-Self-Defense **1 credit**
 Special fee. (2 hr. lab)

PEM1441
Karate **1 credit**
 Special fee. (2 hr. lab)

PEM1442
Intermediate Karate **1 credit**
 This course includes an individualized approach to learning the art of Karate. Students must complete PEM 1441 consisting of basic techniques prior to PEM 1442. Approval of the instructor is required. (2 hr. lab)

PEM1461
Fencing **1 credit**
 Special fee. (2 hr. lab)

PEM1953
Cheerleading **1 credit**
 Cheerleading is a course designed for men and women in which students will practice all aspects of cheerleading including jumps, tumbling, stunting, pyramiding, motions and voice projection. The learning phase will progress from the simple fundamentals to the more complex. (2 hr. lab)

PEM1954

Intercollegiate Athletics 1 credit
Designed for students having competency in a wide variety of physical activities who prefer to engage in the intercollegiate athletic program. Special fee. (2 hr. lab)

PEM1113

Life Saving 2 credits
Development of personal safety in and about water. Provides opportunities to develop abilities to assist or rescue someone in danger of drowning. American Red Cross certification in Advanced Life Saving is available to those who successfully complete the course. Special fee. (1 hr. lecture; 2 hr. lab)

PEM1121

Beginning Swimming 1 credit
Provides the novice or nonswimmer with the knowledge and fundamental skills necessary for self-preservation in and around the water. Special fee.# (2 hr. lab)

PEM1122

Intermediate Swimming 1 credit
Development of a variety of strokes, skills, and several methods of self-preservation in the water. Special fee.# (2 hr. lab)

PEM1136

Skin and Scuba Diving 1 credit
Provides skill development in safe skin and scuba diving. Certification is available upon successful completion of the course by the National Association of Underwater Instructors (NAUI), Professional Association of Diving Instructors (PADI), and the National Association of SCUBA Diving Schools (NASDS). Special fee.# (2 hr. lab)

PEM1137

Advanced Scuba Diving 1 credit
Provides the open water certified SCUBA diver the opportunity to develop a greater degree of insight, with respect to career fields in diving, as well as improvement of safety procedures, skills, and proficiency in the open water. Course emphasis focuses on basic underwater navigation skills, dive planning, techniques, air consumption calculations, advanced SCUBA skills, night diving techniques, post dive analysis procedure, and career opportunities in diving. An advanced open water SCUBA diving certification sanctioned through the NASDS and SCUBA. Prerequisite: Open Water SCUBA Certification. (2 hr. lab)

PEM1171

Water Aerobics 1 credit
Designed to help students attain a level of fitness through a variety of resistive and aerobic activities performed in shallow water. No swimming ability is required. Laboratory fee. (2 hr. lab)

PEM1231

Sailing 1 credit
Special fee.# (2 hr. lab)

NOTE: ALL PEO, PEP, PEQ, PET courses are designed primarily for students who are pursuing physical education, recreation, early childhood education, and dance as a major field of study. The following courses also provide opportunities for individuals interested in teaching, officiating, teaching recertification, and/or sports medicine.

PEN1232

Intermediate Sailing 1 credit
Designed to give the student the opportunity to develop intermediate sailing skills and techniques. Special fee. (2 hr. lab)

PEN1311

Snowskiing 1 credit
Students learn selection and care of clothing and equipment, conditioning exercises, safety rules, and downhill skiing techniques which will enable them to perform beginning skills of snowskiing during a class sponsored ski trip. (2 hr. lab)

PEN1411

Ice Skating 1 credit
Designed to give the student the opportunity to learn basic fundamentals of ice skating. Emphasis is on basic movements, techniques, routine, etiquette and terminology. (2 hr. lab)

PEN2138

Rescue Diver 1 credit
The Rescue Dive course develops the necessary knowledge and skills for individuals to effectively perform diver rescues and assists, manage diving accident situations and render proper first aid. Students may apply for PADI Rescue Diver certification. Prerequisite: PEN 1137 or departmental approval. (2 hr. lab)

PEO2003

Sports Officiating 2 credits
Provides students/professionals interested in updating or acquiring officiating skills in selected sports an opportunity to prepare for high school, community college, and/or community base officiating certification examinations. (1 hr. lecture; 2 hr. lab)

PEO2011

Advanced Skills and Practice in Selected Sports 3 credits
An in-service training course for teachers and recreation leaders in which the latest advanced techniques and procedures in one or more sports, including volleyball, baseball, softball, and badminton is presented. Special fee. (2 hr. lecture; 2 hr. lab)

PEO2121

Skills and Practices in Golf 2 credits
Develops and analyzes the teaching and coaching of golf. This course also emphasizes skills and practices in golf. Special fee. (1 hr. lecture; 2 hr. lab)

PEO2216

Skills and Practices in Baseball 2 credits
Develops and analyzes the teaching and coaching of baseball. This course also emphasizes skills and practices in baseball. Special fee. (1 hr. lecture; 2 hr. lab)

PEO2218

Baseball Umpiring 2 credits
Develops techniques of baseball umpiring for those who plan a career in physical education or recreation, or who desire to become a baseball umpire. Special fee. (1 hr. lecture; 2 hr. lab)

PEO2321 Skills and

Practices in Volleyball 2 credits
Develops and analyzes the teaching and coaching of volleyball. This course also emphasizes skills and practices in volleyball. Special fee. (1 hr. lecture; 2 hr. lab)

PEO2341 Skills and

Practices in Tennis 2 credits
Develops and analyzes the teaching and coaching of tennis. This course also emphasizes skills and practices in tennis. Special fee. (1 hr. lecture; 2 hr. lab)

PEO2511 Skills and

Practices in Soccer 2 credits
Develops and analyzes the teaching and coaching of soccer. This course also emphasizes skills and practices of soccer. Special fee. (1 hr. lecture; 2 hr. lab)

PEO2621 Skills and

Practices in Basketball 2 credits
Develops and analyzes the teaching and coaching of basketball. This course also emphasizes skills and practices of basketball. Special fee. (1 hr. lecture; 2 hr. lab)

PEP2131

Principles of Resistance/Weight Training 2 credits
Develops and analyzes the scientific principles of conducting safe exercise training and health behavioral change in teaching resistance weight training with an emphasis on Nautilus. Prerequisites: HLP 1081, PEM 1131, PET 2303, 2303L. (1 hr. lecture; 2 hr. lab)

PEP2201 Skills and

Practices in Gymnastics 2 credits
Develops and analyzes the teaching and coaching of gymnastics. This course also emphasizes skills and practices of gymnastics. Special fee. (1 hr. lecture; 2 hr. lab)

PEP2303

Track and Field Officiating Techniques 3 credits
Provides training to become a certified track and field official. Includes seminars, laboratory experiences and qualifying examination. Practical experiences in officiating at track and field meets is required. Special fee. (2 hr. lecture; 2 hr. lab)

PEQ2115

Advanced Aquatics/Water Safety-Instructor 2 credits
Presents skills, techniques, and procedures for teaching aquatic activities from beginning swimming through Advanced Lifesaving. WSI American Red Cross Certification is available. Special fee. (1 hr. lecture; 2 hr. lab)

PEQ2121 Skills and

Practices in Aquatics 2 credits
Develops and analyzes the teaching and coaching of aquatics. This course also emphasizes skills and practices in aquatics. Special fee. (1 hr. lecture; 2 hr. lab)

PEQ2130

Master Scuba Diver 2 credits
The Master SCUBA Diver course is structured to give students experience in five different areas of specialty diving. A three section format: theory (classroom); laboratory (pool); and application (open water) is used. Students may apply for PADI Master Scuba Diver certification. (1 hr. lecture; 2 hr. lab)

PEQ2133**Scuba Instructor Development****3 credits**

The Instructor Development Course (IDC) is structured to prepare students to be SCUBA instructors. At the completion of PEQ 2133 students will be prepared to take instructor examinations sponsored by the Professional Association of Diving Instructors (PADI). Prerequisite: Student must have completed all SCUBA Professional Curriculum courses, earned certifications in all SCUBA courses and have a minimum of one hundred (100) logged dives prior to enrolling in IDC. (2 hr. lecture; 2 hr. lab)

PEQ2137**Diver Master****3 credits**

The Dive Master course prepares students to become a SCUBA professional. A three section format: theory (classroom); laboratory (pool); and application (open water) is used. Students may apply for Dive Master certificate. Prerequisites: PEN 2138 and PEQ 2130 or departmental approval and a minimum of sixty (60) logged dives. (2 hr. lecture; 2 hr. lab)

PET1949**Co-op Work****Experience 1: PET****3 credits**

This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

PET2303**Scientific****Principles of Exercise****3 credits**

Designed to provide students preparing for a career in developing, implementing, and supervising a variety of exercise programs. The course emphasizes the anatomical, physiological, and kinesiological principles involved in exercise and training. Corequisite: PET 2303L. A.S. degree credit only. (3 hr. lecture)

PET2303L**Scientific****Principles of****Exercise Laboratory****1 credit**

Selected laboratory experiments designed to complement PET 2303. Corequisite: PET 2303. A.S. degree credit only. (2 hr. lab)

PET2430**Skills and Concepts of Physical Activity for the Elementary School Child****3 credits**

Analyzes fundamental skills in rhythm, dance, sports, and movement exploration in relation to the needs of elementary school children. Prepares students planning to major in physical

education and early childhood education to teach elementary physical education. Special fee. (2 hr. lecture; 2 hr. lab)

PET2622C**Techniques****of Athletic Training****3 credits**

Develops competence, knowledge and skill in the prevention and care of athletic injuries. A familiarization with the latest equipment, supplies, modalities and therapeutic aids is provided. Special fee. (2 hr. lecture; 2 hr. lab)

PET2760**Principles of Coaching****3 credits**

Students will learn concepts of sports psychology, organization and management which will aid with the many tasks, responsibilities, and situations involved with coaching. (3 hr. lecture)

PET2940 Wellness**Programs Internship****3 credits**

Designed for STO Health Fitness Technician Majors under supervision to gain on-the-job experience in conducting safe and sound wellness instruction for individuals of varying ages and fitness levels. Students will attend the four training sessions and work as a volunteer in the Wellness Center for nine hours per week during the semester. Pre/corequisites: HSC 2400, HUN 1201, PET 2303, 2303L. A.S. degree credit only. (1 hr. lecture; 4 hr. lab)

PET2949**Co-op Work****Experience 2: PET****3 credits**

This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval and completion of 1949 Co-op work experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

Physical Therapist Assistant

PHT1102**Anatomy for****the Physical Therapist****2 credits**

Regional description of the musculoskeletal landmarks utilized in implementing and documenting assessment and treatment procedures in physical therapy. (2 hr. lecture)

PHT1201**Introduction to****Physical Therapy****2 credits**

Survey and history of the physical therapy profession. Role and responsibilities of the physical therapist assistant as they react with patients and other health care workers are discussed. Overview of common medical and surgical conditions treated in physical therapy is presented. Corequisite: PHT 1000L. (2 hr. lecture)

PHT1201L**Introduction to Physical****Therapy Laboratory****1 credit**

Basic patient care and treatment procedures which are typically required in a

physical therapy service area. Treatment procedures include the proper administration of steam packs, cold packs, paraffin, whirlpool and gait training. Corequisite: PHT 1000. Laboratory fee. (2 hr. lab)

PHT1211**Disabilities and****Therapeutic Procedures 1****2 credits**

Cause and effect factors associated with selected orthopedic and neuromuscular disabilities. Prerequisites: BSC 2085, 2085L, PHT 1211L. (2 hr. lecture)

PHT1211L**Disabilities and****Therapeutic****Procedures 1 Lab****1 credit**

Laboratory practice of basic technical skills relating to electrohydrotherapy, therapeutic exercise and patient care procedures. Corequisite: PHT 1211. Laboratory fee. (2 hr. lab)

PHT1949**Co-op Work****Experience 1: PHT****3 credits**

This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

PHT2051**Course Review of****Physical Therapist Assistant****3 credits**

This course is designed for graduates of Accredited Physical Therapist Assistant Programs to prepare them to take or retake the state licensure examination for Physical Therapist Assistants. (1-3 hr. lecture)

PHT2120**Applied Kinesiology****2 credits**

Anatomical structures and movements as related to physical therapy procedures. Recognition and understanding of biomechanics of all human motion as related to the function of the musculoskeletal system during therapeutic exercise and gait training is discussed. Prerequisites: PHT 1000, 1211, 1211L; corequisites: PHT 2120L, 2224, 2224L. A.S. degree credit only. (2 hr. lecture)

PHT2120L**Applied Kinesiology****Laboratory****1 credit**

Procedures in measuring and analyzing muscle strength and function as related to the biomechanics of human motion. Corequisite: PHT 2120. Laboratory fee. A.S. degree credit only. (2 hr. lab)

PHT2162**Survey of****Neurological Deficits****3 credits**

Survey and description of clinical manifestations of neurological dysfunction frequently treated in physical therapy. Prerequisites: PHT 1000, 1000L, 1103, 1211, 1211L, 2120, 2120L, 2224, 2224L, 2801; corequisites: PHT 2701, 2701L, 2810, 2931. (3 hr. lecture)

PHT2224**Disabilities and****Therapeutic Procedures 2 4 credits**

Cause and effect factors associated with the more complex medical and surgical problems resulting in disability. Prerequisites: PHT 1000, 1210, 1210L; corequisites: PHT 2120, 2220L. (4 hr. lecture)

PHT2224L**Disabilities and
Therapeutic****Procedures 2 Lab 2 credits**

Laboratory practice of more complex technical skills and competencies relating to preparing equipment and treatment of patients with a variety of medical, surgical and neuromuscular disabilities. Corequisite: PHT 2224. Laboratory fee. (4 hr. lab)

PHT2701**Rehabilitation Procedures 3 credits**

Clinical manifestations and treatment techniques related to physical therapy, intervention for children and adults with injuries and disabilities (spinal cord and brain injuries or disease, limb amputations, burns). Prerequisites: PHT 2120, 2120L, 2224, 22 24L, 2701L; corequisite: PHT 2701L. (3 hr. lecture)

PHT2701L**Rehabilitation Procedures****Laboratory 2 credits**

Laboratory practice in the technical skills and competencies required in the total rehabilitative care and treatment of the child or adult who has had a severe injury or disease resulting in multiple disabilities. Corequisite: PHT 2701. Laboratory fee. (4 hr. lab)

PHT2801**Clinical Practice 1 4 credits**

Beginning clinical experiences in supervised patient care activities in a variety of clinical facilities including general hospitals and physical therapy clinics. Corequisites: PHT 2120, 2224, 2224L. (12 hr. clinic)

PHT2810**Clinical Practice 2 5 credits**

Intermediate clinical experiences in selected patient care activities under the supervision of a licensed physical therapist. Prerequisite: PHT 2801; corequisites: PHT 2701, 2701L, 2931. (15 hr. clinic)

PHT2820**Clinical Practice 3 7 credits**

Advanced clinical experiences in patient care activities under the direct supervision of a licensed physical therapist. Prerequisite: PHT 2810. (21 hr. clinic)

PHT2931**Seminar 3 credits**

Recognition of the expected current competency levels, and ethical and legal responsibilities of the physical therapist assistant in the health care system. Prerequisite: Permission of department chairperson. A.S. degree credit only. (3 hr. lecture)

PHT2949**Co-op Work****Experience 2: PHT 3 credits**

This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis

of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval and completion of 1949 Co-op work experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

Physician Assistant

PAS1800C**Physical Diagnosis 1 2 credits**

A course which provides the students with the critical basis for and clinical exposure to techniques used in the proper performance and recording of the physical examination of patients. Prerequisites: BSC 2085, 2085L, 2086, 2086L, CHM 1033, 1033L. (1.5 hr. lecture; 1.5 hr. lab)

PAS1801C**Physical Diagnosis 2 2 credits**

In the hospital and classroom setting, the student will obtain experience in performing and recording patient histories and physical examinations and presenting clinical data. Prerequisites: MCB 2013, 2013L, PAS 1000C, 1005, 1022, 1023, 1027C, 1028. (1.5 hr. lecture; 1.5 hr. lab)

PAS1810C**Surgical problems
& Procedures 5 credits**

During this course the student will be exposed to the various aspects of general, orthopedic, cardiovascular, thoracic, ENT, neurologic, urologic, and pediatric surgical problems, their diagnosis and treatment. Laboratory components of this course will include learning fundamental techniques necessary in preoperative and postoperative care, including nasogastric intubation, central venous line placement, arterial and venous punctures and sterile techniques. Prerequisites: PAS 1001C, 1009, 1010, 1026, 1029. (4 2/3 hr. lecture; 1 hr. lab)

PAS1811**Introduction to
Medicine 1 for PAS 5 credits**

The first course in the sequence PAS 1010, 1020. Focuses on signs, symptoms, and pathophysiology of common diseases affecting pediatric, adult, and geriatric patients; diagnosis, therapeutic intervention and follow-up; patient education and preventative medicine are included. Prerequisites: MCB 2013, 2013L, PAS 1000C, 1005, 1022, 1023, 1027C, 1028. (5 hr. lecture)

PAS1812**Behavioral &
Community Medicine 1
for PAS 1 credit**

A biopsychosocial system approach to identify the individual, the family and community within the health care delivery system. Studies the American health care system, emphasizing the role of the PA profession, patient education, preventative medicine, community health, and medical legal ethics. Prerequisites: BSC 2085, 2085L, 2086, 2086L, CHM 1033, 1033L. (1 hr. lecture)

PAS1813**Pathophysiological
Basis of Disease 1 2 credits**

First course in the sequence PAS 1028, 1029. An introduction to the underlying pathologic bases for specific disease processes. Prerequisites: BSC 2085, 2085L, 2086, 2086L, CHM 1033, 1033L. (2 hr. lecture)

PAS1820**Introduction to
Medicine 2 for PAS 5 credits**

The second course in the sequence. PAS 1010, 1020. Focuses on signs, symptoms, and pathophysiology of common diseases of all ages. Prerequisites: PAS 1001C, 1009, 1010, 1026, 1029. (5 hr. lecture)

PAS1821**Behavioral &
Community Education
Medicine 2 for PAS 1 credit**

The second course in the PAS 1005, PAS 1009 sequence. A continuation of the study of the biopsychosocial model for health. Prerequisites: PAS 1001C, 1005, 1022, 1023, 1027C, 1028. (1 hr. lecture)

PAS1822C**Electrocardiography/
Cardiology 2 credits**

A study of the principles and practical application of electrocardiography for the physician assistant. Includes practice in Basic and Advanced Cardiac Life Support measures for life threatening emergencies. Prerequisites: BSC 2085, 2085L, 2086, 2086L, CHM 1033, 1033L. (1 2/3 hr. lecture; 1/3 hr. lab)

PAS1823**Pharmacology 2 credits**

The first course in the sequence PAS 1023, 1026. The study of the preparation, uses, and action of drugs. Prerequisites: BSC 2085, 2085L, 2086, 2086L, CHM 1033, 1033L. (2 hr. lecture)

PAS1824**Pathophysiological 2 credits**

A continuation of PAS 1028. Focus is on cell dynamics and immunity. Prerequisites: MCB 2013, 2013L, PAS 1000C, PAS 1005, 1022, 1023, 1027C, 1028. (2 hr. lecture)

PAS1830**Pharmacotherapeutics 4 credits**

The second course in the sequence PAS 1023, 1026. The study of the use of drugs to treat disease, including contraindication and incompatibilities; drug interactions; side effects and their treatment, and dosages and calculations. Prerequisites: PAS 1000C, 1005, 1022, 1023, 1027C, 1028. (4 hr. lecture)

PAS1831**Clinical Diagnostic
Imaging 1 credit**

A study of multiple imaging modalities employed in the diagnosis of pathologic processes. Prerequisites: BSC 2085, 2085L, 2086, 2086L, CHM 1033, 1033L. (1 hr. lecture)

PAS2824L**Psychiatry****2 credits**

This clinical course in a psychiatric care setting will allow students to participate in daily rounds and become knowledgeable of the use of psychotropic medications for psychiatric disorders. Group therapy sessions will be a major part of the learning experience. Prerequisites: PAS 1009, 1020, 1026, 1200C. (9 hr. lab)

PAS2840L**Internal Medicine****4 credits**

The clinical course focuses on basic medical practice. The student is exposed to common medical problems encountered on in-patient and out-patient medical services. Emphasis is placed on the history and physical examination and the process required in the proper work-up and management of the patient. Patient care experience in the various subdivisions of internal medicine including oncology, hematology, neurology, nephrology, gastroenterology, rheumatology, pulmonology, cardiology, and infectious diseases may be required. Prerequisites: PAS 1009, 1020, 1026, 1200C. (18 hr. lab)

PAS2841L**Geriatrics****2 credits**

This clinical course provides the opportunity for students to become familiar with common physical and psychological problems encountered by the geriatric patient including cardiac and respiratory insufficiency, urinary tract infection, strokes, and diabetes mellitus. Prerequisites: PAS 1009, 1020, 1026, 1200C. (9 hr. lab)

PAS2850L**Surgery****2 credits**

During the clinical course the student will be exposed to a variety of clinical problems routinely seen on the surgical service. Emphases will be placed on preoperative, intraoperative and postoperative management of the patient. In the operating room the student will practice aseptic technique, operating room principles, and assist in surgery. Prerequisites: PAS 1009, 1020, 1026, 1220C. (9 hr. lab)

PAS2860L**Pediatrics****4 credits**

This clinical course in pediatric care settings will introduce students to childhood illnesses and normal variations of growth and development. Students will perform histories and physical examinations and manage patients in the newborn nursery, pediatric out-patient clinic and emergency room. Prerequisites: PAS 1009, 1020, 1026, 1200C. (18 hr. lab)

PAS2866L**Family Medicine****4 credits**

This clinical course introduces the student to the family practice setting where emphasis is placed on the common diseases treated by primary care practitioners in conjunction with other members of the health care team. The student is exposed to rural epidemiology, cultural diversity, and problems that affect delivery of health care in rural and underserved areas. Prerequisites: PAS 1009, 1020, 1026, 1200C. (18 hr. lab)

PAS2870L**Obstetrics/Gynecology****2 credits**

During this clinical course the student will participate on the obstetrical service managing pregnancy, labor and delivery and be introduced to pre-and postnatal complications. The student will also participate in the management of common gynecologic problems. Prerequisites: PAS 1009, 1020, 1026, 1200C. (9 hr. lab)

PAS2876L**Emergency Medicine****2 credits**

This clinical course in an emergency care setting will provide opportunities for the student to manage the acutely ill and traumatized patient. The student will learn to perform history and physical examination on the acutely ill patient with emphasis being placed on the management and support measures necessary in situations which are life threatening. Prerequisites: PAS 1009, 1020, 1026, 1200C. (9 hr. lab)

Physics

AST1002**Descriptive Astronomy****3 credits**

The solar system, the nature of electromagnetic radiation, astronomical instruments, stars, galaxies, and cosmology. Sessions are devoted to viewing the sky and to laboratory activities. Special fee. (3 hr. lecture)

PHY1004**Physics with****Applications 1****3 credits**

Emphasizes the basic concepts and principles and their practical applications. Designed specifically for students in technical studies and for others wishing to strengthen their physics background before taking advanced courses. Corequisites: PHY 1004L-100 5L; pre/corequisites for PHY 1004: Acceptable score on the Algebra Placement Test or equivalent and MTB 1321; pre/corequisites for PHY 1005; MAC 1114. (3 hr. lecture)

PHY1004L**Physics with****Applications 1 Lab****1 credit**

Laboratory for PHY 1004, 1005; corequisites: PHY 1004, 1005. Laboratory fee. (2 hr. lab)

PHY1005**Physics with****Applications 2****3 credits**

Emphasizes the basic concepts and principles and their practical applications. Designed specifically for students in technical studies and for others wishing to strengthen

en their physics background before taking advanced courses. Corequisites: PHY 1004L-100 5L; pre/corequisites for PHY 1004: Acceptable score on the Algebra Placement Test or equivalent and MTB 1321; pre/corequisites for PHY 1005: MAC 1114. (3 hr. lecture)

PHY1005L**Physics with****Applications 2 Lab****1 credit**

Laboratory for PHY 1004, 1005; corequisites: PHY 1004, 1005. Laboratory fee. (2 hr. lab)

PHY1025**Basic Physics****3 credits**

This course will help students to facilitate the transition from high school to college/university physics. The course will emphasize problem-solving techniques. Topics may include units of measure, particle mechanics, conservation laws, and basic field concepts. (3 hr. lecture)

PHY2048**Physics with Calculus 1****3 credits**

Foundation course for physical science and engineering majors. PHY 2048 covers classical mechanics and thermodynamics. PHY 2049 includes electricity, magnetism, waves and optics. Pre/corequisites to PHY 2048: MAC 2311; corequisite to PHY 2048: PHY 2048L; corequisites to PHY 2049: PHY 2049L; and MAC 2311 pre/corequisite to PHY 2049: PHY 2048 with a "C" or better. Special fee. (5 hr. lecture)

PHY2048L**Physics with****Calculus 1 Lab****1 credit**

Laboratory for PHY 2048. Corequisite: PHY 2048. Laboratory fee. (2 hr. lab)

PHY2049**Physics with Calculus 2****3 credits**

Foundation course for physical science and engineering majors. PHY 2048 covers classical mechanics and thermodynamics. PHY 2049 includes electricity, magnetism, waves and optics. Pre/corequisites to PHY 2048: MAC 2311; corequisite to PHY 2048: PHY 2048L; corequisites to PHY 2049: PHY 2049L; and MAC 2311 pre/corequisite to PHY 2049: PHY 2048 with a "C" or better. Special fee. (5 hr. lecture)

PHY2049L**Physics with****Calculus Lab****1 credit**

Laboratory for PHY 2049. Corequisite: PHY 2049. Laboratory fee. (2 hr. lab)

PHY2053**Physics (without Calculus)****3 credits**

An introduction to the basic principles of physics. PHY 2053 covers mechanics, sound and thermodynamics. PHY 2054 includes electricity, magnetism and optics. Pre/corequisite to PHY 2053: MAC 1114; corequisite to PHY 2053: PHY 2053L; prerequisite to PHY 2054: PHY 2053; corequisite to PHY 2054: PHY 2054L. Special fee. (3 hr. lecture)

PHY2053L**Physics (without Calculus) Lab****1 credit**

Laboratory for PHY 2053-2054. Corequisites: PHY 2053, 2054. Laboratory fee. (2 hr. lab)

PHY2054

Physics (without Calculus) 2 3 credits
An introduction to the basic principles of physics. PHY 2053 covers mechanics, sound and thermodynamics. PHY 2054 includes electricity, magnetism and optics. Pre/corequisite to PHY 2053: MAC 1114; corequisite to PHY 2053: PHY 2053L; prerequisite to PHY 2054: PHY 2053; corequisite to PHY 2054: PHY 2054L. Special fee. (3 hr. lecture)

PHY2054L

Physics (without Calculus) 2 lab 1 credit
Laboratory for PHY 2053-2054. Corequisites: PHY 2053, 2054. Laboratory fee. (2 hr. lab)

PSC1121

General Education Physical Science 3 credits
Common phenomena, concepts and principles selected from astronomy, physics and chemistry. Special fee. (3 hr. lecture)

PSC1515

Energy in the Natural Environment 3 credits
Investigation of the physical environment using energy as a theme to demonstrate the impact of science and technology on the environment and on the lives of people. Special fee. (3 hr. lecture)

PSC1515L

Energy in the Natural Environment Laboratory 1 credit
A laboratory course designed to complement PSC 1515. Laboratory exercises explore the ways in which energy moves through the atmosphere, hydrosphere, lithosphere and biosphere, the advantages and disadvantages of various energy sources, and the potential of conservation as an energy resource. Laboratory fee. (2 hr. lab)

Political Science

CPO2100

Comparative European Government 3 credits
This course discusses the structures and functioning of the systems of government of three European states: Britain, France, and the Federal Republic of Germany. An attempt is made to analyze some of the current problems facing parliamentary governments, and to assess their performance in resolving them. A prior course in History or Social Science is desirable. Offered first semester. Given in English. Offered through Overseas Study Program. (3 hr. lecture)

CPO2140

Government and Politics of Spain 3 credits
A study of development and structure of the government in Spain. The role of Civil War in Spain, and the prospects for liberalization of reaction. Offered through Overseas Study Program. Prerequisite: Permission of department chairperson. (3 hr. lecture)

CPO2150

French Politics and Government 3 credits
An in-depth study of the French political sys-

tem: political institutions and behavior under the Fifth Republic and analysis of current political issues. CPO 2103 or equivalent course is desirable. (Offered second semester). Offered through Overseas Study Program. (3 hr. lecture)

INR1949

Co-op Work Experience 1: INR 3 credits
This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

INR2002

International Relations 3 credits
The nature of international relations, the causes of leading international problems, foreign policies of world powers, international political organizations, and the origins of war in the International arena. (3 hr. lecture)

INR2109

Diplomatic Relations Between U.S. & Latin America 3 credits
Survey of diplomatic relations between the United States and Latin America, with special consideration of historic, cultural and political implications. Lectures and case studies. (Given in Spanish. Open to native speakers and to students with at least five semesters of college Spanish or equivalent). (3 hr. lecture)

INR2440

International Law and Organization 3 credits
International law and problems in world politics; a review of man's attempt to control international politics through international law and organizations, including the League of Nations, the United Nations, NATO, and European unification. A prior course in History or Social Science is desirable. Offered second semester. Given in English. Offered through Overseas Study Program. (3 hr. lecture)

INR2949

Co-op Work Experience 2: INR 3 credits
This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval and completion of 1949 Co-op work experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

ISS2270

Multicultural Communications and Relations 3 credits
This course uses interdisciplinary approach to examine the complex interactions among ethnicity, race, gender, age, and class as well as other ways in which we differ as they pertain to shaping personal awareness, understand-

ing, and skills that will allow them to interact more effectively with diverse populations, age, groups, and lifestyles and to think through and value human diversity. This course has an overriding principle based on the concept of human rights. (3 hr. lecture)

POS1949

Co-op Work Experience 1: POS 3 credits
This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

POS2041

American Federal Government 3 credits
The American Constitution and its development, the organization and functions of the national government, political parties and the electoral process, and the relationship of the individual to the federal government. (3 hr. lecture)

POS2112

State and Local Government in America 3 credits
The typical state and local government organization, together with political practices in America, with special emphasis on the governmental organization and the major contemporary political problems of the State of Florida and of Florida communities. (3 hr. lecture)

POS2141

Introduction to Issues of Urban Politics 3 credits
Presentation and exploration of a variety of topics, priorities, advocacy strategies, crisis channeling and constructive possibilities characteristic of urban politics will be offered as these are advanced by the identification, definition and strategic management of issues in highly populated jurisdictions in the U.S.A. Economics, ethnicity, education, health care, and other issues will be featured. (3 hr. lecture)

POS2949

Co-op Work Experience 2: POS 3 credits
This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval and completion of 1949 Co-op work experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

POT2014**European Political Theory 1****3 credits**

This course covers the more important trends in European political thought from Plato to the present. It examines those ideas which have contributed to the shaping of the political cultures of Western and Eastern Europe. It discusses the historical evolution of key concepts of politics such as freedom, order, political obligations, justice, consent, rights and duties, power and authority. A prior course in Government, History or Philosophy is desirable. Given in English. Level 1. Offered through Overseas Study Program. (3 hr. lecture)

POT2050**European Political Theory 2****3 credits**

This course covers the more important trends in European political thought from Plato to the present. It examines those ideas which have contributed to the shaping of the political cultures of Western and Eastern Europe. It discusses the historical evolution of key concepts of politics such as freedom, order, political obligations, justice, consent, rights and duties, power and authority. A prior course in Government, History or Philosophy is desirable. Given in English. Level 2. Offered through Overseas Study Program. (3 hr. lecture)

Portuguese Language

POR1120**Elementary Portuguese 1****4 credits**

An integrated (multi-media) approach to acquire proficiency in the basic skills (of the language)—listening/understanding, speaking, reading, writing, and cross-cultural awareness. Emphasis on practical vocabulary and accurate pronunciation. Practice in class and laboratory in understanding and using the spoken language; reading and writing with progressive grammatical explanations. (4 hr. lecture)

POR1121**Elementary Portuguese 2****4 credits**

A continuation of POR 1120. A proficiency-oriented course emphasizing the mastery of the basic skills of the language. Prerequisite: POR 1120. (4 hr. lecture)

POR2200**Intermediate Portuguese 1****4 credits**

A technology-based course designed to teach intermediate speaking, reading and writing skills with emphasis on oral proficiency. Brazilian culture introduced through text-specific video materials. Prerequisite: POR 1121 or equivalent. (4 hr. lecture)

POR2201**Intermediate Portuguese 2****3 credits**

Understanding, speaking, reading, writing and cross-cultural awareness, through a systematic review of reading and writing skills with emphasis on oral as well as written expression. Prerequisite: POR 2200. (3 hr. lecture)

Psychology

CLP2001**Basic Human Development****2-3 variable credits**

Identification and classification of personal strengths, potentials, feelings, needs and values, to articulate personal goals, and to develop behavioral guidelines to increase the possibility of achieving these goals. Emphasis is on congruity between strengths, needs, feelings, and values, and behavior in order to experience greater interpersonal integrity and self-esteem. An experientially-taught course, with regular use of student interaction in dyads, triads, and small group experience. (2-3 hr. lecture)

CLP2140**Abnormal Psychology****3 credits**

This course examines the major categories of mental disorders. Diagnostic criteria, treatment methods, cultural factors, public attitudes, community resources, ethical issues and legislation applicable to individuals with mental disorders are studied. The impacts of mental disorders on individuals, families and society are discussed. (3 hr. lecture)

DEP2000**Human Growth and Development****3 credits**

The nature of human behavior as a dynamic developmental phenomenon. While the emphasis is psychological, an understanding of the physical aspects of development and their social implications is included. Observation and written analysis of principles of learning involved in human development are required. The course meets teacher certification requirements in the area of psychological foundations. (3 hr. lecture)

DEP2100**Child Growth and Development****3 credits**

This course in Child Growth and Development is designed especially for the student interested in the human life span from birth through the first eight years. The course is intended to acquaint the student with basic theoretical models of development and such specific topics as heredity, teratogenic agents, learning, intelligence, socialization, personality, sex role identification, language acquisition and moral development. (3 hr. lecture)

DEP2481**Death Attitudes and Life Affirmation****3 credits**

An analysis of the psychology, philosophy, and social function of death and dying, especially in relation to the general negative view of death in American society. Encourages a reconstruction of the participant's approach to living through a confrontation of their fear of death and of those life-denying traits and values which inhibit their growth. The course

also investigates humane possibilities for funeral, bereavement, and counseling the terminally ill. (3 hr. lecture)

INP2390**Psychology of Work****3 credits**

Applies the understanding of effective human relations to work situations. Personal dynamics for success are also considered. Students will be taught how to influence behavior on the job as they apply their knowledge and interpersonal skills to specific experiences in the work place. (3 hr. lecture)

PCO2731**Human Relations****3 credits**

Emphasizes an awareness of the problems of a person's relationship to others, and the known laws and generalizations about the action patterns of individuals and groups. Effort is made to develop an awareness of the techniques of effective interpersonal relations. (3 hr. lecture)

PPE1005**Psychology of****Personal Effectiveness****3 credits**

This is an applied psychology course which emphasizes the understanding of the principles of effective human behavior and their application to the areas of personal awareness, interpersonal relations, communication, and work/career development. (3 hr. lecture)

PPE2001**Dynamics of Behavior****3 credits**

Analysis of mechanisms of adjustment, motivation, frustration and conflict, learning, personality and psychotherapy. Emphasis is on the psychological processes of the normal individual functioning in society rather than on the behavior disorders. (3 hr. lecture)

PSB2442**The Psychology of Addiction****3 credits**

This course will examine psychological, medical, pharmacological, legal, economic and sociological aspects of addiction to and use of various chemicals. The course will take an in-depth look at narcotics, sedatives, and stimulants including alcohol, cocaine, heroin, cannabis, caffeine and tobacco. (3 hr. lecture)

PSY1949**Co-op Work****Experience 1: PSY****3 credits**

This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

PSY2012**Introduction to Psychology****3 credits**

Blends classic material with the most recent developments in psychological theory. Provides an understanding of human behavior as a natural phenomenon subject to scientific study. (3 hr. lecture)

PSY2949

Co-op Work

Experience 2: PSY

3 credits

This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval and completion of 1949 Co-op work experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

SOP2002

Social Psychology

3 credits

Combines a knowledge of psychology and sociology, in an interdisciplinary approach to the study of human interaction. Main themes deal with the nature of attitudes, how attitudes may be changed, the processes of interaction and the nature of group structures. (3 hr. lecture)

SOP2772

Human Sexuality

1-3 variable credits

Emphasizes the interrelationships between the biological, socio-psychological and cultural aspects of human sexuality. Among the topics covered are the bio-psycho-social states of development, sexual arousal, the historical basis of Western sexual values and behavior, sex laws, the Kinsey-Masters-Johnson reports and sexuality in the arts. (1-3 hr. lecture)

SOP2991

Introduction to

Women's Studies

3 credits

This course emphasizes the role of gender and social class in understanding the female experience drawing on psychological, sociological, literary, historical, and philosophical perspectives. Contemporary issues and problems that influence the role of women today are explored. (3 hr. lecture)

Public Administration

PAD2002

Introduction to

Public Administration

3 credits

Presentation and exploration of the distinct components, structure, philosophy and purposes of administration in the public (government) sector, emphasizing unique features compared to the private (business) and independent (voluntary) sectors within the contemporary United States. Concepts, competencies, ethics and professionalism in a diverse society implementing a variety of public policies through various government agencies at various levels will be studied. (3 hr. lecture)

Quantitative Methods in Business

QMB2100

Basic Business Statistics

3 credits

The application of basic statistical methods to business problems. Emphasis is on learning to select the appropriate statistical method of

solving a given business problem, applying the chosen method, and interpreting the solution. Prerequisite: Acceptable score on the Algebra Placement test or equivalent. Corequisite: QMB 2100L. (3 hr. lecture)

QMB2100L

Basic Statistics Laboratory

1 credit

Laboratory for QMB 2100. Selected examples designed to give interested students further practice in interpreting and solving business problems related to business. Corequisite: QMB 2100. Laboratory fee. (2 hr. lab)

Radiation Therapy Technology

RAT1001

Introduction to

Radiation Oncology

1 credit

Introduction to the clinical setting in a radiation therapy department. The course includes radiation protection, mathematical concepts in radiation oncology, and medical terminology in the treatment of patients in a radiation oncology setting. Corequisites: RAT 1021, 1061, 1123, 1211, 1614, 1804. (1 hr. lecture)

RAT1001L

Introduction to

Radiation Oncology Lab

3 credits

Orientation for the non-radiographer to the radiation therapy procedures in a local radiation oncology department. The student will observe and provide limited assistance during procedures, while under the direct supervision of a certified radiation therapist. Laboratory fee. (6 hr. lab)

RAT1021

Radiation Therapy

2 credits

A study of all major radiotherapy equipment such as linear accelerators and superficial ortho- and mega-voltage units. Auxiliary equipment such as simulators, immobilization devices, beam directors and modifiers will also be discussed. Patient positioning, treatment planning, patient flow, and quality assurance will be presented in detail. Corequisites: RAT 1001, 1061, 1211, 1614, 1655, 1804. (2 hr. lecture)

RAT1061

Clinical Seminar 1

1 credit

Student presentation of case studies and evaluation of current activities. Corequisites: RAT 1001, 1021, 1123, 1211, 1614, 1655, 1804. (2 hr. lab)

RAT1123

Patient Care Techniques

1 credit

Basic introduction to patient care in radiation therapy including body mechanics, patient psychology, and cardiopulmonary resuscitation. Corequisites: RAT 1001, 1021, 1061, 1211, 1614, 1655, 1804. (1 hr. lecture)

RAT1211

Pathophysiology of

Neoplastic Diseases

1 credit

The relationship of the human body to neoplastic and other pathologic diseases. Topics

will include cells, tissues, organs and systems. Skeletal, muscular, nervous, endocrine, circulatory, reticuloendothelial, digestive, urinary, respiratory, and reproductive systems will be discussed. Corequisites: RAT 1001, 1021, 1061, 1123, 1610, 1614, 1655, 1804. (1 hr. lecture)

RAT1242

Medical Oncology and Pathology 1

2 credits

Malignant conditions, etiology, and methods of treatment. Patient management, treatment planning, patient prognosis, treatment results, and the use and effect of combined therapies will be discussed. Contributing factors, growth and biologic behavior of neoplastic diseases as well as specific types of tumors and tumor sites will also be discussed. Corequisites: RAT 1619, 2022, 2241, 2612, 2614, 2656. (2 hr. lecture)

RAT1614

Radiation Physics 1

2 credits

A basic radiation physics course containing fundamental principles and concepts. The course includes radiation production, properties, and characteristics as well as structure of the atom and matter, electrostatics, magnetism, electrodynamics, and the electromagnetic spectrum. Corequisites: RAT 1001, 1021, 1061, 1123, 1211, 1655, 1804, 1930. (2 hr. lecture)

RAT1619

Dosimetry and

Computerized Treatment

and Planning

1 credit

Determination of radiation doses in treatment planning using computerized methodology. Corequisites: RAT 1242, 2241, 2618, 2656. (1 hr. lecture)

RAT1655

Clinical Physics 1

2 credits

Clinical applications of physical principles in radiation therapy. Topics will include dose calculations for teletherapy and brachytherapy, contouring methods, and particle radiation. The principles, handling, and medical application of radiation materials will be a major area of discussion. Quality control and shielding materials will also be included. Corequisites: RAT 1001, 1021, 1061, 1123, 1211, 1614, 1804. (2 hr. lecture)

RAT1804

Clinic 1

8 credits

Orientation to radiation therapy procedures in a local radiation therapy department. Students are closely supervised by certified radiation therapy technologists as they are introduced to record keeping and treatment units. Corequisites: RAT 1001, 1021, 1061, 1123, 1211, 1614, 1655. (24 hr. clinic)

PSY2949**Co-op Work****Experience 2: PSY****3 credits**

This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval and completion of 1949 Co-op work experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (3 hr. lecture)

SOP2002**Social Psychology****3 credits**

Combines a knowledge of psychology and sociology, in an interdisciplinary approach to the study of human interaction. Main themes deal with the nature of attitudes, how attitudes may be changed, the processes of interaction and the nature of group structures. (3 hr. lecture)

SOP2772**Human Sexuality****1-3 variable credits**

Emphasizes the interrelationships between the biological, socio-psychological and cultural aspects of human sexuality. Among the topics covered are the bio-psycho-social states of development, sexual arousal, the historical basis of Western sexual values and behavior, sex laws, the Kinsey-Masters-Johnson reports and sexuality in the arts. (1-3 hr. lecture)

SOP2991**Introduction to****Women's Studies****3 credits**

This course emphasizes the role of gender and social class in understanding the female experience drawing on psychological, sociological, literary, historical, and philosophical perspectives. Contemporary issues and problems that influence the role of women today are explored. (3 hr. lecture)

Public Administration

PAD2002**Introduction to****Public Administration****3 credits**

Presentation and exploration of the distinct components, structure, philosophy and purposes of administration in the public (government) sector, emphasizing unique features compared to the private (business) and independent (voluntary) sectors within the contemporary United States. Concepts, competencies, ethics and professionalism in a diverse society implementing a variety of public policies through various government agencies at various levels will be studied. (3 hr. lecture)

Quantitative Methods in Business

QMB2100**Basic Business Statistics****3 credits**

The application of basic statistical methods to business problems. Emphasis is on learning to select the appropriate statistical method of

solving a given business problem, applying the chosen method, and interpreting the solution. Prerequisite: Acceptable score on the Algebra Placement test or equivalent. Corequisite: QMB 2100L. (3 hr. lecture)

QMB2100L**Basic Statistics Laboratory****1 credit**

Laboratory for QMB 2100. Selected examples designed to give interested students further practice in interpreting and solving business problems related to business. Corequisite: QMB 2100. Laboratory fee. (2 hr. lab)

Radiation Therapy Technology

RAT1001**Introduction to****Radiation Oncology****1 credit**

Introduction to the clinical setting in a radiation therapy department. The course includes radiation protection, mathematical concepts in radiation oncology, and medical terminology in the treatment of patients in a radiation oncology setting. Corequisites: RAT 1021, 1061, 1123, 1211, 1614, 1804. (1 hr. lecture)

RAT1001L**Introduction to****Radiation Oncology Lab****3 credits**

Orientation for the non-radiographer to the radiation therapy procedures in a local radiation oncology department. The student will observe and provide limited assistance during procedures, while under the direct supervision of a certified radiation therapist. Laboratory fee. (6 hr. lab)

RAT1021**Radiation Therapy****2 credits**

A study of all major radiotherapy equipment such as linear accelerators and superficial ortho- and mega-voltage units. Auxiliary equipment such as simulators, immobilization devices, beam directors and modifiers will also be discussed. Patient positioning, treatment planning, patient flow, and quality assurance will be presented in detail. Corequisites: RAT 1001, 1061, 1211, 1614, 1655, 1804. (2 hr. lecture)

RAT1061**Clinical Seminar 1****1 credit**

Student presentation of case studies and evaluation of current activities. Corequisites: RAT 1001, 1021, 1123, 1211, 1614, 1655, 1804. (2 hr. lab)

RAT1123**Patient Care Techniques****1 credit**

Basic introduction to patient care in radiation therapy including body mechanics, patient psychology, and cardiopulmonary resuscitation. Corequisites: RAT 1001, 1021, 1061, 1211, 1614, 1655, 1804. (1 hr. lecture)

RAT1211**Pathophysiology of****Neoplastic Diseases****1 credit**

The relationship of the human body to neoplastic and other pathologic diseases. Topics

will include cells, tissues, organs and systems. Skeletal, muscular, nervous, endocrine, circulatory, reticuloendothelial, digestive, urinary, respiratory, and reproductive systems will be discussed. Corequisites: RAT 1001, 1021, 1061, 1123, 1610, 1614, 1655, 1804. (1 hr. lecture)

RAT1242**Medical Oncology and Pathology 1****2 credits**

Malignant conditions, etiology, and methods of treatment. Patient management, treatment planning, patient prognosis, treatment results, and the use and effect of combined therapies will be discussed. Contributing factors, growth and biologic behavior of neoplastic diseases as well as specific types of tumors and tumor sites will also be discussed. Corequisites: RAT 1619, 2022, 2241, 2612, 2614, 2656. (2 hr. lecture)

RAT1614**Radiation Physics 1****2 credits**

A basic radiation physics course containing fundamental principles and concepts. The course includes radiation production, properties, and characteristics as well as structure of the atom and matter, electrostatics, magnetism, electrodynamics, and the electromagnetic spectrum. Corequisites: RAT 1001, 1021, 1061, 1123, 1211, 1655, 1804, 1930. (2 hr. lecture)

RAT1619**Dosimetry and****Computerized Treatment****and Planning****1 credit**

Determination of radiation doses in treatment planning using computerized methodology. Corequisites: RAT 1242, 2241, 2618, 2656. (1 hr. lecture)

RAT1655**Clinical Physics 1****2 credits**

Clinical applications of physical principles in radiation therapy. Topics will include dose calculations for teletherapy and brachytherapy, contouring methods, and particle radiation. The principles, handling, and medical application of radiation materials will be a major area of discussion. Quality control and shielding materials will also be included. Corequisites: RAT 1001, 1021, 1061, 1123, 1211, 1614, 1804. (2 hr. lecture)

RAT1804**Clinic 1****8 credits**

Orientation to radiation therapy procedures in a local radiation therapy department. Students are closely supervised by certified radiation therapy technologists as they are introduced to record keeping and treatment units. Corequisites: RAT 1001, 1021, 1061, 1123, 1211, 1614, 1655. (24 hr. clinic)

RAT1814**Clinic 2****8 credits**

Continued patient treatment assignments. The responsibilities of the students increase as more complex competencies in patient treatment are mastered under direct supervision. Prerequisite: RAT 1804; corequisites: RAT 1242, 1619, 2241, 2618. (24 hr. clinic)

RAT1824**Clinic 3****6 credits**

Continuation of advanced patient treatment competencies under the supervision of an ARRT Certified Radiation Therapy Technologist. Prerequisite: RAT 1810L; corequisites: RAT 1125, 1939, 2243. (18 hr. clinic)

RAT2022**Radiation Therapy 2****2 credits**

Continued application of radiation therapy and its effectiveness in treatments. Advanced patient positioning, planning and flow, and quality assurance will be discussed. Prerequisite: RAT 1021; corequisites: RAT 1242, 1619, 1655, 1814, 2241, 1618. (2 hr. lecture)

RAT2241**Radiobiology****2 credits**

Principles of cell response to radiation. Factors influencing the effects of radiation, tissue sensitivity, and environmental factors are discussed. Corequisites: RAT 1242, 1619, 2022, 2618, 2656. (2 hr. lecture)

RAT2243**Medical Oncology and Pathology 2****1 credit**

A continuation of medical oncology and pathology 1. Prerequisite: RAT 1242; corequisites: RAT 1125, 1824, 1939. (1 hr. lecture)

RAT2618**Radiation Physics 2****2 credits**

Specifics of ionizing radiation such as details of production, interactions, and types of radiation and their application to the patient treatment. Properties of production, photon interactions, beam characteristics, and particle irradiation will be discussed. Prerequisite: RAT 1614; corequisites: RAT 1242, 1619, 1814, 2022, 2241, 2656. (2 hr. lecture)

RAT2656**Clinical Physics 2****2 credits**

Continued clinical application of the principles of radiotherapy. Prerequisite: RAT 1655; corequisites: RAT 1242, 1619, 1814, 2022, 2241, 2618. (2 hr. lecture)

Radiologic Technology

RTE1000**Orientation to****Radiologic Technology****2 credits**

Introduction to the role of the technologist in a Radiology Department as a member of the health care team. Ethnicity, basic hospital and medical terminology, and principles of radiation protection are included. Corequisites: RTE 1111L, 1418, 1503, 1503L, 18 04. (2 hr. lecture)

RTE1111L**Radiographic Nursing Procedures Lab****1 credit**

A study of nursing procedures and techniques related to diagnostic and therapeutic practices in the Radiology Department. This course will include technologist and patient interaction following professional standards, communication techniques and the understanding of issues in the delivery of health care. (2 hr. lab)

RTE1418**Radiographic Technology 1****3 credits**

Introduction to radiographic imaging including the relation of technical factors and accessories. The chemistry of manual and automatic film processing is included. Prerequisites: RTE 1418, 1503, 1503L, 1804. (3 hr. lecture)

RTE1503**Radiographic Positioning 1****3 credits**

Basic routine positioning of the chest, abdomen, upper and lower extremities, digestive and urinary systems. Prerequisites: RTE 1000, 1111L, 1418, 1503L, 1804. (3 hr. lecture)

RTE1503L**Radiographic Positioning Laboratory 1****1 credit**

Laboratory for RTE 1503. Corequisite: RTE 1503. Laboratory fee. (2 hr. lecture)

RTE1513**Radiographic Positioning 2****3 credits**

Positioning of the bony pelvis, shoulder girdle, bony thorax, spinal column, skull and facial bones. Prerequisites: RTE 1418, 1503, 1503L, 1804; corequisites: RTE 1513L, 1613, 1814. (3 hr. lecture)

RTE1513L**Radiographic Positioning Laboratory 2****1 credit**

Laboratory for RTE 1513. Corequisite: RTE 1513. Laboratory fee. (2 hr. lecture)

RTE1613**Radiologic Physics****2 credits**

Basic principles of physics involving x-radiation equipment, production and control. Prerequisite: RTE 1000. (2 hr. lecture)

RTE1804**Radiographic Clinic 1****5 credits**

The first in a series of six clinical courses. Under direct supervision of faculty and clinical staff, performance of basic diagnostic radiographic procedures is carried out. Corequisites: RTE 1418, 1503, 1503L. (15 hr. clinic)

RTE1814**Radiographic Clinic 2****5 credits**

The student will be evaluated on competency performances in routine fluoroscopic, and

in urographic procedures. This is the second of six clinical education courses. Prerequisite: RTE 1804; corequisites: RTE 1513, 1513L, 1613. (15 hr. clinic)

RTE1824**Radiographic Clinic 3****5 credits**

The student continues to rotate, under supervision, through different units of a Radiology Department. Development of a capability to assist in diagnostic procedures at a more complex level. Prerequisite: RTE 1814. (24 hr. clinic)

RTE2061**American Registry of Radiologic Technologists Examination Review****2 credits**

An in-depth review for the American Registry of Radiologic Technology (ARRT) certification examination in Radiography. Emphasis is placed on the five test sections currently being utilized by the ARRT. Prerequisite: Eligibility for ARRT exam. A.S. degree credit only. (32 hr. lab)

RTE2385**Radiation Biology****2 credits**

The biologic effects of the interaction of ionizing radiation with living matter. Prerequisite: RTE 1000; 2834. (2 hr. lab)

RTE2457**Radiographic Technology 2****2 credits**

A more in-depth study of radiographic exposure factors as they relate to specialized procedures and equipment. Prerequisite: RTE 1824; corequisites: RTE 2523, 2834, 2782. (2 hr. lecture)

RTE2473L**Radiographic Quality Assurance Laboratory****1 credit**

This lab will provide students the opportunity to complete quality assurance tests commonly done on diagnostic radiographic equipments. A film critique of rejected radiographs will also be included in this lab course. (2 hr. lab)

RTE2563**Radiographic Positioning 3****2 credits**

Radiographic procedures which utilize contrast media, sterile techniques, and/or specialized equipment and accessories. Prerequisite: RTE 1824; corequisites: RTE 2457, 2782, 2834. (2 hr. lecture)

RTE2587**Current Topics****in Diagnostic Imaging****3 credits**

Part of a special degree program designed for the graduate of an American Medical Association accredited program for the Radiographer. Topics of current interest in diagnostic imaging are emphasized. Prerequisites: Graduate of a hospital school of radiologic technology and proof of current certification with the American Registry of Radiologic Technologists. (3 hr. lecture)

RTE2782**Radiographic Pathology****2 credits**

Basic disease processes, nature and cause of disease and injury, and their related radiographic significance. Prerequisite: RTE 1824; corequisites: RTE 2457, 2523, 2834. (2 hr. lecture)

RTE2834

Radiographic Clinic 4 **5 credits**
Performance of procedures of increasing levels of complexity and responsibility including specialized diagnostic procedures. At this level the program faculty and clinical supervisor will determine if the student can perform procedures with less supervision. Prerequisite: RTE 1824; corequisites: RTE 2457, 2523, 2782. (15 hr. clinic)

RTE2844

Radiographic Clinic 5 **8 credits**
The fifth in a series of six clinical education courses. During this clinical course the student will perform standard quality assurance tests on radiographic equipment and accessories. In addition, the student will have competency evaluations to include a gastrointestinal series and either paranasal sinuses or facial bone studies. Prerequisite: RTE 2834. (24 hr. clinic)

RTE2854

Radiographic Clinic 6 **4 credits**
During this course the student will be assigned to one rotation during hours other than the normal working hours of the radiology department. The purpose is to afford the student the opportunities to gain skills in procedures not usually done during the normal department working hours when a full shift is assigned. Prerequisite: RTE 2844. (12 hr. clinic)

Reading

REA1105

College Reading 1 **3 credits**
This course is an introduction to college level reading. Students will demonstrate college level literal and critical comprehension, vocabulary and study skills using a variety of reading materials. Special fee. (3 hr. lecture)

REA1106

College Reading 2 **3 credits**
This is a second level college reading course. Students will demonstrate increased literal and critical comprehension, vocabulary and study skills with emphasis on improving reading rate and critical evaluation. (1-3 hr. lecture)

REA1125

Reading Skills Review **1-3 variable credits**
This course is designed to help students to develop specific literal and critical reading comprehension skills which are needed in preparation for the CLAST exam. Course content will focus on prescribed instruction based on reading assessment scores. (1-3 hr. lecture)

REA1205

Advanced College Reading **3 credits**
This is an advanced college reading course. Students will demonstrate superior literal and critical comprehension, vocabulary and study skills with emphasis on rate, efficiency, appreciation and critical evaluation. (1-3 hr. lecture)

Reading College Preparatory

REA0001

College Preparatory Reading 1 **4 credits**
REA 0001 is a college preparatory reading course which builds vocabulary skills, literal and critical comprehension skills, and successful reading strategies. Laboratory required. Prerequisites: Placement by Scholastic Assessment Test (SAT) Verbal subtest score; American College Testing (ACT) Reading subtest score; or Computerized Placement Test (CPT) Reading subtest score. (4 hr. lecture)

REA0002

College Preparatory Reading 2 **4 credits**
REA 0002 is a college preparatory reading course which builds vocabulary skills, literal and critical comprehension skills, and successful reading strategies. Laboratory required. Prerequisites: Placement by Scholastic Assessment Test (SAT) Verbal subtest score; American College Testing (ACT) Reading subtest score; Computerized Placement Test (CPT) Reading subtest score; or successful completion of REA 0001. (4 hr. lecture)

REA0010

College Preparatory Reading 3 **4 credits**
The Reading Lab provides intensive tutorial assistance for basic to advanced level students. This encompasses word recognition, pronunciation, reading rate, and technical reading. A tutorial study lab is available to assist with any college level course work area. Special Sections for Learning Disabled Students available. College preparatory, may not be used to satisfy graduation requirements. (1.5-9 clock hrs.)

Real Estate

REE2040

Real Estate Principles and Practices (P&P 1) **4 credits**
Topics include real property, liens, titles, contracts, tax factors, mortgages, property evaluation, real estate market, licensing requirements, legal aspects of the real estate business, and property management. Completion of this course is required by the Florida Real Estate Commission for approval to take the State Examination. \$5.00 test fee. (4 hr. lecture)

REE2041

Real State Brokerage (P&P 2) **5 credits**
The techniques of operating a real estate business from the management side. Includes a thorough study of the appraisal process, financing, and real estate investment analyses. Fulfills the Florida Real Estate Commission's educational requirement to apply for the broker's state exam. \$5.00 test fee. Prerequisite: Valid real estate license and active salesperson experience for six months. (5 hr. lecture)

REE2085

Post Licensure Education for Salespersons **3 credits**
Is a state required course that all newly licensed salespersons must complete within two years of obtaining their first sales license. This survey course covers finance, appraising, salesmanship, property management and office management. It is the intent of the Florida Real Estate Commission that this course prepare a new licensee in a more functional and in-depth basis than does the license course. (3 hr. lecture)

REE2180

Real Estate Appraisal 1 **4 credits**
An introduction to the appraisal process and the different approaches, methods and techniques used to determine the value of various types of property. Emphasis will be on residential and investment property valuation. Prerequisite: REE 2040 or possession of a valid real estate salesperson license. (4 hr. lecture)

REE2181

Real Estate Appraisal 2 **4 credits**
This course is designed to enable the student to perform state certified real estate appraisals on income producing property. This course will satisfy state requirements and will prepare the student to sit for the Certified Real Estate Appraiser Course State exams. (4 hr. lecture)

REE2200

Real Estate Finance **3 credits**
Methods of financing Real Estate, in fixed rate, variable rate, FHA, VA, and graduated mortgage compared from the lenders', and the borrowers' point of view. Creative financing techniques such as buy-downs, and wrap-around mortgages will be discussed. (3 hr. lecture)

REE2270

Mortgage Banking and Brokerage **3 credits**
Development of an understanding of the finance industry as it relates to real estate. Detailed information concerning legal aspects of mortgages, brokerage regulation, ethics and all major source of funds for real estate financing will be covered. Prerequisite: REE 2200. (3 hr. lecture)

REE2500

Real Estate Property Management **3 credits**
Property management through the role of techniques of a Certified Property Manager (CPM). Emphasis will be on basic foundation concepts and applied application to apartments, commercial buildings, shopping centers, urban renewal programs and creative management in problem solving areas. Prerequisite: REE 2040. (3 hr. lecture)

Religion

REL1210
Religion of the Old Testament 3 credits
The historical sources and material in the Old Testament, with emphasis on its literary and cultural importance. (3 hr. lecture)

REL1243
Religion of the New Testament 3 credits
The historical sources and material in the New Testament, with emphasis on its literary and cultural importance. (3 hr. lecture)

REL2120
Survey of Religion in the U.S. 3 credits
A survey of non-native American religions in the United States from the 17th century to the present and their impact on American culture. The course will examine four general areas: the colonial era; the religions of the frontier, the South and African-American responses to before and after the Civil War; the 19th century continuing social, political and theological tension. (3 hr. lecture)

REL2300
Survey of World Religions 3 credits
A survey of the origins, beliefs and contemporary practices of the world's religions: Hinduism, Islam, Taoism, Zen Buddhism, Judaism, Christianity and Confucianism. Attention is given to the interactions between specific religions and the cultures in which they are practices. (3 hr. lecture)

REL2600
Jewish History and Culture 3 credits
A survey of the development of Jewish history and culture from Biblical times to the present. (3 hr. lecture)

Respiratory Therapy Technician

RET1007
Pharmacology for Respiratory Therapy Technicians 1 credit
Basic principles of the administration of medications including dosage and solutions. The drugs administered by respiratory therapy practitioners are covered in depth, along with an introduction to the general pharmacologic classifications of other drugs that may be administered to pulmonary patients. Corequisites: RET 1484, 2274, 2274L. (1 hr. lecture)

RET1024
Introduction to Respiratory Therapy 2 credits
Introduction to the field of respiratory therapy including terminology, basic microbiology, basic patient care techniques, cardiopulmonary resuscitation and professional histo-

ry. Prerequisites: BSC 2085, 2085L, 2086, 2086L, RET 1024L; corequisite: RET 1024L. (1 hr. lecture)

RET1024L
Introduction to Respiratory Therapy Laboratory 1 credit
Laboratory for RET 1024. Corequisite: RET 1024. Laboratory fee. (2 hr. lab)

RET1273
Respiratory Therapy Technician 3 2 credits
Theory and techniques of airway care, manual resuscitators, oxygen analyzers, and mechanical ventilation. Prerequisites: RET 2275; corequisites: RET 1841, 1273L. Laboratory fee. A.S. degree credit only. (2 hr. lab)

RET1273L
Respiratory Therapy Technician 3 Laboratory 2 credits
Introduction to the study of critical respiratory care covering medical, surgical, pediatric and emergency patients. Prerequisite: RET 2275; corequisite: RET 1273. Laboratory fee. A.S. degree credit only. (2 hr. lab)

RET1830
Respiratory Therapy Technician Clinic 2 5 credits
Supervised observation and clinical practice of therapeutic procedures. Prerequisite: RET 1800; corequisites: RET 2275, 2275L. A.S. degree credit only. (16 hr. clinic)

RET1841
Respiratory Therapy Technician Clinic 3 6 credits
Emphasis on the clinical application of procedures and techniques presented in RET 1273. Prerequisite: RET 1830; corequisite: RET 1273. A.S. degree credit only. (16 hr. clinic)

RET2264
Advanced Modalities and Monitoring 2 credits
A concentrated course relating to critical care invasive and noninvasive monitoring, EKG, alternatives to conventional ventilation and advanced cardiovascular support systems. Prerequisites: RET 2284, 2284L; corequisites: RET 2280, 2834, 2714. (2 hr. lecture)

RET2284L
Principles of Mechanical Ventilation Laboratory 2 credits
Laboratory for RET 2284. This course will provide an in depth study of the operation of mechanical ventilation devices and associated monitors. Patient safety, troubleshooting and application are stressed. Corequisite: RET 2284. Laboratory fee. A.S. degree credit only. (4 hr. lab)

RET2350
Respiratory Therapy Pharmacology 2 credits
This course is designed to provide training in the basic principles of the administration of medications including dosage and solutions. The drugs administered by respiratory therapists are covered in-depth, along with an introduction to the general pharmacological classifications of other drugs that may be administered to pulmonary patients. Prerequisites: CHM 1033, RET 1484, 1484L; corequisites: RET 2503, 2275, 2275L. (2 hr. lecture)

RET2414
Pulmonary Studies 2 credits
In-depth study of diagnostic techniques in the field of pulmonary medicine which includes lung volumes, static and dynamic mechanics of breathing, ventilation, distribution of gases, diffusion and arterial blood gas sampling and handling. Prerequisite: RET 1486; corequisite: RET 2414L. (2 hr. lecture)

RET2414L
Pulmonary Studies Laboratory 1 credit
Laboratory for RET 2414. Simulated clinical settings of diagnostic techniques used to evaluate pulmonary functions. Prerequisite: RET 1486. Laboratory fee. (2 hr. lab)

RET2503
Respiratory Therapy Pathophysiology 2 2 credits
This course is designed with emphasis on specific cardiopulmonary disease: in-depth focus on diagnosis, treatment and post disease effects related to cardiopulmonary pathologies. Prerequisite: RET 1484; corequisite: RET 2275. (2 hr. lecture)

RET2601
Respiratory Care Seminar 3 credits
A concentrated course of study which focuses on problem based learning using clinical simulations. Areas of study include legal and ethical concerns, home care, extended care, rehabilitation and management. ACLS certification obtained. Prerequisites: RET 2 264, 2714, 2280; corequisite: RET 2835 (3 hr. lecture)

RET2714
Pediatric/Neonatal Care 2 credits
This course is designed to provide training in pediatric and neonatal respiratory care assessment and therapeutic techniques related to critical care. assessment and therapeutic techniques related to critical care. Prerequisites: RET 2284, 2284L; corequisites: RET 2280, 2834, 2264. (2 hr. lecture)

RET2832
Respiratory Therapy Clinic 1 1 credit
In conjunction with RET 2274, 2274L and RET 1024, 1024L, 2832 is designed to allow the student to develop psychomotor skills related to basic respiratory care and patient procedures (patient charting, vital signs, infection control and non-pressurized oxygen adjuncts). During the rotation, the student is provided with the opportunity to apply and discuss the theory and techniques as presented in corequisite courses. Corequisites: RET 1024, 1024L, 1484, 1484L, 2274, 2274L, 2350. A.S. degree credit only. (3 hr. clinic)

RET2833
Respiratory Therapy Clinic 2 5 credits
In conjunction with RET 2274, 2274L and RET 1024, 1024L, RET 2832 is designed to allow the student to develop psychomotor skills related to basic respiratory care and patient care procedures (patient charting, vital signs, infection control and non-pressurized oxygen adjuncts). During the rotation, the student is provided with the opportunity to apply and discuss the theory and techniques as presented in corequisite courses. Corequisites: RET 1024, 1024L, 1484, 1484L, 2274, 2274L, 2350. (3 hr. clinic)

RET2834**Respiratory Therapy****Clinic 3****8 credits**

This course is a continuation of RET 2833. Training will be provided on the clinical application of procedures and techniques relating to respiratory critical care. Prerequisites: RET 2284, 2284L; corequisites: RET 2280, 2834, 2714.A.S. degree only. (24 hr. clinic)

Respiratory Therapy Technology

RET1484**Respiratory Therapy****Technician Pathophysiology 1****2 credits**

In-depth study of pulmonary and cardiovascular anatomy, physiology and pathology. Terminology, disease classification, diagnostic techniques and related physiological concepts such as fluid and electrolyte balance are emphasized. Prerequisites: BSC 2085, 2085L. (3 hr. lecture)

RET1484L**Respiratory Therapy****Pathophysiology****Laboratory 1****1 credit**

This course is designed to provide training in the basic principles of pulmonary and cardiovascular anatomy, physiology and pathology. Diagnostic techniques and related physiological concepts are emphasized. (2 hr. lab)

RET1486**Respiratory Therapy****Technician Pathophysiology 2****2 credits**

Emphasis on specific cardiopulmonary disease: in-depth focus is on diagnosis, treatment and post disease effects. Prerequisite: RET 1484; corequisite: RET 2275. (2 hr. lecture)

RET2008**Respiratory Therapy****Pharmacology****1 credit**

Theory, origin, and sources of drugs used in respiratory therapy as well as the effects and conditions influencing their actions. Prerequisites: RET 1007, CHM 1033. (1 hr. lecture)

RET2274**Respiratory Therapy****Theory 1****2 credits**

Theory of supplemental oxygen and humidity in respiratory pathology. Special emphasis is given to the medical, surgical, and pediatric patients and their cardiopulmonary physiology as it relates to therapeutic oxygen techniques. Corequisites: RET 1024, 1484, 2274L. (2 hr. lecture)

RET2274L**Respiratory Therapy****Theory Laboratory 1****1 credit**

Laboratory for RET 2274. Corequisite: RET 2274. Laboratory fee. (2 hr. lab)

RET2275**Respiratory Therapy****Theory 2****2 credits**

Emphasis on pressure breathing modalities, chest physiotherapy, and incentive devices. Prerequisite: RET 2274; corequisites: RET 1486, 2275L. (2 hr. lecture)

RET2275L**Respiratory Therapy****Theory Laboratory 2****1 credit**

Laboratory for RET 2275. Corequisite: RET 2275. Laboratory fee. (2 hr. lab)

RET2280**Critical Respiratory****Therapy Care****1 credit**

In-depth study of critical respiratory care covering medical, surgical, pediatric and emergency patients. The coordination of a respiratory care plan and advanced patient monitoring will be emphasized. Corequisite: RET 2835. (1 hr. lecture)

RET2284**Principles of****Mechanical Ventilation****4 credits**

A continuation of RET 2275. A concentrated course of study which focuses on the theoretical operation, application and procedures related to critical care and mechanical ventilation. A.S. degree credit only. Prerequisites: RET 2275, 2275L; corequisites: RET 2284L. (2 hr. lecture)

RET2285L**Pressure Breathing****Application****2 credits**

Laboratory for RET 2285. Pressure breathing devices and associated monitors are serviced, operated and evaluated. Patient safety, troubleshooting and application are stressed. Corequisite: RET 2284. Laboratory fee. (4 hr. lab)

RET2835**Respiratory Therapy****Clinic 4****2 credits**

This course is designed to provide the student with the clinical application of adult, pediatric, and neonatal intensive respiratory care. Procedures and techniques presented in RET 2280, 2714, 2264 as it relates to their clinical application will be emphasized. A.S. degree credit only. Prerequisite: RET 2834; corequisite: RET 2601. (24 hr. clinic)

RET2836**Clinical Practice 5****8 credits**

This course is a continuation of Clinical Practice 4. Special emphasis on adult, pediatric, and neonatal intensive respiratory care. Prerequisites: RET 1841, 2275L; corequisite: RET 2285L. (24 hr. clinic)

RET2931**NBRC Registry****Level Exam Refresher Course****2 credits**

Refresher course designed to assist Respiratory Care personnel in the preparation for and successful completion of the NBRC (National Board for Respiratory Care) Registry Level Examination. A.S. degree credit only. (2 hr. lecture)

RET2932**NBRC Pulmonary****Functions Exam Review****2 credits**

Refresher courses designed to assist the participant in the preparation for and successful completion of the NBRC (National Board of Respiratory Care) Pulmonary Function Examination. A.S. degree credit only. (2 hr. lecture)

Risk Management and Insurance

RMI2804**Wealth Accumulation****Planning****3 credits**

The principles of real estate investment are examined including: risk and return; the acquisition, ownership, and disposition of property; principles of loan amortization and depreciation; capital gains, and losses; installment sales; exchanges; cash flow analysis; creative financing and forms of real estate ownership. Other ideas studied center around retirement planning. A.S. degree credit only. (3 hr. lecture)

Russian Language

RUS1120**Elementary Russian 1****4 credits**

An integrated (multi-media) approach to acquire proficiency in the basic skills (of the language)—listening/understanding, speaking, reading, writing, and cross-cultural awareness. Emphasis on practical vocabulary and accurate pronunciation. Practice in class and laboratory in understanding and using the spoken language; reading and writing with progressive grammatical explanations. (4 hr. lecture)

RUS1121**Elementary Russian 2****4 credits**

A continuation of RUS 1120. A proficiency-oriented course emphasizing the mastery of the basic skills of the language. Prerequisite: RUS 1120. (4 hr. lecture)

RUS2200**Intermediate Russian 1****4 credits**

Russian culture learned through a systematic review of reading and writing skills with emphasis on oral as well as written presentations. Prerequisite: RUS 1121 or equivalent. (4 hr. lecture)

RUS2201**Intermediate Russian 2****3 credits**

Understanding, speaking, reading, writing and cross-cultural awareness, through a systematic review of reading and writing skills with emphasis on oral as well as written expression. Prerequisite: RUS 2200. (3 hr. lecture)

Social Science

ISS1120**The Social Environment****3 credits**

The Social Environment is an interdisciplinary course that emphasizes the cultural, political and global dimensions of societies. Its main objective is to promote knowledge of contemporary and historical forces that shape our social environment and engage students in a life-long process of inquiry and decision-making. (3 hr. lecture)

RET2834**Respiratory Therapy****Clinic 3****8 credits**

This course is a continuation of RET 2833. Training will be provided on the clinical application of procedures and techniques relating to respiratory critical care. Prerequisites: RET 2284, 2284L; corequisites: RET 2280, 2834, 2714.A.S. degree only. (24 hr. clinic)

Respiratory Therapy Technology

RET1484**Respiratory Therapy****Technician Pathophysiology 1****2 credits**

In-depth study of pulmonary and cardiovascular anatomy, physiology and pathology. Terminology, disease classification, diagnostic techniques and related physiological concepts such as fluid and electrolyte balance are emphasized. Prerequisites: BSC 2085, 2085L. (3 hr. lecture)

RET1484L**Respiratory Therapy****Pathophysiology****Laboratory 1****1 credit**

This course is designed to provide training in the basic principles of pulmonary and cardiovascular anatomy, physiology and pathology. Diagnostic techniques and related physiological concepts are emphasized. (2 hr. lab)

RET1486**Respiratory Therapy****Technician Pathophysiology 2****2 credits**

Emphasis on specific cardiopulmonary disease: in-depth focus is on diagnosis, treatment and post disease effects. Prerequisite: RET 1484; corequisite: RET 2275. (2 hr. lecture)

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RET2274**Respiratory Therapy****Theory 1****2 credits**

Theory of supplemental oxygen and humidity in respiratory pathology. Special emphasis is given to the medical, surgical, and pediatric patients and their cardiopulmonary physiology as it relates to therapeutic oxygen techniques. Corequisites: RET 1024, 1484, 2274L. (2 hr. lecture)

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Laboratory for RET 2274. Corequisite: RET 2274. Laboratory fee. (2 hr. lab)

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Emphasis on pressure breathing modalities, chest physiotherapy, and incentive devices. Prerequisite: RET 2274; corequisites: RET 1486, 2275L. (2 hr. lecture)

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Laboratory for RET 2275. Corequisite: RET 2275. Laboratory fee. (2 hr. lab)

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This course is a continuation of Clinical Practice 4. Special emphasis on adult, pediatric, and neonatal intensive respiratory care. Prerequisites: RET 1841, 2275L; corequisite: RET 2285L. (24 hr. clinic)

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RMI2804**Wealth Accumulation****Planning****3 credits**

The principles of real estate investment are examined including: risk and return; the acquisition, ownership, and disposition of property; principles of loan amortization and depreciation; capital gains, and losses; installment sales; exchanges; cash flow analysis; creative financing and forms of real estate ownership. Other ideas studied center around retirement planning. A.S. degree credit only. (3 hr. lecture)

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RUS1120**Elementary Russian 1****4 credits**

An integrated (multi-media) approach to acquire proficiency in the basic skills (of the language)—listening/understanding, speaking, reading, writing, and cross-cultural awareness. Emphasis on practical vocabulary and accurate pronunciation. Practice in class and laboratory in understanding and using the spoken language; reading and writing with progressive grammatical explanations. (4 hr. lecture)

RUS1121**Elementary Russian 2****4 credits**

A continuation of RUS 1120. A proficiency-oriented course emphasizing the mastery of the basic skills of the language. Prerequisite: RUS 1120. (4 hr. lecture)

RUS2200**Intermediate Russian 1****4 credits**

Russian culture learned through a systematic review of reading and writing skills with emphasis on oral as well as written presentations. Prerequisite: RUS 1121 or equivalent. (4 hr. lecture)

RUS2201**Intermediate Russian 2****3 credits**

Understanding, speaking, reading, writing and cross-cultural awareness, through a systematic review of reading and writing skills with emphasis on oral as well as written expression. Prerequisite: RUS 2200. (3 hr. lecture)

Social Science

ISS1120**The Social Environment****3 credits**

The Social Environment is an interdisciplinary course that emphasizes the cultural, political and global dimensions of societies. Its main objective is to promote knowledge of contemporary and historical forces that shape our social environment and engage students in a life-long process of inquiry and decision-making. (3 hr. lecture)

ISS1161**The Individual in Society 3 credits**

This is an interdisciplinary course that emphasizes understanding of oneself as a unique individual who, as part of global community, is responsible for decisions affecting his/her psychological, social, environmental, and physical well-being. Main themes include personality and self, society and culture, development and the life cycle, and the maintenance of physical and psychological health. (3 hr. lecture)

ISS1935**Social Science****Seminar****1-3 variable credits**

Small group and individual work, to analyze in greater depth issues arising out of the interdisciplinary approach to the study of social environment and social economic change; designed for those students who are engaged in or have completed ISS 1120. (1 hr. seminar)

Social Work**SOW2020****Introduction to Social Welfare****3 credits**

A survey of the history and functions of social welfare institutions and the needs they are assigned to meet in American society. Includes study of the role of the social workers in meeting societal needs. Prerequisite: SYG 2000. (3 hr. lecture)

SOW2054**Social Service Field****Experience 1****1-3 variable credits**

Directed field work with selected community service agencies involving direct student-client relationships with continuous in-service training and supervision. The student is expected to log a total of 40-120 hours.

SOW2055**Social Service****Field Experience 2****3 credits**

A continuation of SOW 2054 for the student desiring a more extensive experience. Prerequisite: SOW 2054. (Variable hours).

Sociology**SYG2000****Introduction to****Sociology****3 credits**

A scientific study of society, with emphasis on the structure of that society, the role of the individual as a group member, and the implications of social change. (3 hr. lecture)

SYG2010**Social Problems****3 credits**

An analysis of the major contemporary and recurring social problems, emphasizing scientific

search for variables involved and exploring alternative solutions. (3 hr. lecture)

SYG2230**Multi-Ethnic America****3 credits**

An introduction to the theory and problems of minority groups in American society. The focus is on structural inequality, institutional discrimination, and the changing patterns of prejudice and discrimination. (3 hr. lecture)

SYG2240**Caribbean Roots****3 credits**

A comparative study of the cultures, societies, economics and politics of Caribbean peoples with special attention to the Caribbean sub-cultures in south Florida. (3 hr. lecture)

SYG2301**Introduction to Social Research****3 credits**

A general introduction to research methodology in the Social Sciences, paying particular attention to research design, data collection and data analysis. (3 hr. lecture)

SYG2327**Service Learning Applications****3 credits**

Examines service-learning as an educational pedagogy. Presents the pedagogy's underlying philosophy, practices, and evaluation. This course provides opportunities to experience service-learning through direct participation in service and guided reflection about those experiences. It is offered primarily to meet recertification requirements for in-service K-12 teachers. (3 hr. lecture)

SYG2430**Marriage and the Family****3 credits**

The family as a social institution—its origin and development, its forms and functions, its interrelation with other social institutions, and its role in contemporary civilization. Areas of study include factors contributing to or acting against successful, stable marriage. (3 hr. lecture)

Sonography**SON1000L****Introduction to Sonography 1****1 credit**

An introduction to the physical principles of diagnostic ultrasound. Bases of imaging with ultrasound are discussed as well as clinical units in the various areas of specialization. In conjunction with the lectures, supervised laboratory classes are conducted to familiarize students with operations of the equipment in each of the clinical areas. Corequisites: SON 1111C, 1121C. (2 hr. lab)

SON1001L**Introduction to Sonography 2****1 credit**

This second introductory course will cover the past present and future of sonography. After the historical landmarks are identified, the focus will be on the current diversity of applications of diagnostic medical sonography. Students will also discover future trends and developments on the technology horizon of the profession. (2 hr. lab)

SON1005L**Basic Sonography****2 credits**

This course is designed to cover the essential of the profession of Diagnostic Medical Sonography. Topics include: professionalism, medical ethics, hospital administration, sonographic terminology, quality assurance, photographic principles, related radiological specialties and scanning techniques. Laboratory experience will include equipment use and quality assurance techniques. Prerequisite: SON 1000L. Laboratory fee. (4 hr. lab)

SON1006L**Professional Aspects of Sonography****1 credit**

An introduction to the professional aspects of sonography. Topics include: medical ethics and law, hospital administration, quality assurance/quality control and management. Laboratory experience includes actual phantom scanning conducting equipment qa protocols, and participation on a mock ethics board. (2 hr. lab)

SON1100L**Principles of****Protocols of Imaging****2 credits**

An introduction to radiographic film, its handling & processing and the various radiographic specialties. Laboratory experience includes: film composition and identification, rapid processing, photographic techniques, reading H&D curves, performing sensitometry and identifying film artifacts. During radiographic specialties, there will be an introduction to CT, MRI, and the areas of radiologic technology in order to discover how these modalities compliment sonography. (2 hr. lab)

SON1111C**Abdominal Sonography 1****2 credits**

An in-depth course designed to cover all aspects of clinical abdominal ultrasound studies. Subject matter includes: review of normal anatomy (ultrasonic appearance), indications for ultrasound studies, clinical presentation and data, pathophysiological basis of disease, ultrasonic manifestations of diseases, recognition of adequate images and scanning pitfalls. Corequisite: SON 1000L. (1 hr. lecture; 2 hr. lab)

SON1112C**Abdominal****Sonography 2****2 credits**

An in-depth course designed to cover all aspects of clinical abdominal ultrasound studies. Subject matter includes: review of normal anatomy (ultrasonic appearance), indications for ultrasound studies, clinical presentation and data, pathophysiological basis of disease, ultrasonic manifestations of diseases, recognition of adequate images and scanning pitfalls. Prerequisite: SON 1111C. (1 hr. lecture; 2 hr. lab)

SON1113L**Sonography Cross Sectional Anatomy****2 credits**

A thorough course aimed at teaching the student to understand anatomical relationships and recognize structures on cross-sectional and sagittal diagrams, photographs of gross anatomy and sonography. The laboratory conducted in conjunction with the classroom lectures is designed to identify all normal anatomical landmarks in multiple planes in actual scanning situations. (4 hr. lab)

SON1115L**Duplex Abdominal Sonography****1 credit**

This course is designed to cover aspects of duplex abdominal sonography applications. Topics include: the aorta and its branches, the IVC and its tributaries, and the portal system. Subject matter includes: etiology, pathophysiology, clinical presentations, sonographic appearance and differential diagnosis of diseases. (2 hr. lab)

SON1121C**Obstetrics/Gynecology Sonography 1****2 credits**

An in-depth course designed to present all aspects of clinical OB/GYN ultrasound studies. Subject matter includes: review of normal anatomy (ultrasound appearance), indications for ultrasonic studies, clinical presentation, clinical data, pathophysiological basis of disease, ultrasonic manifestations of diseases, recognition of adequate images and scanning pitfalls. Corequisite: SON 1000L. (1 hr. lecture; 2 hr. lab)

SON1122C**Obstetrics/Gynecology Sonography 2****2 credits**

An in-depth course designed to cover all aspects of clinical OB/GYN ultrasound studies. Subject matter includes: review of normal anatomy (ultrasound appearance), indications for ultrasonic studies, clinical presentation, clinical data, pathophysiological basis of disease, ultrasonic manifestations of diseases, recognition of adequate images and scanning pitfalls. Prerequisite: SON 1121C. (1 hr. lecture; 2 hr. lab.)

SON1141C**Small Parts Sonography****2 credits**

An in-depth course designed to cover all aspects of clinical abdominal ultrasound studies. Subject matter includes: review of normal anatomy (ultrasound appearance), indications for ultrasound studies, clinical presentation and data, pathophysiological basis of disease, ultrasonic manifestations of diseases, recognition of adequate images and scanning pitfalls. Prerequisite: SON 1112C. (1 hr. lecture; 2 hr. lab)

SON1145L**Pediatric Sonography****1 credit**

This course is designed to cover aspects of pediatric ultrasound examinations. Topics include: Liver, biliary, spleen, renal, adrenal, gastrointestinal, scrotum, and musculoskeletal structures. Subject matter includes: etiology, pathophysiology, clinical presentations, sonographic appearance and differential diagnosis. (2 hr. lab)

SON1804 Clinic 1**2 credits**

This is the first in a series of six (6) clinics in which the student is assigned to a medical facility. The student is afforded a hands-on experience in sonography under the supervision of a clinical instructor, sonographer or physician. Corequisite: 1000 L. (16 hr. clinic)

SON1814 Clinic 2**2 credits**

This is the second in a series of six (6) clinics in which the student is assigned to a medical facility. The student is afforded hands-on experience in sonography under the supervision of a clinical instructor, sonographer or physician. Prerequisite: SON 1804. (8 hr. clinic)

SON1824 Clinic 3**3 credits**

This is the third in a series of six (6) clinics in which the student is assigned to a medical facility. The student is afforded hands-on experience in sonography under the supervision of a clinical instructor, sonographer or physician. Prerequisite: SON 1814. (24 hr. clinic)

SON2061L**Seminar in Sonography****1 credit**

Students will participate in the various type of continuing education. This may include: society meetings, seminars, conferences and in-services. (2 hr. lab)

SON2139L**Cardiovascular Principles****1 credit**

An introductory course to techniques other than echocardiography utilized in the diagnosis of cardiovascular disease. Topics discussed include physical examination, electrocardiogram, Phonocardiogram, cardiac catheterization, and nuclear medicine cardiology. Prerequisite: SON 2400C; corequisite: SON 2401C. (2 hr. lab)

SON2161C**Neurosonography****2 credits**

A comprehensive course designed to examine sonographic imaging of the neonatal and infant brain, with an introduction to ultraoperative brain and spinal cord imaging. Emphasis is placed on normal brain anatomy, congenital and malformations and acquired pathologic conditions. Prerequisites: SON 1113L, 1141L. (1 hr. lecture 2 hr. lab)

SON2171C**Vascular Sonography****2 credits**

This course is designed to cover aspects of Clinical Vascular Technology. Topics include the pathophysiological levels of disease, clinical presentation and data, hemodynamic of blood flow, anatomy and physiology of the vascular system and anatomical appearance. Prerequisite: SON 2161C. (1 hr. lecture; 2 hr. lab)

SON2400C**Echocardiography 1****2 credits**

An in-depth course designed to present all aspects of clinical cardiovascular ultrasound studies. Topics discussed are: pathophysiological basis of diseases, clinical presentation and clinical data, Doppler and echocardiographic findings in disease, hemodynamic relationships, scanning pitfalls and differential diagnosis. Prerequisite: SON 1000L. (1 hr. lecture; 2 hr. lab)

SON2401C**Echocardiography 2****2 credits**

An in-depth course designed to cover all aspects of clinical cardiovascular ultrasound studies. Topics discussed are pathophysiological basis of diseases, clinical presentation and clinical data, Doppler and echocardiographic findings in disease, hemodynamic relationships, scanning pitfalls and differential diagnosis. Prerequisite: SON 2400C. (1 hr. lecture; 2 hr. lab)

SON2614C**Acoustical Physics****and Instrumentation 1****2 credits**

The course will present a review of fundamental physics and in-depth study of the physical principles of diagnostic ultrasound.

Topics discussed include: properties of sound waves, interaction of sound waves with matter, generation of ultrasound and principles of Doppler ultrasound. Prerequisite: SON 2400C. (1 hr. lecture; 2 hr. lab)

SON2618C**Acoustical Physics****and Instrumentation 2****2 credits**

Physical principles of Ultrasound Instrumentation -A course designed to familiarize the student with the physical principles and modes of operation of diagnostic ultrasound equipment. Subject matter includes: transducers, display systems, component parts of a scanning system, real-time scanners, Doppler equipment, quality control, routine maintenance and recent developments. Prerequisites: SON 2614C, CGS 1060. (1 hr. lecture; 2 hr. lab)

SON2619C**Doppler Principles****and Instrumentation****2 credits**

This course presents a review of fundamental physics and an in-depth study of Doppler Physical Principles of Diagnostic Ultrasound. Topics also include Doppler Instrumentation, equipment, display systems, quality control, and hemodynamics of blood flow. Prerequisite: SON 2618C. (1 hr. lecture; 2 hr. lab)

SON2834**Clinic 4****2 credits**

This is the fourth in a series of six (6) clinics in which the student is assigned to a medical facility. The student is afforded hands-on experience in sonography under the supervision of a clinical instructor, sonographer or physician. Prerequisite: SON 1824. (16 hr. clinic)

SON2844**Clinic 5****3 credits**

This is the fifth in a series of six (6) clinics in which the student is assigned to a medical facility. The student is afforded hands-on experience in sonography under the supervision of a clinical instructor, sonographer or physician. Prerequisite: SON 2834. (24 hr. clinic)

SON2854**Clinic 6****3 credits**

This is the last in a series of six (6) clinics in which the student is assigned to a medical facility. The student is afforded hands-on experience in sonography under the supervision of a clinical instructor, sonographer or physician. Prerequisite: SON 2844. (24 hr. clinic)

SON2910L**Directed Research****1 credit**

This course is designed to afford students an opportunity to develop their research skills, broaden their educational horizons, and further investigate a particular area of interest in the field of ultrasound. Students will select a topic for research, investigate and gather information, and compile the results for presentation, competition and publication. (2 hr. lab)

SON2930L

Seminar in Sonography 1 credit
Students will participate in the various types of continuing education. this may include: society meetings, seminars, conferences and in-services. (2 hr. lab)

SON2931L

Film Critique 1 1 credit
An extensive laboratory to prepare the student to recognize quality images, anatomy, patient positioning, pathology, and scanning technique errors as well as artifacts. For each class, the student will present a case from their current rotation of the teaching file. The class includes all technical and clinical information as well as interpretation by the supervising physician. Prerequisite: SON 1000L. (2 hr. lab)

SON2932L

Film Critique 2 1 credit
An extensive laboratory to prepare the student to recognize quality images, anatomy, patient positioning, pathology, and scanning technique errors as well as artifacts. For each class, the student will present a case from their current rotation of the teaching file. The class includes all technical and clinical information as well as interpretation by the supervising physician. Prerequisite: SON 2931L. (2 hr. lab)

SON2933L

Film Critique 3 1 credit
An extensive laboratory to prepare the student to recognize quality images, anatomy, patient positioning, pathology, and scanning technique errors as well as artifacts. For each class, the student will present a case from their current rotation of the teaching file. The class includes all technical and clinical information as well as interpretation by the supervising physician. Prerequisite: SON 2932L. Corequisite: SON 2401C. (2 hr. lab)

SON2934L

Film Critique 4 1 credit
An extensive laboratory aimed at teaching the student to recognize quality images, anatomy, patient positioning, pathology, and scanning technique errors as well as artifacts. For each class, the student will present a case from their current rotation of the teaching file. The presentation will include all technical and clinical information as well as the final interpretation by the supervising physician. Prerequisite: SON 2933L. (2 hr. lab)

SON2935L

Film Critique 5 1 credit
An extensive laboratory aimed at teaching the student to recognize quality images, anatomy, patient positioning, pathology, and scanning technique errors as well as artifacts. For each class, the student will present a case from their current rotation of the teaching file. The presentation will include all technical and clinical information as well as the final interpretation by the supervising physician. Prerequisite: SON 2934L. (2 hr. lab)

SON2950L

Journal Review 1 credit
Students select scientific articles from sonography journals for review and presentation in class. (2 hr. lab)

Spanish Language and Literature

SPN1000

Elementary Spanish Conversation 3 credits
A course emphasizing conversational Spanish. Extensive use is made of oral exercises and audio tapes. This course cannot be substituted for SPN 1120 or SPN 1121. Offered through Overseas Study Program. Prerequisite: Permission of department chairperson. (3 hr. lecture)

SPN1030

Spanish for Health Professionals 1 4 credits
Conversational Spanish for students in the Allied Health programs only. Emphasis is on the practical application of Spanish to situations relative to patients and personnel. A.S. degree credit only. (3-4 hr. lecture)

SPN1031

Spanish for Health Professionals 2 4 credits
Spanish 1031 will enable communication with Spanish-speaking patients at an intermediate level. The level of exchange in these emergency situations is typical of circumstances that occur in real life. The course contains different communicative activities from simple to complex to facilitate the student's progression throughout the course. A.S. degree credit only. (3-4 hr. lecture)

SPN1120

Elementary Spanish 1 4 credits
An integrated (multi-media) approach to acquire proficiency in the basic skills (of the language)—listening/understanding, speaking, reading, writing, and cross-cultural awareness. Emphasis is on practical vocabulary and accurate pronunciation. Practice in class and laboratory in understanding and using the spoken language; reading and writing with progressive grammatical explanations. (4 hr. lecture)

SPN1121

Elementary Spanish 2 4 credits
A continuation of SPN 1120. A proficiency-oriented course emphasizing the mastery of the basic skills of the language. Prerequisite: SPN 1120. (4 hr. lecture)

SPN1170

Spain Travel Study 3-6 variable credits
A course designed for students who wish to combine the study of Spanish with subsequent travel to a Spanish-speaking country. Prerequisites: SPN 1000, 1120 or permission of instructor. Offered through overseas study program. (3 hr. lecture)

SPN2200

Intermediate Spanish 1 4 credits
Spanish culture learned through a systematic review of reading and writing skills with

emphasis on oral as well as written presentations. Prerequisite: SPN 1121 or equivalent. (4 hr. lecture)

SPN2201

Intermediate Spanish 2 3 credits
Understanding, speaking, reading, writing and cross-cultural awareness, through a systematic review of reading and writing skills with emphasis on oral as well as written expression. Prerequisite: SPN 2200. (3 hr. lecture)

SPN2240

Intermediate Spanish 1 Conversation & Composition 3 credits
Promotes facility in understanding, speaking and writing the language. Emphasis is on everyday conversation. Prerequisite: SPN 2201 or equivalent. (3 hr. lecture)

SPN2241

Intermediate Spanish 2 Conversation & Composition 3 credits
Oral practice with idiomatic expressions; oral reports on collateral readings; class discussions. Prerequisites: SPN 2240 or equivalent. (3 hr. lecture)

SPN2340

Spanish for Native Speakers 1 3 credits
Writing, spelling and punctuation, sentence structure and reading selections for vocabulary expansion as they are relevant to the training of individual students. Prerequisite: oral ability to communicate in Spanish or permission of department chairperson. (3 hr. lecture)

SPN2341

Spanish for Native Speakers 2 3 credits
A continuation of SPN 2340. Prerequisite: SPN 2340 or equivalent. (3 hr. lecture)

SPN2720

Contrastive Analysis Spanish/English 3 credits
Comparison/contrastive study of the phonology, morphology and syntax of Spanish and English. Recommended for students of translation and interpretation. Prerequisite: SPN 1121 or equivalent. (3 hr. lecture)

SPT2800

Introduction to Translation 3 credits
Develops the ability to do accurate written translations in general. Includes the application of contrastive structures and grammar rules of source and target languages; translation of idiomatic expressions and an introduction to legal and technical vocabulary; the use of bilingual dictionaries and glossaries. The demands of translation as a profession and its code of ethics are stressed. (3 hr. lecture)

SPT2803

Legal and Technical Training Skills 3 credits
Continuation of SPT 2800. Written translations of multi-page documents and/or articles containing legal, technical and other specialized vocabulary from the source language into the target language. Firsthand translation experience by participating in a "translator's bureau," or an "internship" or practical training program. (3 hr. lecture)

SPW2010**Selected Readings****in Spanish Literature****3 credits**

A study of outstanding works, authors, genres, or major literary currents in Spain. (3 hr. lecture)

SPW2020**Selected Readings****in Latin American Literature****3 credits**

A study of outstanding works, authors, genres, or major literary currents in Latin America. (3 hr. lecture)

Spanish Translation

SPT2810**Introduction to****Oral Interpretation****3 credits**

The acquisition and development of the abilities to convert an oral message from the source language into another consecutive oral message in the target language. (3 hr. lecture)

SPT2811**Oral Interpretation Skills****3 credits**

Continuation of SPT 2810 including deepening and broadening the type of exercise of SPT 2810 and gradual introduction to simultaneous interpretation. Oral translation with notes and of conversations, radio or tape passages. Extensive practice in the process of hearing, understanding, remembering and speaking for simultaneous oral interpretation. Participation in an internship or practical training program. (3 hr. lecture)

SPT2820**Computer Assisted****Translation 1****3 credits**

The objective of this first course in computer-assisted translation is to familiarize the student with the new technology that is now available for translators. The students will be expected to master the beginning technical skills of word processing (Word Perfect) and will be introduced to World Wide Communications' translation program. They will also review the grammar

SPT2821**Computer Assisted****Translation 2****3 credits**

Continuation of SPT 2820. Broadens and deepens previous experience in using the WCC Translation Program. Completes the review of grammar needed for inputting new vocabulary to the dictionaries of the WCC program, provides extensive practice in post-editing techniques, and introduces the operations of an optical scanner, a desktop publishing system, a laser printer and the use of modems. (3 hr. lecture)

SPT2822**Practica in****Computer-Assisted****Translation****3 credits**

Supervised work experience in the field of computer-assisted translation. Students will spend a minimum of six hours per week performing actual translation tasks for local professional translation agencies, companies, etc. (6 hr. lab)

Speech Communication

SPC1026**Fundamentals of****Speech Communication****3 credits**

SPC 1026 provides students with the oral communications skills necessary for success in personal, professional and educational settings. Through the study and experiential practice of interpersonal communication, presentational speaking and group dynamics of communication and be able to use them effectively. This course fulfills 4,000 words of the Gordon Rule requirement. (3 hr. lecture)

SPC1060**Business and****Professional Speaking****3 credits**

Designed to meet the needs of students in business and professional areas of study. Application of principles of speech in basic business, industrial and professional forms and contexts; techniques of preparation, presentation and evaluation. (3 hr. lecture)

SPC1300**Interpersonal****Communication****3 credits**

Increases understanding of person-to-person communication in personal, social, and business contacts with emphasis on the individual's communicative effectiveness in daily interaction. (3 hr. lecture)

SPC2050**Voice and Diction****3 credits**

Effective voice production and articulation, acceptable pronunciation, intonation, rhythm, and phrasing, a consideration of elementary vocal anatomy and the fundamentals of the science of sound. Specific speech problems will be handled on an individual basis. (3 hr. lecture)

SPC2444**Dynamics of Leadership****2 credits**

Provides knowledge and skill development in leadership and group dynamics from a communication perspective. Students experiment with various styles and strategies of leadership in an experiential atmosphere. Corequisite: SPC 2447L. (2 hr. lecture)

SPC2447L**Leadership****Community Laboratory****1 credit**

Provides basic knowledge and skill development in leadership and group dynamics from a communication perspective. Students experiment with various styles and strategies of leadership in an intensive experimental workshop atmosphere. Corequisite: SPC 2444. (2 hr. lab)

SPC2511**Argumentation and Debate****3 credits**

The principles of argumentation, including analysis, evidence, inference and refutation, and their application to issues of current public interest. The course provides opportunities for debating practice. Prerequisite: SPC 1022 or equivalent. (3 hr. lecture)

SPC2594**Forensic****Laboratory****1-3 variable credits**

Advanced techniques of debate and other forensics, keyed primarily to those interested

in intercollegiate forensic competition. Prerequisite: Permission of the instructor. May be repeated for credit. (2-6 hr. lab)

SPC2600**Introduction to****Public Speaking****3 credits**

Improves the basic skills of speaking and listening through classroom exercise, group discussion and public address. Special emphasis is given to the principles of logical organization. (3 hr. lecture)

SPC2601**Advanced Public****Speaking****3 credits**

For students who have had a basic course in speech or previous experience in public speaking. The course provides participation in such areas as contest, community and on-campus speaking, and speech criticism. Students receive instruction in audience analysis and rhetorical principles and strategies. Prerequisite: SPC 1022. (3 hr. lecture)

SPC2940**Peer Teaching****in Speech Communication****3 credits**

Provides the opportunity for outstanding speech students to advance their skills by functioning as student teachers in speech courses which they have completed successfully. Prerequisite: Permission of the department. (3 hr. lecture)

Speech Pathology & Audiology

SPA1610**Introduction to****American Sign Language****3 credits**

This course is designed to introduce vocabulary and language principles of American Sign Language and to provide introductory information on aspects of deafness and deaf culture. (3 hr. lecture)

SPA1612C**American Sign****Language 1****4 credits**

Provides introductory information on the linguistics of American Sign Language and approximately 500 sign concepts. Course includes lecture, discussion and lab practice. (4 hr. lecture)

SPA1613C**American Sign****Language 2****4 credits**

Provides continued instruction in the linguistic principles of American Sign Language and an additional 500 sign concepts. Course includes lecture, discussion and lab practice which is conducted in ASL. Prerequisite: SPA 1380C. (4 hr. lecture)

SPA1630**Survey of
Deaf Studies****3 credits**

Provides an overview of aspects of deafness including demographics, audiology, education, rehabilitation, assistive devices and organizations on deafness and interpreting. (3 hr. lecture)

SPA2001**Introduction to
Communication Disorders****3 credits**

An introduction to functional and organic speech problems which interfere with oral communications and to the profession of speech science and correction; speech and hearing therapy, in public, private, or governmental agencies. (3 hr. lecture)

SPA2333**Linguistics of
American Sign Language****3 credits**

Course is designed for persons who already have an understanding of ASL principles. Provides an overview of the various systems of manual communication used in the U.S. including PSE, Cued Speech and signed English. Prerequisite: SPA 2614C. (3 hr. lecture)

SPA2384**Receptive Skills
Development****3 credits**

The course will focus on increasing the students' receptive understanding of signed communications. Examples of American Sign Language (ASL) will be presented via videotapes and live interactions with deaf persons. Students will identify all the components and linguistic features of ASL and will provide appropriate English translations either in speech (paraphrasing) or in written form. Prerequisite: SPA 1381. (3 hr. lecture)

SPA2614C**American Sign
Language 3****4 credits**

Provides linguistic principles of American Sign Language at the intermediate level and an additional 500 sign concepts. Lecture, discussion and lab practice are included. Students have increased opportunities for interaction with members of the deaf community. Increasingly, class sessions are conducted in ASL. Prerequisite: SPA 1613C. (4 hr. lecture)

SPA2615C**American Sign
Language 4****4 credits**

Provides linguistic principles of American Sign Language at the advanced level and an additional 500 sign concepts, including idioms used in ASL. Lecture, discussion and lab practice are included. Class sessions are conducted predominately in ASL. Prerequisite: SPA 2614C. (4 hr. lecture)

SPA2616**ASL Conversational Skills****3 credits**

This course will provide practice communication in American Sign Language (ASL). Students will use previously acquired knowledge of ASL vocabulary and linguistic principles to communicate in the language. Prerequisite: SPA 2614C. (3 hr. lecture)

SPA2626**Fingerspelling Skills
Development****2 credits**

Content focuses on the manual alphabet and the number systems used in American Sign Language. Students learn to execute the fingerspelling and to understand the fingerspelling of others. Prerequisites: SPA 1610, 1612C. (2 hr. lecture)

SPA2631**Deaf Culture
and Community****3 credits**

The course provides and in-depth study of the lives and experiences of deaf and hard of hearing persons and it examines why many deaf people consider themselves to belong to a unique cultural group. Characteristics of the culture are examined along with the impact of hearing loss on one's family, friends and employment. Multicultural issues will be covered since the impact of hearing loss is addressed differently in various ethnic groups. Also examined are societal attitudes regarding disability in general and hearing loss and communication difficulties in particular. Prerequisites: SPA 1613C, 1630. (3 hr. lecture)

Statistics

STA2023**Statistical Methods****3 credits**

Collecting, grouping, and presenting data; measures of central tendency and dispersion; probability; testing hypotheses; confidence intervals, and correlation. Pre/corequisite: MAC 1105. Special fee. (3 hr. lecture)

STA2122**Statistical Methods
for the Behavioral
and Social Science****3 credits**

Designed for students majoring in psychology, sociology, social work, education, political science, and journalism; not for students majoring in mathematics, science, or business. Topics include collecting and presenting data; measures of central tendency and variability; probability and the normal curve; sampling techniques; confidence intervals; testing null hypotheses by the Z score, T ratio, and F ratio; nonparametric statistical tests; correlation; applying statistical procedures to research problems in behavioral and social sciences. Prerequisite: Acceptable score on the Algebra Placement Test or equivalent. (3 hr. lecture)

Student Life Skills

SLS1101**College Survival Seminar****1 credit**

An introduction to the campus, college policies, student services and self-discovery for entering freshmen. (1 hr. lecture)

SLS1125**Student****Support Seminar****3 credits**

This three credit course is intended for students that have been placed on Academic Warning. It is designed to help students be more successful academically by focusing on performance in a learning environment. This will include social, cultural, psychological and academic aspects of the individual and the role they play in the learning environment. (3 hr. lecture)

SLS1211**Optimal Self
Development****3 credits**

Clarifications of feelings, needs, values, and purposes to facilitate personal and social development. Theories of motivation are presented with particular emphasis on theories of self-development for self-development for optimizing the self. (3 hr. lecture)

SLS1310**Introduction to
Health Careers****3 credits**

An examination of various career fields in the health professions with an assessment made of student interests and career goals relative to the demands of selected health care fields. Emphasis is placed on the role of patient care and on interaction with health care professionals. A.S. degree credit only. (3 hr. lecture)

SLS1401**Psychology
of Career****Adjustment****1-6 variable credits**

For students who have not decided, are having difficulty deciding, or need clarification in making a career choice. A format for a systematic investigation for career and life planning is included. It is concerned with "who you are," "where are you going," "how to get there," and "what's out there that fits you." Special fee. (1-6 hr. lecture)

SLS1501**Student Development****3 credits**

Intended for those students who want to improve their academic skills. Topics include time management, study skills, self-defeating behavior, test taking techniques, test anxiety, study habits, cognitive skill techniques, library use, educational planning, and use of resources. (3 hr. lecture)

SLS1502**College****Study Skills****1-3 variable credits**

Skills, techniques and procedures for mastering study strategies such as taking classroom and lecture notes, mastering tests, developing memory/recall, actively listening, and proper management of time. (1-3 hr. lecture)

SLS1505**College****Survival Skills****1 credit**

This one credit course is intended for students that place into one college preparatory course. It offers students an introduction to college life and self-discovery leading toward a successful career path. Also, it exposes students to methods and techniques for mastering learning skills. This course will have a mathematics module designated for students that place into a college preparatory mathematics or algebra course. (1 hr. lecture)

SLS1535**Preparing for Student Success****3 credits**

This three credit course is designed to assist students in the development and achievement of their academic, vocational and personal goals. The course objectives are organized into four units: I Foundations for Success; II The Learning Environment; III Planning for Academic and Vocational Success and IV Understanding Mathematics for Classroom Success. Academic involvement is an integral part of this course and success is determined by attendance, participation, written assignments, tests and project presentations. (3 hr. lecture)

Surveying**SUR1001C****Construction Survey****3 credits**

Practice of surveying as related to the building and construction industry. Includes a combination of classroom instruction and practical field problems with the tape, level and transit. Special fee. (2 hr. lecture; 2 hr. lab)

SUR1101C**Surveying 1****4 credits**

The theories and practices in surveying and the use of the principal types of surveying instruments in horizontal and vertical planes. Problems include the measurement of distance; the use of compass, sextant, transit traverse, stadia, and basic mapping. Field and laboratory practice are required. Prerequisite: MAC 1105. Laboratory fee. (2 hr. lecture; 4 hr. lab)

SUR1202C**Surveying 2****4 credits**

Advanced study in route, land, and mapping surveying to include triangulation, astronomic observations, topographic and photogrammetric mapping. Field demonstrations and surveys performed with many modern types of survey instruments. Prerequisite: SUR 1101 C. Laboratory fee. (2 hr. lecture; 4 hr. lab)

SUR1640C**Land Surveying Computations****3 credits**

Surveying principles including angular measurements; bearing and angle computations; right angle trigonometry; basic geometry; oblique triangles; traverse computations; circular curves; intersection areas; partitioning of land; missing traverse parts; reconstruction and the 3-points problems, compound curves, radius calculations, and solution analysis. Prerequisites: MAC 1105 or 1140; corequisite: MAC 1114. (2 hr. lecture; 2 hr. lab)

SUR2301C**Topography & Mapping****4 credits**

Field and engineering graphic methods of map construction. Mapping principles and their application in producing topographic, land survey, hydrographic, and photographic maps. Field work includes control and detail surveys using transit-tape and transit-stadia, plane table and alidade applications. Measuring areas of straight or irregular boundaries with the planimeter. Prerequisite: Permission of department chairperson. (2 hr. lecture; 4 hr. lab)

SUR2330C**Photogrammetry 1****3 credits**

Art and science of obtaining reliable information through the use of photographs. More specifically, its application to surveying and the production of land maps. Include basic theory, project planning ground control, principles of plotting, and preparation of mosaics. Prerequisite: Permission of department chairperson. (2 hr. lecture; 2 hr. lab)

SUR2401C**Land Surveying 1****3 credits**

The theory and practice of land surveying, subdivision, filing and recording deeds; United States Government survey of public land; Florida laws governing land surveys, descriptions, coordinate systems and professional licensing. Field surveys are performed. Prerequisite: SUR 1101C. (2 hr. lecture; 2 hr. lab)

SUR2403C**Land Surveying 2****3 credits**

Emphasizes the practice of surveying and the writing of legal descriptions. Areas studied include legal principles of retracement under Federal rules, combination of sequence and simultaneous conveyances, locating reversion rights, riparian and littoral owners, state statutes and regulations, standards of practice, field and office guidelines, performing the survey, legal authority and liability of the surveyor. (2 hr. lecture; 2 hr. lab)

SUR2450C**Land Use Planning****3 credits**

Site planning process as it relates to such factors as zoning, environmental considerations, and necessary engineering data. Includes construction and study of site boundary surveys, topographic maps, aerial photographs, soil and geology information, hydrology information, slope information, and slope and elevation analysis. Needed by surveyors associated with architects, developers and builders considering planned unit developments. Prerequisites: EGN 1120C, SUR 2462C. (2 hr. lecture; 2 hr. lab)

SUR2462C**Subdivisions****3 credits**

Actual plant construction from tract description to final record plat. Research current plat laws and regulations, meaning of legal parts, necessary computations and graphical representation. Prerequisite: EGN 1120C. (2 hr. lecture; 2 hr. lab)

Theatre Arts**THE1243****Musical Theatre History****3 credits**

A course for the musical theater major tracing the evolution of what is essentially an American art form from its inceptions in minstrel shows and river-boat entertainments to its present status as a major component on the international theater scene. (3 hr. lecture)

THE1925**Studio Theatre Production****3 credits**

Theoretical and practical experience with all aspects of studio theatre production including design, directing, lighting, technical and

casting. The course will include faculty supervised public performances. May be repeated for credit. Prerequisite: Permission of department chairperson. (3 hr. lecture)

THE2000**Theatre Appreciation****3 credits**

The development of drama from its beginning to contemporary theatre. Included are the analyses and study of major plays exemplary of outstanding periods of theatre history. Required of drama and drama education majors. (3 hr. lecture)

THE2051**Children's Theatre Production****3 credits**

The theory of children's theatre, its development with the American theatrical scene, its function within the American community and applications of the theories in actual productions before audiences. (3 hr. lecture)

THE2052**Children's Theatre Workshop****3 credits**

Application of the theories of children's theatre and utilization of the associated arts and skills of directing, stage design, lighting, costume design and theatre management in actual production of children's plays. Prerequisite: THE 2051 or TPA 1200, 12 20 or equivalent. (3 hr. lecture)

THE2083**Theatre Problems****3 credits**

This is an advanced course for theatre majors who have already earned credit in a required subject or who have demonstrated that they are capable of advanced, highly specialized work in a particular area of requirements and objectives. Possible areas of study include advanced scene work; intensive training in particular acting methods; playwriting; and directing. Students are assigned to a teacher, who will design, supervise, and evaluate their projects. May be repeated for credit. (2-6 hr. lab)

TPA1200**Stagecraft****3 credits**

A basic study of technical theatre practices with emphasis on scenery construction, rigging and prop construction. This course may be taken concurrently with TPP 1110. (2 hr. lecture; 2 hr. lab)

SLS1535**Preparing for Student Success****3 credits**

This three credit course is designed to assist students in the development and achievement of their academic, vocational and personal goals. The course objectives are organized into four units: I Foundations for Success; II The Learning Environment; III Planning for Academic and Vocational Success and IV Understanding Mathematics for Classroom Success. Academic involvement is an integral part of this course and success is determined by attendance, participation, written assignments, tests and project presentations. (3 hr. lecture)

Surveying**SUR1001C****Construction Survey****3 credits**

Practice of surveying as related to the building and construction industry. Includes a combination of classroom instruction and practical field problems with the tape, level and transit. Special fee. (2 hr. lecture; 2 hr. lab)

SUR1101C**Surveying 1****4 credits**

The theories and practices in surveying and the use of the principal types of surveying instruments in horizontal and vertical planes. Problems include the measurement of distance; the use of compass, sextant, transit traverse, stadia, and basic mapping. Field and laboratory practice are required. Prerequisite: MAC 1105. Laboratory fee. (2 hr. lecture; 4 hr. lab)

SUR1202C**Surveying 2****4 credits**

Advanced study in route, land, and mapping surveying to include triangulation, astronomic observations, topographic and photogrammetric mapping. Field demonstrations and surveys performed with many modern types of survey instruments. Prerequisite: SUR 1101 C. Laboratory fee. (2 hr. lecture; 4 hr. lab)

SUR1640C**Land Surveying Computations****3 credits**

Surveying principles including angular measurements; bearing and angle computations; right angle trigonometry; basic geometry; oblique triangles; traverse computations; circular curves; intersection areas; partitioning of land; missing traverse parts; reconstruction and the 3-points problems, compound curves, radius calculations, and solution analysis. Prerequisites: MAC 1105 or 1140; corequisite: MAC 1114. (2 hr. lecture; 2 hr. lab)

SUR2301C**Topography & Mapping****4 credits**

Field and engineering graphic methods of map construction. Mapping principles and their application in producing topographic, land survey, hydrographic, and photographic maps. Field work includes control and detail surveys using transit-tape and transit-stadia, plane table and alidade applications. Measuring areas of straight or irregular boundaries with the planimeter. Prerequisite: Permission of department chairperson. (2 hr. lecture; 4 hr. lab)

SUR2330C**Photogrammetry 1****3 credits**

Art and science of obtaining reliable information through the use of photographs. More specifically, its application to surveying and the production of land maps. Include basic theory, project planning ground control, principles of plotting, and preparation of mosaics. Prerequisite: Permission of department chairperson. (2 hr. lecture; 2 hr. lab)

SUR2401C**Land Surveying 1****3 credits**

The theory and practice of land surveying, subdivision, filing and recording deeds; United States Government survey of public land; Florida laws governing land surveys, descriptions, coordinate systems and professional licensing. Field surveys are performed. Prerequisite: SUR 1101C. (2 hr. lecture; 2 hr. lab)

SUR2403C**Land Surveying 2****3 credits**

Emphasizes the practice of surveying and the writing of legal descriptions. Areas studied include legal principles of retracement under Federal rules, combination of sequence and simultaneous conveyances, locating reversion rights, riparian and littoral owners, state statutes and regulations, standards of practice, field and office guidelines, performing the survey, legal authority and liability of the surveyor. (2 hr. lecture; 2 hr. lab)

SUR2450C**Land Use Planning****3 credits**

Site planning process as it relates to such factors as zoning, environmental considerations, and necessary engineering data. Includes construction and study of site boundary surveys, topographic maps, aerial photographs, soil and geology information, hydrology information, slope information, and slope and elevation analysis. Needed by surveyors associated with architects, developers and builders considering planned unit developments. Prerequisites: EGN 1120C, SUR 2462C. (2 hr. lecture; 2 hr. lab)

SUR2462C**Subdivisions****3 credits**

Actual plant construction from tract description to final record plat. Research current plat laws and regulations, meaning of legal parts, necessary computations and graphical representation. Prerequisite: EGN 1120C. (2 hr. lecture; 2 hr. lab)

Theatre Arts**THE1243****Musical Theatre History****3 credits**

A course for the musical theater major tracing the evolution of what is essentially an American art form from its inceptions in minstrel shows and river-boat entertainments to its present status as a major component on the international theater scene. (3 hr. lecture)

THE1925**Studio Theatre Production****3 credits**

Theoretical and practical experience with all aspects of studio theatre production including design, directing, lighting, technical and

casting. The course will include faculty supervised public performances. May be repeated for credit. Prerequisite: Permission of department chairperson. (3 hr. lecture)

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TPA1200**Stagecraft****3 credits**

A basic study of technical theatre practices with emphasis on scenery construction, rigging and prop construction. This course may be taken concurrently with TPP 1110. (2 hr. lecture; 2 hr. lab)

TPA1202**Introduction
to Entertainment
Technology****3 credits**

An historical overview of the scope, current trends, methods and vocabulary connected with the variety of venues used for live entertainment (arenas, stadiums, discos, theater-auditorium, convention centers, casinos, recorded entertainment at film and video sound stages and music studios); the producing organizations of entertainment and their different styles of production management (sports, music film, video, dance, theater, theme parks); and the business aspects of equipment vendors and leasing companies. An overview of theatrical unions, engineering and professional groups and their influence on standard practices will also be addressed. (3 hr. lecture)

TPA1210**Theatre Production 1****3 credits**

This course is designed to give the student an overview of some aspects of theatre production. The course encompasses scenery construction, scenery painting, prop construction, stage lighting, audio techniques, theatre and stagecraft safety practices and backstage organization. Students will be provided with hands-on experiences with equipment common in technical theatre. Prerequisite: TPA 1210 (3 hr. lecture)

TPA1215**Audio-Visual, Multi-Media****4 credits**

This course presents the principles and practice of unpacking, unloading, setting up and operating visual aids for conference and convention, and A/V for industrial shows, conventions, concerts and special events. Also covered is media using recorded sound (A/V) and media accompanying live presenters (V/A) including 8, 16, 35 and 70 mm. movie, single and multi-media. Students will practice this technology in labs and in performance environment, under performance conditions. Prerequisites: TPA 1213 or departmental approval. (2 hr. lecture; 4 hr. lab)

TPA1220**Lighting****3 credits**

Technical theatre practices with emphasis on lighting, sound effects, and design concepts. (2 hr. lecture; 2 hr. lab)

TPA1225**Automation & Computers****3 credits**

This course presents the principles and practices of automated robotics lighting (intelligent lighting), automated machinery, rigging, wagons, turntables, lifts, event sequencing between pyro, multi-media, sound and stage lights, automated show control of up to ninety-nine elements of production and computerized control of light and sound. Prerequisites: TPA 1213 or department permission. (2 hr. lecture; 2 hr. lab)

TPA1230**Theatre Costuming****3 credits**

An introduction to three basic areas of concentration in costuming history of dress, design concepts, and building techniques. (2 hr. lecture; 2 hr. lab)

TPA1250**Makeup for the Stage****3 credits**

An introduction to the art and techniques of makeup as used by the actor, theatrical designer, and technician. Special emphasis is given to straight makeup, age makeup, hair, character extension, and stylization. (3 hr. lecture)

TPA1253**Entertainment Technology:****Technician 1****3 credits**

This course presents the principles and practice of stage rigging, stage carpentry, road crew and gripping. Students will practice the use of hardware, knots, hemp, counter-weight and motorized flying system for scenery, curtains and ground rigging, temporary and permanent stages, sound stages or on location, expositions and/or special outdoor events. Also covered are the principles and practices of the installation and operation of wagons, winches, chain hoists and trusses, lighting equipment, sound for on-stage or studio performance, gripping for motion pictures or video production. Occupational health and safety issues are discussed and practiced. (2 hr. lecture; 2 hr. lab)

TPA1254**Entertainment Technology:****Technician 2****3 credits**

This course is an advanced course in entertainment technology and continuation of the principles and practices covered in Entertainment Technology Technician 1. Prerequisite: TPA 1212. (2 hr. lecture; 2 hr. lab)

TPA1255**Concert &****Stage Lighting****4 credits**

This course presents the principles and practices of installation and operation of lighting technology for a variety of entertainment venues: theater, dance, opera, rock and roll concert tours, philharmonic orchestras, music festivals, industrial shows, theme parks. Special attention will be paid to venues for performances outdoors, indoors and on sound stages. Also covered are the principles and practices involved with the installation and operation of film studio, location lighting and equipment technology. AC and DC electrical current will be studied as it applies to lighting technology with special emphasis on power supplies, cabling electrics, and basic maintenance of generic equipment as currently used in the field. Occupational health and safety, fire safety and CPR are discussed and practiced. Prerequisite: TPA 1213 or permission of department. (2 hr. lecture; 4 hr. lab)

TPA1260**Concert & Stage Sound****4 credits**

This course presents the principles and practices of the installation and strike of sound technology for a variety of entertainment venues: theater, dance and opera, rock and roll concert tours, orchestras, choirs and music festivals, theme parks, themed entertainment and industrial shows, special events, casino and cruise line shows. Special attention is paid

to venues for performances outdoors, indoors and on sound stages. Also covered are the principles and practices associated with the installation and operation of film studio, location sound and sound studio set-up technology. Emphasis is placed on equipment and its specific use in the field together with practice in cabling, patching, system layout rigging and basic maintenance of generic equipment. Occupational health safety, fire safety issues and CPR are discussed and practiced. Prerequisite: TPA 1213 or department permission. (2 hr. lecture; 4 hr. lab)

TPA1274**Properties Practicals,****Non-Electrified****Special Effects****3 credits**

This course provides the student: the principles and practice of unloading, installing, pre-setting operating, striking, storing, loading and packing properties, practicals, physical effects and set dressing; the preparation, care and handling and clean-up of food used during a live performance and filming; the preparation, pre-set/strike, organization and storage of properties before, during and after performance and film shots. Students learn how to take instructions from management, designers and decorators for the installation and running for furniture, dressing and effects and executing cues for their movement and operation. Prerequisite: TPA 1213 or department approval. (2 hr. lecture; 2 hr. lab)

TPA1275**Special Effects-Electrified****Laser & Pyrotechnics****3 credits**

This course presents the principles and practice of operating scenic, mechanical, sound, and lighting special effects including laser light and pyro-technics. Also covered are the standard practices, rules, regulations, procedures, guidelines and precautions for the safe operation of currently available devices used in industry today and those invented or special events. Prerequisites: TPA 1213 or department approval. (2 hr. lecture; 2 hr. lab)

TPA1290**Studio Theatre****Technical & Lighting****1 credit**

Practical application of theatrical skills in technical support and lighting through participation in studio productions. May be repeated for credit. Prerequisite: THE 1925 or permission of department chairperson. (2 hr. lab)

TPA2211**Theatre Production 2****3 credits**

Covers costuming, makeup and theatre management. Costuming includes a knowledge of major costume periods, costume building and operation of shop machinery. The planning and creating of makeup designs and training in the management of theatre operations are also emphasized. Prerequisite: TPA 1210. (3 hr. lecture)

TPA2233**Mainstage Production-
Costumes & Makeup****1 credit**

Practical experience in theatrical costuming and makeup through participation in a major theatrical production. May be repeated for credit. Prerequisite: Permission of department chairperson. (2 hr. lab)

TPA2256**Costumes & Makeup 3 credits**

This course presents the principles and practices of unloading, receiving, unpacking and distributing costumes, wigs and accessories for live performances and the load-out duties of collecting and packing the same, and the equivalent duties for on-location trailers and/or studio wardrobe. Perform costume changes as well as other reshoot and post production set-ups and strikes. Perform maintenance duties including laundry, repair, dyeing, starching, spot cleaning, ironing, pressing, steaming, shoe repair and painting, gluing, hand and machine sewing, embroidery, millinery pattern making, tailoring/alterations, leather work, beading and other costume crafts. The principles of make-up for the stage, studio and screen and preparation and maintenance of wigs, falls, and other hair pieces including beards and mustaches is also practiced. Taking instructions from management, designers and supervisors, executing clues, collaborating with others as part of a crew has equal emphasis along with occupational health, safety, fire safety and CPR principles and practices. (3 hr. lecture)

TPA2276**Entertainment Technology:****Crafts 1 3 credits**

This course presents the principles and practices of woodworking, welding, smithing, casting, weaving, paperhanging, painting, ceramics, plaster sewing and plastics technology for the entertainment industry. State of the art tool technology, shop and field practice, health and safety standards will be emphasized. These crafts are entertainment industry oriented with a perspective that states that objects created are to be used for production. Prerequisite: TPA 1213 or department permission. (2 hr. lecture; 2 hr. lab)

TPA2277**Crafts 2 3 credits**

This is a continuation of the study of the principles and practices covered in Crafts 1. Prerequisite: TPA 2270 or department permission. (2 hr. lecture; 2 hr. lab)

TPA2291**Mainstage Production-
Technical & Lighting****1 credit**

Practical application of theatrical skills in technical support, and lighting through participation in a major theatrical production. May be repeated for credit. Prerequisite: Permission of department chairperson. (2 hr. lab)

TPA2292**Production Lab 1-3 variable credits**

Students will be provided with hands-on experience in theatre technology and production, including lighting; the construction of scenery; stage make-up; costume construction; actual production management; properties construction and organization; sound production; recording, editing, and operation; and house management during actual performances. Required of all first-year students. (2-6 hr. lab)

TPA2601**Introduction to****Stage Management****3 credits**

Introduction to Stage Management is designed to familiarize the student with the role of the stage manager in the theatre. Concepts covered includes: blocking, note taking,

cue calling and company relation skills. Prerequisites: TPA 1200, 1220. (3 hr. lecture)

TPA2940**Technical Theatre
Occupational****Practicum****1-6 variable credits**

This course is designed to provide the student with the practical, first hand experience at a professional venue. The student will be supervised jointly by Miami Dade Community College faculty, and the contracting institution. (2-12 hr. lab)

TPP1100**Acting 1****3 credits**

The fundamentals of stage performance, stressing voice, movement, and the more formal and technical aspects of the actor's art. May be repeated for credit. (3 hr. lecture)

TPP1110**Acting 1****3 credits**

Continuation of TPP 1100. Prerequisite: TPP 1100. (3 hr. lecture)

TPP1120**Improvisation Ensemble****3 credits**

The student will develop the skills of improvisation for use in role development and for performance. (3 hr. lecture)

TPP1123**Improvisation Ensemble****3 credits**

The student will develop ensemble and individual improvisational technique for performance. May be repeated for credit. (1 hr. lecture; 4 hr. lab)

TPP1150**Scene Study 1****3 credits**

This course teaches the aspiring young theatre professional how to analyze a play in terms of the author's personal statement, the historical and social context within which it was written, the particular style used by the author, and the many options open to director and actor for bringing the work to stage life. A substantial portion of class time will be devoted to oral reading and interpretation of text. (1-3 hr. lecture)

TPP1160**Voice & Movement 1****3 credits**

An intense two-semester course designed to train the acting student in specific techniques of voice production, vocal range and control; to add flexibility and suppleness to body movement, so that the actor becomes free to concentrate on the task of building a character. Each participant is evaluated at the beginning in relation to voice and movement levels of professional acceptability and expected to demonstrate measurable growth in a personalized program. (3 hr. lecture)

TPP1161**Voice & Movement 1****3 credits**

Continuation of TPP 1160. Prerequisite: TPP 1160. (3 hr. lecture)

TPP1170**Beginning Characterization****3 credits**

A course which builds upon the centered foundation of creating a role developed in TPP 1100 and TPP 1110. The student uses a subjective approach to creating a character which differs from him/her physically, cultur-

ally and psychologically. He/she attempts ever greater degrees of transformation. Prerequisite: TPP 1110. (3 hr. lecture)

TPP1172**Advanced Characterization****3 credits**

A course which builds upon the centered foundation of creating a role developed in TPP 1100 and TPP 1110 and TPP 1170. The student continues to refine a subjective approach to creating a character which differs from him/her physically, culturally and psychologically. He/she attempts ever greater degrees of transformation with internal and external sensitivity. Prerequisite: TPP 1170. (3 hr. lecture)

TPP1190**Studio Theatre-Cast****1 credit**

Practical application of skills acquired in acting classes through public presentation of student-produced studio theatre as a member of the cast. May be repeated for credit. Prerequisite: TPP 1111 or permission of the department chairperson. (2 hr. lab)

TPP1250**Musical Theatre 1****3 credits**

The study and performance of musical comedy excerpts with special attention to stage movement, acting and characterization as related to musical production. May be repeated for credit. Prerequisite: Permission of department chairperson; corequisite: previous or current enrollment in Voice Techniques and Jazz Techniques classes. (1 hr. lecture; 2-4 hr. lab)

TPP1313**Studio Theatre-Design****& Directing****1 credit**

The opportunity to design, cast and produce studio presentations for public performance. May be repeated for credit. Prerequisite: THE 1925 or permission of department chairperson. (2 hr. lab)

TPP1560**Dance, Mime****& Movement for****the Theatre 1****3 credits**

Primary techniques in American jazz, ballet, and interpretive dance, and in mime and movement for dramatic application. (2 hr. lecture; 2 hr. lab)

TPP1561**Dance, Mime****& Movement****for the Theatre 2****3 credits**

Intermediate techniques in American jazz, ballet, and interpretive dance, and in mime movement for dramatic application. (2 hr. lecture; 2 hr. lab)

TPP1606**Playwriting 1/2****3 credits**

The process of exploring playwriting styles and techniques is continued. A one-act play of significant length and complexity will be the semester project. (3 hr. lecture)

TPP1700**Voice for the Stage****3 credits**

The study and application of voice production, breathing, articulation, accents and movement in the actor's delivery. Emphasis is on clarity, precision, properly phrased and meaningful communication from the performer to the audience. (3 hr. lecture)

TPP2111**Acting 2****3 credits**

In this course, actors who have learned to express themselves freely now learn to adjust this expression to the demand of the role. Students begin to apply their skills for observation, imagination, and concentration to the study of roles close to themselves. Vocal and physical flexibility and expressiveness are now put to work in the realization of expectations of the playwright, here the student develops a systematic approval to creating a three-dimensional character. (3 hr. lecture)

TPP2112**Acting 2****3 credits**

Emphasis on building a characterization. The art of improvisation, with reference to its function in the preparation of a role, is included. Prerequisite: TPP 1110. (3 hr. lecture)

TPP2151**Advanced****Scene Study****3 credits**

In this course the theatre student learns to analyze plays with a heavy focus on particular characters and major scenes. Emphasis will be placed on works of prime importance in the history of the theatre, both past and present, so that the aspiring actor can begin to experience some of the problems involved in approaching a significant role. Each student is required to research the performance history of the roles and scenes studied as well as to uncover the subtexts and the inner line of character development. Attention will be given to both Stanislavsky and improvisation techniques as methods by which the actor comes closer to the full reality of a part. May be repeated for credit. (3 hr. lecture)

TPP2152**Scene Study 3****3 credits**

This course is the culmination of a sequence. In it the advanced acting student learns how to analyze the longer one/act or shorter full-length play and to develop the through-line of one character as a preparation for an in-class performance. The student also learns how to work with the director and to relate acquired acting techniques to the stylistic requirements of a given script. (3 hr. lecture)

TPP2162**Voice & Movement 2****3 credits**

An intense two-semester course in precision techniques of voice production and bodily flexibility integrating them with specific act-

ing exercises with an emphasis on demonstrating the automatic, non-conscious application of acquired voice and movement skills. Prerequisite: TPP 1161. (3 hr. lecture)

TPP2163**Voice & Movement 2****3 credits**

Continuation of TPP 2162. Prerequisite: TPP 2162. (3 hr. lecture)

TPP2191**Mainstage****Production-Cast****1-3 variable credits**

Participation in a major theatrical production as a member of the cast. Mainstage productions will be presented publicly to the student body and community. May be repeated for credit. Prerequisite: Permission of department chairperson. (2-6 hr. lab)

TPP2256**Musical Theatre 2****3 credits**

A continuation of TPP 1256 in which the student is expected to develop further the performing skills of singing, dancing, and acting. (3 hr. lecture)

TPP2260**Acting For****the Camera 1****3 credits**

Acting students will attend lecture/lab to acquire the technical knowledge and training necessary for acting in the film and television industry. They will acquire a knowledge of the working procedure and terminology used in these media. Prerequisite: TPP 1100 or permission of the instructor. (2 hr. lecture; 2 hr. lab)

TPP2261**Acting for****the Camera 2****3 credits**

Advanced acting students will continue to develop skills in performance technique for the lens. A lecture/lab course which is designed to give actors practical experiences necessary to make informed choices in use of self vocal levels and character business. Prerequisite: TPP 2260 or permission of instructor. (2 hr. lecture; 2 hr. lab)

TPP2310**Introduction to****Play Directing****3 credits**

Introduction to the basics of play directing, composition, picturization, business and movement. The course will offer the student a method of analysis and rehearsal scheduling. Prerequisite: TPP 1110 and TPA 1200. (3 hr. lecture)

TPP2314L**Mainstage Production-****Assistant****Designer/Director****1 credit**

Practical experience in theatrical design and directing through participating in a major production. May be repeated for credit. Prerequisite: Permission of department chairperson. (2 hr. lab)

TPP2991**Selected Studies****1-3 variable credits**

Selected Studies is designed to offer an in-depth treatment of special areas under the various subject categories; it may be varied each term according to faculty and student planning. Prerequisite: permission of the instructor and planning committee.

Transportation and Traffic Management

TRA1030**Introduction to****Transportation****& Traffic Management****3 credits**

The principles of freight traffic with emphasis on problems of the shipper and receiver of traffic. Importance and place of modern industrial traffic management, traffic organization, shipping documents, carrier liability, shipper responsibility, routing and special freight services. (3 hr. lecture)

TRA2310**Transportation Law****3 credits**

Interstate commerce commission's rules on tariff publication, evolution and construction of the Interstate Commerce Act, interpretation and application of the Interstate Commerce Act; penalties under the act, and the procedures and practice before the Interstate Commerce Commission. Prerequisite: TRA 1030. (3 hr. lecture)

Travel Industry Management

HFT1454**Food/Beverage Controls****3 credits**

Covers the principles and procedures involved in an effective food and beverage control system, including standards determination, the operation budget, income and cost control, menu pricing, and computer applications. (3 hr. lecture)

HFT1716**Travel Destinations****3 credits**

A study of worldwide nationalities in terms of geography, economic descriptors and environmental condition. Major attractions of various countries at specific times, including cultural, industrial, historical and artistic displays, are emphasized. Seasonal attractions such as festivals, camping, sports, etc. are specified. A.S. degree credit only. (3 hr. lecture)

HFT1721**Travel Agency****Operations****3 credits**

Prepares students for employment opportunities requiring a knowledge of the operation of a travel agency. Students learn basic organization and management principles; staffing; legal aspects; building new sales accounts, and working with the effect of deregulation on the travel industry. (3 hr. lecture)

HFT1724**Travel Selling****3 credits**

A concentration on the behavioral relationship necessary for the successful closing of a sale. Covers personal appearance, verbal skills, attitudinal factors, telephone competence, group presentation capabilities, and customer service requirements. (3 hr. lecture)

HFT1725**Airline &****Travel Marketing****3 credits**

Combines a study of usable motivational theory as applied to the airline and travel industries with basic market analysis and identification techniques, including identifying primary travel routes and markets, an understanding of the needs and wants of potential customers, and the enterprise's ability to satisfy these perceived needs. Market segmentation, statistically valid market surveying, and the professional marketing management skills required to ensure airline and travel agency market penetration will be stressed. (3 hr. lecture)

HFT1726**Travel Tools of the Trade****3 credits**

A comprehensive study of the facilities, equipment, and resources required to operate a travel agency. Knowledge in the use of all related reference promotional materials and supporting sales documentation. Student will demonstrate skills in out-of-the-office "tools" to include audiovisual equipment and proper display techniques, proper use of the telephone, alternate communications facilities, and office equipment will be stressed. (3 hr. lecture)

HFT1731**Certified Tour****Guide Field Study****3 credits**

Supervised field experience in the professional tour guide industry. Emphasis will be placed on preparation for work assignment and field experiences. A.S. Degree credit only. (3 hr. lecture)

HFT1794**Psychology of****Leisure Travel****3 credits**

Principles and procedures in understanding travel behavior and motivation. Emphasizes an awareness to travelers' perceptions, personalities, attitudes and other psychological factors. (3 hr. lecture)

HFT1910**Researching a****Destination****2 credits**

Application of research skills to provide the ability of a professional tour guide to research an unfamiliar destination. Emphasis will be on research methods, history, culture and nature. Area specialization is advised. Direct individual study. (2 hr. lecture)

HFT1949**Co-op Work****Experience 1: HFT****3 credits**

This is a course designed to continue training in student's fields of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Education Office to obtain registration approval. (3 hr. lecture)

HFT1950**Narrative Presentations****3 credits**

Communication skills of a professional tour guide. Applications of principles of speech

presentation, sightseeing narrative, and articulation. A.S. degree credit only. (3 hr. lecture)

HFT2400**Travel Accounting****& Information Systems****3 credits**

Basic bookkeeping procedures from double entry to the balance sheet and income statement-travel agency commission and sales procedures necessary for compliance with Airline Reporting Conference (ARC) systems accounting will be stressed. (3 hr. lecture)

HFT2700**Introduction to Tourism****3 credits**

An introduction to the broad fields of travel and tourism. The major topics covered will be tourism components and supply, tourism development, and the economic, social and environmental impacts of tourism. (3 hr. lecture)

HFT2702**Airline Tickets & Tariffs****4 credits**

Topics include skills in airline ticketing, domestic and international fare construction. Upon completion, the student will demonstrate the skills necessary to schedule flight itineraries, select appropriate airfares and issue all required documents. Prerequisites: AVM 1523, 1524. Special fee. (3 hr. lecture; 2 hr. lab)

HFT2728**Computerized Airline****Reservation System 1****4 credits**

A hands-on use of the computer terminal (CTR), keyboard, and software course. Use of the computer for purpose of establishing reservation data and entering reservation, for ticketing, and for the retrieval of travel data and information. Special fee. (3 hr. lecture; 2 hr. lab)

HFT2729**Computerized Airline****Reservation System 2****4 credits**

A hands-on use of computer terminal (CRT), keyboard and software course. The student will demonstrate skills in the proficient use of the computer for purposes of creating hotel and rental car reservation, creating "stored fare" records and printing invoice or itinerary options. Topics include advanced ticketing and tariff skills applicable to airline reservation systems. All lecture material and laboratory work will involve Eastern Airlines Systems One reservation computer. Prerequisite: HFT 2728. (3 hr. lecture; 2 hr. lab)

HFT2949**Co-op Work****Experience 2: HFT****3 credits**

This is a course designed to continue training in student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op department approval and completion of 1949 Co-op work experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Education Office to obtain registration approval. (3 hr. lecture)

Vision Care**Technology/Opticianry**

OPT1110**Physical &****Geometrical Optics****4 credits**

Behavior of light energy as it passes through air, plastic, glass and water with emphasis on how light is modified by prism and curved lens surfaces. These principles relate to the effect these ophthalmic devices have in correcting the errors of human vision. Corequisites: OPT 1205, 1330. (4 hr. lecture)

OPT1150**Ophthalmic Lenses****2 credits**

Characteristic of unifocal and multifocal lens reference points for proper lens selection to meet visual needs of the patients. Emphasis is on accurate positioning of the optical centers and selected multi-focal addition design. ANSI and FDA standards; prescription ordering; verification procedures; absorptive lenses; and invisible and progressive multi-focals are presented. Prerequisites: OPT1110, 1205; corequisites: OPT 1331, 1331L. (2 hr. lecture)

OPT1205**Ocular anatomy,****Physiology &****Pathophysiology****3 credits**

The structure and function of the systems of the human body, emphasizing the anatomy, physiology and pathophysiology of the human eye. Visual recognition of common eye disorders is also discussed. Corequisite: OPT 1330. (3 hr. lecture)

OPT1330**Clinical Data Collection 1****2 credits**

Techniques necessary in a clinical environment for the collection of patient case history; entrance visual acuity; basic visual skills of ocular mobility and accommodation, color discrimination, depth perception and binocular fusion. Emphasis is also placed on gaining familiarity with the medical terminology as it relates to the visual system. Corequisites: OPT 1110, 1205. (2 hr. lecture)

OPT1331**Clinical Data Collection 2****2 credits**

Techniques necessary in a clinical environment for the collection of subjective and objective patient diagnostic information including visual field plotting, tonometry, lensometry, keratometry, and sphygmomanometry. Prerequisites: OPT 1150, 1220, 1331L. (2 hr. lecture)

OPT1331L**Clinical Data****Collection 2 Laboratory****1 credit**

Laboratory for OPT1331 in which students are under the supervision of a licensed practitioner. Corequisite: OPT 1331. Laboratory fee. (2 hr. lab)

HFT1725**Airline &****Travel Marketing****3 credits**

Combines a study of usable motivational theory as applied to the airline and travel industries with basic market analysis and identification techniques, including identifying primary travel routes and markets, an understanding of the needs and wants of potential customers, and the enterprise's ability to satisfy these perceived needs. Market segmentation, statistically valid market surveying, and the professional marketing management skills required to ensure airline and travel agency market penetration will be stressed. (3 hr. lecture)

HFT1726**Travel Tools of the Trade****3 credits**

A comprehensive study of the facilities, equipment, and resources required to operate a travel agency. Knowledge in the use of all related reference promotional materials and supporting sales documentation. Student will demonstrate skills in out-of-the-office "tools" to include audiovisual equipment and proper display techniques, proper use of the telephone, alternate communications facilities, and office equipment will be stressed. (3 hr. lecture)

HFT1731**Certified Tour****Guide Field Study****3 credits**

Supervised field experience in the professional tour guide industry. Emphasis will be placed on preparation for work assignment and field experiences. A.S. Degree credit only. (3 hr. lecture)

HFT1794**Psychology of****Leisure Travel****3 credits**

Principles and procedures in understanding travel behavior and motivation. Emphasizes an awareness to travelers' perceptions, personalities, attitudes and other psychological factors. (3 hr. lecture)

HFT1910**Researching a****Destination****2 credits**

Application of research skills to provide the ability of a professional tour guide to research an unfamiliar destination. Emphasis will be on research methods, history, culture and nature. Area specialization is advised. Direct individual study. (2 hr. lecture)

HFT1949**Co-op Work****Experience 1: HFT****3 credits**

This is a course designed to continue training in student's fields of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Education Office to obtain registration approval. (3 hr. lecture)

HFT1950**Narrative Presentations****3 credits**

Communication skills of a professional tour guide. Applications of principles of speech

presentation, sightseeing narrative, and articulation. A.S. degree credit only. (3 hr. lecture)

HFT2400**Travel Accounting****& Information Systems****3 credits**

Basic bookkeeping procedures from double entry to the balance sheet and income statement-travel agency commission and sales procedures necessary for compliance with Airline Reporting Conference (ARC) systems accounting will be stressed. (3 hr. lecture)

HFT2700**Introduction to Tourism****3 credits**

An introduction to the broad fields of travel and tourism. The major topics covered will be tourism components and supply, tourism development, and the economic, social and environmental impacts of tourism. (3 hr. lecture)

HFT2702**Airline Tickets & Tariffs****4 credits**

Topics include skills in airline ticketing, domestic and international fare construction. Upon completion, the student will demonstrate the skills necessary to schedule flight itineraries, select appropriate airfares and issue all required documents. Prerequisites: AVM 1523, 1524. Special fee. (3 hr. lecture; 2 hr. lab)

HFT2728**Computerized Airline****Reservation System 1****4 credits**

A hands-on use of the computer terminal (CTR), keyboard, and software course. Use of the computer for purpose of establishing reservation data and entering reservation, for ticketing, and for the retrieval of travel data and information. Special fee. (3 hr. lecture; 2 hr. lab)

HFT2729**Computerized Airline****Reservation System 2****4 credits**

A hands-on use of computer terminal (CRT), keyboard and software course. The student will demonstrate skills in the proficient use of the computer for purposes of creating hotel and rental car reservation, creating "stored fare" records and printing invoice or itinerary options. Topics include advanced ticketing and tariff skills applicable to airline reservation systems. All lecture material and laboratory work will involve Eastern Airlines Systems One reservation computer. Prerequisite: HFT 2728. (3 hr. lecture; 2 hr. lab)

HFT2949**Co-op Work****Experience 2: HFT****3 credits**

This is a course designed to continue training in student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op department approval and completion of 1949 Co-op work experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Education Office to obtain registration approval. (3 hr. lecture)

Vision Care**Technology/Opticianry**

OPT1110**Physical &****Geometrical Optics****4 credits**

Behavior of light energy as it passes through air, plastic, glass and water with emphasis on how light is modified by prism and curved lens surfaces. These principles relate to the effect these ophthalmic devices have in correcting the errors of human vision. Corequisites: OPT 1205, 1330. (4 hr. lecture)

OPT1150**Ophthalmic Lenses****2 credits**

Characteristic of unifocal and multifocal lens reference points for proper lens selection to meet visual needs of the patients. Emphasis is on accurate positioning of the optical centers and selected multi-focal addition design. ANSI and FDA standards; prescription ordering; verification procedures; absorptive lenses; and invisible and progressive multi-focals are presented. Prerequisites: OPT1110, 1205; corequisites: OPT 1331, 1331L. (2 hr. lecture)

OPT1205**Ocular anatomy,****Physiology &****Pathophysiology****3 credits**

The structure and function of the systems of the human body, emphasizing the anatomy, physiology and pathophysiology of the human eye. Visual recognition of common eye disorders is also discussed. Corequisite: OPT 1330. (3 hr. lecture)

OPT1330**Clinical Data Collection 1****2 credits**

Techniques necessary in a clinical environment for the collection of patient case history; entrance visual acuity; basic visual skills of ocular mobility and accommodation, color discrimination, depth perception and binocular fusion. Emphasis is also placed on gaining familiarity with the medical terminology as it relates to the visual system. Corequisites: OPT 1110, 1205. (2 hr. lecture)

OPT1331**Clinical Data Collection 2****2 credits**

Techniques necessary in a clinical environment for the collection of subjective and objective patient diagnostic information including visual field plotting, tonometry, lensometry, keratometry, and sphygmomanometry. Prerequisites: OPT 1150, 1220, 1331L. (2 hr. lecture)

OPT1331L**Clinical Data****Collection 2 Laboratory****1 credit**

Laboratory for OPT1331 in which students are under the supervision of a licensed practitioner. Corequisite: OPT 1331. Laboratory fee. (2 hr. lab)

OPT1450**Ophthalmic Dispensing**

Procedures 1 1 credit
Basic procedures of ophthalmic dispensing such as frame selection, measurement and laboratory ordering. Emphasis will be placed on common ophthalmic frame materials; crown glass and CR-39 lenses; absorptive lenses; and frame alignment, adjustment and repair. The student will demonstrate skills necessary for entry level ophthalmic dispensing in Vision Care Clinic. Prerequisite: OPT 1330; corequisites: OPT 1331, 1331L, 1450L. (1 hr. lecture)

OPT1450L**Ophthalmic Dispensing**

Procedures 1 Laboratory 1 credit
Laboratory for OPT 1450. Corequisite: OPT 1450. Laboratory fee. (2 hr. lab)

OPT2060**Ophthalmic Management**

Policy & Procedures 2 credits
Procedures and terminology used in the handling of patients, correspondence, legal and ethical principles, inter- and intra-professional relationships, and office management. Develop feasibility report of opening a retail ophthalmic dispensary. The history of opticianry, optometry and ophthalmology is traced. Special emphasis is on a comprehensive review of the curriculum. Prerequisite: OPT 1330, 2800. (2 hr. lecture)

OPT2070L**Computers for Vision Care**

1 credit
This course introduces students to the use of computers in ophthalmic practice. Students will learn computer basics and the use of application software for maintaining patient records and billing. Elements of ophthalmic coding are included. (2 hr. lab)

OPT2375**Refractometry**

1 credit
Students will learn the basic principles of refractometry, theoretical aspects of retinoscopy, and the use of cross cylinders. Students will be able to describe various refractive problems and their solutions. Prerequisites: OPT 1150, 1205, 1331, 1331L; corequisite: OPT 2375L. (1 hr. lecture)

OPT2375L**Refractometry**

Laboratory 1 1 credit
Students will practice theoretical concepts of refractometry using a retinoscope, auto-refractor, and cross cylinders in a laboratory setting. Prerequisites: OPT 1205, 1331, 1331L; corequisites: OPT 2375. (2 hr. lab)

OPT2376L**Refractometry**

Laboratory 2 1 credit
This course is designed to provide the student with the hands on experience of hand neutralizing a pair of glasses, retinoscopy, and the use of the phoropter and the Snellen chart. (2 hr. lab)

OPT2377L**Refractometry 3**

Laboratory 1 credit
This laboratory course will continue to advance the skills already introduced in the previous laboratories 1 & 2. The improved skills will enhance the students ability to determine the refractive status of the eye and be able to practice these skills on patients in the clinic. (2 hr. lab)

OPT2420**Eyewear Fabrication 1**

2 credits
Theory of ophthalmic surfacing procedures. Students acquire knowledge to arrange single vision lenses; use lensometers and lens clock; operate project-o-makers for single vision lens layout; select or fabricate frame patterns; and utilize several systems for edging lenses for ophthalmic frames. Prerequisite: OPT 1150; corequisites: OPT 1450, 1450L, 2420L, 2500, 2500L. (2 hr. lecture)

OPT2420L**Eyewear Fabrication**

1 Laboratory 1 credit
Laboratory for OPT 2420. Corequisite: OPT 2420. Laboratory fee. (2 hr. lab)

OPT2421C**Eyewear Fabrication 2**

3 credits
Advanced techniques in measurement, fabrication, and verification of unifocal and multifocal lenses. Students fabricate finished eyewear from written specifications ensuring that current ANSI and FDA standards are exceeded. Prerequisites: OPT 2420, 2420L. (1 hr. lecture; 4 hr. lab)

OPT2422C**Eyewear Fabrication 3**

3 credits
A continuation of OPT 2421. Theory of evaluation and analysis of eyewear for accuracy and quality. Advanced techniques in operation of automated lens analyzer and lens edgers, and maintenance of equipment. Prerequisites: OPT 2420, 2421C. (1 hr. lecture; 4 hr. lab)

OPT2451**Ophthalmic Dispensing**

Procedures 2 1 credit
Theory and terminology of advanced ophthalmic dispensing. Emphasis will be placed on new technology in ophthalmic frame materials; multifocal lenses including progressive power and blended bifocals; and high index lenses. The process of analyzing the patient's specific needs for the proper frame and lens selection is highlighted. Prerequisites: OPT 1450, 1450L; corequisite: OPT 2451L. (1 hr. lecture)

OPT2451L**Ophthalmic Dispensing**

Procedures Laboratory 1 credit
Laboratory for OPT 2451. Corequisite: OPT 2451. Laboratory fee. (2 hr. lab)

OPT2505**Contact Lenses 1**

3 credits
Basic principles of contact lens fitting, emphasizing soft lenses. Topics include lens-relate terminology, anatomy and physiology, patient examination, soft lens materials, design, parameters, handling, fitting and care. Includes introduction to rigid lenses. OPT 1110, 1205. (3 hr. lecture)

OPT2506**Contact Lenses 2**

2 credits
Principles of contact lens fitting, emphasizing rigid lenses. Topics include materials, design parameters, verification, handling, fitting and care. Considers advanced and specialty design and ocular complications. Prerequisite: OPT 2505. (2 hr. lecture)

OPT2506L**Contact Lenses 2 Lab**

1 credit
Practical procedures designed to apply technical skills of contact lens application and removal, verification of the contact lens prescription, modification of hard and hard gas permeable contact lenses, and other skills discussed in previous lecture coursework. Prerequisite: OPT 2505; corequisite: OPT 2506. (2 hr. lab)

OPT2800L**Vision Care**

Clinic 1 2 credits
Introductory clinic designed to apply technical skills acquired in previous course work. Recording of clinical data, administrative procedures and techniques in patient handling under close staff supervision. Prerequisites: OPT 1331, 1331L, 1450, 1450L. Laboratory fee. (6 hr. lab)

OPT2801L**Vision Care**

Clinic 2 4 credits
Development of skills in patient reception, clinical data collection, assisting clinician, and ophthalmic dispensing. This is an opportunity to follow the patient through the entire cycle of vision care under close supervision of the clinical staff. Prerequisite: OPT 2800. Laboratory fee. (12 hr. clinic)

OPT2802L**Vision Care**

Clinic 3 4 credits
Development of additional skills in visual fields, tonography, ocular photodocumentation, vision therapy/orthoptics, low vision, aseptic techniques, eye emergencies, and assisting in triage and laboratory diagnosis of external eye disease. On and off-campus clinics will be utilized under the close supervision of optometrists and ophthalmologists. Prerequisite: OPT 2801; corequisite: OPT 2060. Laboratory fee. (12 hr. clinic)

OPT2830C**Contact Lenses**

Clinic 1 2 credits
Observe and assist an optometrist in the initial fitting and follow-up care of rigid and soft contact lenses for patients referred from the Vision Care Clinic when conventional eyewear will not suffice. Familiarization with the instructions for lens handling, cleaning, care and storage of contact lenses. Prerequisites: OPT 2506, 2506L. Laboratory fee. (4 hr. clinic)

OPT2831L**Contact Lens****Clinic 2****1 credit**

Use of the soft contact lens instruments to confirm all the parameters for replacement lens. Particular attention is devoted to the patient that is having problems with contact lenses after long-term wear due to corneal changes and sensitivity to solutions under direct supervision of an optometrist. Prerequisite: OPT 2830. Laboratory fee. (3 hr. clinic)

OPT2875L**Ophthalmic Dispensing****Practicum 1****2 credits**

Externship in an approved finishing laboratory of a retail ophthalmic dispensing establishment. The student will gain a working knowledge of ophthalmic frame and lens stock, inventory system, layout and blocking, chemical and heat treating, edging, tinting assembly and alignment of eyewear according to the written prescription. Prerequisites: OPT 2420, 2420L, 2451, 2451L; corequisite: OPT 2801. (6 hr. lab)

OPT2876L**Ophthalmic Dispensing****Practicum 2****2 credits**

Externship in an approved retail ophthalmic dispensing establishment in the area of frame styling, ordering of appropriately designed lenses, adjustment, repair and dispensing of eyewear. The student will gain a working knowledge of administrative management procedures of the practice. Prerequisite: OPT 2875. (6 hr. lab)

Selected Studies

###1920**Workshop****1-3 variable credits**

Designed to provide in-depth study in various occupational areas. It may be varied according to faculty and student planning. This offering is numbered 1920 or 2920, with prefix of the subject area, in the department or discipline of study. May be repeated for credit.

###2920**Workshop****1-3 variable credits**

Designed to provide in-depth study in various occupational areas. It may be varied according to faculty and student planning. This offering is numbered 1920 or 2920, with prefix of the subject area, in the department or discipline of study. May be repeated for credit.

###2990**Selected Studies****1-4 variable credits**

Designed to offer an in-depth treatment of special areas under the various occupational categories; it may be varied each term according to faculty and student planning. This offering is numbered 2990, with prefix of the subject area, in the department or discipline of study. Credits apply only to an Associate in Science degree. Prerequisite: Permission of the instructor and department chairperson.

###2995**Occupational Practicum****3 credits**

Serves the teachers in various occupational disciplines. To study practical problems of an assigned discipline or critical study or curriculum development, laboratory planning, literature, research, and practice. May be repeated for credit.



OPT2831L**Contact Lens****Clinic 2****1 credit**

Use of the soft contact lens instruments to confirm all the parameters for replacement lens. Particular attention is devoted to the patient that is having problems with contact lenses after long-term wear due to corneal changes and sensitivity to solutions under direct supervision of an optometrist. Prerequisite: OPT 2830. Laboratory fee. (3 hr. clinic)

OPT2875L**Ophthalmic Dispensing****Practicum 1****2 credits**

Externship in an approved finishing laboratory of a retail ophthalmic dispensing establishment. The student will gain a working knowledge of ophthalmic frame and lens stock, inventory system, layout and blocking, chemical and heat treating, edging, tinting assembly and alignment of eyewear according to the written prescription. Prerequisites: OPT 2420, 2420L, 2451, 2451L; corequisite: OPT 2801. (6 hr. lab)

OPT2876L**Ophthalmic Dispensing****Practicum 2****2 credits**

Externship in an approved retail ophthalmic dispensing establishment in the area of frame styling, ordering of appropriately designed lenses, adjustment, repair and dispensing of eyewear. The student will gain a working knowledge of administrative management procedures of the practice. Prerequisite: OPT 2875. (6 hr. lab)

Selected Studies

###1920**Workshop****1-3 variable credits**

Designed to provide in-depth study in various occupational areas. It may be varied according to faculty and student planning. This offering is numbered 1920 or 2920, with prefix of the subject area, in the department or discipline of study. May be repeated for credit.

###2920**Workshop****1-3 variable credits**

Designed to provide in-depth study in various occupational areas. It may be varied according to faculty and student planning. This offering is numbered 1920 or 2920, with prefix of the subject area, in the department or discipline of study. May be repeated for credit.

###2990**Selected Studies****1-4 variable credits**

Designed to offer an in-depth treatment of special areas under the various occupational categories; it may be varied each term according to faculty and student planning. This offering is numbered 2990, with prefix of the subject area, in the department or discipline of study. Credits apply only to an Associate in Science degree. Prerequisite: Permission of the instructor and department chairperson.

###2995**Occupational Practicum****3 credits**

Serves the teachers in various occupational disciplines. To study practical problems of an assigned discipline or critical study or curriculum development, laboratory planning, literature, research, and practice. May be repeated for credit.



College Vocational Courses

Miami-Dade Community College courses are developed and offered to meet the many and varied needs of both individual students and the community. College vocational courses are offered in general education, occupational/ technical, nursing, allied health, business, and public service disciplines. The following are descriptions of over 2,000 college credit courses at Miami-Dade. These courses are applicable to the Associate in Arts and/or Associate in Science degree programs.

They are listed in alphabetical order by title according to the State Course Numbering System directory of taxonomies. Not all courses are offered each term or at each campus. Check the registration handbook of the campus you are attending, or plan to attend, prior to registration each term.

Accounting

ACO0001

Office Accounting 1 vocational credit
This course will deal with basic training in double-entry bookkeeping, journalizing, posting, the trial balance, the worksheet, adjusting and closing entries, and the preparation of financial statements. A practice set is included. Special fee. (30 contact hours)

ACO0011

Bookkeeping 1 1 vocational credit
This course is an introduction to the tasks performed by bookkeepers. It progresses from simple record keeping to a more advanced double-entry bookkeeping system. Hands-on experience with keeping transactions involving payroll, sales and cash receipt, purchases and cash payment, and reconciling bank statements and budgeting. Special fee. (30 contact hours)

ACO0021

Bookkeeping 2 1 vocational credit
This course provides training for those with advanced bookkeeping skills and provides review of double-entry bookkeeping, journalizing, posting, preparing the trial balance, preparing the worksheet, and making adjustments and closing entries. Special fee. (30 contact hours)

ACO0101

Accounting 1 2.5 vocational credits
This course emphasizes double-entry bookkeeping; methods and principles of recording business transactions; the preparation of various documents used in recording income, expenses, acquisition of assets incurrence of

liabilities, and changes in equity and the preparation and basic interpretation of financial statements. Special fee. (75 contact hours)

ACO0102

Accounting 2 2.5 vocational credits
This course is designed to continue the study of accounting principles. Topics include depreciation, inventory, accruals, deferrals, notes, payroll, and tax-related forms. Computer application will be provided. Special fee. (75 contact hours)

ACO0111

Accounting (Lab) Applications 1 vocational credit
This course is intended to provide additional time on task for students who are attempting to fulfill the requirements of the Accounting Operations Certificate program. The course is individualized according to each student's need. Special fee. (30 contact hours)

ACO0202

Accounting (Lab) Applications 2 1 vocational credit
This course is intended to provide additional time on task for students who are attempting to fulfill the requirements of the accounting operations certificate program. The course is individualized according to each student's need. Special fee. (30 contact hours)

ACO0511

Microcomputers in Bookkeeping and Business 2.5 vocational credits
This course is concerned with the use of microcomputers for accounting applications. It includes the preparation, interpretation, and use of microcomputers. It includes the preparation, interpretation, interpretation, and use of microcomputer information in financial decision making. Other business applications will be explored. Special fee. (75 contact hours)

ACO0751

Income Tax Accounting 2.5 vocational credits
This course provides the student with an overview of the federal income tax system and presents the accounting procedures and rules that need to be understood to minimize the tax amount due to the government, within the tax laws. Special fee. (75 contact hours)

ACO0752

Business Forms 2.5 vocational credits
An introduction to federal, state and local forms that must be filed by most businesses, including payroll returns and sales taxes. Special fee. (75 contact hours)

ACO0948

Co-op Work Experience: ACO 1-3 variable credits
This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Departmental approval and completion of ACO 0948 Co-op work experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Educational Office to obtain registration approval. Special fee. (30-90 contact hours)

liabilities, and changes in equity and the preparation and basic interpretation of financial statements. Special fee. (75 contact hours)

Architectural Drafting Technology

ARV0104

Working Drawings 5 vocational credits
This course will prepare the student to develop multi-view drawing, prepare sectional views, develop drawings containing auxiliary views and sections, as well as applying basic dimensions. Special fee. (150 contact hours)

ARV0107

Cooperative Education Architectural Drafting 1 5 vocational credits
This course is an internship experience in the architectural drafting field. A contact specifying the learning objectives that the student will accomplish is required, which will be signed by the student, faculty coordinator, and employment site supervisor. Special fee. (150 contact hours)

ARV0303

Building Construction Estimating 1 3 vocational credits
This course enables the student to do estimates of materials quantities and labor cost in the construction of a small residential type building. Special fee. (90 contact hours)

ARV0304

Building Construction Estimating 2 3 vocational credits
This course focuses on the estimating of more advanced elements of building and construction analysis of cost of complicated commercial and multistory building systems. Special fee. (90 contact hours)

ARV0307

Cooperative Education Architectural Drafting 2 3 vocational credits
This course is an advanced internship in the field of architectural drafting. A signed agreement must specify the learning objectives that the student will accomplish, and must be signed by the student, faculty coordinator, and employment site supervisor. Special fee. (90 contact hours)

ARV0309

History of Architecture 2.5 vocational credits
This course provides a general survey of architecture beginning with primitive times and reviewing outstanding features of historical architectural design through the 18th century. Special fee. (75 contact hours)

BCV0053

Materials and Methods of Building Construction 4 vocational credits
This course introduces the basic materials and methods of building construction that the architectural drafter will be working with in drafting of buildings. This course will provide the information required for other persons entering the building construction industry in various job positions. Special fee. (150 contact hours)

BCV0055**Building Codes 3 vocational credits**

This course introduces the student to the organization and interpretation of building codes and the restrictions and limitations these codes place on the construction industry. The South Florida building code provisions will be stressed. Special fee. (90 contact hours)

BCV0057**Building****Construction Law 3 vocational credits**

This course focuses on the legal aspects of construction contracts and responsibilities of all parties involved in the building field including design professionals, general and subcontractors, material suppliers and owners. Special fee. (90 contact hours)

Banking

BAN0930**Banking for****Tellers****1.5 vocational credits**

This course provides the necessary background information and hands-on training for an individual who wishes to obtain employment in today's banking industry. It includes orientation to different types of financial institutions and the regulations that affect them. Special fee. (45 contact hours)

BRC0109**Teller Training 3.5 vocational credits**

This course emphasizes the hands-on skills that a bank teller needs to master to perform effectively. Topics include cash handling and balancing at the end of the work shift, processing transactions and deposits, and compliance with banking laws and regulations. Customer service techniques and attitudes are also included. Special fee. (105 contact hours)

Business

BUV0210**Economic Principles****of Import/Export****1 vocational credit**

This course will help the student understand the economic forces which affect import and export activity. The course will demonstrate the effect of the economic decisions of both U.S. and foreign governments on international commerce. Emphasis will be placed on real-world solutions. Special fee. (30 contact hours)

BUV0215**Import/Export****Financing****2 vocational credits**

This course will show the student how public and private financing programs operate. A variety of financing vehicles, including letters of credit, will be discussed in a hands-on environment. Special fee. (60 contact hours)

BUV0302**Customer****Service/Business 2.5 vocational credits**

This course follows a curriculum originally developed in cooperation with American Express. Topics include understanding of the

customer, effective techniques in dealing with difficult customers, and supervision of customer service. Special fee. (75 contact hours)

BUV0949**Cooperative Education****Work Experience 3-6 variable credits**

This course provides an opportunity for the student to put into practice the theory that is learned in the classroom/lab. A contract signed by the student, faculty coordinator, and work supervisors is required, which sets forth the learning objectives. Special fee. (90-180 contact hours)

RMI0234**Investment Vehicles 1 vocational credit**

This course is affiliated with the American College of Life Insurance at Bryn Mawr. Topics include the role and scope of investments, security markets, investment strategies, financial statements, common stock analysis, bonds, options, futures, and tax considerations. Special fee. (30 contact hours)

RMV0207**Series 7****Exam Preparation 2 vocational credits**

This course prepares candidates for the series 7 Stockbrokers Licensing exam. Special fee. (60 contact hours)

SBM0002**Small Business****Management;****Introduction****2.5 vocational credits**

This course focuses on the problems that must be faced and overcome for the small business entrepreneur to be successful. Among topics covered are financial banking, employee relations, marketing plan, and legal considerations. Special fee. (75 contact hours)

SBM0003**Principles of****Small Business****1 vocational credit**

This course covers the principles of business ownership; the benefits, responsibilities and risks. The student will learn the skills and personal characteristics necessary to succeed in small business ownership. Special fee. (30 contact hours)

SBM0102**Time Management 1 vocational credit**

This course practices goal setting, priority decision-making, and choosing action steps. It identifies major time management problems, and considers solution of these problems as recommended by time management experts. Special fee. (30 contact hours)

SBM0125**Personal Financial****Businessperson 2.5 vocational credits**

This course covers the basic topics of personal finance from the point of view of the business person who wishes to maximize economic well being by effective budgeting, borrowing, banking, investing, insurance coverage, and retirement planning. Special fee. (75 contact hours)

SBM0146**Small Business****Marketing****1 vocational credit**

This course teaches the student the principles and elements of advertising, methods of

merchandising and inventory control necessary for the successful operation of a small business. Practice with math concepts used in business is also emphasized. Special fee. (30 contact hours)

Business Law

BUL0240**Business Law 1 2.5 vocational credits**

The objectives of business law recognize the fact that classes are comprised of business and accounting students with varying abilities, previous experience and different backgrounds, and that they are seeking the basic legal concepts and skills necessary for personal, social and business effectiveness. Special fee. (75 contact hours)

Child Care

HEV0101**Child Care****Teacher Aide****0.37 vocational credits**

This course presents an overview of early childhood career options and responsibilities. Students will acquire competence in such areas as observing and recording, ethical behavior, relationships with families, community resources and positive communication techniques. Special fee. (20 contact hours)

HEV0102**Child Care****Teacher Aide****Application****3.3 vocational credits**

This course provides direct field experience to enable the practical application of concepts and techniques relating to such areas as observing and recording, ethical behavior, relationships with families, community resources and positive communication techniques. (99 contact hours)

HEV0116**Preschool****Teacher 2****0.84 vocational credits**

This course provides a fundamental understanding of child growth and development principles, environment, developmentally appropriate curriculum and behavior and guidance specific to preschool children. Special fee. (25 contact hours)

HEV0150**Child Care****Worker****1.33 vocational credits**

This course covers 10 and 20 hour competencies for the Department of Children and Families and general competencies for initial employment. Students will acquire competence in the state rules and regulations; health, safety, and nutrition; child abuse and neglect; child development, including, methods of guidance and communication; anti-bias curriculum, assessment, school/family relationships and age appropriate activities. Special fee. (40 contact hours)

HEV0152
Child Care
Development
Specialist

Application 4.33 vocational credits

This course provides direct field experience to enable the practical application of concepts and techniques relating to the professional development and leadership skills necessary for effective communication with staff and parents in a diverse society. (130 contact hours)

HEV0163
Child Care
Development
Specialist

0.67 vocational credits

This course focuses on the professional development and leadership skills necessary for effective communication with staff and parents in a diverse society. Special fee. (20 contact hours)

HEV0173
Preschool Teacher

Application 1 2 vocational credits

This course provides field experience to enable the practical application of concepts and techniques relating to teaching and guiding infants and toddlers appropriately. Special fee. (60 contact hours)

HEV0174
Preschool

Teacher 1 0.5 vocational credits

This course provides a fundamental understanding of child growth and development principles, developmentally appropriate curriculum and behavior and guidance specific to infants and toddlers. Special fee. (15 contact hrs.)

HEV0182
Preschool Teacher

Application 3 1.33 vocational credits

This course provides direct field experience to enable the practical application of concepts and techniques relating to teaching and guiding school age children appropriately. (40 contact hours)

HEV0183
Preschool Teacher

Application 2 5 vocational credits

This course provides direct field experience to enable the practical application of concepts and techniques relating to teaching and guiding preschool children appropriately. (150 contact hours)

HEV0195
Preschool

Teacher 3 0.33 vocational credits

This course provides a fundamental understanding of child growth and development principles, environment, developmentally appropriate curriculum and behavior and guidance specific to school age children. (10 contact hours)

Communication Science

COM0101
Communication
Skills

1 vocational credit

This course develops communications skills including listening, speaking (both formal and informal) and writing. The student learns the importance of developing good communication skills and practice methods are used to achieve improvements. Special fee. (30 contact hours)

Computer Science & Related Technologies

CGS0263
Microcomputer

Network (LAN) 2.5 vocational credits

A study of the terminology, components, design, installation and management of local area networks and a consideration of other data communication equipment. Featured topics: elements of LAN system, LAN standards, design considerations, installation, LAN administration, and user operation. Special fee. (75 contact hours)

CGS0266
Computer

Networking 2.5 vocational credits

This course includes a study of selection criteria for network hardware, management strategies, network performance optimization, advanced printing concepts, remote console management, multiple protocol support, and prevention and maintenance techniques. Special fee. (75 contact hours)

CGS0270
Microcomputer
Assembly

Language 2.5 vocational credits

A second or third level programming course using a macro assembler. Students will learn the basic architecture of a microprocessor, instruction set, and design, code and implement systems-level programs on a microcomputer. Students will develop applications and programs with minimal assistance. Special fee. (75 contact hours)

CGS0271
IBM 370/OS
Assembler

Language (BAL) 2.5 vocational credits

The assembler language teaches the student the syntax and coding rules of the assembler language along with programming techniques needed to write programs and develop general solutions to data processing problems by first developing a flowchart and then developing the assembler language program. Special fee. (75 contact hours)

CGS0300
Information
Systems

Development 2.5 vocational credits

This course teaches the design of management information systems (MIS) by using

concepts of charting, investigating, documenting and reporting. This is developed by using computerized case study software. Special fee. (75 contact hours)

CGS0400
Programming
in BASIC

2.5 vocational credits

This is the first programming course using QuickBASIC. Requires no prior knowledge of programming. Students develop their own programs using flowcharts, and program shells. Fundamentals programming techniques, concepts, and commonly used algorithms are covered. Special fee. (75 contact hours)

CGS0402
Introduction
to the

"C" Program 2.5 vocational credits

An introductory course covering the syntax and rules of the "C" language. The topics of program design, variables, output, flow control, and functions, are included. Students are required to code and execute business applications. Special fee. (75 contact hours)

CGS0403

Cobol/AS/400 2.5 vocational credits

A second semester programming course using the programming language COBOL. Students are required to design, code, compile, and execute programs for business applications. Recommended for business data processing and computer science majors. A knowledge of programming language is required. Special fee. (75 contact hours)

CGS0405

Advanced "C"

Programming 2.5 vocational credits

An advanced study in the techniques of programming using the "C" language. Structured modular programming and data structure are emphasized throughout the course. Students are required to code and execute business applications. Prerequisite: CGS 0402. Special fee. (75 contact hours)

CGS0407

Programming

in Pascal 2.5 vocational credits

An elementary course using Turbo PASCAL from Borland International, Inc. requiring no previous knowledge or experience in computer programming and microcomputer operation. Programs are developed using flowcharts and program shells illustrating syntax, techniques, concepts and common algorithms. Special fee. (75 contact hours)

CGS0408

Advanced

Programming

in BASIC 2.5 vocational credits

This is the second programming course using QuickBASIC with complex concepts, applications, files, design and algorithms. Course emphasizes problem solving using applications for commercial and business problems encountered by professional programmers. Special fee. (75 contact hours)

CGS0510**Electronic****Spreadsheets****w/Applications 2.5 vocational credits**

A comprehensive course in the use of a spreadsheet for microcomputers. The concepts, features, and commands of a spreadsheet are applied to a variety of applications. Programming concepts will be introduced. Classes are conducted in hands-on lecture/laboratory environment. The content of this course will continually change to keep pace with current technology. Prerequisite: CGV 0010 or equivalent. Special fee. (75 contact hours)

CGS0540**Database and****Applications &****Programming****2.5 vocational credits**

This course is designed as an entry level programming language course for those who have a basic knowledge of microcomputer software. The student will create a database and then write user friendly programs to add, delete, and modify and create various reports. The 75 contact hours are comprised of both lecture and laboratory sessions or equivalent knowledge. Prerequisites: CGV 0010 or equivalent. Special fee. (75 contact hours)

CGS0542**AS/400:Database****Management****2.5 vocational credits**

Advanced study in techniques of using an advanced platform for business applications by developing a database management system. Uses AS/400 electronic classroom in an online environment. Special fee. (75 contact hours)

CGS0544**Database****Programming****2.5 vocational credits**

This is not an introductory course. Basic familiarity with creating and manipulating dBASEIV data files from the dot prompt and control center a prerequisite. Previous familiarity with frequently used dBASEIV commands, functions, and set commands is required. In this course you will create data files and information tackling procedures for someone else to use. Macros, program models, debugging techniques, networking, runtime modules, template language, and advanced business applications are included. Special fee. (75 contact hours)

CGS0560**Microcomputer****Operating****Systems (DOS)****2.5 vocational credits**

A comprehensive course in the use of operating systems for DOS Microcomputers. DOS concept, features, commands and their applications are presented. Commercial utility programs, hard disk utilization, Edlin and DOS batch programming will be covered in detail. Special fee. (75 contact hours)

CGS0567**AS/400 Control****Language****2.5 vocational credits**

This course teaches the student the structure and syntax of this system language. It will begin by examining CL programming code through the advanced level. An application program will be developed and modified to solve a number of logical file maintenance

problems. There will be emphasis on developing the advanced overall skills needed for efficient communication with the operating system to be executed on the environment at the college computer facility. This course is designed for students majoring in programming and people from the industry already working in the field of data processing. Prerequisites: CGS 0620, and 0630. Special fee. (75 contact hrs.)

CGS0570**Integrated Software****w/Applications****2.5 vocational credits**

This course addresses software, which allows the sharing of files among spreadsheet, graphic, word processing and data base systems. Communication software is also addressed. The 75 contact hours include both lecture and laboratory formats. Prerequisites: CGV 0010 and CGS 0510. Special fee. (75 contact hours)

CGS0620**Operating System****Usage/Mini-Computer****Management****2.5 vocational credits**

This is an advanced course in the operating system for a mini-computer and the concept of systems software programming. The operation of the mini-computer in a business environment, peripheral equipment on the system, and software programming for system control are emphasized. Special fee. (75 contact hours)

CGS0630**RPG III AS/400****2.5 vocational credits**

This is an elementary programming course using RPG III on the AS/400 mini-computer, requiring no previous knowledge or experience in computer programming and mini-computer operation. Emphasis on skills and efficiency in programming comprehensive case studies. Special fee. (75 contact hours)

CGS0631**Advanced Integrated****RPG III AS/400****2.5 vocational credits**

Advanced programming course using RPG III on the AS/400 mini-computer, requiring previous knowledge or experience in computer programming using RPG and mini-computer operations. Advanced RPG teaches the student display format design needed to develop interactive and subfile programs. An application program will be developed and modified to solve a number of logical file maintenance problems. There will be emphasis on developing the advanced skills needed for efficient interactive programming. Programs will be executed using M-DCC's AS/400 electronic classroom in an on-line environment. Special fee. (75 contact hours)

CGS0930**Lotus 1-2-3****Self-Study****1 vocational credit**

This course introduces the student to the Lotus software package, shows the usefulness of Lotus in displaying information in more presentable ways, and teaches the student to create new models and convert them to graphs. Special fee. (30 contact hours)

CGS0931**Harvard Graph****Self-Study****1 vocational credit**

This course introduces the participant to the uses of business graphics, presents alternative

methods for processing data and organizing it for business presentations, teaches computer terminology concerning business graphics, and provides practice with this package. Special fee. (30 contact hours)

CGS0948**Co-op Work****Experience****1-3 variable credits**

This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Departmental approval and completion of CGS 0948 Co-op Work Experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. Special fee. (30-90 contact hours)

CGV0010**Introduction to****Microcomputers****2.5 vocational credits**

This course introduces the student to modern microcomputer hardware and software. The topics covered include operation of microcomputer hardware and peripherals, operating system commands, word processing software and database management software. The 75 contact hours encompass both lecture and laboratory components. Special fee. (75 contact hours)

CGV0241**Microcomputer Software****Applications****1 vocational credit**

This course is intended to provide additional time-on-task for students who are attempting to fulfill the requirements of the business software applications certificate program. The course is individualized to accommodate itself to each student's need. Special fee. (30 contact hours)

CGV0250**Database Applications****2.5 vocational credits**

A comprehensive course in the use of a database for microcomputers. The concepts, features, and commands of a database are applied to a variety of applications. The content of this course will continually change to keep pace with current technology. Prerequisite: CGV 0010 or computer experience is required. Special fee. (75 contact hrs.)

CGV0350**Object-Oriented Programming****in C++****2.5 vocational credits**

Advanced study of "C" language with emphasis on object oriented programming, graphics and list processing. Students will design, code, compile and execute programs for the business and scientific environment. Special fee. (75 contact hours)

Criminal Justice & Related Technologies

CJD0003

County Corrections

Basic Standards 1 9.5 vocational credits

This course prepares pre-service correctional officer candidates in basic job skills as per criminal justice standards and training and department of education framework for correctional officers. For Institute of Criminal Justice Trainees only. Special fee. (285 contact hours)

CJD0006

State Corrections

Basic Recruit 1

Option 2 9.5 vocational credits

This course prepares state correctional officer candidates in basic job skills as per criminal justice standards and training and department of education framework for correctional officers. For Institute of Criminal Justice Trainees only. Special fee. (285 contact hours)

CJD0007

Basic Law

Enforcement

Standards 1

13 vocational credits

This course prepares Law Enforcement candidates for basic job skills as per the Criminal Justice Standards and Training Commission and Department of Education framework for Law Enforcement. Special fee. (390 contact hours)

CJD0010

Basic Law

Enforcement

Standards 2

3.5 vocational credits

This course provides basic training beyond the minimum required by Criminal Justice Standards and training for Basic Law Enforcement classes. Includes conditioning and practical exercises. (105 contact hours)

CJD0020

Pre-Service Basic

Law Enforcement

Standards 1

7 vocational credits

This course provides training beyond the minimum required by the Criminal Justice Standards and Training for Law Enforcement certification. Includes fitness and practicums for pre-service candidates. (210 contact hours)

CJD0051

Public Service

Aide Basic

Training

3.66 vocational credits

This course prepares students to become Community Service Officers/Police Service Aides by providing them with the basic knowledge needed to conduct preliminary property crimes investigations. For School of Justice students only. Special fee. (110 contact hours)

CJD0210

State Exam

Review for

Police Officer

Certification

0.67 vocational credits

This course is designed to provide substantive course review of the Criminal Justice Standards and Training basic law enforcement curriculum. Diligent use of review materials in this course will serve as excellent preparation for the FDLE police officer certification exam. This course for SJSA police trainees only. (21 contact hrs.)

CJD0254

Medical First

Responder

1.6 vocational credits

The First Responder program teaches criminal justice recruits for a variety of medical emergencies with minimal medical supplies. Students will learn to initiate treatment for a variety of medical emergencies, understand and perform CPR, and know when to activate EMS and perform basic life support until help arrives. CPR and First Responder certification cards are issued upon successful completion. Basic training criminal justice personnel only. Special fee. (48 contact hours)

CJD0274

Criminal Justice

Weapons for Law

Enforcement 2

1.07 vocational credits

This course is a supplement to CJD 0705. Additional time will be spent on lecture material relating to the basic fundamentals of firearms training. More time will also be provided for the student to perform additional relays of the course of fire. In addition, several optional methods of teaching discretionary shooting will be explored such as realtime laser simulations, interactive computer training, and live fire discretionary training. For SJSA basic law enforcement officer trainees only. Special fee. (33 contact hours)

CJD0478

Correctional Officer

Basic Defense

Driver Training

0.53 vocational credits

This course is a combination of classroom and practical exercises designed to evaluate the corrections recruit's ability to operate an emergency vehicle. The course includes, but is not limited to, psychological factors affecting vehicle operations, the elements of emergency driving skills, and skid-pan recoveries. For School of Justice basic correctional officer students only. Special fee. (15 contact hours)

CJD0480 Basic

Correctional Probation

and Parole

Training 1

12 vocational credits

This course prepares entry level correctional probation and parole officers with basic job skills as per Florida Department of Law Enforcement, criminal justice standards and training, and department of education framework. Topics include criminal law, correctional operations, criminal investigation, and supervision. Program is offered at Institute of criminal justice only. Special fee. (360 contact hours)

CJD0481 Basic

Correctional Probation

and Parole

Training 2

2 vocational credits

Provides instruction beyond the minimum

required for correctional probation and parole officer certification. Includes practicums, evaluation and competency based assessments. (60 contact hours)

CJD0482 Basic

Correctional Probation

and Parole

Training 3

4 vocational credits

This course prepares entry-level correctional probation and parole officers with skills in officer survival and medical emergencies. Students will be able to learn skills in defensive tactics and those skills needed to respond to medical emergencies. Special fee. (120 contact hours)

CJD0490

Corrections Basic

Recruit 2

6.5 vocational credits

This course provides instruction beyond the minimum required for correctional officers certification. Includes conditioning and practicums for pre-service candidates. Special fee. (165 contact hours)

CJD0492

State Corrections

Basic Standards 2

4 vocational credits

This course provides instruction beyond the minimum training required for correction officers. Includes evaluation and practicums for state correctional officer candidates. (120 contact hours)

CJD0601

Traffic Accident

Investigator

5.33 vocational credits

This course prepares students to become Traffic Accident Investigators by teaching them how to manage traffic accident crash scenes and how to complete an on-scene accident investigation. This course is limited to School of Justice students only. Special fee. (160 contact hours)

CJD0620

Police Training

Practicum

0.7 vocational credits

This course is a culmination of practical exercises designed to evaluate the police trainee's acquisition of knowledge and skills learned throughout the basic training program. The recruit will be expected to perform as a police officer in a series of scenarios, which include an in-progress felony, domestic disturbance, crises situation, vehicle stop, and a preliminary investigation. In addition to knowledge of law, police, and public safety procedures, a special emphasis will be placed on the use of interpersonal skills. For School of Justice basic law enforcement students only. Special fee. (21 contact hours)

CJD0704

Criminal Justice

Defensive

Tactics

3.53 vocational credits

The defensive tactics course is designed to teach future officers how to physically defend themselves, physically control persons under arrest, and know what level of force is appropriate under differing circumstances. Additionally, a physical conditioning program is part of this course. For School of Justice students only. Special fee. (105 contact hours)

CJD0705**Criminal Justice****Weapons****2.13 vocational credits**

The Firearms course is designed to teach future officers how to use both handguns and shotguns. Students must qualify with both weapons under both daylight and night conditions. Students must also demonstrate ability for both accuracy and decision-making. Students are also introduced to chemical weapons and their effects. Special fee. (63 contact hours)

CJD0723**Vehicle****Operations****1.07 vocational credits**

This course introduces the student to the physiological and psychological factors affecting vehicle operations. It stresses the importance of vehicle maintenance, environmental conditions affecting driving, and elements of basic driving skills including skids and other causes of accidents. The student will demonstrate hands-on basic driving skills. For SJSA students only. Special fee. (33 contact hours)

CJD0730**Law Enforcement****Legal 3****1.07 vocational credits**

This section introduces the students to the laws relating to stop and frisk under Florida State Statutes and case law. The student learns to recognize when to detain a suspect and move toward probable cause is necessary. This section also covers traffic laws in addition to weapon laws, burglary, and some other procedural matters. For School of Justice students only. (33 contact hours)

CJD0731**Law Enforcement****Patrol****2.13 vocational credits**

This course is to provide potential police officers with the knowledge, skills and abilities to function as a patrol officer in a law enforcement agency. Various methods of patrol activity, officer safety, and techniques will be examined. This course will be limited to SJSA students only. (63 contact hours)

CJD0732**Law Enforcement****Traffic****1.53 vocational credits**

This course is designed to introduce the student to the role of the police officer in traffic enforcement. It includes controlling and directing traffic, conducting a thorough investigation of the traffic crash scene, understanding the police role in DUI deterrence, and administering and interpreting standard field sobriety testing. For School of Justice students only. Special fee. (45 contact hours)

CJD0734**Law Enforcement****Investigation****2.13 vocational credits**

Provides training to new recruits in the search and location of physical evidence, along with the reproduction and identification, collection preservation and transporting of evidence to the crime laboratory. A basic understanding of the investigation of crimes needed by the street officer in their initial involvement of a crime scene will be provided. In addition, the fundamentals of interviewing, interrogation and statement taking will be addressed. For SJSA students only. (63 contact hours)

CJD0741**Emergency****Preparedness****0.87 vocational credits**

This module is dedicated to training correctional officers in handling emergency situations in a correctional setting such as fires, hostage situations, riots and disturbances, and hazardous materials, etc. For School of Justice students only. Special fee. (27 contact hours)

CJD0747**State Exam****Review for****Correctional Officer****Certification****0.7 vocational credits**

This course is designed to provide substantive course review of the Criminal Justice Standards and Training basic correctional officer curriculum. Diligent use of review materials in this course will serve as excellent preparation for the FDLE correctional officer certification exam. This course is for SJSA correctional officers only. (21 contact hours)

CJD0750**Interpersonal****Skills 2****1.67 vocational credits**

This course is continuation of CJD 0773 with greater emphasis on the inmates, their culture, how to communicate effectively, and ultimately to control inmate behaviors. The student will comprehend the characteristics, categories, purposes and functions of inmate societies. The factors of pressures, deprivations, and adjustments to imprisonment are also discussed. Students will learn the basic responsibilities and objectives of supervising inmates. For School of Justice students only. (51 contact hours)

CJD0752**Correctional****Operations****2.13 vocational credits**

This module is dedicated to training correctional officers to perform daily operational duties and their responsibilities in the performance of same. For School of Justice students only. (63 contact hours)

CJD0760**Criminal Justice****Legal 1****1.53 vocational credits**

This section introduces students to basic concepts of criminal law. It provides them with legal terms and definitions and generally defines classifications of offenses. This section deals with very few substantive crimes with the exception of bribery and perjury. It primarily addresses procedural laws and rules such as Court Rules and Trial Procedures. For School of Justice students only. (45 contact hours)

CJD0761**Criminal Justice****Legal 2****1.6 vocational credits**

This section is anchored by Constitutional law and introduces the student to legal concepts such as probable cause, search and seizure concepts, as well as inchoate offenses, i.e., attempt, conspiracies and solicitation. There are more substantive offenses in this section, such as homicide and robbery, and fewer procedural matters, through involuntary admissions procedures and substance abuse services are covered. For School of Justice students only. (48 contact hours)

CJD0762**Criminal Justice****Communications****1.87 vocational credits**

This course is designed to teach trainees to take statements from victim, witnesses, and suspects; write incident and arrest reports; and engage in note taking skills, such as grammar, spelling, sentence structure, etc., are covered to ensure accuracy, completeness, and clarity. For School of Justice students only. (57 contact hours)

CJD0763**Interpersonal****Skills****2.2 vocational credits**

This course provides a basic understanding of human relations with an emphasis on the student's ability as a police officer to influence others in a positive manner using interpretation skills. The student will learn the important role interpersonal skills play in the relationship between the police and community. For School of Justice students only. (66 contact hours)

CJD0770**Criminal Justice****Legal 1****1.53 vocational credits**

This section introduces the students to some historical and legal foundations. It also covers ethical considerations in corrections and them provides the student with a foundation in substantive and procedural law. The student is acquainted with constitutional rights of inmates through Inmate Rights and Responsibilities. For School of Justice students only. (46 clock hours)

CJD0771**Criminal Justice****Legal 2****0.73 vocational credits**

This section introduces the student to the foundation of Constitutional Law, establishing this country as a "Rule of Law" nation. It also presents concepts and rules of evidence. Substantive crimes such as homicide and theft are covered, in addition to some procedural matters such as involuntary admission procedures. For School of Justice students only. (21 contact hours)

CJD0772**Criminal Justice****Communications****1.4 vocational credits**

This course is designed to familiarize the students with the skills needed to take notes in practical exercises. Additionally, students will gain knowledge about the procedures to follow when taking statements from inmates, and they will demonstrate their ability to write reports relevant to the field: incident, disciplinary, use of force, etc. For School of Justice students only. (42 contact hours)

CJD0773**Interpersonal****Skills 1****2.07 vocational credits**

This course provides an understanding of human behavior competencies as it relates to correction work. This course includes facts, information, and data concerning human behavior, with emphasis not only of the inmate population, but also on the correction officer as well. For School of Justice students only. (63 contact hours)

CJD0781
Cross-Over
Corrections
to Law

Enforcement 1.6 vocational credits
This course addresses the objectives in legal 1 and 2, Interpersonal Skills and Communications from the Law Enforcement program that are not covered in the Correctional Officer program. This course is required by the Florida Department of Law Enforcement as part of the curriculum, a Florida correctional officer must have who is seeking Law Enforcement certification. For School of Justice students only. Special fee. (48 contact hours)

CJD0790
Correctional
Probation

Legal 1.84 vocational credits
This course will focus on the Constitutional law and its application to the public and officers is examined. Law including evidence procedures, arrest laws, search and seizure, and various statutes common to probation officers is studied. (60 contact hours)

CJD0791
Correctional
Probation

Operations 0.5 vocational credits
This course will cover the specific operational procedures relating to offender intake, classification, discipline and the sentencing reduction process are studied. (16 contact hours)

CJD0792
Correctional Probation
Interpersonal Skills 2.09 vocational credits

Community relations and supervision of offenders in both the institutional and community settings are discussed in this course. Intervention techniques utilized by probation officers for various situations dealing with the offenders who are incarcerated and out in the community are studied. (68 contact hours)

CJD0793
Correctional Probation
Communication Skills 2.15 vocational credits

This course is designed to provide the probation officer with the basic knowledge in spelling, grammar, vocabulary and how to write a clear report. Types and uses of probation reports will be discussed along with interviewing skills and note taking techniques. (70 contact hours)

CJD0794
Correctional
Probation
Supervision 1.66 vocational credits

This course will cover various correctional probation officer supervisory techniques and will deal with the entire case management process. Correctional probation officer duties and responsibilities, especially with regards to intervention and referrals are explored. (54 contact hours)

CJD0795
Criminal Justice
Weapons for
Corrections 2 0.27 vocational credits

This course is a supplement to CJD 0705. Additional time will be spent on lecture material relating to the basic fundamentals of firearms training. More time will also be provided for the student to perform additional relays of the course of fire. For SJSA basic correctional officer training only. (9 contact hours)

CJD0800
Surety Agent 2.6 vocational credits

This course includes introduction to the criminal justice system, duties of surety and bail bonding agents; bail bonding process, bail bond laws and regulations; contract law, civil and criminal laws, laws of arrest and arrest techniques, judgment and indemnifications, courtroom organizations, community relations, employability skills and firearm safety. Special fee. (80 contact hours)

CJT0354
Telecommunicator
Basic

Training 6.93 vocational credits
This course provides the basic skills and knowledge necessary to become a public safety telecommunicator. Emphasis is placed on communication skills, first responder, and knowledge of dispatch equipment and terminology, as well as accessing one's ability to work under pressure. Training is scenario-based with practical applications using dispatch equipment. School of Justice students only. Special fee. (208 contact hours)

CJT0431
Parking
Enforcement
Specialist
Training 1 1.33 vocational credits

This course prepares students to become Parking Enforcement Specialists by teaching them traffic law, enforcement and control concepts. Course content will also include interpersonal skills, courtroom procedures and how to complete traffic citations. This course is limited to School of Justice students only. (40 contact hours)

CJT0800
Basic Security
Guard Training -
Phase A 0.8 vocational credits

This course provides the basic security training required by the State of Florida before an applicant may receive a "D" license as a Security Officer. Special fee. (24 contact hours)

CJT0802
Basic Security
Officer Training -
Phase B 0.5 vocational credits

This is the second part of the state required basic "D" license course. It includes public relations, courtroom procedures, interviewing techniques, fundamentals of personal security, interpersonal communications, professional communications, traffic direction, crowd control, and special problems of security. This is required for first renewal of the "D" license. Special fee. (16 contact hours)

CJT0940
Telecommunicator
Field Experience/
Professional
Development 1 vocational credit

This course is a continuation of the basic telecommunicator course and exposes the student to various public safety arenas who utilize telecommunicators. In addition, job related career enhancement skills such as interviewing techniques and resume writing are explored. School of Justice students only. (30 contact hours)

Elderly & Disabled Care

HEV0409
Elderly Housing
Management
Applications 2.5 vocational credits

This is a 45-hour course, within the Assisted Living Management Gerontology occupational track, designed to introduce students to basic concepts of elder housing management. Special fee. (45 contact hours)

HEV0810
Perspectives
of Aging 1.5 vocational credits

This is a 45-hour course designed to present theoretical concepts of aging within a multicultural sociological context. Special fee. (45 contact hours)

HEV0811
Perspectives
on Aging 1.5 vocational credits

This is a 45-hour activity that is designed to apply theoretical concepts presented in the "Perspectives on Aging" classroom course through field work done in a site that deals with a multicultural aging population. Special fee. (45 contact hours)

HEV0812
Interviewing and
Communication
Skills 1.5 vocational credits

This is a 45-hour course, within the Care Management with Elders Gerontology occupational track, designed to introduce the skills needed to effectively interview and communicate with elder clients in a service-oriented multicultural context. Special fee. (45 contact hours)

HEV0813
Comprehensive
Assessment 1.5 vocational credits

This is a 45-hour course, within the Care Management with Elders Gerontology occupational track, designed to develop skills in administering the Comprehensive Assessment form used by state agencies and providers in determining elder care needs. Special fee. (45 contact hours)

HEV0814
Aging Networks 1.5 vocational credits

This is a 45-hour course designed to introduce aging policy issues and familiarize students with the aging network. Special fee. (45 contact hours)

HEV0817**Environments
and Assisted
Technologies****2.5 vocational credits**

This is a 45-hour course within, the Assisted Living Management Gerontology occupational track, designed to introduce environmental and assisted technologies, which serve to enhance elders' quality of life in alternative living settings. Special fee. (45 contact hours)

HEV0820**Mental Health
and Aging****1.5 vocational credits**

This is a 45-hour course designed to introduce and explore the relationship between the mental health issues and aging in a multicultural context. Special fee. (45 contact hours)

HEV0821**Mental Health
and Aging****Applications****1.5 vocational credits**

This is a 45-hour activity that is designed to apply the theoretical concepts presented in the "Mental Health and Aging" classroom course through field work completed in a multicultural aging population service site. Special fee. (45 contact hours)

HEV0830**Physical Changes
and Aging****1.5 vocational credits**

This is a 45-hour course designed to introduce students to the normal physical changes associated with human aging and provide awareness of culturally diverse aspects of healthy aging. Special fee. (45 contact hours)

HEV0831**Physical Changes
and Aging****Applications****1.5 vocational credits**

This is a 45-hour activity designed to apply theoretical concepts presented in the "Physical Changes and Healthy Aging" classroom course through work completed at a site which serves a multicultural aging population. Special fee. (45 contact hours)

HEV0832**Field Experience:
Assisted Living****Management****1.5 vocational credits**

This is a 45-hour course activity designed to apply theoretical concepts presented in the Assisted Living Management Gerontology occupational track classroom courses, through work completed at a site, which serves a multicultural aging population. Special fee. (45 contact hours)

HEV0834**Physical Fitness
and Aging****1.5 vocational credits**

This is a 45-hour course designed to explore the relationship between physical fitness and well-being in later life. This course is part of the recreational therapy occupational track. Special fee. (45 contact hours)

HEV0835**Field Experience:
Recreational****Therapy****1.5 vocational credits**

This is a 45-hour activity designed to apply theoretical concepts in the Recreational Therapy occupational track classroom courses, through field work completed in a multicul-

tural site which provides services to elders. Special fee. (45 contact hours)

HEV0836**Motor Development:****Adult****through Aging****1.5 vocational credits**

This is a 45-hour course designed to introduce the concepts of motor development and explore the relationship between motor development and health aging. This course is part of the recreational therapy occupational track. Special fee. (45 contact hours)

HEV0861**Aging Network****Applications****1.5 vocational credits**

This is a 45-hour activity designed to apply theoretical concepts presented in the "Aging Network" classroom course through field work completed at a site which serves a multicultural aging population. Special fee. (45 contact hours)

HEV0869 Basic**Health and Safety****Measures for Working****with Elders****1 vocational credit**

Integrates basic knowledge of First Aid, CPR, HIV/AIDS and Emergency Preparedness training as needed by non-medical personnel working with elders. Special fee. (30 contact hours)

HEV0878**Care Management****Skills 1****1.5 vocational credits**

This course will familiarize students with clients' rights in a long-term care setting, address documentation requirements and address ethical issues in long-term care. Special fee. (45 contact hours)

HEV0879**Care Management****Skills 2****1.5 vocational credits**

This course is an internship seminar, which serves to develop care management skills and integrate theoretical concepts learned in the core and occupational track courses. Special fee. (45 contact hours)

HEV0888**Quality Elder****Care Principles 1****1.5 vocational credits**

This course will familiarize students with clients' rights in assisted living settings, address legal requirements, and address ethical issues in assisted living. Special fee. (45 contact hours)

HEV0889**Quality Elder****Care Principles 2****1.5 vocational credits**

This course is an internship seminar which serves to develop assisted living management skills and integrates theoretical concepts learned in the core and occupational track courses. Special fee. (45 contact hours)

HEV0897**Basic Activity****Plan 1****1.5 vocational credits**

This course will familiarize students with maintaining and enhancing quality of life through activities planning. Topics covered with include client/resident/patient rights, documentation, and ethical issues in the activities profession. Special fee. (45 contact hours)

HEV0898**Field Experience:****Elderly Care****Management****1.5 vocational credits**

This is a 45-hour activity designed to apply theoretical concepts presented in the care management with elders occupational track classroom courses through work completed at a site which serves a multicultural aging population. Special fee. (45 contact hours)

HEV0899**Basic Activity****Plan 2****1.5 vocational credits**

This course is an internship seminar which serves to integrate the concepts learned in the core courses and occupational track courses and develop skills in activity planning. Special fee. (45 contact hours)

**Engineering Technology -
General****EER0344****Camcorder****Repair****2.5 vocational credits**

This course covers the basic concepts and hands-on experience essential to perform troubleshooting and repair of camcorders presently on the market. Special fee. (75 contact hours)

EER0351C**Advanced Autovideo****Repair****2.5 vocational credits**

This course covers the maintenance and repair of advanced audio and visual systems. It begins with a review of the basic circuit in such systems and moves to cover the identification of general needs by observation, localization of problems and troubleshooting. Prerequisites: EEV 0638, and EEV 0830. Special fee. (75 contact hours)

EER0585C**Introduction to****VCR Repair****2.5 vocational credits**

This course addressed the fundamental concepts of videocassette recorders, with various methods to hook up the VCR, to record, or to play back. The tools that are required, capabilities required of the technician, and maintenance procedures are discussed. Special fee. (75 contact hrs.)

EEV0002**Electronic Circuit****Analysis****2.5 vocational credits**

The electronic circuit analysis course prepares electronic technology students to read and understand electronic schematics. Electronic symbols and the operations of most electronic components are covered in this course. Special fee. (75 contact hours)

EEV0402**Compact Disk Player-Troubleshooting Repair****2.5 vocational credits**

The compact disk player troubleshooting and repair course prepares electronic technology students in the principles of sound recording and the operation of a complete compact disk recording system. Detailed circuit descriptions troubleshooting procedures and alignment procedures are to serve as examples of how to overcome malfunctioning CD players. Special fee. (75 contact hours)

EEV0403**Compact C and 8mm Camcorder Repair****2.5 vocational credits**

The camcorder repair course prepares electronic technology students to troubleshoot and repair camcorders (VHS, Compact C and 8mm). Principles of operation, troubleshooting and repair techniques for camcorders are covered in this course. Special fee. (75 contact hours)

EEV0432**Satellite Hook-Up Repair****2.5 vocational credits**

This course will help the student address fundamental concepts of installation and satellite repair. The students will learn what to look for when purchasing C Band/Ku-Band LNB's. Also, the students will learn the tools they will need to install and maintain satellites. Special fee. (75 contact hours)

EEV0538**Input/Output Devices 2****2.5 vocational credits**

The prospective network technician will learn the advanced concepts needed to understand the operations of Input and Output devices. Topics include an in depth analysis of all input/output devices associated with computer technology. Special fee. (75 contact hours)

EEV0556**Maintenance Troubleshooting Network****Devices 2 2.5 vocational credits**

The prospective network technician will learn concepts needed to understand and use microcomputer-based test equipment, proper documentation and trouble-shooting guidelines. Topics covered will be geared toward networked systems. Special fee. (75 contact hours)

EEV0638**FCC License Exam Preparation****2.5 vocational credits**

This is an analysis of the principles of radio wave transmission and reception. Various types of transmission are investigated. FCC

licenses, laws, operating practices and broadcast station rules are reviewed. Special fee. (75 contact hours)

EEV0700**Input/Output****Devices 1 2.5 vocational credits**

The prospective network technician will learn the concepts needed to understand the basics of Input and Output devices. Topics covered include an introduction to all input/output devices associated with computer technology. Special fee. (75 contact hours)

EEV0701**Maintenance Troubleshooting Network****Devices 1 2.5 vocational credits**

The prospective network technician will learn concepts needed to understand the basis for maintaining and troubleshooting computer systems. Topics covered will include preventive maintenance, maintenance, environmental operating conditions and diagnostic tools. Special fee. (75 contact hours)

EEV0811**D.C. Analysis 3.2 vocational credits**

This course will introduce the field of electronics, clarify the basic laws of electricity, and provide hands-on training with various types of D.C. circuits and power supplies. Special fee. (95 contact hours)

EEV0812**A.C. Analysis 4.2 vocational credits**

This course will introduce the various types of A.C. circuits and provide hands-on training with these circuits and their power supplies. It will also point out business opportunities in the field. Special fee. (125 contact hours)

EEV0813**Solid State Components and Circuits****4.2 vocational credits**

This course will introduce the solid state devices that are found in electronic equipment and provide hands-on training with circuits that contain these devices. Special fee. (125 contact hours)

EEV0814**Analog Circuits 5 vocational credits**

This course will introduce the various types of analog circuits and provide hands-on training with these circuits and their devices. Special fee. (150 contact hours)

EEV0815**Digital****Fundamentals 5 vocational credits**

This course will introduce the various types of circuits that are operated on digital principles and provide hands-on training with these circuits and their conversion. Special fee. (150 contact hours)

EEV0821**Electronic****Fundamentals 2.5 vocational credits**

The course will introduce paper lab and safety procedures, provide hands-on soldering training, and introduce proper recording and reporting procedures. Special fee. (75 contact hours)

EEV0826**Microprocessor Systems****5 vocational credits**

This course will introduce various memory devices, their circuits, and the peripherals that are associated with such systems. Special fee. (125 contact hours)

EEV0851**Microcomputer Maintenance****& Repair 1 2.5 vocational credits**

This course is designed to provide a technician with the theoretical and practical requirements for maintenance and repair of microcomputer equipment. Topics include data communication codes and standards, transmission impairment, modems with lab applications. Special fee. (75 contact hours)

EEV0852**Microcomputer Maintenance****& Repair 2 2.5 vocational credits**

This course teaches troubleshooting skills to repair microcomputers and printers, with emphasis on a hard disk maintenance and repair. Special fee. (75 contact hours)

EEV0856**TV Circuit****Analysis 4 vocational credits**

This course introduces the student to electronic TV components, their functioning, troubleshooting and repair. Topics include power supply, picture tube circuits, and vertical and horizontal deflection circuits. Special fee. (120 contact hours)

EEV0857**Alarm Systems****Fundamentals 2 vocational credits**

This is a hands-on application course that covers basic electrical concepts such as circuits, diagrams, electrical units, resistors, Ohm's Law, measurements and test equipment used for alarm systems installation. Special fee. (60 contact hours)

EEV0858**Alarm System****Components 2 vocational credits**

This is a hands-on application course that covers controls, silent alarms and local bells, batteries and power supplies as the components of alarm systems. Practice with each component and variation of systems is discussed. Special fee. (60 contact hours)

EEV0859**Advanced Alarm****Systems 2 vocational credits**

This is a hands-on application course that covers intrusion-detection by photoelectric beams, passive infrared detectors, ultrasonic and microwave detectors, proximity and sound detection. A typical service work day and its demands are covered. Special fee. (60 contact hours)

EEV0860**Alarm System****Troubleshooting 2 vocational credits**

This is a hands-on course application course that covers the more common kinds of trouble encountered in installation and repair of alarm systems. The types of protective loops, 7 steps of the troubleshooting method, and specific procedures are presented. Special fee. (60 contact hours)

EEV0861**Automobile**

Electronics 1 2.5 vocational credits
This course is meant for the electronics technology student who wishes to receive a hands-on course that introduces troubleshooting techniques and repair requirements for the new electronic components and accessories that are found in new automobiles. Special fee. (75 contact hours)

EEV0862**Automobile**

Electronics 2 2.5 vocational credits
This course continues development of the student's understanding of new electronic components found in automobiles. Semiconductor diodes, transistors, digital fundamentals and micro-computers are discussed. Special fee. (75 contact hours)

EEV0948**Co-op Work**

Experience: EEV 1-3 variable credits
This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisites: Co-op Departmental approval and completion of EEV 0948 Co-op work experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Education Office to obtain registration approval. Special fee. (30-90 contact hours)

ETD0005C**Career Planning
Architectural**

Drafting 3 vocational credits
This course introduces the policies and procedures of the Architectural Drafting program. Career opportunities and requirements are clarified and the use of labs and equipment is explained. Free hand sketches of architectural objects will be accomplished. Special fee. (90 contact hours)

ETD0045C**Microcomputer
Workshop**

Workshop 2 vocational credits
This course focuses on laboratory work involving microcomputer usage relative to all courses requiring laboratory computer time. Students will be required to enroll in sequences which will permit computer time required in specific courses. Individual instruction provided in specific software. Special fee. (60 contact hours)

ETD0081C**Technical
Drawing**

- CAD 1 4 vocational credits
This course focuses on drafting orientation, lettering, geometric construction, orthographic projection, pictorial drafting, sections and introduction to computer aided drafting. Lab time required. Special fee. (120 contact hours)

ETD0082C**Technical
Drawing**

Drawing 4 vocational credits
This course focuses on the dimensioning practice, tolerancing, welding drafting, screw thread drafting and developments are covered. Drafting is accomplished on conven-

tional paper medium and in a CAD environment. Lab time is required. Prerequisite: ETD 0081C. Special fee. (120 contact hours)

ETD0083C**Technical Work**

Drawing 1 4 vocational credits
This is an advanced drafting course with emphasis on skills and techniques. Increased use of technical drafting standards and data in the preparation of detailed drawings. Detailed drawing prepared relating to gears, cams, fasteners, and piping. CAD drawing prepared with aid of a plotter. Prerequisite: ETD 0082C. Special fee. (120 contact hours)

ETD0100C**Construction**

Drafting 3 vocational credits
This course introduces basic drafting skills as required in the construction field. Use of equipment, measuring scales, drawing media are introduced, together with conversion tables for various types of measurements. A project is to be completed. Special fee. (90 contact hours)

ETD0120C**Blueprint**

Reading 1 3 vocational credits
This course introduces reading and interpretation of working drawings of the building construction industry. Its emphasis is on architectural and construction drawings including plans, elevations, details and schedules with an overview of electrical and mechanical plans. Special fee. (90 contact hours)

ETD0121C**Blueprint**

Reading 2 3 vocational credits
This course focuses on reading and interpretation of more complex working drawings of multistory/commercial type buildings. Special fee. (90 contact hours)

ETD0137C**Technical Blueprint**

Reading 1 3 vocational credits
The student will develop proficiency at reading and interpreting blueprints used as working drawings in the electronics, building construction, machine design and surveying industries. Actual blueprints will be analyzed for materials, schedules, details, and take-off computations. Special fee. (90 contact hours)

ETD0139C**Technical Blueprint**

Reading 2 3 vocational credits
This course is an advanced study of detailed working drawings relative to cams, gears, connections, circuits, architectural features, machine elements, plumbing and welded members. Calculations are performed on cost and analysis, product cost effectiveness and inventory based on actual line drawings. Details are stressed. Special fee. (90 contact hours)

ETD0230C**Engineering**

Graphics 5 vocational credits
This course addresses the study of spatial relationships of lines and planes in space. Auxiliary views in primary and secondary planes covered with true length, true shape, dihedral angles, piercing points, developments, vector analysis and mining and geolo-

gy are emphasized. Prerequisite: ETD 0081C. Lab time required. Special fee. (150 contact hours)

ETD0310C**Introduction to**

Micro CAD System 3 vocational credits
This course introduces the student to a micro CAD system both hardware and software. Students will explore the advantage, and disadvantage, of CAD and be exposed to the basic operation of a CAD system. Special fee. (90 contact hours)

ETD0319C**Computer****Applications**

Architecture 5 vocational credits
This course will be a review of all the program computer applications leading to the presentation of a comprehensive project that contains the tasks that have been included in previous CAD courses. Several more complex applications will be introduced. Special fee. (150 contact hours)

ETD0320C**Advanced CAD****Architecture**

Architecture 5 vocational credits
The student will be prepared to produce advanced computer-aided drawings of maps, civil and construction plans. Tasks required for a CAD student project. Special fee. (150 contact hours)

ETD0350C**DIGICAD****Workshop**

Workshop 1.5 vocational credits
This is a hands-on experience course with a sophisticated engineering software program. The participant will learn the commands of the programs and practice with applications that are able to be used in the field of engineering surveying. Special fee. (45 contact hours)

ETD0530C**Architectural****Drafting**

Drafting 5 vocational credits
This course will prepare the students to interpret technical tables, prepare foundation plan and floor plan drawings, as well as elevation drawings with dimensions. Students will prepare a set of working drawings as the final class project. Special fee. (150 contact hours)

ETD0531C**Mechanical Electrical****HVAC Drawings**

HVAC Drawings 5 vocational credits
This course enables the architectural drafting student to prepare the necessary drawings in the electrical (schematic, circuit board, and package) area and pneumatic/hydraulic (piping, pictorial, cutway and graphical) area. Special fee. (150 contact hours)

ETD0538C**Intermediate CAD****Architecture****5 vocational credits**

This course introduces the more sophisticated uses of the microcomputer for production of architectural drawings. More detailed drawings that incorporate reinforcing detail, electrical and electronic drawings, and pneumatic/hydraulic drawings will be prepared. Special fee. (150 contact hours)

ETD0542C**Technical Work****Drawing 2****4 vocational credits**

This course focuses on the development of structural detailed working drawings. Involves study of structural shapes, properties, and methods of developing connections between members. Reinforced concrete construction covered with emphasis on architectural forming. Prerequisite: ETD 0083C. Lab time is required. Special fee. (120 contact hours)

ETD0543C**Structural Technical****Drafting****4 vocational credits**

This course focuses on the development of structural, fabrication, and erecting drawings. Involves the study of structural shapes, properties of shapes, methods of presenting field connections and approved drafting production practices. CAD practice required to develop plotted drawings. Lab time required. Special fee. (120 contact hours)

ETD0562C**Advanced CAD-****Technical****4 vocational credits**

This course focuses on the preparation of detailed drawings in 2-D and 3-D utilizing advanced practices with AutoCAD. Drawing will be generated as machine assemblies, foundation plans, roofing schedules, wall and window sections, piping drawings and sheet metal developments. Bills of materials and scheduling are presented as integrated drawings. Prerequisite: ETD 0542C. Lab time required. Special fee. (120 contact hours)

ETD0614C**Electronic****Drafting****3 vocational credits**

This course covers basic graphical communications as applied to the electronic industry. Topics include electronic symbols, schematic drawings, circuit layouts, block diagrams, printed circuits, production drawings, and CAD electronic plotting. Lab time required. Special fee. (90 contact hours)

ETD0948**Co-op Work****Experience: ETD****1-3 variable credits**

This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis

of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op departmental approval and completion of ETD 0948 - Co-op Work Experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. Special fee. (30-90 contact hours)

ETV0010**Introduction****Drawing 1****4 vocational credits**

Fundamental principles of standard drafting include lettering, orthographic representation, pictorials and related topics. Required for students who have not had any previous drawing experience or courses, and who do not meet requirements for ETD 0081C. Special fee. (120 contact hours)

Environmental Studies

EVR0014**Introduction to****Hazardous Materials****and the****Environment****2.5 vocational credits**

This course deals with the basic principles for the relationship between man and his environment. Emphasis is placed on an investigation into physical, biological, economic, social and political factors producing ecological changes. Effects of hazardous materials on the environment itself are also studied. Special fee. (75 contact hours)

EVR0031**Basic Environment****Compliance****2.5 vocational credits**

This course deals with environmental compliance in South Florida through State, Federal and local programs. Topics include environmental compliance, rules, and regulations, and enforcements. Field, office, lab, and legal procedures provide a holistic approach. Special fee. (75 contact hours)

EVR0180**Basic Environment****Seminar****1.5 vocational credits**

This course reviews the state-of-the-art developments in the field of environmental studies. An overview of air, water, rain runoff, solid and other hazardous materials concerns as they relate to local and State environmental considerations is given. Special fee. (45 contact hours)

EVR0191**Basic Environmental****Sampling****Procedures****2.5 vocational credits**

This course covers the principles of properly collecting quality aqueous and solid environmental samples in a safe and efficient manner. Hands-on experience with meter calibration and maintenance, equipment decontamination, field survey techniques, and sample collection. Special fee. (75 contact hours)

EVR0232**Introduction to****Environmental****Air Pollution****2.5 vocational credits**

This course studies the pollution of air due to the combustion of fuel for industrial produc-

tion, transportation, and generation of electricity for domestic use. Discrete air pollution problems are identified; proper quality assurance/quality control, and regulations associated with air pollution are discussed. Special fee. (75 contact hours)

EVR0624**Basic Infectious****and Nuclear****Materials****2.5 vocational credits**

This course covers the proper handling and disposal techniques for both infectious (biological) and nuclear (radioactive) materials. Personal hygiene and monitoring are emphasized, in addition to proper selection and use of personal protective equipment. Packaging and shipping are also covered. Special fee. (75 contact hours)

EVR0631**Hazmat****Communications****2.5 vocational credits**

This course explains the worker's right to know and the community's right to know about the hazards of having toxic materials in their environment. Topics include materials safety datasheets, NFPA requirements for labeling, and development of written procedures. Special fee. (75 contact hours)

EVR0632**Elementary Risk****Assessment****2.5 vocational credits**

This course trains the participants to follow a systematic method for analyzing risks associated with hazardous materials. This analysis is to be done as a part of planning where time is not a critical factor. Simulations are presented. Special fee. (75 contact hours)

EVR0634**Basic Hazardous****Materials Emergency****Response****3 vocational credits**

This course teaches the skills needed to develop response tactics in the event of an incident. Hazard analysis, contingency plans and employee training are included. Meets SARA requirement for response training. Special fee. (90 contact hours)

EVR0637**Intermediate****Hazardous****Materials Emergency****Response****3 vocational credits**

This course develops skills learned in the Basic Hazardous Materials Emergency Response course, teaching participants to size up a situation and determine needed resources. NFPA warning signs and their meanings, simulated emergencies, minimizing danger and clean-up completion are presented. Special fee. (90 contact hours)

EVR0638**Advanced Hazardous****Materials Emergency****Response****2.5 vocational credits**

This course provides the training necessary to learn the process on incident command. Through simulated emergencies, students assess the incident, respond to the emergency, supervise clean-up and provide public relations information. Management skills are developed. Special fee. (75 contact hours)

EVR0642**A Survey of****Hazardous Materials****Regulations 2.5 vocational credits**

This is a historical overview of occupational and environmental health issues. Past and present legislation is reviewed, with emphasis on the interpretation of the Department of Labor's Occupational and Safety and Health Act. Special fee. (75 contact hours)

EVR0690**Hazardous Materials****Laboratory****Analysis 3 vocational credits**

This course presents advanced techniques in instrumental analysis. Atomic absorption, spectrometry, gas chromatography, mass spectrometry, ion chromatography, UV-vis spectrophotometry, titrometry, analytical techniques, computer interfacing, and future trends are presented. Special fee. (90 contact hours)

EVR0803**Basic Industrial****Processes****2.5 vocational credits**

Topics covered in this course include where hazardous materials are used and generated in industrial processes. The constraints of product lines are discussed. Special attention is paid to potential acute and chronic hazard exposures from industrial processes. Special fee. (75 contact hours)

EVR0806**HAZMAT Health****Effects****2.5 vocational credits**

This course reviews research done in determining the systematic health effects of exposure to chemicals. Determination of risk factors, routes of entry, central measures, and acute or chronic effects are discussed. Emphasis is on toxicological and product effect on body systems. Special fee. (75 contact hours)

EVR0807**Introduction to****Industrial****Hazardous****Waste****2.5 vocational credits**

This course covers industrial waste and the industries that generate it. Regulation of such waste products, identification of chemicals generated by industry inspection of facilities and state survey and sampling techniques are topics covered. Special fee. (75 contact hours)

EVR0891**Basic Open****Flow Channel****Measurement****2.5 vocational credits**

Increasing concern for defending the environment from pollution has emphasized the need for flow measurements. Enforcement of water conservation and other regulatory requirements increase the need for dealing with open channel flow problems. Special fee. (75 contact hours)

EVR0892**Introduction to****Instrumentation****and Sampling****2.5 vocational credits**

This course emphasized the methodology of sampling, analyzing, and interpretation of the results of hazardous materials. It includes industrial hygiene sampling, testing pH and

moisture content, selecting analytical service labs, spectroscopy, and chromatography. Special fee. (75 contact hours)

EVR0893**Identification of****Environmental****Pollutants****2.5 vocational credits**

This course addresses pollutants associated with and generalized by industrial processes. Emphasis is based on analytical lab procedures used to detect pollutants, common industrial process description details, sample collection, containers and volumes, preservatives, and sampling handling. Special fee. (75 contact hours)

Film, Radio, TV Technology

RTT0002**Broadcast News 1.5 vocational credits**

This course will familiarize students with the procedures followed in producing and writing broadcast news. The student will become familiar with news writing formats and style-book applications. The students will write several news stories and a newscast. Special fee. (45 contact hours)

RTT0003**Careers in****Video****1 vocational credit**

This course is designed to confirm an overview of the varied possible professional choices in the entertainment field. To emphasize that the video industry is comprised of ever changing business and career opportunities. This course is designed to serve as a practical resource for those looking to enter the video industry. Special fee. (30 contact hours)

RTT0170**Television Graphics****Procedures****3 vocational credits**

This course requires the students to participate in the practical use of and production of visual graphics material for television, covering the standards and procedures established in the field, and the most common techniques and materials. Special fee. (90 contact hours)

RTT0176**TV Production****Procedures 2****5 vocational credits**

Students will refine skills as a member of a TV Studio Production Crew. Students will perform crew operations during various studio productions. Special fee. (150 contact hours)

RTT0177**Field Production****Procedures 1****5 vocational credits**

Students will participate in several single camera field productions. Students will shoot, edit and post produce single camera field productions. Special fee. (150 contact hours)

RTT0178**Field Production****Procedures 2****5 vocational credits**

Students will learn and participate in advanced single-camera production. Students will edit single-camera production using Beta-Cam SP A/B Roll Equipment. Students will learn and participate in a multi-camera format

production outside the studio environment. Each student will perform various job functions, resulting in a class project. Special fee. (150 contact hours)

RTT0179**TV Field****Production****Workshop****4 vocational credits**

Students will apply the accumulated knowledge and experience gained from all previous production courses in studio, electronic field production, writing, off and on-lone editing courses to accomplish multiple high performing level production projects. Many, if not all will be conducted on location in a "real-world" simulation or an actual client. Students will learn to take responsibility, become totally accountable and accomplish assignments on time and on budget according to strict deadlines and achieving the highest quality. This course is designed to be a comprehensive review of skills, knowledge and abilities to determine individual readiness to compete and win entry-level positions in the television career field. Special fee. (120 contact hours)

RTT0181**TV Production****Procedures 1****5 vocational credits**

This course is to familiarize the student with the different equipment that prepares them to function as a member of a technical team for a video production in a Television Studio. Special fee. (150 contact hours)

RTT0182**Television Directing****Procedures****5 vocational credits**

Students will learn the disciplines, techniques and procedures used by the Television Director during the studio production process. The student will assume the responsibilities of the Television Director and coordinate the various production elements from the Control Room. Students will learn key terms used by the Director and master the Control Room equipment. Prerequisite: RTT 0176. Special fee. (150 contact hours)

RTT0184**TV Editing****Procedures****5 vocational credits**

This course is designed to familiarize the student with an editing suite and to give the student the opportunity to perform the functions of an editor. In order to do this, we will use BetaCam editing equipment and the Sony BVE 910 edit control. Students will also operate Character Generators, switchers and DVE generators to enhance assignments. Non-Linear editing has been added to this course. Students will work with and get an appreciation on the AVID non-linear editing system. Prerequisite: RTT 0177. Special fee. (150 contact hours)

RTT0189**TV Film****Computer****Applications****Procedures****3 vocational credits**

Applications of software and computer languages in the television industry. Includes introduction to integrated software for scriptwriting, storyboarding, production scheduling, cost controls, project inventory and computer generated graphics. Special fee. (90 contact hours)

RTT0193**Advanced****Editing****Procedures****5 vocational credits**

This course is designed to familiarize students with non-linear editing. The course also gives the student the opportunity to perform the activities of a non-linear editor. In order to accomplish this, the course will use three non-linear editing systems; the AVID and Media 100 non-linear computer editing system for video and audio editing and DegiDesign with Pro Tools for audio only non-linear editing. Prerequisite: RTT 0184. Special fee. (150 contact hours)

RTT0200**Broadcast****Communication****Survey****1.5 vocational credits**

This course takes a look at the past, present and future of Broadcasting in the United States. Course content will include a brief History of Broadcasting a look at the various technologies, and the relationship of Broadcast to the Government. The effect on Human beings will also be examined. Special fee. (45 contact hours)

RTT0201**Radio****Productions****3 vocational credits**

The purpose of this course is to prepare students for initial employment as a radio programming announcer broadcast technician, or to provide supplemental training for persons previously or currently employed in these occupations. Special fee. (90 contact hours)

RTT0210**Radio****Programming****Operations****2.5 vocational credits**

This course provides instruction and practice in the preparation and delivery of various types of radio programming. Knowledge of station organization and procedure is combined with announcing in a manner required of announcer-operators in smaller radio stations. Special fee. (75 contact hours)

RTT0222**Announcing****on Radio****2.5 vocational credits**

This course emphasized the fundamentals of good speech, effective oral delivery, interview

materials that are included in the third class license exam, and introduces employability skills needed in the industry. Special fee. (75 contact hours)

RTT0400**TV Master****Control****Operations****3 vocational credits**

This course is designed to familiarize the student with master control operations typical of a commercial broadcast station, cable company or independent provider. The course includes station operation, programming, reading of logs, SMPTE time code reading, switching operations, audio design and operation, satellite and microwave operation. Also includes: back-timing calculations, emergency procedures, documentation of engineering errors, and other techniques typical of a master control room operator. Reinforcement of operational functions learned in Television Production I including, video tape, audio mixer, switcher, character generator, and routing switcher operations. Special fee. (90 contact hours)

RTT0940**Television Studio****Internship 1****5 vocational credits**

This is a 150-hour activity that provides hands-on experience in a commercial or in-house television house production studio. A contractual agreement listing the learning objectives of the course must be drawn up and signed by the student, faculty member, and site supervisor. Special fee. (150 contact hours)

RTT0944**Radio****Internship 1****5 vocational credits**

This course provides practice in the skills needed for employment in a smaller type radio station. The course is established by determination of six learning objectives which are approved and evaluated in writing by student, supervisor and faculty coordinator. Special fee. (150 contact hours)

RTT0945**Radio****Internship 2****5 vocational credits**

This course provides more advanced practice in the skills needed for employment in a smaller type radio station. The course is established by determination of learning objectives which are approved and evaluated in writing by student, supervisor and faculty coordinator. Special fee. (150 contact hours)

Fire Science

FFP0005**Fire-Rescue****Minimum****Standards****Training****13.5 vocational credits**

A course designed to offer basic knowledge and skills as required by the Florida Firefighters Standards Council. The student will be eligible to take the state written and practical test. Special fee. (405 contact hours)

FFP0077**First Responder****1.5 vocational credits**

A training course for students who will provide basic life support to victims of emergen-

cies, to minimize patient discomfort and prevent further injury. This course is a required part of fire fighter training. Special fee. (45 contact hours)

FFP0601**Driver/Engineer****3 vocational credits**

All emergency response organizations must train their equipment operators. This course is designed to qualify the student to operate emergency response vehicles. Prerequisites are: Active member of the fire/rescue and three years experience. Special fee. (120 contact hours)

General Business

GEB0008**Entrepreneurship****and Private****Enterprise****System****2.5 vocational credits**

This course is designed to provide an introduction to the American private enterprise system and to business problem solving techniques. Topics include: human relations, entrepreneurship, decision making, business law concepts and characteristics of the American enterprise system. Special fee. (75 clock hours)

GEB0211**Effective****Communication****for Today's****Manager****1 vocational credit**

This course provides food store personnel with an overview of communication as a process loaded with concepts and misconceptions. Special fee. (30 contact hours)

GEB0251**Cultural Issues****in Conducting****Business Abroad****1 vocational credit**

This course will examine the development of culture and foster its understanding, and will identify various behavioral patterns and communications styles within different cultures. In addition, this course will focus on the enhancement of interpersonal sensitivities during the interactions with individuals of different ethnicity, gender, age, background, etc., and the impact of these differences when conducting international activities. Special fee. (30 contact hours)

Graphic Arts

GRA0420**Computer Graphic****Design****4 vocational credits**

This course is intended to train the desktop publishing student in programs that enable one to create and manipulate graphic illustrations. The two standard programs that are used in the industry are utilized, with lab activities that highlight important program features. Special fee. (120 contact hours)

GRA0430**Desktop****Publishing****4 vocational credits**

Desktop publishing is the production of high quality printed publications using relatively inexpensive equipment: personal computers, desktop scanners, and laser printers. This class explores the qualities and abilities of Aldus PageMaker, and industry-standard page layout program. Class lectures are supported with audiovisual presentation and extensive handouts. Lab classes consist of a series of typical page layout jobs. Special fee. (120 contact hours)

GRA0431**Introduction to Electronic****Publishing****1.5 vocational credits**

This is an advanced course that uses the most recent technology to produce a finished product through electronic means. The course is recommended to persons active in the printing field as an upgrading activity, as well as to vocational students. Special fee. (45 contact hours)

GRA0441**Graphic****Reproduction****Processing****2 vocational credits**

This course provides essential knowledge on the history, processes, and career potential in the graphic communications industry. The course will highlight the current methods used in printing to produce all types of printed communication. The course is a prerequisite to any serious student wanting a career in graphic communications, or someone in an industry that needs a refresher course on the fundamentals. Special fee. (60 contact hours)

GRA0445**Graphic Arts****Critical Thinking****2.5 vocational credits**

This course will introduce the student to the basics of systematic problem-solving using a four-step method: analyze and define the problem, generate ideas, plan and implement solutions, measure and evaluate results. Special fee. (75 contact hours)

GRA0446**Principles of****Typography****4 vocational credits**

Typography is the art of designing printed matter using type as a medium. The history and development of typography, the use of printer's measurements and the aesthetic uses of type will be covered in the lecture form. The production of learned through hands-on project assignments. Instruction also will include industry standard typesetting equipment and desktop publishing personal computers and software. Special fee. (120 contact hours)

GRA0448**Copy Preparation 1****4 vocational credits**

Copy preparation is the arrangement of elements and parts of a page into proper positions to be photographed by a process camera. The mechanical or camera-ready copy is covered with a tissue overlay sheet where written directions as to size and other details are given. Accuracy and neatness are stressed on numerous hands-on projects. Special fee. (120 contact hours)

GRA0449**Copy Preparation****2-Color****4 vocational credits**

Copy Preparation 2 is a continuation of Copy Preparation 1. It involves the making of mechanicals with rubber and amber masking overlays to mechanically separate colors for the printing process. Numerous hands-on projects range from 2-color newspaper ads to 4-color process multi-page signatures. Prerequisite: GRA 0448. Special fee. (120 contact hours)

GRA0451**Graphic****Photography****Processes****4 vocational credits**

Graphic photo processes-line is a basic course in the use of a graphic arts process camera, films, and chemistry. Numerous hands-on projects will include determining exposure and development times, enlargements and reductions, copying, scaling, print making, and proofing. Special fee. (120 contact hours)

GRA0452**Halftone Processes****for Graphic Arts****4 vocational credits**

A halftone is a reproduction of a continuous tone photograph that has been converted into dots of various sizes so it can be reproduced by any of the major printing processes. The various size dots are so small and numerous that they fool the eye into seeing shades of gray similar to a continuous tone photo. Numerous hands-on projects will cover the use of halftone screens and the manipulation of tones by controlled exposures and development procedures. Prerequisite: GRA 0451. Special fee. (120 contact hours)

GRA0455**Color****Reproduction****Technology 1****2 vocational credits**

The theory of how the eye distinguishes color based on its hue, brightness, and saturation is fully explained. The theory then is applied to how it is reproduced through the printing process. Course highlights include additive and subtractive colors, transmission and reflection copy, paper and ink requirements, and the different printing processes are discussed throughout this class. Special fee. (60 contact hours)

GRA0457**Color Electronic****Scanning****3 vocational credits**

This course requires Color Reproduction Technology 1 as a prerequisite. The course is an advanced approach to electronic methods to color reproduction. The student will learn state-of-the-art methodology for color printing. Prerequisite: GRA 0455. Special fee. (90 contact hours)

GRA0460**Graphic Design 1****4 vocational credits**

This is an introduction to the basic skill technique of visual communication problems such as those involving perspective, proportion, and representative drawing. Special fee. (120 contact hours)

GRA0461**Graphic Design 2****4 vocational credits**

This course trains on the process of quality layout and graphic design. It covers studio

projects such as ads, brochures, and logo designs. The basics of formal graphic design are covered in a creatively professional standard. Special fee. (120 contact hours)

GRA0462**Graphic Design 3****4 vocational credits**

This is a practical course in problem solving for graphic communications. Identity campaigns, logo designs, CD covers, magazine covers, and similar tasks will be undertaken with some use of electronic publishing skills in Illustrator, Freehand and Photoshop. Special fee. (120 contact hours)

GRA0463**Graphic Design 4****4 vocational credits**

This is a problem-solving course in graphic communications. Studio projects such as self-identity campaigns, book covers, label design and similar are covered. Electronic publishing skills in packages as Illustrator, Freehand, and Photoshop are utilized. Special fee. (120 contact hours)

GRA0464**Advanced Electronic****Imaging****3.5 vocational credits**

This course is designed for the advanced electronic publisher, graphic designer, or graphic arts person who wishes to integrate high resolution, Macintosh based, color, electronic pre-press into their page layout programs. Special fee. (105 contact hours)

GRA0465**Digital Graphic****Painter****4 vocational credits**

Students, working from photographs, represent the natural world on the newest artistic media: the personal computer. Fractal Design's Painter software enables student to use a wide variety of digital tools and surfaces to create electronic illustrations. Special fee. (120 contact hours)

GRA0466**Digital 3-D****Graphic Design****4 vocational credits**

Enter into a new dimension of graphic design the third dimension! New software, such as Alias sketch, enables users to incorporate 3-D artwork into flat 2-D photographs. Add art work from 2-D drawing software, such as Adobe Illustrator or Aldus Freehand. Special fee. (120 contact hours)

GRA0471**Offset Stripping-Black****and White****4 vocational credits**

Offset stripping or film assembly is the act of positioning and/or inserting photographic negatives or positives on a masking sheet. Accuracy and neatness in the imposition of the films is stressed throughout the numerous hands-on projects. Projects will range from simple one-up, one-sided forms to complex work-and-turn signatures impositions. Special fee. (120 contact hours)

GRA0472**Offset Stripping 2 4 vocational credits**

This is a vocational credit course that is an advanced course in film assembly for multi-color and 4 color process film assembly using the emulsion-up method. Hands-on projects will range from simple mechanically separate (fake color) projects to 4-color process separations for an 8 page brochure. This course is highly recommended because of the increased demand for color within the advertising field. Special fee. (120 contact hours)

GRA0474**Offset****Presswork 1 4 vocational credits**

This is a vocational credit course that is divided into two sections: theory/practice and Co-op training. The theory/practice section will cover the six main systems of a press covering the names of each part, its function, techniques and make-ready. The six systems are the feeder, register, main printing, delivery, dampening, and inking. Practice sessions setting up each system for each different paper sizes and stocks will be given to each student. The Co-op training section will have the student working in a local printing plant with live jobs to gain additional skills and to increase efficiency. Special fee. (120 contact hours)

GRA0475**Offset****Presswork 2 4 vocational credits**

Presswork 2 is continuation of Presswork 1. The make-ready, running, and cleaning of presses and of different designs are covered. Different feeders, registration and dampening systems are discussed and practiced on. Hands-on projects using medium size presses with t-heads include single, spot, and process color jobs. Prerequisite: GRA 0474. Special fee. (120 contact hours)

GRA0481**Paper****in Graphics 1.5 vocational credits**

This course is a review of the various types and specifications of paper that are used for various types of graphic production tasks. The course is appropriate also for upgrading for persons involved in purchasing departments. Special fee. (45 contact hours)

GRA0482**Graphic Arts****Estimating 1 2 vocational credits**

Estimating is the developing of a price of a print job for the customer before it is actually printed, based on the jobs specifications and the print shop's capabilities. All aspects of the printing process are discussed as to the cost of materials and the amount of time to do each of the required procedures. The ability to do basic mathematical problem solving is required taking this course. Special fee. (60 contact hours)

GRA0483**Graphic Arts****Estimating 2 2.5 vocational credits**

This course covers the nuts and bolts of estimating for the graphic designer. These principles cover all aspects of setting up a private business venture. The student will learn to set up shop, develop networking support, self-promotion, and adequate record keeping. Special fee. (75 contact hours)

GRA0485**Graphic Arts****Math****Computations 2.5 vocational credits**

This course is part of a comprehensive essential skills education program for the printing and publishing industry sponsored by the national association of printers and lithographers. Special fee. (75 contact hours)

GRA0631**Graphic****Design 2 4 vocational credits**

This course trains on the process of quality layout and graphic design. It covers studio projects such as ads, brochures, and logo design. The basics of formal graphic design are covered in a creatively professional standards. Special fee. (120 contact hours)

GRA0841**Web Page****Design One 4 vocational credits**

An introduction to the technologies and techniques of designing for the World Wide Web. This course covers all the key elements of Web design from concept to completion. The course also covers a basic introduction to WYSIWYG HTML editors. Special fee. (120 contact hours)

GRA0920**Advanced****Portfolio Design 3 vocational credits**

This course is designed for students who have completed the requirements of Graphic Design Technology degree, and allows them to restructure all previous design projects into a professional package. Special fee. (90 contact hours)

GRA0948**Co-Op Work****Experience: GRA 1-3 variable credits**

This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op departmental approval and completion of GRA 0948 Co-op work experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the co-operative education office to obtain registration approval. Special fee. (30-90 contact hours)

GRV0540**Advanced****Electronic****Publishing 4 vocational credits**

This is a high-end electronic publishing program whose features include extremely tight typographic and photographic controls. A series of job layouts will be executed in the lab. Special fee. (120 contact hours)

Health Science

HSC0001**Introduction to****Health Care 3 vocational credits**

This course introduces the student to the health delivery system in the United States and provides an overview of the roles and responsibilities of members of the health care team. Special fee. (90 contact hours)

Health Information Management

HIM0001**Introduction****to Medical****Record Science 1 vocational credit**

This course introduces the function of a medical record department and its relationship to other departments within a health care facility. The legal and ethical aspects of the medical record; components of a medical health record; and its proper documentation, purposes, and uses are reviewed. Organization of the medical record profession and identification of its membership. Special fee. (30 contact hours)

HIM0012**Legal/Ethical****Aspects of****Medical Record****Transcription 1 vocational credit**

The legal and ethical practices required of a medical record transcriptionist. Emphasis is placed on issues of confidentiality and the Code of Ethics of the American Association of Medical Transcriptionist (AAMT). Special fee. (30 contact hours)

HIM0031**Medical Record****Transcription 1 1.5 vocational credits**

This course covers the basic foundations of medical transcription to include role, ethics and legal responsibilities of the transcriptionist. Equipment, types of medical reports, quality control and reference materials are also discussed. Special fee. (45 contact hours)

HIM0031L**Medical Record****Transcription****Applications 1 6 vocational credits**

This course is the applications for HIM 0031. Perfection of typing skills and correct use of basic transcription equipment. Prerequisite: HIM 0031. Special fee. (120 contact hours)

HIM0032**Medical Record****Transcription 2 1-2 variable credits**

This course is an in-depth study of types of medical reports and their components, qualitative and quantitative control standards and phraseology and language of various medical specialties. Special fee. (30-60 contact hours)

HIM0032L**Medical Record****Transcription****Applications 2 2-6 variable credits**

This course is the applications for HIM 0032L. Transcription from selected medical specialties. Prerequisite: HIM 0032. Special fee. (60-180 contact hours)

HIM0036**Medical Record****Transcription****Clinical Practice 4 vocational credits**

This course focuses on the clinical practice in various health care settings in the community utilizing all types of medical transcription procedures. Prerequisite: HIM 0038. Special fee. (120 contact hours)

HIM0038**Medical Record****Transcription 3****1-2 variable credits**

This course focuses on the reports and terminology used primarily in pathology and autopsy procedures. Employability skills will also be discussed. Special fee. (30-60 contact hours)

HIM0038L**Medical Record****Transcription****Applications 3****2-7 variable credits**

This course is the laboratory for HIM 0038L. Transcriptions of reports and paraphrasing according to the content of dictation and terminology used in pathology and autopsies. Basic principles of word processing are practiced. A level of speed and accuracy consistent with employment standards is required. Prerequisite: HIM 0038. Special fee. (60-210 contact hours)

HIM0220**ICD-9-CM****Coding 1****1 vocational credit**

The organization and development of nomenclatures and classification systems. Introduction to the International Classification of Disease (ICD-9-CM), Volumes 1, 2, and 3. The characteristics and conventions of ICD-9-CM. Special fee. (30 contact hours)

HIM0220L**ICD-9-CM Coding****Applications 1****1 vocational credit**

This course deals with the application of the basic principles, characteristics and conventions of ICD-9-CM. Special fee. (45 contact hours)

HIM0221**ICD-9-CM****Coding 2****1.5 vocational credits**

This course focuses on the analysis and coding of diagnosis, procedures and symptoms with ICD-9-CM. Definitions and principles of the Uniform Hospital Discharge Data Set (UHDDS) with emphasis on assignments of the principal diagnosis and sequencing. Special fee. (45 contact hours)

HIM0221L**ICD-9-CM Coding****Applications 2****2 vocational credits**

This course focuses on analyzing and coding of diagnosis, procedures and symptoms with ICD-9-CM. Application of principles of the Uniform Hospital Discharge Data Set

(UHDDS), selection of Principle diagnosis, and sequencing. Special fee. (60 contact hours)

HIM0230**ICD-9-CM****Coding 3****1.5 vocational credits**

The relationship of diagnosis related groups (DRGs) and the Protective Payment System (PPS) to coding. The components of the DRG system and the Protective Payment regulations. Procedures for ensuring data quality. Special fee. (45 contact hours)

HIM0230L**ICD-9-CM Coding****Applications 3****2 vocational credits**

This course focuses on the applications of the Prospective Payment Regulations for DRG validation Assignment of the DRGs and procedures for ensuring data quality. Special fee. (60 contact hours)

HIM0250 Current**Procedural****Terminology****(CPT-4) Coding****1.5 vocational credits**

Current procedural terminology (CPT-4) coding principles are emphasized. The course will involve activities in which medical record professionals code and classify procedures in CPT for purposes in standardization, retrieval, and statistical analysis. Special fees. (45 contact hours)

HIM0270**Health****Insurance****Claim****1.5 vocational credits**

This course covers how insurance claims are developed in the health care provider's office and the major steps in the processing of the claim by the insurance company. Blue Cross and Blue Shield; Medicare, Champus, Unemployment Compensation, Disability, Workers' Compensation, health maintenance organizations (HMOs), and other special plans are included. Special fee. (45 contact hours)

HIM0271**Computerized****Medical Insurance****Billing****1.5 vocational credits**

Computers in the medical office and their use in billing insurance are the focus of this course. Electronic claims transmission and how it affects cash flow in the medical office is explored. The advantages of a computer system versus a manual system are discussed. Special fee. (30 contact hours)

HIM0271L**Computerized Medical****Insurance Billing****Applications****1.5 vocational credits**

This course addresses applications for automated medical insurance billing. The student will learn how to file medical insurance claims using one or more medical insurance billing software programs. Electronic claims transmission is explored. Emphasis is placed on understanding the insurance claim process from beginning to end. Special fee. (45 contact hours)

HIM0272**Delinquent Claims/****Insurance Problem****Solving****1 vocational credit**

The focus of this course is delinquent claims follow-up and solving common billing prob-

lems. The student will learn what to do when an insurance claim denies payment. Tracing claims, rebilling, and the appeals process are explored. Special fee. (30 contact hours)

HIM0273**Patient Records****1 vocational credit**

The organization and maintenance of patient's records is the focus of this course. Manual and automated patient record system are explored. The student will learn the various numbering and filing systems. Retention of records in accordance with state statute of limitations is discussed. Special fee. (30 contact hours)

HIM0433**Basic Principles****of Disease****2 vocational credits**

Disease, its etiology, and pathophysiological nature. Medical complications and manifestations of diseased states also included. Special fee. (60 contact hours)

HIM0450**Human Anatomy****and Physiology****Information****Management****2 vocational credits**

The structure and functions of the systems of the human body are emphasized. Includes the dynamics of physiology, terminology and physiological relationships of the systems. Special fee. (60 contact hours)

HIM0470**Basic Medical****Terminology****1 vocational credit**

Analysis of medical terms to build a vocabulary in medical terminology. The student will learn a word building systems of word roots, suffixes, and prefixes. Special fee. (30 contact hours)

HIM0471**Clinical****Terminology****1.5 vocational credits**

Expansion of medical vocabulary to include: cancer medicine, pharmacology, and radiology, and nuclear medicine, psychiatry, procedures and medical complications. Special fee. (45 contact hours)

HIM0615**Computer Operations****for Medical****Applications****1 vocational credit**

This course provides instruction in basic wordprocessing skills that are required to perform computer operations in health care facilities. Special fee. (30 contact hours)

HIM0817**Coding Clinical****Practice****4 vocational credits**

The student is assigned to a health care facility for a supervised clinical experience in all aspects of coding and DRG assignment. There is a special emphasis on employability skills and safety/security procedures. Special fee. (120 contact hours)

Management

MAN0019

Introduction to Management

2.5 vocational credits

This course is designed to provide an introduction to Management and its basic functions. Tapes include human relations, entrepreneurship, goal setting and planning, decision making and motivation, and counseling in problem situations. Special fee. (75 contact hours)

MAN0040

Effective Supervision

2.5 vocational credits

This course helps develop the skills that are necessary for success in a supervisory or managerial position. Topics include communication skills, leadership and motivation, and counseling in problem situations. Special fee. (75 contact hours)

MAN0220

Small Business Management

1 vocational credit

This course assists the participant to analyze and clarify the goal of establishing a business, reviews suggestions from successful owners, and helps develop a specific plan for a business. Special fee. (30 contact hours)

MAN0100

Human

Relations Skills

1 vocational credit

This course is meant to develop skills for dealing more effectively with other people in working relationships. Special fee. (30 contact hours)

MAN0102

The Managerial

Woman

1 vocational credit

This course identifies the behaviors and attitudes that help or hinder women managers, observes successful models, and reviews suggestions for increasing success as a woman manager. Special fee. (30 contact hours)

MAN0103

Human

Relations

at Work

2.5 vocational credits

This course explains specific ways to improve interpersonal communications and other human relations skills. Students will also examine the role of self-esteem, values, attitude, and personality traits in performing their job. Special fee. (75 contact hours)

MAN0161

Sales and

Customer Service

1 vocational credit

This course is designed to cover retail selling and customer service skills. The psychology of selling and the necessary sales skills to increase profits are taught so that the student

will exit with effective customer service techniques for service industries. Special fee. (30 contact hours)

MNA0347

Effective Supervision Skills

1 vocational credit

This course identifies major responsibilities of a supervisor, lists the skills essential for carrying out these responsibilities, evaluates personal strengths and weaknesses, and demonstrates effective techniques for supervision. Special fee. (30 contact hours)

MNA0766

Success/

Goal Achievement

1 vocational credit

This course teaches how to set and motivate oneself to goals, practice using visualization and positive self-talk, and recognize characteristics of successful persons. Special fee. (30 contact hours)

MNA0783

Presentation

Skills Business

1 vocational credit

This course intends to make the participant aware of the specific steps necessary for making an oral or written communication. Special fee. (30 contact hours)

Marketing

MKA0011

Survey of

Marketing

2.5 vocational credits

This course represents the key role of marketing in today's business-oriented society. The participant is required to apply the basic concepts of marketing to a local business enterprise, and hands-on application is the focus of the course. Special fee. (75 contact hours)

MKA0023

Effectiveness

in Sales

1 vocational credit

This course helps participants identify strengths and weaknesses in sales effectiveness, analyzes one's sales approach with a selected customer, helps improve negotiating skills, and review suggestions from experts in salesmanship. Special fee. (30 contact hours)

MKA0046

Customer Service

1 vocational credit

This course identifies problems with customer service that are common to many organizations, teaches the participant to deal with difficult customers, and develop strategies for improving customer service in one's organization. Special fee. (30 contact hours)

MKA0061

Strategic

Marketing

for the Small

Business

2.5 vocational credits

The course provides strategic and practical applications for the small business owner and entrepreneur. Topics to be covered are marketing mix, small business marketing, low cost media marketing strategies, recession planning, and the development of a marketing plan. Special fee. (75 contact hours)

MKA0240

Introduction to

Foreign Trade

1 vocational credit

This course will serve as an overview of the international business environment and the institutions which affect business in the international arena. International economic, political, cultural, and trade business issues will be analyzed and international business theory will be introduced within a practical application format. A broad view of the international economy will be included as well as the importance and impact of economic interdependence. Special fee. (30 contact hours)

MKA0241

Marketing Strategies

for Foreign Trade

1 vocational credit

This course will address the international trade globalization and the specific characteristics of different markets, not only from a strategic viewpoint but also from a product-specific perspective. Geo-demographic distribution of the "common markets" will also be discussed. Special fee. (30 contact hours)

MKA0242

Export/Import

Marketing

Introduction

2.5 vocational credits

This is a practical course designed to assist the participant enter the field of importing and exporting in a metropolitan that is of the major international marketing areas in the world. A step-by-step application of procedures is followed. Special fee. (75 contact hours)

MKA0244

Gathering Facts

for International

Marketing

1 vocational credit

This course will help participants identify profitable international markets and business areas, as well as new product lines. Sources of information for successful international marketing will be identified and discussed. Special fee. (30 contact hours)

MKA0245

Import/Export 1

1 vocational credit

This is a nuts and bolts class for the novice and the experienced importer or exporter. The student will learn how to start and maintain an import/export company, how to identify the market, find the supplies and customers, and buy and sell overseas. Special fee. (30 contact hours)

MKA0246

Import/Export 2

1 vocational credit

This is a continuation of Import/Export 1. Previous topics will be reviewed and will continue with these topics; buying and selling overseas, how to ship and document correctly, maintaining business records, what taxes are to be paid, and to make a profit. Special fee. (30 contact hours)

MKA0516

Public Relations

2.5 vocational credits

The goal of Public Relations, is that the students gain valuable skills and insights related to the Public Relations professional, which will enable them to become more productive employees and entrepreneurs. Students will gain insight into business problem analysis, and will receive practical experience in both written and oral communication skills. Special fee. (75 contact hours)

MKA0623**Food Store****Sanitation 1.5 vocational credits**

This course provides food store personnel with a comprehensive understanding and basic knowledge needed to plan and implement a workable sanitation plan and to show how to keep it going while saving money too! Special fee. (45 contact hours)

MKA0624**Food Store****Security 1 vocational credit**

This course provides food store personnel with a comprehensive understanding of policies to follow to prevent employee theft, vendor theft, front end losses, shoplifting, robberies, and burglaries, thereby reducing figures and increasing store profits. Special fee. (30 contact hours)

MKA0625**Food****Merchandising:****Principles****and Practices 1.5 vocational credits**

This course provides food store personnel with a comprehensive understanding of the basic principles underlying food merchandising practices in the United States. Special fee. (45 contact hours)

MKA0626**Grocery****Management****Operations****1 vocational credit**

This course provides practical instruction in essential management areas such as inventory management, merchandising, operating for profit, as well presenting a product breakdown of the grocery department such as dairy, frozen foods, general merchandise, health and beauty aides. Special fee. (30 contact hours)

MKA0948**Co-op Work****Experience: MKA 1-3 variable credits**

This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Departmental approval and completion of MKA 0948 Co-op work experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-op Education Office to obtain registration approval. Special fee. (30-90 contact hours)

MKV0201**Financial Planning****Applications****1 vocational credit**

This course is affiliated with the American College of Life Insurance at Bryn Mawr. Topics include organization of client data, development of client plan, case studies of middle aged executives, a young family, the self-employed professional and family business. Special fee. (30 contact hours)

MKV0345**Title Agent****License Exam****Preparation****1.5 vocational credits**

This course is required preparation course for the state exam. The subjects covered are: title insurance; closing procedures; escrow handling; examination of title; abstracting; and

title searches. The title agent insures the insurability and marketability of a title and reflects any defects. Special fee. (45 contact hours)

MKV0949**Vocational****Co-op Education****Employability****Skills****1 vocational credit**

This course provides the training required through vocational interest inventory, career planning, resume writing, job research, interview techniques and job orientation to assist students make a smooth transition to training-related employment. Special fee. (30 contact hours)

Mathematics

MTB0102**Business****Mathematics****2.5 vocational credits**

This course is a review of basic mathematics in business. Topics include but are not limited to the following: cash and trade discounts, commissions, mark-up, depreciation, interest and bank discounts, payroll records, taxes, analysis of financial statements, stocks and bonds, inventory calculations, notes and installment credit, bank records, annuities, and sinking funds. Special fee. (75 contact hours)

MTB0110**Office****Mathematics****1 vocational credit**

Basic mathematics used in a computerized office. The course addresses basic mathematics functions to include fractions, and decimals. Banking computations percents, taxes, and discounts are covered. Payroll, simple interest, and statistics are included. Special fee. (30 contact hours)

MTB0310**Technical****Mathematics****3 vocational credits**

This course focuses on the orientation and usage of the scientific calculator as used in all fields of engineering technology. The student works with a wide range of application mathematics which is utilized in engineering, building construction, and architecture offices locally and nationally. Skill is developed in each operation of the calculator by lab and homework practice. Special fee. (90 contact hours)

Medical Assisting

MEA0002**Introduction to****Medical Assisting****and Human****Relations****3 vocational credits**

This course is an overview of medical assisting and related health professions including duties, responsibilities, and history of medicine. Public relations and interpersonal relationships are also emphasized. Special fee. (90 contact hours)

MEA0204**Theoretical Aspects****of Clinical Skills****1 vocational credit**

This course is designed to develop and further support students' knowledge and ability to organize and work efficiently and effectively in both performing and assisting with clinical procedures performed in medical offices. Emphasis will be on the role and responsibility of the medical assistant. (30 contact hours)

MEA0204L**Application of****Clinical Skills****2 vocational credits**

This course is designed to develop and support students' ability to perform and assist in basic clinical skills. Emphasis will be on the role and responsibility of the medical assistant in performing sterile techniques and the use of organization and efficiency in performing and assisting with patient examination, sterile procedures, and diagnostic procedures and treatment performed in medical offices. Special fee. (60 contact hours)

MEA0212**Principles of****Sterilization/Surgical****Office Procedures 2 vocational credits**

Principles and practice in aseptic techniques which include assisting at minor surgery, sterilization of instruments, preparation and administration of medication. Special fee. (60 contact hours)

MEA0222**Assisting with****Physical****Examinations****3 vocational credits**

This is an orientation of the medical assistant to all phases of patient care in the physician's examining room. Special fee. (90 contact hours)

MEA0231**Anatomy and****Physiology and****Medical****Terminology****2 vocational credits**

This course is designed to introduce the student to basic anatomy and physiology and to develop the ability to communicate verbally and in writing within the medical field. Special fee. (60 contact hours)

MEA0234**Pathophysiology and****Disease for****Medical Assistants 4 vocational credits**

This course is designed to introduce students to common diseases and medical conditions which affect patients who present themselves to medical offices for diagnosis and treatment. Emphasis will be on the role and responsibility of the medical assistant in prevention, diagnosis, and treatment. (120 contact hours)

MEA0242**Pharmacology for the Medical Assistant****3 vocational credits**

This course is designed to introduce students to principles of pharmacology and provide a basis to comprehend the role and responsibility of medical assistants in administering medication. Emphasis will be placed on calculation of dosages, frequently used drugs, and classification of drugs as they relate to the body systems. Special fee. (90 contact hours)

MEA0251**Electrocardiography/ Emergency Procedures****2 vocational credits**

The nature and purpose of the electrocardiograph (EKG); maintenance of equipment and materials needed; preparation of the patient and the procedure for taking and mounting the EKG record and monitoring the record for abnormal or erratic tracings. The maintenance of emergency equipment and implementing emergency procedures in the medical office. Special fee. (60 contact hours)

MEA0254**Physician Office Laboratory Procedures****2 vocational credits**

Theoretical concepts of specimen collection and processing. This course focuses on the fundamentals of diagnostic tests, including urinalysis, basic office bacteriology, hematology, and blood chemistry. The principles of aseptic techniques, infection control, and safety procedures are discussed. Compliance with quality assurance practices are emphasized. (60 contact hours)

MEA0254L**Physician Office Laboratory Procedure Applications****2 vocational credits**

A clinical laboratory course designed for the medical assistant student to practice specimen collection, microscopy and urinalysis. Includes basic office bacteriology, hematology, and blood chemistry. The student will apply principles of aseptic techniques and infection control. Special fee. (60 contact hours)

MEA0258**Radiology for the Medical Assistant****3 vocational credits**

This course focuses on the basic principles of x-ray, film handling and processing, radiographic technique, and radiation biology. The course prepares the student to take the examination given by the Florida Department of Professional Regulations (DPR) for the basic radiographer license. Special fee. (90 contact hours)

MEA0274**Medical Coding/ Insurance Billing with Collections****4 vocational credits**

Processing health insurance claims using procedural and diagnostic coding. The student will learn and apply current government regulations affecting third-party reimbursement. Billing, electronic claims transmission, and collection systems are emphasized. Special fee. (120 contact hours)

MEA0322 Office**Management/ Professional Issues for the Medical Assistant****3 vocational credits**

Office management procedures, including planning and organization; financial and medical record keeping procedures; billing and collection; processing insurance claims using procedural and diagnostic coding. Legal and ethical responsibilities; credentialing and other professional issues of medical assisting. Special fee. (90 contact hours)

MEA0330**Introduction to Medical Insurance****1 vocational credit**

This course focuses on the fundamentals of health insurance and the processing of claims. Basic health insurance and major medical benefits are explored. The student is introduced to the various types of insurance and other third-party payors of insurance covering medical services. The economic impact of insurance payments on a medical office is discussed. Special fee. (30 contact hours)

MEA0343**Computers in the Medical Office****3 vocational credits**

The application of computer concepts to medical office practices. The student will keyboard documents using word processing software. Emphasis will be on operating transcription equipment and transcribing medical records. The student will also be introduced to electronic spreadsheet and database applications. Special fee. (90 contact hours)

MEA0382**Medical Law and Ethics****1 vocational credit**

This course focuses on the ethics of medicine and medical practice. Legal requirements and implications to the medical profession are stressed. Special fee. (30 contact hours)

MEA0802 Clinical**Externship for the Medical Assistant****3 vocational credits**

This course is designed to provide students with experiences in the practice of the clinical aspect of medical assisting. Students will be assigned to physician's office or clinics where they will provide direct patient care under the guidance of an experienced medical assistant. Special fee (90 contact hours)

MEA0810**Administrative Externship for the Medical Assistant****3 vocational credits**

The student is assigned to a physician's office, clinic, laboratory, or other community health care facility. Emphasis is on integrating basic administrative skills demonstrated in previous courses. (90 contact hours)

MEA0832**Diagnostic Externship****in Medical Assisting 3 vocational credits**

This course is designed to provide students with experiences in the diagnostic aspect of medical assisting. Students will be assigned to physician's office or clinics where they will perform diagnostic clinical laboratory procedures, electrocardiographic and basic x-ray procedures under the guidance of an experienced medical assistant. Special fee. (90 contact hours)

Medical Laboratory Technology

MLT0049**Phlebotomy Practicum****4 vocational credits**

This course is designed to prepare students to draw blood by venipuncture and capillary puncture and to prepare them for employment in a hospital laboratory, blood center, or other health care facility. Students are taught safe and efficient work practices in obtaining adequate and correct blood specimens, labeling specimens, and transporting specimens correctly to the appropriate laboratory sections. The Center for Disease Control (CDC) guidelines for HIV/AIDS, Hepatitis B and other diseases are stressed. (120 contact hours)

MLV0040**Phlebotomy Theory****0.5 vocational credits**

This course covers the theory of phlebotomy techniques by venipuncture and skin puncture. This includes basic anatomy and physiology of the circulatory system, types of tubes to select for various blood tests, possible interfering substances, hospital hierarchy, professionalism, risk factors for hepatitis, AIDS, and all sexually transmitted diseases, infection control guidelines, and employability skills. Special fee. (15 contact hours)

MLV0041**Practical Aspects of Phlebotomy****1 vocational credit**

This course covers the collection of blood by venipuncture, skin puncture and donor room techniques. This includes the handling, labeling, transporting, and logging-in of specimens as well as the demonstration of correct infection control techniques. Special fee. (30 contact hours)

Office Technology

OCA0312**Advanced Word Processing****2.5 vocational credits**

Students will complete formatting applications on microcomputers using at least two microcomputer word processing programs. Comparisons of most recent release to that of former releases will be made; use of program dictionary, thesaurus, and electronic publishing will be included. Special fee. (75 contact hours)

OFT0302**Typing 2****1 vocational credit**

This course is an overview of typing 1 with a concentration on refining keyboarding skills. The course covers basic skills needed to take a typing test, how to keep one's typing rhythmic, and how to avoid wasteful motions while typing. Prerequisite: OTA 0101. Special fee. (30 contact hours)

OFT0712**Introduction to Word Processing/Transcription****2.5 vocational credits**

This course provides a comprehensive orientation to the features of one or more leading word processing word processing software programs (i.e., WordPerfect) with hands-on experience in a lecture/laboratory environment. Topics include: creating, editing, for matting, and printing simple documents; blocking text for modification; working with hidden codes; moving and copying paragraphs; searching and replacing words; and using the speller and thesaurus. No previous computer training or experience required. Basic control of the keyboard is highly recommended prior to this class. Special fee. (75 contact hours)

OTA0101**Beginning****Keyboarding****1.5 vocational credits**

This course emphasizes techniques and skills in keyboarding/typewriting and introduces how to format business papers such as letters, manuscripts and tabulated material. Students who have satisfactorily completed one year of typewriting in high school normally should not enroll in this course. Special fee. (45 contact hours)

OTA0102**Keyboarding 1****2.5 vocational credits**

This course introduces techniques to maximize speed and accuracy, which will allow students, maximized office productivity. Prerequisite: OTA 0101 or one year of high school typewriting with a minimum speed of 35 wpm. Special fee. (75 contact hours)

OTA0105**Keyboarding 2****2.5 vocational credits**

This course presents advanced formatting/typewriting work including: detailed business reports, office correspondence, tables, legal and/or medical documents. Students are required to use word processing skills and develop straight copy speed to meet office production standards. Prerequisites: OTA 0102 with a grade of "C" or better; and OFT 0712 with a grade of "C" or better. Special fee. (75 contact hours)

OTA0171**Machine****Transcription****2.5 vocational credits**

This course is designed to enable the student to learn to transcribe from recorded dictation. Specifically, the student will learn to transcribe business documents in acceptable format. Special fee. (75 contact hours)

OTA0301**Oral Business****Communication 0.5-1.0 variable credits**

This course provides training for effective listening, verbal and non-verbal communications skills in a business environment. Special fee. (15-45 contact hrs.)

OTA0303**Writing for****Business****2.5 vocational credits**

This course is designed for students who are interested in developing a new attitude regarding business correspondence by omitting old verbiage. Students will learn to utilize and demonstrate good communication skills in their business writing. Special fee. (75 contact hours)

OTA0311**Basic Business****English****2-2.5 variable credits**

This course prepares the student to demonstrate skills in grammar, punctuation, spelling and proofreading required for work in a business or office environment. Special fee. (60-75 contact hours)

OTA0312**Business English****and Composition 2-2.5 variable credits**

This course prepares the student to demonstrate skills in grammar and punctuation required in a business environment. Business documents such as memorandum and letters are composed. Special fee. (60-75 contact hours)

OTA0322**Business and****Written****Communication****3-4 variable credits**

This course prepares the student to demonstrate grammar, proofreading, editing and writing skills required in a business environment. Business documents are composed. Special fee. (90-135 contact hours)

OTA0421**Office****Procedures 1****2.5 vocational credits**

This course introduces students to careers in office technology and emphasizes various ways information is electronically processed in today's office environment. Special emphasis is placed on units in career information, business telephone usage, filing, and human relations skills needed to be successful as an office worker. Special fee. (75 contact hours)

OTA0426**Office****Procedures 2****2.5 vocational credits**

This course is designed to provide students with advanced realistic office applications and problems that will require students to perform specific outcomes at required competency level. Special fee. (75 contact hours)

OTA0470**Legal Office****Procedures****2.5 vocational credits**

This course is designed to train students to become entry-level assistants to paralegals/legal assistants and attorneys. Specifically, it will provide skills for working in a legal office. It will also enable secretaries to make the transition from business and industry to the legal field. Special fee. (75 contact hours)

OTA0472**Legal Secretarial****Preparation 2****1 vocational credit**

This course provides the basis necessary to fulfill the requirements in the different environments of the legal secretary fields. The differences and similarities in litigation/court

process as it relates to criminal procedures, estate planning, real estate and business organizations will be discussed. Special fee. (30 contact hours)

OTA0501**Basic Business****Math****1-2 variable credits**

This course prepares the student to demonstrate computation skills required in a business environment. It does not include record keeping activities. Special fee. (30-60 contact hours)

OTA0503**Intermediate Math****Applications****1-3 variable credits**

This course prepares the student to demonstrate computation skills and solve word problems required in a business environment. Special fee. (30-90 contact hours)

OTA0753**Legal Secretary****Preparation****1 vocational credit**

This course is designed to introduce the federal and Florida course system, civil litigation, criminal and family law. Terminology and legal concepts are enhanced by the use of hypothetical cases. Last class includes information on obtaining employment and interviewing in the legal environment. Special fee. (30 contact hours)

OTA0905**Open Office****Technology Lab****1 vocational credit**

This course is intended to provide additional time-on task for students who are attempting to fulfill the requirements of the Wordprocessing or Secretarial Vocational Credit Certificate Programs. The course is individualized to accommodate itself to each student's needs. Special fee. (30 contact hours)

OTA0906 Open**Wordprocessing****Lab****1 vocational credit**

This is an individualized applications activity directed to enable the participant to build skills in the WordPerfect program to the level of 45 wpm. Special fee. (30 contact hours)

OTA0932**Professional****Legal Secretary****(PLS) Review****1.5 vocational credits**

This is a 45-hour overview of the PLS examination utilizing group discussions, formal instruction, and materials created specifically for the PLS certification program. It is designed to help prepare those students seeking the PLS designation for the PLS certification exam. Special fee. (45 contact hours)

OTA0948**Co-Op Work**

Experience: OTA 1-3 variable credits
This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op departmental approval and completion of OTA 0948 - Co-op Work Experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. Special fee. (30-90 contact hours)

Pharmacy Technician

PTN0003**Introduction to****Pharmacy Technician**

Practice 3 vocational credits
This course is an orientation to the overall functions and services of a hospital pharmacy. Special fee. (90 contact hours)

PTN0004**Pharmacy Technician**

Applications 3 vocational credits
This course focuses on the development of skills relating to the specific, technical, manipulative and clerical tasks involved with the preparation and distribution of medications under the supervision of licensed pharmacists. Special fee. (90 contact hours)

PTN0011**Introduction to****Pharmacy Assisting**

Practice 3 vocational credits
This is an introduction to the overall functions and services of a retail pharmacy. Duties and responsibilities of a retail pharmacy assistant will be discussed. Special fee. (90 contact hours)

PTN0021**Drug Classifications****for Pharmacy**

Technicians 3 vocational credits
This course covers the aseptic techniques, parenteral administration and intravenous admixture systems. A survey of drug classifications is included. Special fee. (90 contact hours)

PTN0041**Pharmacy Technician**

Field Experience 9 vocational credits
This course covers clinical hospital training to develop the student's knowledge and skills on the job. Special fee. (270 contact hours)

PTN0049**Retail Store**

Field Experience 6 vocational credits
This course covers the clinical field experiences in a retail establishment. Special fee. (180 contact hours)

PTN0211**Pharmacy Technician****Administration**

2 vocational credits
This course covers concepts utilized in the management of a pharmacy technical staff. Special fee. (60 contact hours)

PTN0910**Advanced Topics**

in Pharmacy 2.5 vocational credits
This course focuses on the recent pharmaceutical products in cardiovascular drugs, central nervous system drugs, chemotherapeutic preparations, and parental nutrition therapy. Special fee. (60 contact hours)

Photography

PGY0296**Electronic****Workshop**

4 vocational credits
This course is designed for the experienced electronic publisher, graphic designer or graphic arts person who wishes to integrate black and white and color photography into their page layouts or paint programs. It will provide the basics of desktop scanning, retouching and color correcting. Special fee. (120 contact hours)

Practical Nursing

PRN0001C**Basic****Patient Care**

2.5 vocational credits
This course focuses on obtaining basic patient care skills, including vital signs, documentation, activities of daily living, body mechanics, and basic medical terminology. Students will have experiences in the classroom, campus lab, and long-term care facility. Prerequisite: PRN 0011 or HSC 0001. Special fee. (75 contact hrs.)

PRN0003C**Practical Nursing 1 -****Fundamentals**

9 vocational credits
This course assists the practical nursing student to develop fundamental knowledge and technical skills as a basis for nursing care, with emphasis on the role and scope of practical nursing, growth and development, administration of medication, and mental health concepts. Pre/corequisite: PRN 0001C, PRN 0022. Special fee. (270 contact hrs.)

PRN0022**Body Structure****and Function**

2 vocational credits
This course provides fundamental knowledge of the normal body's structure and function. Special emphasis is placed on anatomy and physiology of the body as a whole. Major body organs are discussed in relation to tissue, cells, metabolism, and homeostatic processes. Prerequisites: PRN 0001C, PRN 0011. Special fee. (60 contact hrs.)

PRN0120C**Practical Nursing 4 -****Maternal/Child**

5 vocational credits
This course provides the practical nursing student with the basic knowledge and skills to care for the multi-cultural family throughout pregnancy, labor, delivery, and post-partum. The student will be introduced to physiological and psychosocial needs of the child, concepts of wellness and disease, and Erickson's Stages of Development. Prerequisite: PRN 0203C. (150 contact hrs.)

PRN0202C**Practical Nursing****2 - Medical/****Surgical**

12 vocational credits
This course assists the practical nursing student to develop knowledge and skills in the care of patients across the lifespan. Selected Medical/Surgical conditions related to the body systems will be covered. The student will provide care to patients in acute, sub-acute, and long-term care settings. Special fee. (360 contact hrs.)

PRN0203C**Practical Nursing****3-Medical/****Surgical**

7.5 vocational credits
This course introduces the practical nursing student to selected diseases of the brain and spinal cord; peripheral vascular system; gall bladder, liver and pancreas; lungs and kidneys. Students will provide care to stable patients in acute and sub-acute care settings, reinforcing the role and scope of the practical nurse. (225 contact hrs.)

PRN0933C**Practical Nursing 5 -****Transition to****Graduate**

4 vocational credits
This course focuses on the transition of the student to graduate, aspects of licensure and employment and career opportunities for the practical nurse. Major emphasis is placed on the role and function of the practical nurse within the organization and as a member of the health care team. Prerequisite: PRN 0120C, 0203C. Special fee. (120 contact hrs.)

Real Estate

REE0030**Principles &****Practices 1**

2.1 vocational credits
Principles & Practices 1 is the beginning course for a student wishing to enter the real estate business and receive a real estate license. This is a survey course that looks into the legal relationship between salesman and client, salesman and customer, and salesman and broker. It is a study of many of the mechanical principles of the real estate business such as deeds, surveys, financing and appraising. Special fee. (63 contact hours)

REE0031**45-Hour Post-****Licensure****for Salesman**

1.5 vocational credits
A state required course that all newly licensed salespersons must complete within two years of obtaining their initial sales license. This survey course covers financing, appraising, property management, salesmanship, and office management. Special fee. (45 contact hours)

REE0032**Principles &****Practices 2****2.5 vocational credits**

A course designed for the beginning real estate salesperson with concentration on the important phases of practical day-to-day operations in real estate brokerage. Instruction will include listing procedures, effective advertising sales techniques, financing, appraising, property management, leasing and professional and public relations. Prerequisite: REE 0032 or possession of a valid real estate salesman's license. Special fee. (75 contact hours)

REE0035**Mathematics for****Real Estate****1.5 vocational credits**

This course is designed to help the individual become more proficient with basic mathematics as they are used in the real estate business. Topics include a review of basics, percents in real estate, mortgage math, real estate taxes, legal descriptions and area problems, math in real estate appraising and prorating for closing statements. Special fee. (45 contact hours)

REE0042**Certified****Appraisal 2****2 vocational credits**

This course provides a more advanced treatment of appraisal procedures, including evaluation of commercial and investment property. Completion of this course is required for approval to take the state examination to become a real estate appraiser. Special fee. (60 contact hours)

REE0045**Real Estate****Financing****1.5 vocational credits**

This covers methods of financing real estate in fixed rate, variable rate, FHA, VA and graduated mortgage arrangements. Creative financing methods are also discussed. Special fee. (45 contact hours)

REE0055**Property****Management****1.5 vocational credits**

This course covers the role and techniques used by the property manager. Basic concepts and applied examples for apartment, commercial building, shopping center and urban renewal project management are covered. Special fee. (45 contact hours)

REE0060**Certified****Appraisal 1****2 vocational credits**

This is an introduction to the appraisal process and the different approaches, methods, and techniques used to determine the value of residential property. Special fee. (60 contact hours)

REE0075**Real Estate****Salesperson License****Exam Preparation****2 vocational credits**

The purpose of this course is to provide the student with the fundamental knowledge required by the Florida Real Estate Commission to successfully complete the State license exam for real estate salesperson. The content includes selling, buying, renting, advertising and financing real estate and real estate services. Special fee. (60 contact hours)

REE0080**Real Estate****License Exam****Preparation****1 vocational credit**

This is a review of the Principles and Practices 1 course. It is intended for the student who has been successful in the final exam of the course, but who wants to review concepts and skills to ensure a better performance on the State of Florida licensing exam. Special fee. (30 contact hours)

REE0180**Registered****Appraisal (AB I)****2.5 vocational credits**

This fulfills the first requirement for certification as a Residential Real State Appraiser in the State of Florida. Frequent case studies and community examples are included. Special fee. (75 contact hours)

REE0182**Certified****Appraisal (AB II)****1 vocational credit**

This course, together with successful completion of course 1, fulfills requirements for certification as a Certified Residential appraiser in Florida. It includes analysis of markets, urban growth, statistical methods, and case studies of residential site evaluation. Special fee. (30 contact hours)

REE0184**Certified****General Appraisal****Course 3****2 vocational credits**

This course, subsequent to successful completion of the two real estate residential appraiser courses, leads to a certification as a Certified General Appraiser by FREC. Commercial site and evaluation and capitalization techniques are covered. Special fee. (60 contact hours)

REE0271**Mortgage****Broker Exam****Preparation****1.5 vocational credits**

This course is a review of the law, terminology and mathematical computations that are customarily included in the questions that compose the Florida State Licensing exam to become a Mortgage Broker. A certificate is issued upon successful completion of this course. Special fee. (45 contact hours)

REE0302**Real Estate****Post-Licensing****Brokers 2****1 vocational credit**

This course is the investment portion (part 2) of the State required post-licensing for brokers. The objective of the course is to provide the licensee with advanced knowledge of real estate investment and finance. Prerequisite: REE 0071. Special fee. (30 contact hours)

REE0801**Real Estate****Post-Licensing****Brokers 1****1 vocational credit**

This is the management portion (Part 1) of the State required post-licensing course for real estate brokers. The objective is to provide the licensed brokers with advanced knowledge of the management and operation of a brokerage office. Special fee. (30 contact hours)

REE0802**Broker Estate****Brokers License****Exam Preparation****2.5 vocational credits**

The purpose of this course is to provide the licensed real estate salesperson with the fundamental knowledge required by the Florida Real Estate Commission to successfully complete the State license examination for the real estate brokers. The content includes appraising, finance, investment and much more. Special fee. (75 contact hours)

Risk Management and Insurance

RMI0001**Principles of****Insurance****2.5 vocational credits**

This course introduces the participants to the nature of risk, the institutions that provide insurance, contracts dealing with the property, liability, life and accident insurance, and government regulations. Special fee. (75 contact hours)

RMI0092**40-Hour Health****Agency License****Preparation****1.5 vocational credits**

This is a state-required course designed to prepare the student for the 40-Hour Health Agent License exam. Topics covered are related to the selling of health insurance only for a licensed insurance agent. Special fee. (45 contact hours)

RMI0093**100-Hour Customer****Service****Representative****3.5 vocational credits**

This course is designed to prepare the student for the customer service representative exam. The course covers topics that are general for the selling of insurance. Special fee. (105 contact hours)

RMI0230**Introduction****to Financial****Planning****1 vocational credit**

This course is affiliated with the American College of Life Insurance at Bryn Mawr. Topics include assessment of client needs, risk tolerance, effective communication, time value of money, income tax planning, estate and gift planning, and computerization. Special fee. (30 contact hours)

RMI0232**Investment****Practices****2.5 vocational credits**

This course covers the practices involved in investing in stocks and bonds from the short-term and the long-term points of view. Special fee. (75 contact hours)

RMI0234**Investment****Vehicles****1 vocational credit**

This course is affiliated with the American College of Life Insurance at Bryn Mawr. Topics include the role and scope of investments, security markets, investment strategies, financial statements, common stock analysis, bonds, options, futures, and tax considerations. Special fee. (30 contact hours)

RMI0235**Wealth Accumulation****Planning****1 vocational credit**

This course covers personal tax principles and planning, investing for tax advantages, various investment vehicles, and tactical and strategic tax planning for wealth accumulation. Special fee. (30 contact hours)

RMI0600**2-20 General****Lines Insurance****7 vocational credits**

The General Lines Insurance course prepares the student to sit for the state licensing test. It is intended for students who wish to enter the insurance field in sales as agents of solicitors. The course comprehensively covers concepts, methods, marketing techniques and legal aspects of insurance marketing. Special fee. (210 contact hours)

RMI0601**Repeat 2-20****General Lines****Insurance****Preparation****8 vocational credits**

This is a repeat course designed for students who have not successfully completed the preparation course or passed the end-of-course exam for 2-20 General Lines Insurance preparation. Special fee. (240 contact hours)

RMI0641**Life and Annuity****& Health License****Exam Prep (2-18)****1.5 vocational credits**

This course prepares the student to successfully sit for the State Administered Life and Health (2-18) Insurance License Test. Special fee. (45 contact hours)

RMI0642**Repeat Life****and Health Agent****1.5 vocational credits**

This course is offered for students who did not pass the end-of-course exam, but would like to repeat the course for the purpose of passing the exam; after which, the student will qualify to take the state exam. Special fee. (45 contact hours)

Student Life Skills

SLS0201**Increasing Personal****Effectiveness****1 vocational credit**

This course reviews key strategies for personal growth, analyzes personal strengths and weaknesses, identifies the personal goal and motivated the participant towards them, and demonstrate techniques for improving interpersonal relationships. Special fee. (30 contact hours)

SLS0223**Stress****Management****1 vocational credit**

This course clarifies the concept of stress, helps the participant identify personal strengths and weaknesses in dealing with stress, practices various methods of stress reduction, and helps establish a personal action plan for dealing with stressors. Special fee. (30 contact hours)

SLS0263**Practical****Leadership****Skills****1 vocational credit**

This course employs a small-group approach to improve leadership skills of individuals training for supervisory positions. Students will improve in problem identification and resolution, planning, and effective methods of communication with subordinates and co-workers. Special fee. (30 contact hours)

SLS0301**Career****Advancement****1 vocational credit**

This course helps the participant identify career goals, analyze personal strengths and weaknesses, prepare a professional resume, and review practical suggestions for job hunting and interviewing. Special fee. (30 contact hours)

SLS0304**I-CAN Career****Assessment****1 vocational credit**

This course is a comprehensive testing, advisement and career planning activity that is modeled after the corporate outplacement models utilized by AT&T and BellSouth. It provides a framework for life-long career planning. Special fee. (30 contact hours)

SLS0341**Employability****Skills****1 vocational credit**

This course teaches the student the skills necessary to conduct a successful job search and to be successful in a job requiring positive human relation skills. Clothing, behavior, personal presentation and interpersonal relations are covered. Special fee. (30 contact hours)

SLS0403**Business Practice****Architecture****2 vocational credits**

This course reinforces the employability skills that are needed in the architectural drafting field. It also represents the entrepreneurial opportunities that exists in this field and introduces the student to generic business skills. Special fee. (60 contact hours)

Surveying

SUR0001**Construction****Survey****4 vocational credits**

This course focuses on the practice of surveying as related to the building and construction industry. This course includes a combination of classroom and practical field problems with the tape, level and transit. Lab time is required. Special fee. (120 contact hours)

SUR0102C**Surveying****Techniques 1****4 vocational credits**

This course focuses on the practices in surveying and the use of principal types of surveying instruments in horizontal and vertical planes. Problems include the measurements of distance, use of the compass, sextant, transit traverse, and basic mapping. Field and laboratory practice are required. Special fee. (120 contact hours)

**Transportation and
Traffic Management**

TRA0701**Transportation/****Geographical****Considerations****1 vocational credit**

This course will address the logistics for import and export. Types of pallets, air and sea containers, railroad shipping and inland freight will be discussed. Cargo consolidation for air and sea transport will be addressed as well as types of insurance required. Evaluating service from brokers, forwarders, and steam lines will also be addressed. In addition, geographical concepts will be addressed with the relative location of regions and nations evaluated in terms of specific physical environments, political and economic trends, demography and utilization. Ports of entry and other geographical considerations relating to trade will also be examined. Special fee. (30 contact hours)

**Travel Industry
Management**

HMV0030**Travel/Tourism****Career Planning****1 vocational credit**

This course is designed for the aspiring travel professional at any educational level. Early planning assists with career development. The goal of the course is to develop a step-by-step plan for your career. Each student will develop an effective resume. Special fee. (30 contact hours)

HMV0031**Introduction to the Travel****Industry 1 3 vocational credits**

The objective of this is to create an understanding of the domestic travel industry. Manual and computerized reservation procedures for airline reservations. A minimum of 30 hours hands-on in the computer lab is required. Special fee. (90 contact hours)

HMV0032**Introduction to the Travel****Industry 2 3 vocational credits**

The focus of the course is international ticketing, fare construction, and advanced ticketing skills. A minimum of 30 hours hands-on in the computer lab is required. Prerequisite: HMV 0031. Special fee. (90 contact hours)

HMV0033**Transportation and Geography****Concepts 2.5 vocational credits**

A study of worldwide nationalities in terms of recreational geography, economic descriptions and environmental conditions. Major attractions of various countries at specific times, including cultural, industrial, historical, and artistic displays are emphasized. Special fee. (75 contact hours)

HMV0034**Fundamentals of the Travel****Industry 2.5 vocational credits**

A comprehensive study of the facilities, equipment and resources required in various travel industry operations, such as airlines, car rentals, cruise lines, hotels and travel agencies. Special fee. (75 contact hours)

HMV0511**The Travel****Professional:****Selling in a Competitive Service****Environment 2 vocational credits**

The Travel Professional: Selling in a Competitive Service Environment will help students develop their skills to meet the needs of clients while providing excellent customer service. Special fee. (60 contact hours)

HMV0602**Sales in the Travel****Agency 2.5 vocational credits**

A concentration on the behavioral relationships necessary for the successful closing of a sale. Covers personal appearance, verbal skills, situational factors, telephone competencies, group presentation capabilities, customer service. Special fee. (75 contact hours)

HMV0642**Convention and****Meeting Planning****1 vocational credit**

Meeting and convention planners specialize in business conferences. Students will learn the skills necessary to plan from a one-hour conference to a one-week deluxe conference. Course content includes resources, marketing techniques, sales leads, logistics and follow-up. Special fee. (30 contact hours)

HMV0700**Travel Industry in the 90's****and Beyond 2 vocational credits**

Travel industry in the 90's and beyond provides students with an overview of the travel industry, which looks at the relationship between travelers and travel businesses, along with the impact of government and public policies on the industry. Special fee. (60 contact hours)

HMV0702**Airline Computer****Reservations 3 vocational credits**

Students will demonstrate the proficient use of advanced ticketing and tariff skills. All material and laboratory work will involve system one reservations computer. A hands-on use of the computer terminal (CRT). Special fee. (90 contact hours)

HMV0703**Airline Ticketing****Procedures 3 vocational credits**

Topics include skills in airline ticketing, domestic and international fare construction. Upon completion, the student will demonstrate the skills necessary to schedule flight itineraries, select appropriate airfares, and issue all the required documents. Special fee. (90 contact hours)

HMV0709**Issues in****Travel Agency****Management 2 vocational credits**

Issues in Travel Agency Management will help students improve their ability to analyze financial statements, prepare budgets, and manage cash flows. Unit activities will help develop strategies to increase agency profitability and establish priorities at work. Students will gain a better understanding of automation. Special fee. (60 contact hours)

HMV0711**Cruise Line Sales****1 vocational credit**

This course addresses the skills necessary to sell and promote cruises at the retail and wholesale level. The student will learn to negotiate with cruiselines, develop marketing plans, and establish a client base. Special fee. (30 contact hours)

HMV0720**Incentive and****Specialty Travel****1 vocational credit**

Incentive travel is a modern management tool used to motivate salespersons, clients, employees, and management. Travel is the primary reward used by management for achievement. This course teaches the student the skills necessary to identify and successfully apply incentive planning. Special fee. (30 contact hours)

HMV0721**Challenges in****Leadership****and Management 2 vocational credits**

Challenges in leadership and management offers students an opportunity to examine issues facing leaders and managers in the travel industry today. Students will learn strategies for staying ahead of the competition, recruiting topnotch staff, and fostering excellence and innovation in the workplace. Special fee. (60 contact hours)

HMV0732**Travel Management Microcomputer****Applications 2 vocational credits**

This course is designed to teach managers how to effectively use a personal computer to enhance their business. Introduction to Microcomputers (CGV 0010) or its equivalent is required prior to enrollment in this course. Applications for marketing, accounting and staff training are covered. Special fee. (60 contact hours)

HMV0944**Travel/Tourism****Internship 2.5 vocational credits**

The focus of this course is practical experience in the fields of travel/tourism. Employment can be arranged either by the department or by the student. Paid employment is not required to earn credit. Ten of the 75 hours are spent in the classroom preparing a successful internship. Special fee. (75 contact hours)

HMV0948**Co-op Work****Experience: HMV 1-3 variable credits**

This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Departmental approval and completion of HMV 0948 Co-op Work Experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. Special fee. (30-90 contact hours)

HMV0950**Communications****for the Travel****Professional 2 vocational credits**

Communications for the travel professional will help students develop their writing and speaking skills so that they can effectively and confidently communicate on the job. Special fee. (60 contact hours)

Vocational Preparatory

VPI0111**Vocational****Preparatory****Reading 1-6 variable credits**

This course is intended for the student who has tested in at a level on the Test for Adult Basic Education (TABE) that requires some work to improve basic reading skills. Individualized work on a computer is prescribed to enable the student to test out at an appropriate level to be successful in a vocational program. (30-180 contact hours)

VPI0211**Vocational
Preparatory
Mathematics****1-6 variable credits**

This course is intended for the student who has tested in at a level on the (TABE) test that requires some work to improve basic math skills. Individualized work in a computer is prescribed to enable the student to test out at an appropriate level to be successful in a vocational program. (30-180 contact hours)

VPI0311**Vocational
Preparatory
English****1-6 variable credits**

This course is intended for the student who has tested in at a level on the (TABE) test that requires some work to improve basic language skills. Individualized work on a computer is prescribed to enable the student to test out at an appropriate level to be successful in a vocational program. (30-180 contact hours)

VPI0520**Vocational Support
Employability
Skills****2 vocational credits**

This course will cover career decision-making, obtaining labor market information, resume preparation, job application completion, and how to handle job interviews. It provides additional vocational training in demonstrating acceptable standards of attendance, punctuality, appearance, positive attitude/behavior, interpersonal relations and task completion. Special fee. (60 contact hours)

Special Studies

###0947**Co-op Work****Experience 2****3 vocational credits**

This course is designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisites: Co-op Department approval and com-

pletion of 0948 Co-op Work Experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (30-90 contact hrs.)

###0991**Selected Studies****3 vocational credits**

Designed to offer an in-depth treatment of special areas under the various occupational categories; it may be varied each term according to faculty and student planning. This offering is numbered 0991, with prefix of the subject area, in the department or discipline of study: Credits only apply to a Vocational Credit certificate. Prerequisite: Permission of the instructor and department chairperson. (30-150 contact hrs.)

###0999**Diagnostic Medical****Externship****3 vocational credits**

This course provides experience in a variety of vocational disciplines. The externship will be provided in an approved establishment within the identified discipline area. May be repeated for credit. (90 contact hrs.)



VPI0211**Vocational
Preparatory
Mathematics****1-6 variable credits**

This course is intended for the student who has tested in at a level on the (TABE) test that requires some work to improve basic math skills. Individualized work in a computer is prescribed to enable the student to test out at an appropriate level to be successful in a vocational program. (30-180 contact hours)

VPI0311**Vocational
Preparatory
English****1-6 variable credits**

This course is intended for the student who has tested in at a level on the (TABE) test that requires some work to improve basic language skills. Individualized work on a computer is prescribed to enable the student to test out at an appropriate level to be successful in a vocational program. (30-180 contact hours)

VPI0520**Vocational Support
Employability
Skills****2 vocational credits**

This course will cover career decision-making, obtaining labor market information, resume preparation, job application completion, and how to handle job interviews. It provides additional vocational training in demonstrating acceptable standards of attendance, punctuality, appearance, positive attitude/behavior, interpersonal relations and task completion. Special fee. (60 contact hours)

Special Studies

###0947**Co-op Work****Experience 2****3 vocational credits**

This course is designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisites: Co-op Department approval and com-

pletion of 0948 Co-op Work Experience. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. (30-90 contact hrs.)

###0991**Selected Studies****3 vocational credits**

Designed to offer an in-depth treatment of special areas under the various occupational categories; it may be varied each term according to faculty and student planning. This offering is numbered 0991, with prefix of the subject area, in the department or discipline of study: Credits only apply to a Vocational Credit certificate. Prerequisite: Permission of the instructor and department chairperson. (30-150 contact hrs.)

###0999**Diagnostic Medical****Externship****3 vocational credits**

This course provides experience in a variety of vocational disciplines. The externship will be provided in an approved establishment within the identified discipline area. May be repeated for credit. (90 contact hrs.)



Miami-Dade Community College Board of Trustees

Roberto Martínez (Chairman) is a partner in the law firm of Colson, Hicks & Eidson. His distinguished career includes a combination of civil and criminal trial practice in both private and public sectors. He served as the U.S. Attorney for the Southern District of Florida, and on former Attorney General Janet Reno's Advisory Committee of U.S. Attorneys. He is the chairman of the Federal Judicial Nominating Committee and past chairman of the Dade County Bar Association's Federal Court Committee. He is the recipient of a Special Recognition Award from the U.S. Department of Justice, Civil Rights Division. He is co-chair of the Greater Miami Chamber of Commerce Crime and Drug Prevention Group and Legislative Counsel of the Miami-Dade County Republican Party Executive Committee. Martínez is an adjunct faculty member at the University of Miami School of Law. He received his juris doctor from the Georgetown University Law Center and both his master's and bachelor's from the University of Pennsylvania Wharton School of Business.

Hank Klein (Vice Chairman) is office of the chairman of Codina Realty Services, Inc., ONCOR International. He has been with the firm since 1988. Klein has been a Miami resident for 42 years, and is active in civic and community affairs. He serves on the board of the Anti-Defamation League, is a member of the New Theater Advisory Committee, and is vice chairman and executive committee member of the Greater Miami Chamber of Commerce. He earned his bachelor's degree in education from the University of Miami and is an alumnus of Miami-Dade Community College.

Armando J. Bucelo Jr. has practiced law for more than 20 years. His law firm, Armando J. Bucelo Jr., has been in Coral Gables since 1982. He also serves as special counsel to the Code Enforcement Board of the City of Miami, is special advisor to the City of Miami, a trustee for the Cuban-American National Republican Senatorial Committee, and a committeeman for the Republican Party. Appointed by former President George Bush, he was the first Hispanic, as well as the first Floridian, ever selected director of the Federal Home Loan Mortgage Corporation

(Freddie Mac). Involved in community service, Bucelo is also on the Board of Directors of YMCA International and the American Red Cross (Latin Branch). He has been honored with proclamations from the U.S. House and U.S. Senate, the Florida House and Florida Senate, as well as from the cities of Coral Gables, Miami, Hialeah, West Miami and Sweetwater. He earned his juris doctor and bachelor's degree from the University of Miami, and is a graduate of Miami-Dade Community College.

Carolina Calderín has served as chief executive officer of Pan American Hospital for 10 years. She is the first Hispanic woman to serve as CEO of a hospital in Florida, and was recognized as "Best Administrator" in 1998 by the Florida Healthcare Forum. The South Florida Business Journal named her "Administrator of the Year" in 1996, and she has also been chosen "Healthcare Personality of the Year" by the American Red Cross. In 1992, Calderín was honored as one of the nation's "100 most influential Hispanics." She is active in community service as a member of the Miami-Dade County Community Relations Board and the Miami-Dade County Public School National Science Foundation Urban System Initiative Mathematics and Science Community Leadership Council. She serves on the boards of many organizations, including The United Way, Alliance of Aging, Carrolton School, South Florida Hospital Association, the Greater Miami Chamber of Commerce, and the South Florida Health Planning Council. She earned both her master's in business administration and bachelor's degree from the University of Miami.

Helen Aguirre Ferré is the editorial editor of *Diario Las Americas*, a position she has held since 1987. She serves on the executive committee of the Beacon Council, the board of directors of Centro Mater, and on the Angels of Mercy - Mercy Hospital Foundation. Ferré holds a master's degree in Latin American studies from the University of Miami and a bachelor's degree from Barry University.

Denise Mincey-Mills is vice president of community affairs for Turner Construction Company, one of the nation's largest commercial builders. Recognized for her expertise in EEO and affirmative action programs and in training programs, Mincey-Mills previously was the EEO program supervisor for the State of Ohio. For the past four years, she has developed and conducted construction management courses for small, minority- and women-owned businesses in Miami, Orlando and West Palm Beach. She is involved in community activities, including serving as a member of the Performing Arts Center Trust, the South Florida Family Medical Foundation, and the Opa Locka Community Development Corporation board. She is a trustee of the Miami-Dade Chamber of Commerce, a corporate

member of the Black Business Association and secretary of the Alliance for Career Education. Mincey-Mills was honored recently by the Family Christian Association of America, the JM Family Foundation and the National Association of Women Business Owners for her excellence as a business executive. She is also a winner of the 1995 Up and Comers Public Affairs Award presented by South Florida Business Journal and Price Waterhouse, LLP. She earned a bachelor's in business administration from the University of Miami and a paralegal degree from Capital Law School. She has completed two years of law school.

Peter W. Roulhac is vice president and director of community development at First Union National Bank in Miami-Dade and Monroe counties. In this role, he oversees business development and administers the bank's Community Reinvestment, Corporate Contributions, and Education First initiatives. His involvement with socially responsible banking is longstanding; previously he administered equal opportunity, affirmative action and human resources policies for Southeast Bank. Prior to that, he worked for the U.S. Treasury Department monitoring the compliance of banks and savings and loans associations with equal opportunity and affirmative action programs. Reflecting his concern with access to opportunity, his volunteer affiliations include the Greater Miami Chamber of Commerce Development Group, the Bankers Partnership, Miami-Dade Empowerment Trust, the Fannie Mae Foundation, and the Urban League of Greater Miami Foundation. He holds a bachelor's degree from Fisk University, and a master's from the University of Illinois, both in political science.

Eduardo J. Padrón was appointed president of the College effective October 1995. Padrón has a doctorate in economics from the University of Florida. Among his many national responsibilities, he presently serves on the board of directors of the College Board; governing board (formerly Chairman) of the Hispanic Association of Colleges and Universities (HACU); board of directors of the U.S. Congressional Hispanic Caucus Institute; League for Innovation in the Community College; and the executive advisory board of the Harvard Journal of Hispanic Policy. Locally, he serves as chairman of the Florida Community Colleges Council of Presidents, and on the boards of the United Way, Miami Parking Authority, NAACP, Hamilton Bank Foundation, Total Bank and others. The long list of awards bestowed upon him over the years includes those from local and national public institutions, corporations, and philanthropic organizations. He has received the highest orders of distinction from the governments of Spain, France, Mexico and Argentina for his outstanding leadership and record of commitment in the area of educational opportunity and cultural enrichment.



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- ZABSKY, HAROLD J., (1965-1996), A.S., B.S., M.S., *Professor; Administration Assistant to the President.*
- ZALMANOVICH, MORRIS H., (1969-1991), B.S., M.Ed., *Professor; Engineering.*
- ZINGALE, JOSEPH L., (1966-1987), B.S., B.A., Ph.D., *Professor; Music.*
- ZION, CAROL L., (1960-1989), B.A., B.Ed., M.S., Ph.D., *Professor; Communication Arts/Philosophy.*
- ZUCKERMAN, CLAIRE S., (1968-1993), B.B.A., M.S., M.A., *Professor; Advisement/Counseling.*
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Academic Definitions

The following are definitions of terms with which the reader may not be familiar:

Academic Year: Beginning of the Fall Term to the end of the Summer Term; approximately from the end of August to the end of the next July.

Advanced Technical Certificate: These are State approved advanced specialized programs designed for students who already have an Associate in Science degree and wish to supplement their degree.

Basic Skills Assessment: A test that enables the College to identify the student's academic strengths and weaknesses in reading, writing, and math skills to be used to provide advisement and placement in courses. See Computerized Placement Test (CPT).

College Credit: A unit of work in a subject, generally equivalent to one hour of class or two hours of laboratory a week for a regular sixteen (16) week term. Thus, a three-credit class meets for three class hours a week or two class and two laboratory hours. There is some variance in this rule for laboratory, clinical, and studio courses.

College Credit Certificate Programs: These are State approved programs that are an integral part of an Associate in Science degree program, but culminate in a college credit certificate after approximately 24 credits.

College Level Academic Skills Test (CLAST): An achievement test required for graduation with an Associate in Arts degree or admission to the upper division of state universities in Florida.

College Prep: College preparatory courses address basic skills deficiencies and are designed to prepare students for college level work. Students are advised into these courses through self-referral, test scores and faculty referral. These courses do not satisfy degree requirements.

Computerized Placement Test (CPT): An untimed computerized test in four sections (Reading Comprehension, Sentence Skills, Arithmetic and Elementary Algebra) administered to assess the basic skills level of students entering a degree program.

Community Education Courses: Courses that do not award academic credit, (non-credit), but are offered for persons who wish to improve their personal efficiency, professional or business related skills and competencies, or enrich their personal lives.

Continuing Education Unit (CEU): Miami-Dade awards CEUs for successful completion of Continuing Education non-credit CEU activities. One CEU is awarded for 10 contact hours, and is recorded on the student's permanent record.

Co-requisite: A course, which must be taken simultaneously with another course.

Curriculum: A specific program of study comprised of courses leading to a degree or certificate.

Elective: A subject or course, which a student may choose to take as distinguished from a "required course" in a program of study.

Full-Time Student: A student who is enrolled for 12 credits or more in the 16-week terms and six credits or more in the six-week terms. Credits taken in a 12-week term (Summer A and Summer B) count as half value in each six-week term. Credits enrolled for audit or by departmental examination do not count in computation of full-time status.

In specialized circumstances, the College may define full-time student status as less than the above. This special College-defined status would occur only in unusual circumstances related to the College's Standards of Academic Progress program.

Grade Point Average: The ratio of grade points earned to credits attempted. (See grade point average in Academic Regulations section.)

Major: The designation given to the complete group of courses necessary to fulfill the requirements for graduation in a specific field of endeavor (i.e., business administration, engineering, etc.).

Occupational Programs: College credit programs leading to an Associate of Science degree.

Prerequisite: An academic requirement, which must be met before a certain course can be taken.

Program: A curriculum or series of courses leading to a degree or certificate in a specific field of endeavor.

Registration: Process of enrolling for classes, selection of courses by day and hour and the payment of fees.

Semester: See Term.

Standards of Academic Progress: Standards of satisfactory academic performance; for details and definitions, see Standards of Academic Progress in this section.

Supplemental Vocational Education Courses: These courses are for students currently or previously employed in a job category where skill upgrading is required to maintain current employment or to advance within their career field.

TABE: Test of Adult Basic Education administered to students enrolled in Vocational Credit Certificate Programs.

Term: A subdivision of the academic year, i.e., Fall, Spring, Summer A and Summer B Terms.

Major term: Fall and Spring, approximately sixteen (16) weeks each.

Short Term: Summer A and Summer B, *six (6) weeks each. Courses meet additional contact hours per week during the Summer A/Summer B Terms.

*Note: Some courses are scheduled for the combined Summer A/Summer B Term of 12 weeks.

Transcript: A certified copy of the student's academic record.

Vocational Credit: A unit of work in a subject based on 30 contact hours of classroom participation (or equivalent for work experience).

Vocational Credit Certificate Programs (VCCP): These programs are defined by the State of Florida and consist of courses valued in vocational credits. Vocational Credit Certificate programs are designed to lead to immediate job entry upon completion. Those who complete a Vocational Credit Certificate Program receive a Vocational Credit Certificate and are entitled to attend graduation exercises.

Important Information

What Number to Call

Homestead Campus

General Number	305-237-5555
New Student Center	305-237-5555
Admissions	305-237-5555
Advisement	305-237-5555
Financial Aid	305-237-5555
Testing	305-237-5105

Medical Center Campus

General Number	305-237-4000
New Student Center	305-237-4141
Admissions	305-237-4160
Advisement	305-237-4238
Financial Aid	305-237-4160
Testing	305-237-4275

Hialeah Center

General Number	305-237-8700
New Student Center	305-237-8770
Admissions	305-237-8770
Advisement	305-237-8785
Financial Aid	305-237-8770

InterAmerican Campus

General Number	305-237-6000
New Student Center	305-237-6045
Admissions	305-237-6020
Advisement	305-237-6123
Financial Aid	305-237-6040
Testing	305-237-0000

North Campus

General Number	305-237-1000
New Student Center	305-237-1149
Admissions	305-237-1111
Advisement	305-237-1425
Financial Aid	305-237-1058
Testing	305-237-1015

Kendall Campus

General Number	305-237-2000
New Student Center	305-237-0713
Admissions	305-237-2222
Advisement	305-237-2125
Financial Aid	305-237-2325
Testing	305-237-2341

Wolfson Campus

General Number	305-237-3131
New Student Center	305-237-3076
Admissions	305-237-3131
Advisement	305-237-3077
Financial Aid	305-237-3244
Testing	305-237-3011

Entrepreneurial Center

General Number	305-237-1900
New Student Center	305-237-1900
Admissions	305-237-1903
Advisement	305-237-1915
Financial Aid	305-237-1920

New World School of the Arts

General Number	305-237-3135
Admissions	305-237-3472
Advisement	305-237-3472
Financial Aid	305-237-3472

When you have a problem you cannot solve, contact your Dean of Students on your campus:

Homestead Campus	305-237-5003
Medical Center Campus	305-237-4028
InterAmerican Campus	305-237-4065
Kendall Campus	305-237-2301
North Campus	305-237-1053
Wolfson Campus	305-237-3007

Important Information

How To Register

Miami-Dade Community College provides several convenient ways to register for your classes.

By Telephone

(STAR Service) - 305-237-0000



Registering for classes at Miami-Dade Community College is as easy and convenient as using your Touchtone telephone.

By completing a worksheet and following the simple instructions given over the phone, you may register for classes or make changes to your class schedule from any Touchtone™ phone anywhere.

All students may use the STAR Service.

Use only a Touchtone™ Telephone to make entries. Touchtone™ phones make a tone sound after each button pushed. Phones that make no tone sound will not work with the STAR service.

A voice response will guide you after each entry. Enter an entire sequence of keys when told to do so.

By Internet - <http://sis.mdcc.edu>

You may register and pay for courses on the Internet (<http://sis.mdcc.edu>). Also available on the M-DCC home page is the schedule of open classes, the College catalog and the ability to view your class schedule, Degree Audit, and Transcript.

On Campus

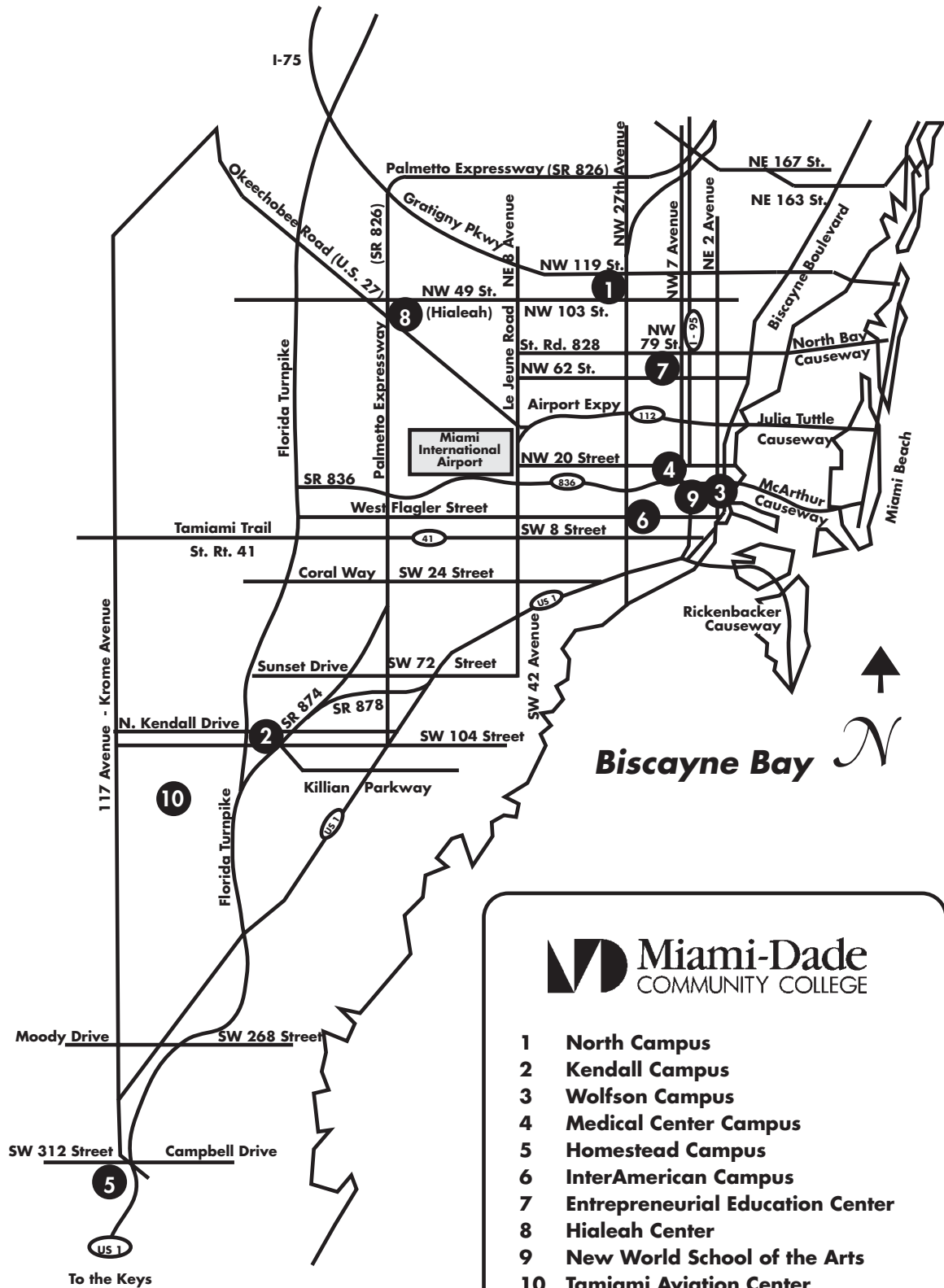
Register yourself on campus at one of the many Computer Terminals provided for this purpose. Also available on the Student Access menu is the Open Class list, your personal schedule and the ability to change your address, telephone number and PIN.

At the Registrar's Office

Students may register in person at the campus Registrars' office and other offices on each campus.

Miami-Dade County

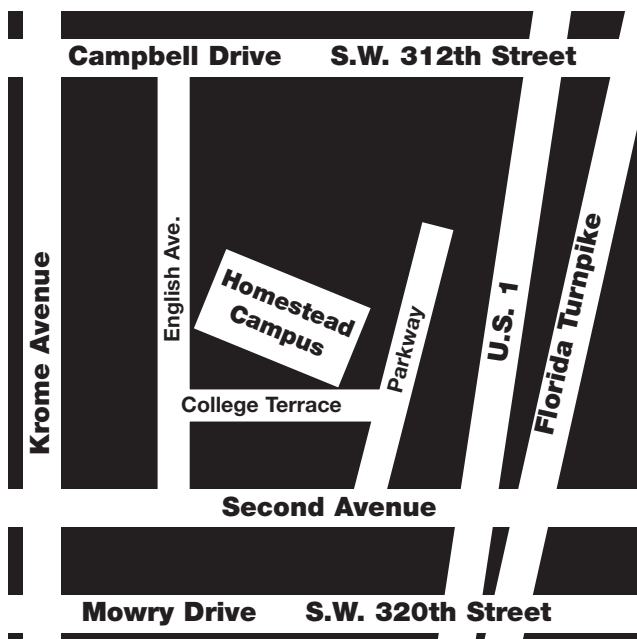
MIAMI-DADE COMMUNITY COLLEGE



Homestead Campus

500 College Terrace
Homestead, FL 33030

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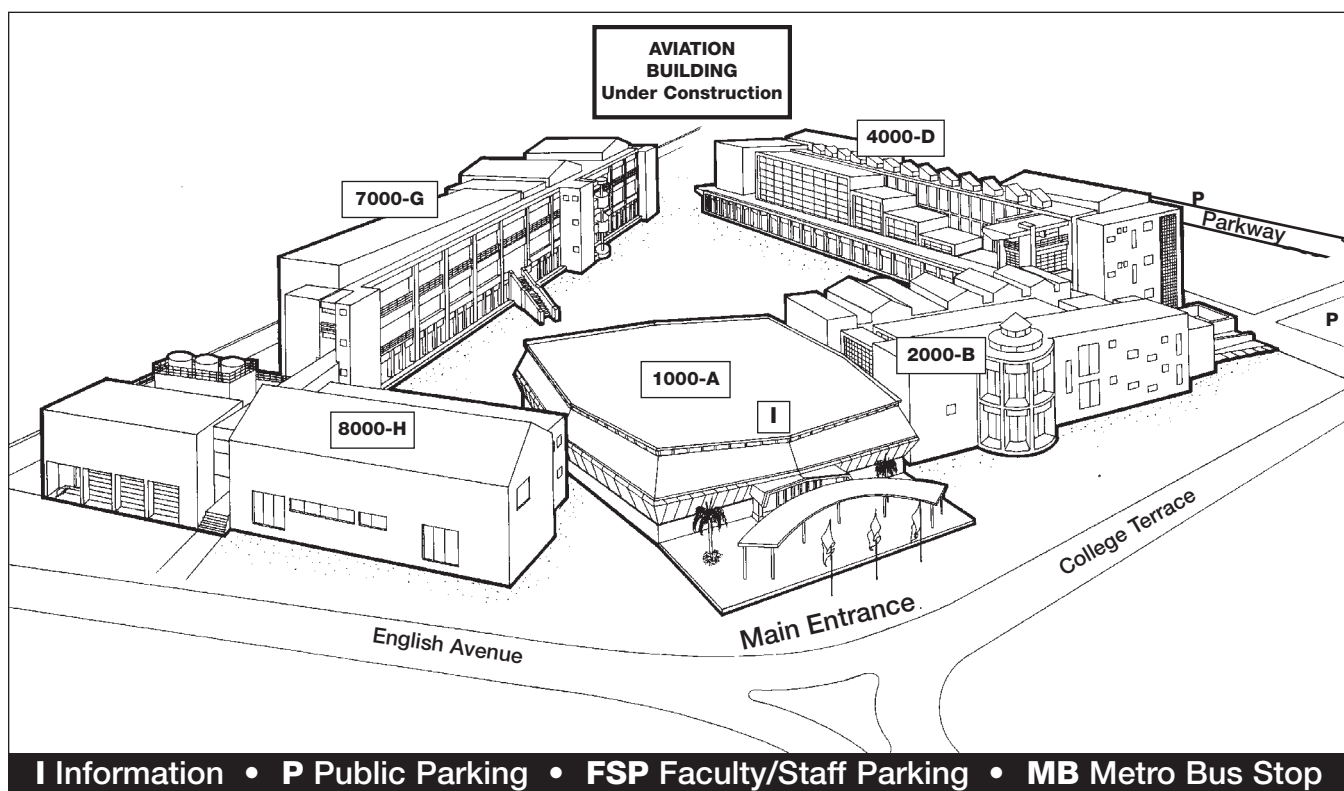


Important Phone Numbers

- 305-237-5555 • Admissions Information
- 305-237-5555 • Registration Information
- 305-237-5000 • Academic Advisement Information
- 305-237-5024 • Financial Aid Information
- 305-237-0000 • STAR Service Telephone Registration
- 305-237-5100 • Campus Security
- 305-237-5019 • Registrar Fax
- 305-237-5105 • Testing Information

Key to Campus Locations

- 1000-A Administration Building - Registration and Student Services
- 2000-B Faculty/Administration Building
- 4000-D Information and Technology Center
- 7000-G Classrooms/Laboratories
- 8000-H Central Physical Plant
- P Visitors' Parking on the Parkway
- I Information

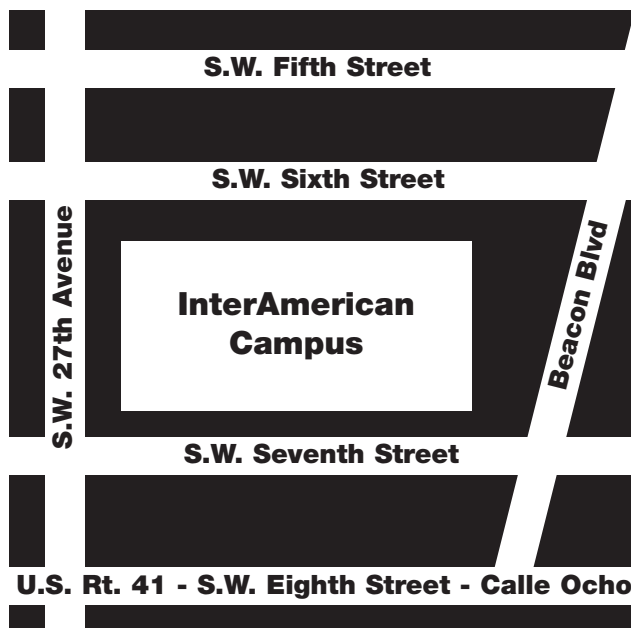


I Information • P Public Parking • FSP Faculty/Staff Parking • MB Metro Bus Stop

InterAmerican Campus

627 S.W. 27th Avenue
Miami, FL 33135

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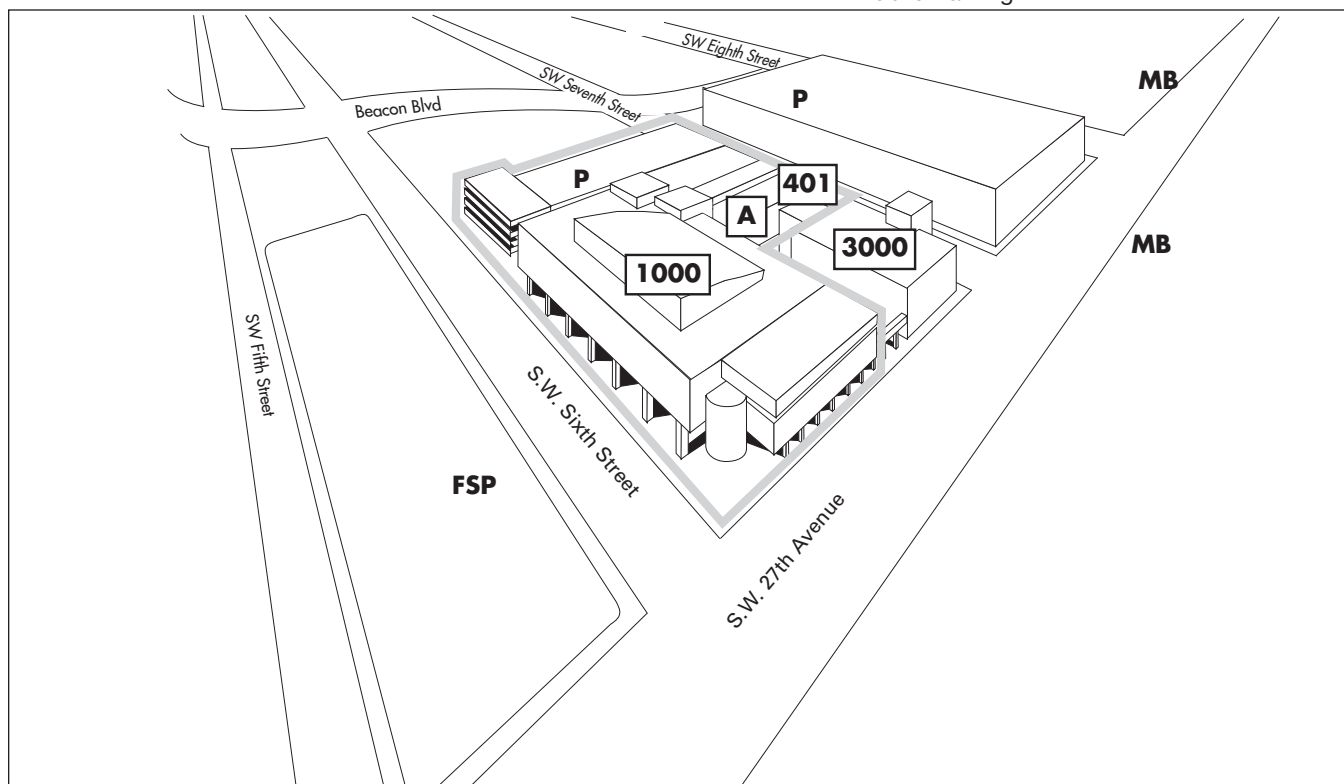


Important Phone Numbers

- 305-237-6020 • Admissions Information
- 305-237-6044 • Registration Information
- 305-237-6133 • Academic Advisement Information
- 305-237-6040 • Financial Aid Information
- 305-237-0000 • STAR Service Telephone Registration
- 305-237-6100 • Campus Security
- 305-237-6232 • Testing Information
- 305-237-6000 • Campus Main Number
- 305-237-6045 • Student Services Information

Key to Campus Locations

- 1000 Administrative & Faculty Offices, Classrooms, Student Services, Computer Courtyard and Other Labs
- 3000 Classrooms and Laboratories
- 401 Conference Center
- A Flag Court
- FSP Faculty/Staff Parking
- MB Metro Bus Stop
- P Public Parking

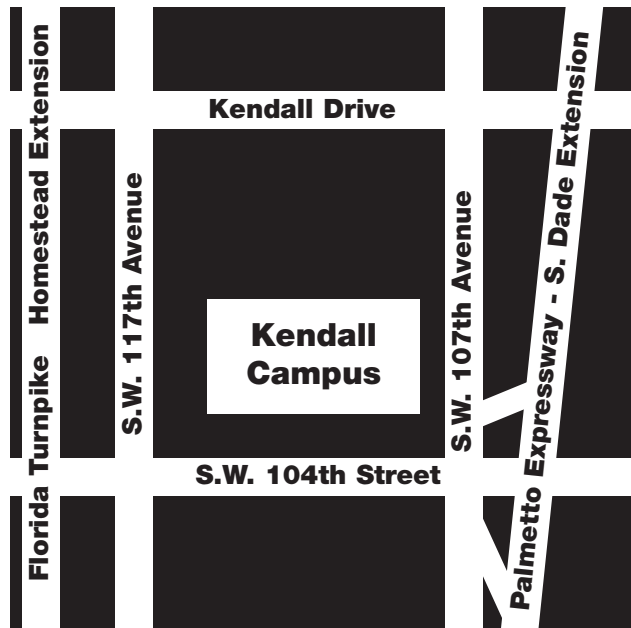


I Information • P Public Parking • FSP Faculty/Staff Parking • MB Metro Bus Stop

Kendall Campus

11011 S.W. 104th Street
Miami, FL 33176

N

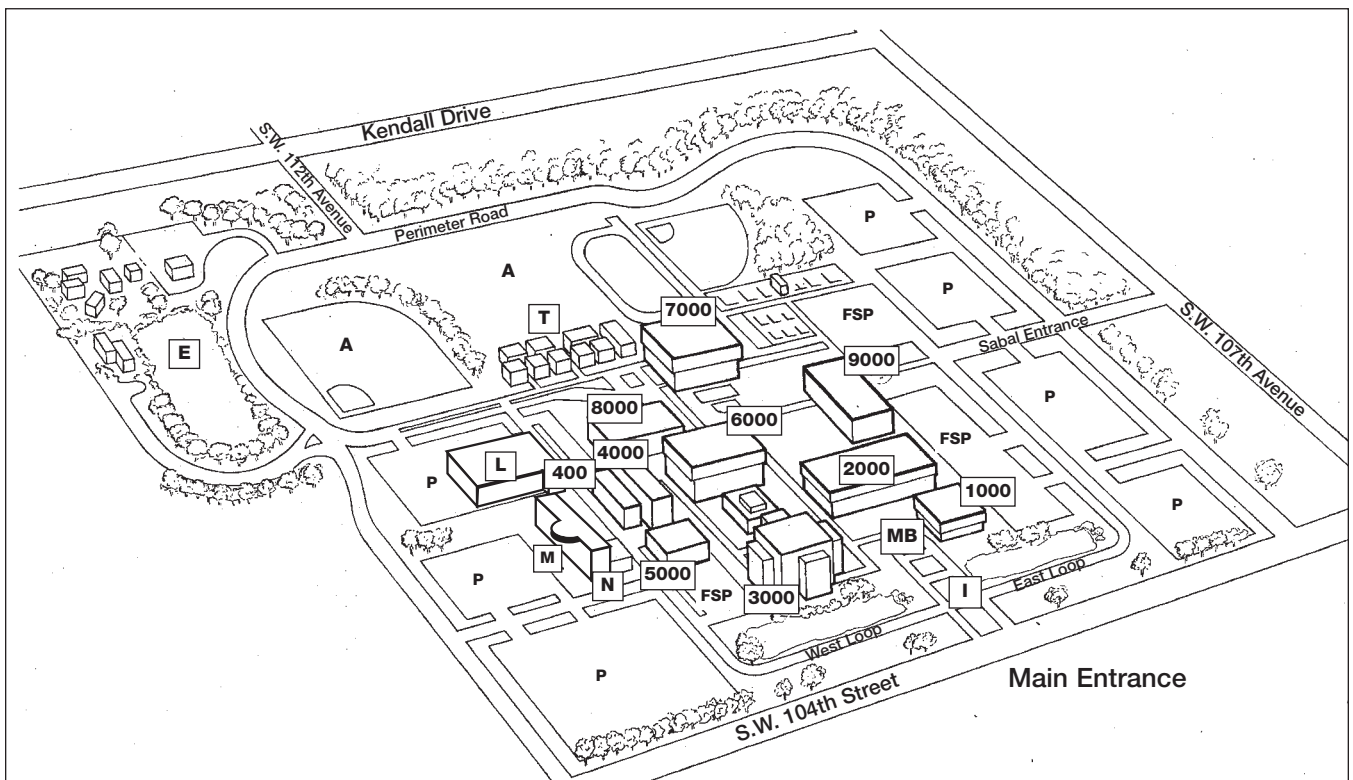


Important Phone Numbers

305-237-2222 • Admissions Information
305-237-2222 • Registration Information
305-237-2125 • Academic Advisement Information
305-237-2325 • Financial Aid Information
305-237-0000 • STAR Service Telephone Registration
305-237-2100 • Campus Security
305-237-2964 • Registrar Fax
305-237-2341 • Testing Information

Key to Campus Locations

1000	Peter Masiko Hall
2000	Niles Trammel Center
3000	Leonard Usina Hall
4000	Daniel K. Gill Hall
5000	Fine Arts Building Annex
6000	Alfred L. McCarthy Hall
7000	Theodore R. Gibson Center
8000	Maria C. Hernandez Center
9000	Jack Kassewitz Hall
400	Dante & Jeanne-Marie Fascell Conference Center
A	Athletic fields
E	Environmental Center
L	Parking Garage
M	Martin & Pat Fine Center for the Arts
N	Art Studio Building
T	Trailers

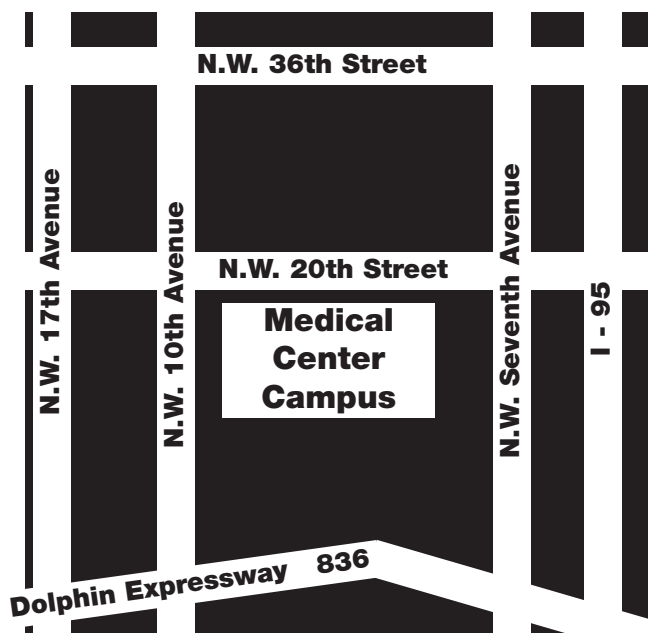


I Information • P Public Parking • FSP Faculty/Staff Parking • MB Metro Bus Stop

Medical Center Campus

950 N.W. 20th Street
Miami, FL 33127

N

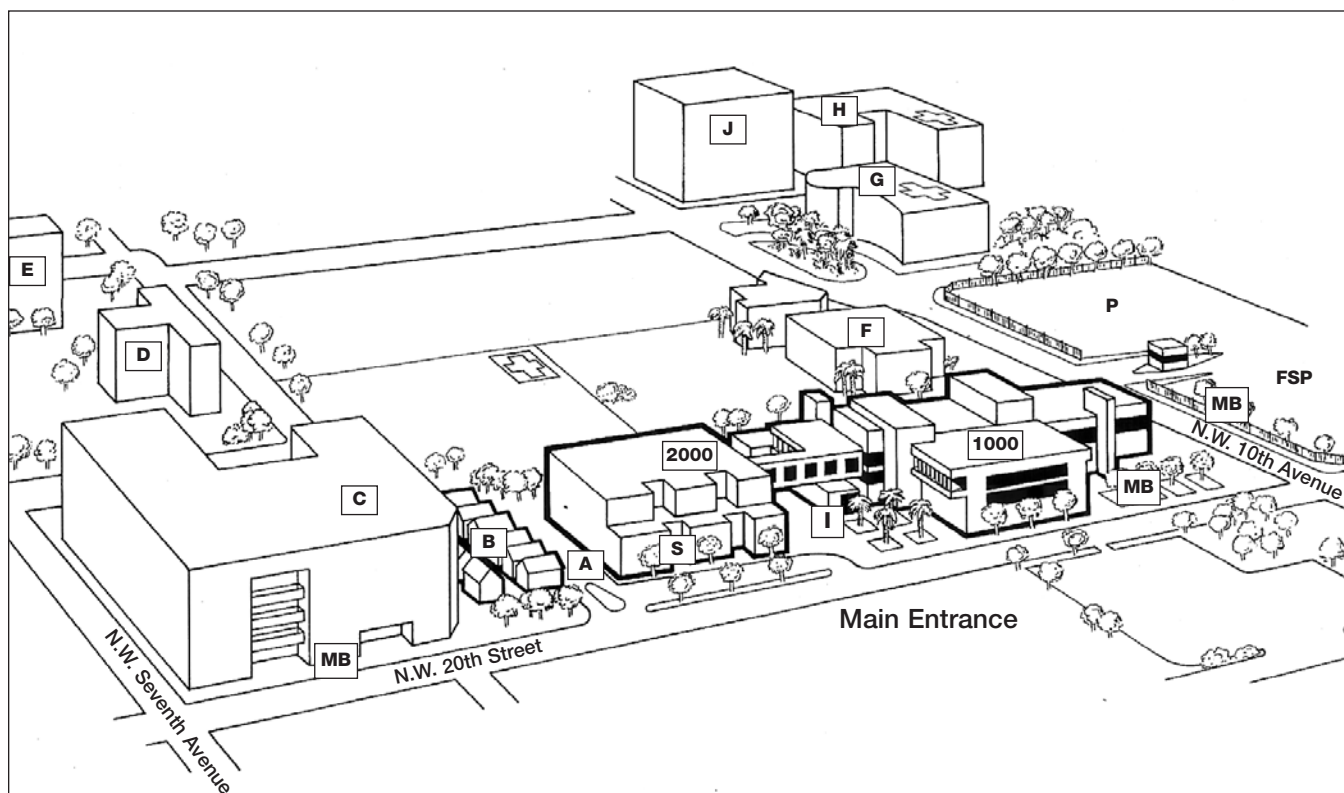


Important Phone Numbers

- 305-237-4444 • Admissions Information
- 305-237-4444 • Registration Information
- 305-237-4238 • Academic Advisement Information
- 305-237-4160 • Financial Aid Information
- 305-237-4141 • New Student Center
- 305-237-0000 • STAR Service Telephone Registration
- 305-237-4100 • Campus Security
- 305-237-4374 • Vocational Certificate
Student Resource Center
- 305-237-4275 • Testing Information

Key to Campus Locations

- 1000 Anna Brenner Meyers Hall
- 2000 Nursing/Allied Health
- A Disabled Parking
- B Relocatables Classrooms/Offices
- S Shuttle Pick Up/Drop Off
- C Lindsey Hopkins Technical Education (DCPS)
- D Jackson Manor Nursing Home
- E Claude Pepper Towers
- F Medical Examiner Center - Dr. Joseph Davis Forensic Pathology
- G Ryder Trauma Center
- H Jackson Memorial Hospital
- J Jackson Memorial Hospital Garages



I Information • P Public Parking • FSP Faculty/Staff Parking • MB Metro Bus Stop

North Campus

11380 N.W. 27th Avenue
Miami, FL 33167

N

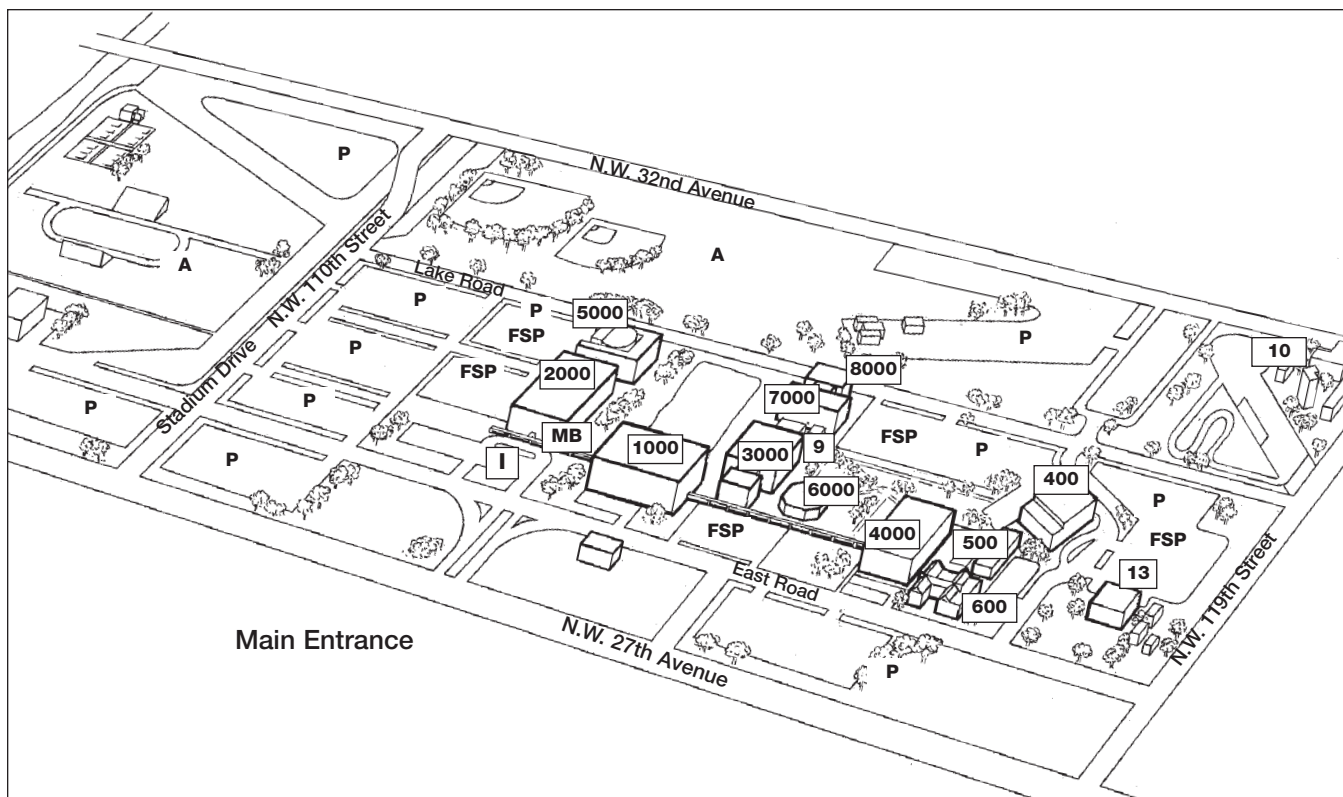


Important Phone Numbers

- 305-237-1111 • Admissions Information
- 305-237-1111 • Registration Information
- 305-237-1425 • Academic Advisement Information
- 305-237-1058 • Financial Aid Information
- 305-237-0000 • STAR Service Telephone Registration
- 305-237-1100 • Campus Security
- 305-237-1015 • Testing Information

Key to Campus Locations

- 1000 Paul R. Scott Hall
- 2000 Mitchell Wolfson Learning Resources Hall
- 3000 J. Nevelle McArthur Hall of Business and Technology
- 4000 LeRoy Collins Campus Center
- 5000 William D. Pawley Creative Arts Center and the William & Joan Lehman Theatre
- 6000 The Learning Center
- 7000 Garth C. Reeves Hall
- 8000 School of Justice & Safety Administration
- 9 W. L. Philbrick School of Funeral Sciences
- 10 Chief Milton O. Bullock Fire Science Academy
- 13 Pre-School Laboratory
- 400 John F. Kennedy Health Center
- 500 Swimming Complex
- 600 Wellness Center
- A Athletic fields

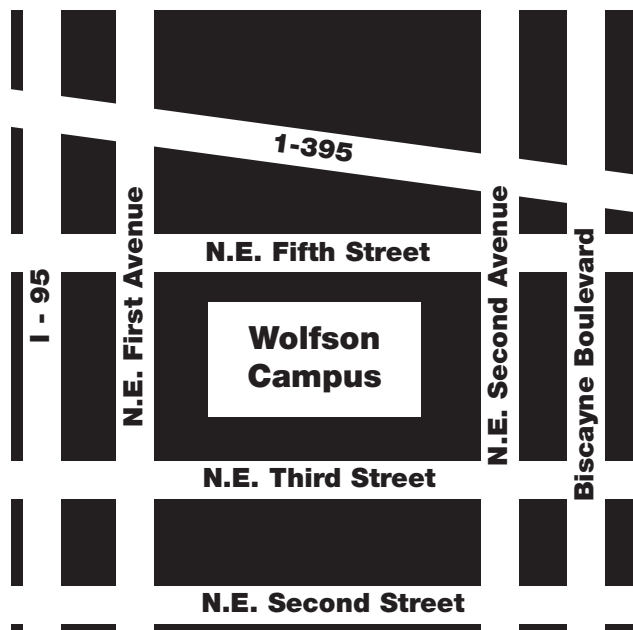


I Information • P Public Parking • FSP Faculty/Staff Parking • MB Metro Bus Stop

Wolfson Campus

300 N.E. 2nd Avenue
Miami, FL 33132

N

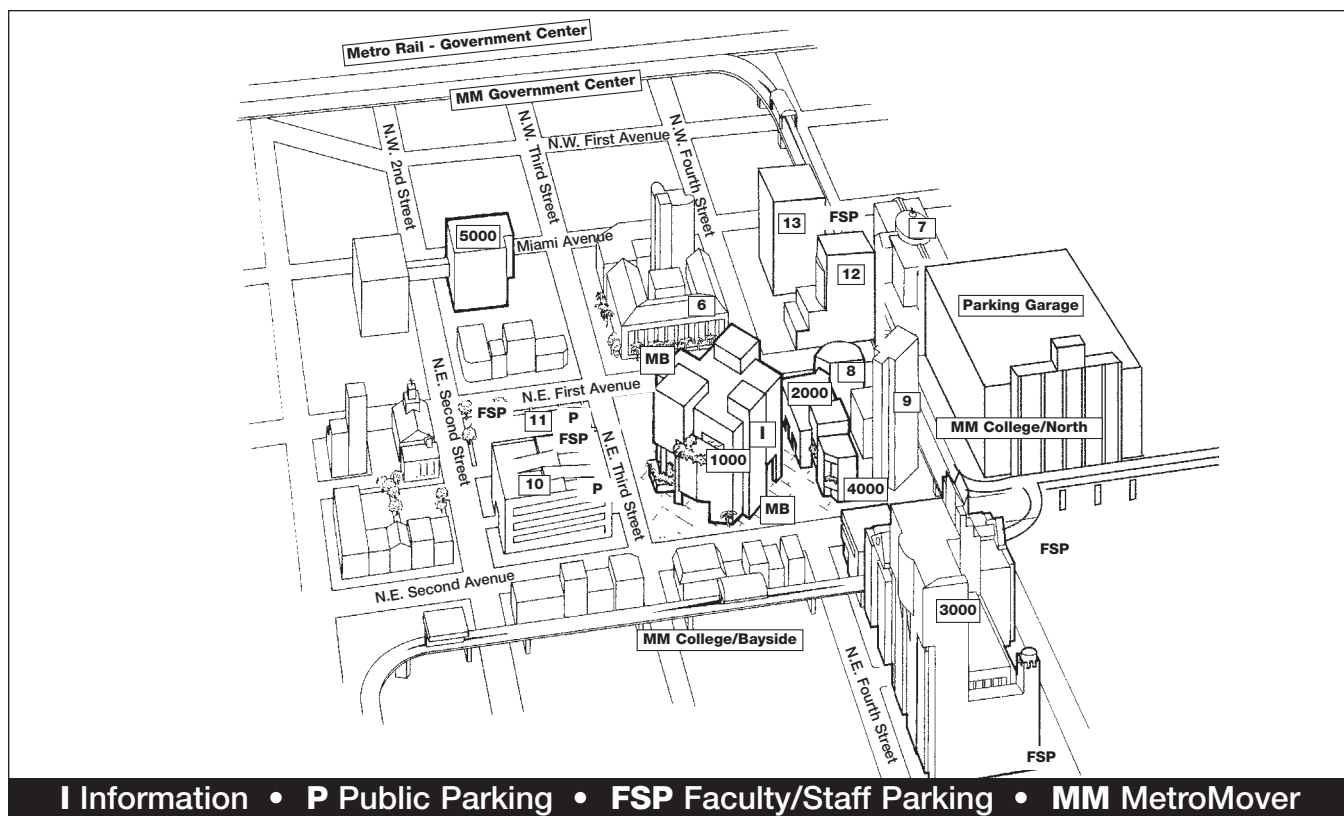


Important Phone Numbers

- 305-237-3076 • New Student Center
- 305-237-3131 • Admissions/
Registration Information
- 305-237-3077 • Academic Advisement Information
- 305-237-3244 • Financial Aid Information
- 305-237-3011 • Testing Information
- 305-237-0000 • STAR Service Telephone Registration
- 305-237-3100 • Campus Security
- 305-237-3490 • Career & Transfer Center
- 305-237-3358 • Job Placement
- 305-237-3072 • Access Services
- 305-237-3536 • Student Life

Key to Campus Locations

- 1000 Wolfson Building One
- 2000 Wolfson Building Two
- 3000 Robert H. McCabe Hall
- 4000 Wolfson Building Four
- 5000 Bonnie McCabe Hall - New World
School of the Arts
- 6 Federal Courthouse
- 7 Central Baptist Church
- 8 Miami Fire Station Number One
- 9 Cain Towers
- 10 City Parking Garage Number Three
- 11 City Parking Lot Number Nine
- 12 James Lawrence King Justice Building
- 13 Federal Detention Center



I Information • P Public Parking • FSP Faculty/Staff Parking • MM MetroMover

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